



Tuesday, January 24, 2017
7:00 p.m.
Council Chambers

	Pages
1. Call to Order	
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Minutes of Previous Meeting	
a. Regular Council Minutes of January 10, 2017	1
4. Additional Items Disclosed as Other Business	
5. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business	
6. Public Meeting	
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8. Public Question Period	
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10. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

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b.	Committee Minutes for Approval	
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11. Motion to Return To Regular Council

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f.	By-law 2017-05, Confirming Proceedings of the January 24, 2017 Committee/Council meeting	148

15. Adjournment



Council Minutes
Tuesday, January 10, 2017
3:00 p.m. Council Chambers

Council Present:

Mayor George A. Bridge
Deputy Mayor Ron Faulkner
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Staff Present:

Bill White, C.A.O. Clerk
Tawnya Robertson, Clerical Financial Assistant, Recording Secretary
Terry Kuipers, Chief Building Official
Gordon Duff, Treasurer
Belinda Wick-Graham, Business & Economic Manager

1. **Call to Order** - 3:03 pm
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** - None
3. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of December 20, 2016

RESOLUTION: 2017- 001

Moved By: Councillor Elliott; Seconded By: Deputy Mayor Faulkner
THAT the minutes of the December 20, 2016 Council Meeting be approved.

Carried

4. Additional Items Disclosed as Other Business

Mayor Bridge and Councillor Anderson disclosed additional items.

5. **Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**

RESOLUTION: 2017- 002

Moved By: Councillor Turton; Seconded By: Councillor Dirksen
THAT The Town of Minto Council convenes into Committee of the Whole.

Carried

6. **Public Meeting** - None

7. Delegations

- a. Sarah Bowers-Peter, Crime Stoppers Guelph Wellington

Sarah Bowers-Peter advised January is Crime Stoppers Month. The motto for this year's campaign is "See something, hear something, say something." Since Crime Stoppers began in 1988, they have received more than 18,765 calls. This has resulted in more than 1,520 arrests and over \$37 million recovered in stolen personal property.

8. Public Question Period- None

9. Correspondence Received for Information or Requiring Direction of Council

- a. Association of Municipalities of Ontario, 2017-2018 Strategic Objectives
- b. Municipal Property Assessment Corporation, 2016 Assessment Update Report
- c. Ontario Ombudsman, December Newsletter
- d. Minto Mapleton Seniors Centre for Excellence, January Calendar and Newsletter
- e. Clifford Recreation Association, January Newsletter
- f. EC King Contracting, Plant Fire on December 25, 2016

MOTION: COW 2017-001

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton

THAT Council receive correspondence for information.

Carried

10. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

- a. Committee Minutes for Receipt

- 1. Jamesway Board Meeting Minutes of October 13, 2016
- 2. Maitland Valley Conservation Authority Minutes of November 16, 2016
- 3. Maitland Source Protection Authority Minutes of April 20, 2016

Councillor Turton will confirm date of the Source Protection minutes.

MOTION: COW 2017- 002

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT the Jamesway Board Meeting Minutes of October 13, 2016 ,Maitland Valley Conservation Authority Minutes of November 16, 2016 and Maitland Source Protection Authority Minutes of April 20, 2016 as information.

Carried

- b. Committee Minutes for Approval

- 1. LaunchIt Committee Minutes of December 13, 2016

Belinda Wick- Graham highlighted the minutes.

MOTION: COW 2017-003

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton

THAT the LaunchIt Committee Minutes of December 13, 2016 be received and any recommendation contain therein be approved.

Carried

- c. Staff Reports

1. Mark Van Patter, Wellington County Planning, Second Dwelling- Lot 12, Concession 10, 6433 10th Line

Chief Building Official Kuipers reviewed the proposal which addressed concerns from a neighbour after the public meeting December 6. A temporary garden suite will be placed with a 20 year timeline and will be in front of the current house and buffered from the road.

MOTION: COW 2017-004

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT the Council of the Town of Minto receive the November 29, 2016 report from Wellington County Planning regarding Zoning for 6433 10th Line, Minto from Agricultural to Agricultural Exception to permit a temporary garden suite and consider passing By-law 2017-03 in open session.

Carried

2. Building Inspector, Official Plan Amendment: Part Lot 75, Concession B, Municipality of West Grey, 6724 Highway 89

Chief Building Official Kuipers described the rezoning in West Grey across the boundary road with Minto which includes a 7000 sq. ft. painting and sandblasting facility. Concerns from the Wellington County Planner and Town staff include noise, outdoor storage and buffering from the road and neighbouring properties.

MOTION: COW 2017-005

Moved By: Councillor Faulkner; Seconded By: Councillor Anderson

THAT Council receives the Building Inspectors report on the proposed official plan amendment and rezoning for Marvin Martin, 6724 Highway 89, West Grey and submits the following comments to the Municipality of West Grey:

THAT the Town of Minto does not object to the proposed rezoning provided consideration is given to compatibility of surrounding uses including the location of outdoor storage of equipment through location, visual screening or buffering, and the acoustical impact on surrounding uses through buffering or building insulation to minimize impacts nearby dwellings.

Carried

3. Chief Building Official, December Building Permit Review

Chief Building Official Kuipers outlined statistics for 2016 as compared to previous years. 2016 was successful for permits and construction value. Council discussed with the CBO changes to the Building Code and how they affect the cost of construction starting in 2017.

MOTION: COW 2017-006

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the Council receives the Building Assistants Building Statistics 2016 Report dated January 6, 2017 for information.

Carried

4. Treasurer, Approval of Accounts

Treasurer Duff noted major payments to the Municipal Drain Work, Fire & Ice Event Fireworks, Sewer Lining in Clifford & Inkerman and the Harriston Arena.

MOTION: COW 2017-007

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for December 23, 2016 as follows: Administration \$ 88,925.51, Building \$ 8,067.20, Economic Development \$ 7,932.63, Incubator \$427.88, Tourism \$11,444.09, Fire \$13,048.14, Roads \$66,617.66, Streetlights \$1,208.77, Waste Water \$64,085.97, Water \$11,201.75, Minto in Bloom \$131.04, Recreation \$3,006.84, Clifford \$4,406.03, Harriston \$11,902.16, Palmerston \$22,189.57, Norgan\$ 2,880.57.

Carried

5. Treasurer, Interim Tax Levy

The Treasurer noted the bylaw allows for collection of initial tax payments

MOTION: COW 2017-008

Moved By: Councillor Faulkner; Seconded By: Councillor Turton

THAT the Council of the Town of Minto receive the December 16, 2016 report from the Treasurer and Tax Collector regarding the Interim Tax By-law and consider passing By-law 2017-01 in open session.

Carried

6. Treasurer, Temporary Borrowing Report

The Treasurer explained this bylaw allows borrowing if needed for cash flow.

MOTION: COW 2017- 009

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT Council of the Town of Minto receives the Treasurer's report dated December 21, 2016, and considers passing By-law 2017-02 in regular Council session

Carried

7. C.A.O. Clerk, Part Lot Control Removal George Street Harriston

The C.A.O. Clerk noted the bylaw allows semi-detached units to be in separate ownership without a severance. County approval of the bylaw is needed.

MOTION: COW 2017-010

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council receives C.A.O. Clerk's report dated January 6, 2017 regarding the Part Lot Control Exemption Application Metzger George Street Parts 1, 2, 3, 4 Plan 61R-20866, Harriston and considers passing a bylaw in open session.

Carried

d. Other Business Disclosed as Additional Item

Councillor Anderson noted the dinner she and her husband David organized for the community Christmas Day served about 150 people at the Harriston Minto Community Centre with an additional 25 meals delivered in the community. She thanked volunteers and those who donated or supported the event which is planned again for 2017.

Mayor Bridge thanked the Anderson's for their efforts in the community. He mentioned the positive response that has been received from the Fire & Ice Event on New Year's Eve. The C.A.O. Clerk reminded Council of the Budget Meeting January 24th 3 p.m. prior to regular Council at 7:00 p.m.

11. Motion to Return To Regular Council

RESOLUTION: 2017-03

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Dirksen

THAT the Committee of the Whole convenes into Regular Council meeting.

Carried

12. Notices of Motion – None

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2017-04

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

Carried

14. By-laws

- a. By-law 2017-01, To provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for taxes in default.

RESOLUTION: 2017-05

Moved By: Councillor Anderson; Seconded By: Deputy Mayor Faulkner

THAT By-law 2017-01; To provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for taxes in default; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. By-law 2017-02, Authorizing the Temporary Borrowing of monies to meet current expenditures pending receipt of current revenues of the Corporation of the Town of Minto.

RESOLUTION: 2017-06

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2017-02; Authorizing the Temporary Borrowing of monies to meet current expenditures pending receipt of current revenues of the Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. By-law 2017-03, To amend zoning for 6433 10th Line, Minto from Agricultural to Agricultural Exception to permit a temporary garden suite.

RESOLUTION: 2017-07

Moved By: Councillor Dirksen; Seconded By: Deputy Mayor Faulkner

THAT By-law 2017-03; To amend zoning for 6433 10th Line, Minto from Agricultural to Agricultural Exception to permit a temporary garden suite; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- d. By-law 2017-04, Authorizing Part Lot Control Exemption: Metzger George Street Parts 1, 2, 3, 4 Plan 61R-20866, Harriston

RESOLUTION: 2017-08

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott

THAT By-law 2017-04; To Exempt Part Lot Control for lands being Part Park Lot 5, North East of George Street, being Parts 1, 2, 3, 4 Plan 61R-20866, Former Town of Harriston, in Town of Minto, under Section 50 (7.1) of the Planning Act, R.S.O. 1990, as amended; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. By-law 2017-05, Confirming Proceedings of the January 10, 2017 Committee/Council meeting

RESOLUTION: 2017-09

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT By-law 2017-05; Confirm the Proceedings of the January 10, 2017 Committee/Council meeting; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

15. Adjournment 3:53 pm

RESOLUTION: 2017-10

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton

THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor.

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White

January 9, 2017

The Honourable Mitzie Hunter, Minister of Education
Queen's Park
14th Floor, Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

VIA MAIL & EMAIL

Dear Minister Hunter:

**Re: Resolution Requesting a Moratorium on the Accommodation
Review Process**

Please be advised that at the meeting held on December 20, 2016, the Council of the Town of Greater Napanee adopted the following resolution in response to a Deputation from Ms. Norah Brien (see attached):

RESOLUTION #553/16: Isbester & Schenk

WHEREAS the current Accommodation Review Process is not reflective of the reality of rural school and community life;

AND WHEREAS school closures impact single-school small rural communities in all educational, social and economic aspects to a far greater degree than those impacts in multi-school urban communities;

BE IT RESOLVED THAT the Town of Greater Napanee requests the Minister of Education initiate an immediate moratorium on the Accommodation Review Process until such time as a review of the above mentioned impacts on small rural communities can be studied, completed and the results and recommendations be considered;

AND THAT this resolution be circulated to Premier Kathleen Wynne, MPP Randy Hillier, Minister of Infrastructure, Limestone District School Board, Algonquin & Lakeshore Catholic District School Board, Community School Alliance, County of Lennox & Addington and all municipalities in Ontario.

As a result of a recorded vote, the resolution was declared.....CARRIED.

Council appreciates your immediate attention to this request.

Yours truly,



Susan M. Beckel, BBA, Dipl. M.M.,
Clerk

Att. 1

CC:

- The Honourable Kathleen Wynne, Premier of Ontario, Email: premier@ontario.ca
- Randy Hillier, MPP Lanark-Frontenac-Lennox & Addington, Email: randy.hillierco@pc.ola.org
- The Honourable Bob Chiarelli, Minister of Infrastructure, Email: bchiarelli.mpp.co@liberal.ola.org
- Paula Murray, Chair - Limestone District School Board, Email: murrayp@limestone.on.ca
- John Brisbois, Chair - Algonquin & Lakeshore Catholic District School Board, Email: brisbois@alcdsb.on.ca
- Doug Reycraft, Chair - Community Schools Alliance, Email: reycraft@sympatico.ca
- Warden Lowry and Members of County of Lennox & Addington Council, Email: lkeech@lennox-addington.on.ca
- Association of Municipalities of Ontario (AMO) Board, Email: lruder@amo.on.ca
- All Ontario Municipalities
- Norah Brien, Email: norahbrien@gmail.com

Susan Beckel

From: Norah Brien
Sent: November-23-16 11:19 AM
To: Susan Beckel
Subject: Addressing Council

Dear Ms. Beckel

I would like to address the Napanee Town Council regarding the Long Term Accommodation Plan provided to them from the Limestone District School Board.

I would like to ask the Council to formally reject the LTAP and to help the Selby community by sending letters to the Limestone District School Board Trustees, the Director of Education as well as Premier Wynne and Director of Education Mitzie Hunter, stating their objections.

Selby School is not only on the list for closure, but a boundary change that will see over half the school's current population bussed into Prince Charles. Out of all five local schools recommended for closure, Selby has the highest enrollment, has had major repairs done over the last two years and is utilizing every classroom, requirements that do not meet the standard for closure or boundary redefinition set by the Ministry of Education.

If Selby School closes, we will see the loss of a great school and community. This will leave Greater Napanee with only two schools, as the proposal is to build the new school in Stone Mills Township. The LTAP recommendations are not serving the best interests of our children, despite what the Limestone Board says. I am asking Council to please help us save Selby School from closure.

Please,

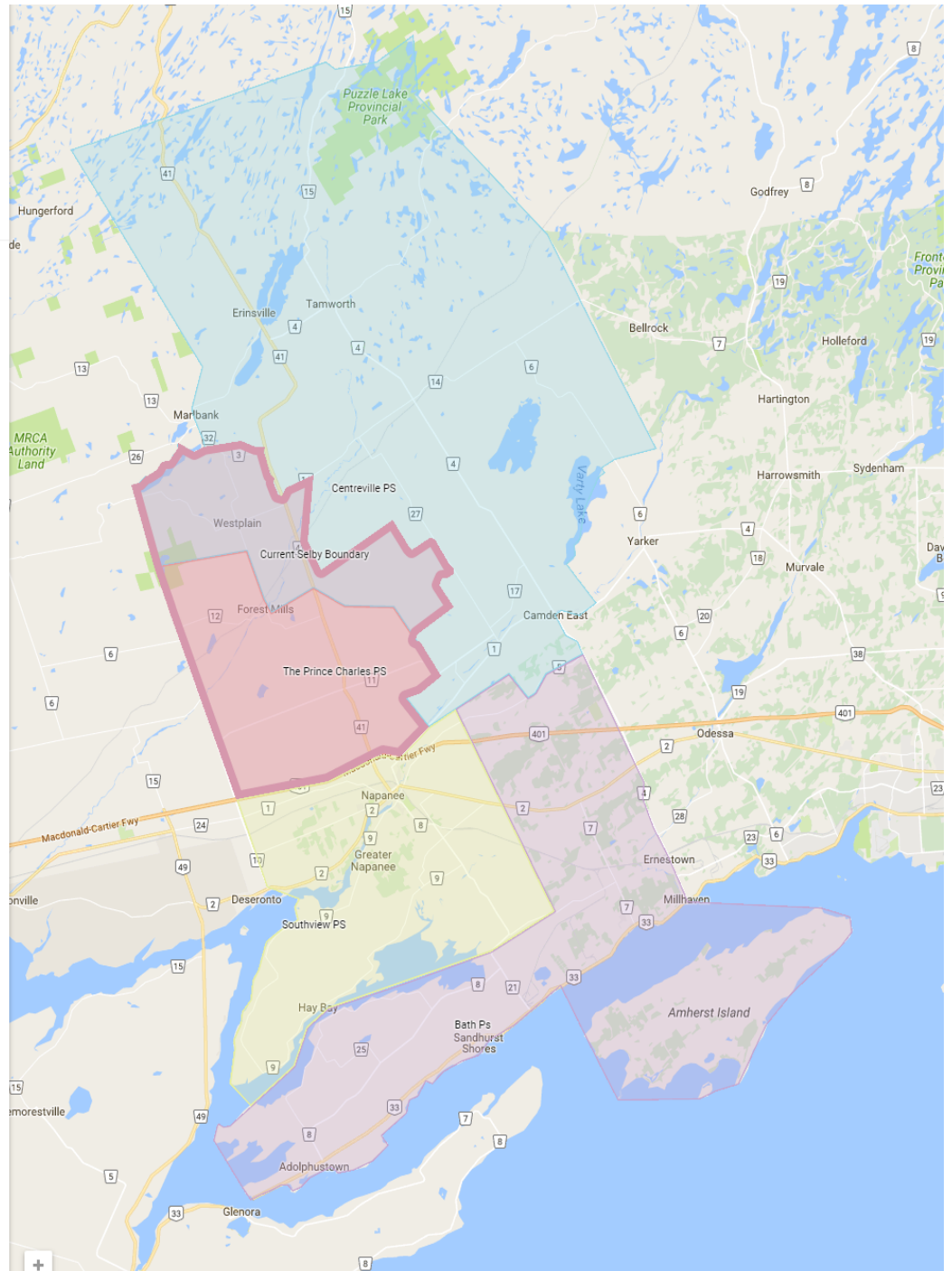
Sincerely,

Norah Brien

Selby, ON
K0K 2Z0

Proposed School Boundaries 2017-18

- Centreville PS
- Bath Ps
- Southview PS
- The Prince Charles PS
- Current Selby Boundary



Good evening,

Thank you for allowing me to speak tonight, Mayor Schermerhorn, Deputy Mayor Isbester and council members. I am here as a parent to Selby school students as well as a lifelong resident of the Selby School community and former Selby student, to ask you to put forth a motion to reject the Long Term Accommodation Report that was presented to you earlier this fall from the Limestone District School Board. As well as rejecting the report, I am asking you join me and members of our community, in writing letters to the Minister of Education Mitzie Hunter and Premier Kathleen Wynne requesting a moratorium on school closures until a more acceptable and fair format to assessing the viability of a school is implemented.

The long term accommodation plan recommendations, prepared by Ameresco Asset Sustainability Group, suggest opening a Pupil Accommodation Review in the 2017/18 school year which would see the closure of Selby School and the amalgamation of Selby students with the students of Tamworth, Enterprise, Centerville and Newburgh into one new school. However, this amalgamation does not include all Selby School students, nor does it include grade seven and eight students. Grade seven and eight students from all the schools in Stone Mills and Greater Napanee would be sent into NDSS and the majority of current Selby School students would be sent to Prince Charles in Napanee.

The way that Long Term Accommodation Review reports are compiled is seriously flawed and it is discriminatory towards our small and rural schools. In their report, Ameresco gives no other alternatives to closing schools and shifting boundaries. Ameresco used outdated and inaccurate information to base their recommendations on. They sourced their information from the government census, which was last done in 2011, they used facility condition indexes from 2012 and enrolment projections based on inflated numbers.

The Facility Condition Index is calculated by using the replacement cost of the school divided by the amount of repair the school needs, the higher the FCI percentage, the more prohibitive it is to repair the school. According to the report Selby School has an FCI of 95.3%, but approximately two years ago, Selby School applied for and received, a government grant for school repairs. With this grant the school was able to upgrade their electrical system and have the roof replaced, major repairs not included in this report.

The Ministry of Education standard for calculating a school's On The Ground Capacity (OTG), the maximum numbers of students the school can accommodate, is to take each grade, JK to grade eight, and give each grade the maximum number of students allowed. Rooms that are being used as a resource room, French room or computer room are "assigned" 12 students per room, even though realistically, a classroom cannot go in a library or computer room. Adding up the max class size with the extra "students" for the other rooms gives the OTG for a school. Therefore if a school's OTG is significantly higher than its current enrolment, that school is deemed under capacity.

Recently the Ministry of Education revised their capacity rates for schools and now all schools must operate at 100% capacity. Selby school has an on the ground capacity of 285 students. There are two French rooms, a computer room and a library, therefore giving our school an extra 48 student spaces. If

we subtract the 48 phantom students from our capacity of 285, this gives Selby School 237 student spaces, the current enrolment of Selby School is 236 students.

Selby School has the highest student enrolment of any rural school in our community and placed second in the EQAO (standardized) testing results for the entire Limestone school board. It is my opinion that Selby School is being considered for closure and boundary redefinition with the sole purpose to boost enrolment in Prince Charles, which according to the LTAP is declining. This is proven if you take a look at the existing boundary for Selby School and the proposed boundary for The Prince Charles, the majority of Selby students would be sent into The Prince Charles.

According to the Ameresco report, enrolment is declining in Napanee District Secondary School and is expected to fall to 756 students by 2030/31. Their suggestion to make NDSS function at 100% capacity is to send all the grade seven and eight students for our entire area to NDSS.

Not only are the Long Term Accommodation reports compiled using flawed information, they are based on guesses. In 2006, the LTAP report completed by Watson & Associates Economists Ltd. was the catalyst to the closure of Westdale, H.H. Langford and Sandhurst Public Schools. In that report, Watson and Associates projected enrolment for Selby Public School to fall to 149 students for 2015/16, as I have mentioned earlier, Selby School has a current enrolment of 236 students.

The entire process of deciding the fate of a school has serious faults, from the LTP reports to the Pupil Accommodation Review Committee (PARC) process. In 2009 The PAR Committee for H.H. Langford, Westdale and Sandhurst had their choice of two schools overruled by the Senior Staff of Limestone District School Board.

In the PARC report from December 2008, it stated that; "There was strong opposition to the splitting the Sandhurst catchment area and sending students in two different directions. Students in the existing Sandhurst catchment area attend Napanee District Secondary School for high school; students at Bath Public School go to Ernestown Secondary School for high school. The PARC felt it was most desirable for students in the Sandhurst catchment area to be able to attend Napanee District Secondary School for their high school program. The first choice of the PARC was to build two new schools – one new school on the existing Westdale Park site for students in the Westdale Park catchment area, and a second new school in a rural area for students in the Langford and Sandhurst catchment areas – and closing the three existing schools. The first choice for the senior staff of Limestone was to build one new school for all students on municipal services at the south end of Napanee, and close the three existing schools, sending some Sandhurst students to Bath Public School." Greater Napanee now has one school in the south end of town, combining Westdale, H.H. Langford and some of Sandhurst students, other students in the former Sandhurst catchment did indeed get sent to Bath PS.

How can the Ministry of Education and the Limestone Board say that the PARC process is fair, when it is obvious that the suggestions and desires of the PARC, students, families and the community are disregarded and what the Board wants, and has wanted all along, is favoured and is implemented?

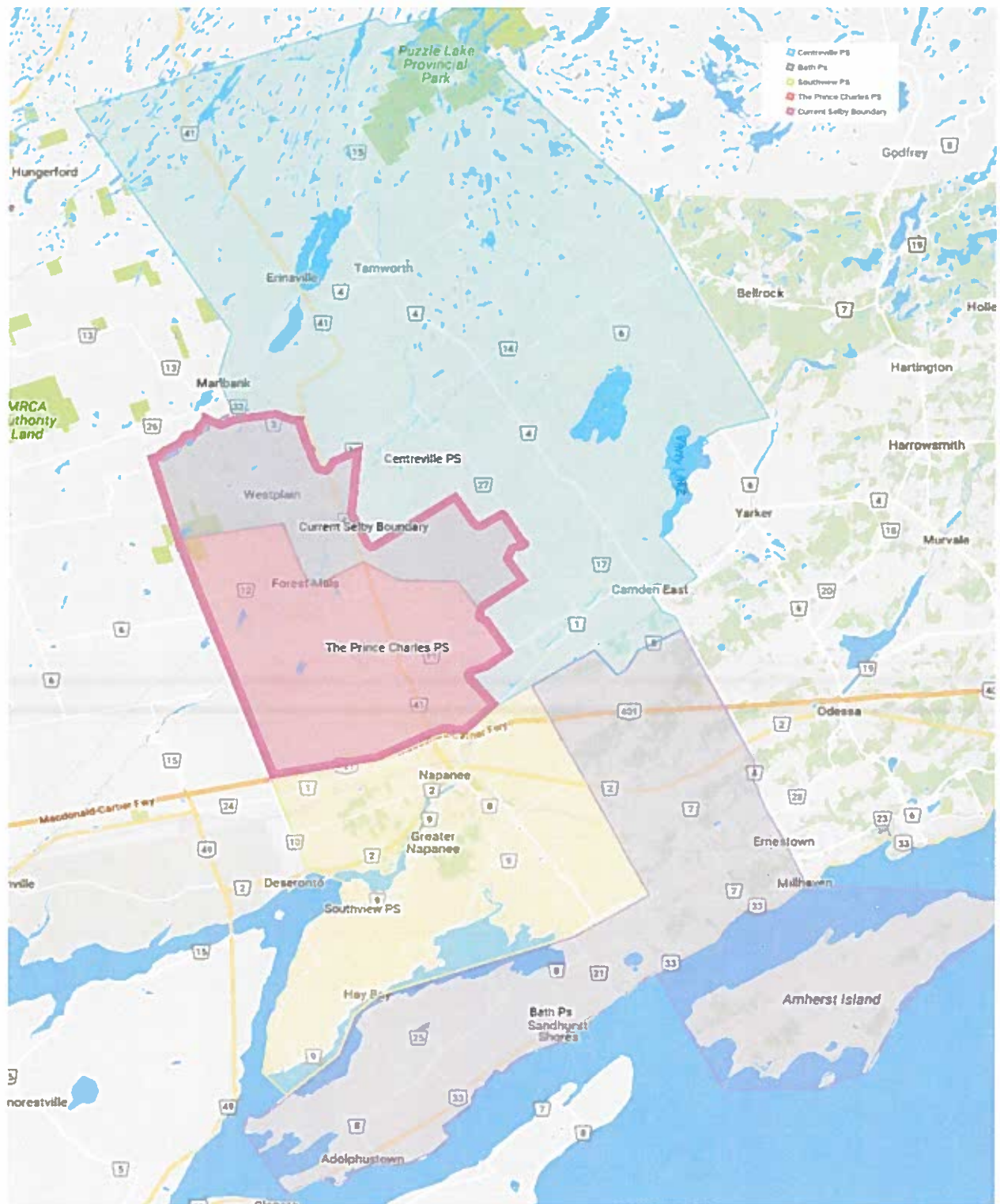
Selby Public School is somewhat of a generational school. Former Selby students have grown up, some have left the community, but many have remained or moved back here to raise their children, myself included. Many parents bring their children to daycares here because of the fantastic reputation Selby School has. I am very afraid that without the school, our community will not thrive. Families will not want to move into an area without a school, they will seek housing in Stone Mills or in the town of Napanee.

I spoke recently with a real estate agent who told me; "My personal opinion is that schools do influence where families choose to live. We have seen families move into the catchment area for Selby because it's such a great school, with a great culture and fantastic teachers. Children that don't do well at other schools thrive at Selby. To lose Selby School will be a huge loss for the community and for our children. Historically property values around a sought after school command a higher price. With the proposed closure of so many of our rural schools, I think this will have a negative impact on our communities and will affect property values. We have seen a steady trend of rising property values but this increase may slow with families moving out of the area to seek housing closer to where their child or children are gaining an education. The amount of time it takes to sell a property may increase if the school, which is oftentimes the heart of the community, is no longer there."

So I am here tonight for myself and on behalf of my children, my neighbours, my friends, the entire community of Selby, the teachers and support staff and most importantly each and every student who attends or will attend Selby Public School; Please, add your voice to ours and let the Limestone District School Board and the Government of Ontario know that you do not support the destruction of our community. If we do nothing, then we are contributing to the problem when we should be part of the solution.

Norah Brien
145 Pleasant Drive
Selby, ON
K0K 2Z0
613-344-1704

norahbrien@gmail.com



Greater Napanee Schools - Current and Proposed Boundaries

Letter from <http://saveourschools.ca/> -

10,000 Empty Spaces in Our Schools? Here's How the Ministry Defines Capacity

Until recently, parents and media had to accept the statement from the UCDSB that there are “10,000 empty student spaces” in the school board.

But now the school board has explained how the study, using Ministry guidelines, has calculated capacity. And it indicates that many of those empty seats in under-enrolled schools are an illusion. According to the recent [FAQ](#) (page 4), capacity is determined in the following way for elementary schools:

- the two Kindergarten classes are each “loaded” at 26 pupils
- other classrooms are “loaded” at 23 pupils (even though most classroom caps are set at 20)
- resource rooms are “loaded” at 12 pupils (!)

This means resource rooms such as a library, language room, and computer room each add 12 students to capacity. Even though the rooms are clearly meant to function in addition to classrooms, not as classrooms and technically shouldn't add to capacity at all.

Let's work a real example. Let's imagine a nice little rural elementary school which has one classroom for each of JK, SK and grades 1 through 6. There is also a small library and a resource room used for music/French/computers, etc.

The Elementary Teachers Union of Ontario has published their own advice for the ideal number of students in each of these classrooms.

<u>Class Size in Single Grade Classes</u>	
Junior Kindergarten	15 Students
Senior Kindergarten	16 Students
Grades 1, 2, 3	18 Students
Grades 4, 5, 6 (Junior)	20 Students
Grades 7, 8 (Intermediate)	22 Students

So our ideal rural school would have, according to the most knowledgeable professionals, a **total capacity of 145 students**.

But what is the capacity of this school according to the Ministry and therefore UCDSB? Using the formula above, which includes adding 12 extra students for each resource room, plus using the maximum amount of students in Kindergarten allowed by the province (26 pupils), the board and Ministry would calculate that this school's capacity is **214 pupils**.

214 vs. 145!

So this school – which the teacher's union would consider to be at 100% capacity – is described by the board and Ministry as being at *67% capacity*. In other words, *at risk for closure*.

If you don't want to use the teachers' numbers, you can use the Ministry's own numbers. Class sizes are generally capped at 26 for kindergarten and 20 for primary grades. So if this school had the maximum number of students, it would still have only 172 students, and it would still be considered at only 84% capacity by the Ministry.

So these "10,000 empty student spaces" don't exist in the real world. But as a bureaucratic device to calculate capacity, these 10 000 empty spaces have the very real power to shut down schools.

A letter of support from Lanark County

Rural Ontario is facing a critical social and structural concern – the closing of rural schools. There's an alarming trend of local school boards closing low enrollment schools without considering the well-being of those students, their families and communities. Schools are an integral part of the economic and service infrastructure necessary for prosperity in our agricultural and rural communities.

Lanark County residents, parents, elected officials and the OFA share the concern of school closures – a result of cutbacks in operating expenses that's done at the expense of rural students and communities. Lanark County opposes school closure decisions that are made without the consideration of critical factors that impact the students, rural families and communities.

Too often important decisions like these are made without critical consideration to transportation, student employment opportunities and parental involvement. Rural school closures mean students are faced with lengthy bus rides to larger schools in urban areas. Hours could be spent each day on a bus, impacting students' attentiveness, learning potential and ability to participate in extracurricular activities. Longer commutes to school also impact students' opportunities for after school and part-time jobs.

Every community – urban and rural – relies on part-time student positions to run their businesses. Student jobs are also an integral part of gaining job experience and saving for post-secondary education. Schools increasingly rely on parent volunteers, and those volunteers will be lost if they can't travel the greater distance to a larger urban school.

Rural schools are also central to the community, acting as hubs for social, service and athletic events and community groups that rely on school buildings. We can't compromise the welfare and best interests of our next generation and our rural communities with school closures that do not account for all costs. Rural Ontario values its children and their education.

Leslie Drynan, CMO
County Clerk / Deputy CAO
Lanark County

**This is a copy of the resolution recently passed by the Township of
Drummond/North Elmsely**

Resolution #16-043

Moved By: Councillor Ray Scissons

Seconded By: Steve Fournier

School Closure Resolution – Ontario Alliance Against School Closures

WHEREAS rural schools are integral to the future of rural communities; and

WHEREAS the Council of the Township of Drummond/North Elmsley are deeply concerned that the current process to consider rural school closures is not inclusive and the timelines do not provide for adequate community input; and

WHEREAS it's critical that continued student achievement and well-being form part of reviews of schools;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Drummond/North Elmsley urge the Minister of Education to rewrite the Pupil Accommodation Review Guideline (PARG) to take into consideration community and economic value considerations and provide for a more democratic process of rural communities;

AND FURTHER BE IT RESOLVED that until such time as PARG is rewritten that the Province place a moratorium on any more rural school closures; And that this resolution be forwarded to the Premier, Minister of Education, MPPs Bill Walker, Jim Wilson and Lisa Thompson, Association of Municipalities of Ontario, Western Ontario Warden's Caucus and the counties and regions of Ontario.

This is a resolution recently passed by Norfolk County Council

Debbie Robertson, Chief Administrative Officer (Acting)/Municipal Clerk, Director Council and Legislative Services, Municipality of Grey Highlands

Re: Accommodation Review Request for Immediate Moratorium
Res. No. 12

Mover: Councilor Peter Black
Seconder: Councilor John Wells

Whereas rural schools are integral to the future of rural communities;

And Whereas the councils of the Counties of Bruce, Grey and Norfolk are deeply concerned that the current process to consider rural school closures is not inclusive and the timelines do not provide for adequate community input;

And Whereas it's critical that continued student achievement and well-being form part of reviews of schools;

Be It Resolved that the Council of Norfolk County urge the Minister of Education to rewrite the Pupil Accommodation Review Guideline (PARG) to take into consideration community and economic value considerations of rural communities and provide for a more democratic process;

And that until such time as PARG is rewritten that the Province place a moratorium on any more rural school closures;

And that this resolution be forwarded to the Premier, Minister of Education, MPPs Bill Walker, Jim Wilson and Lisa Thompson Carried.

Community Notice

January 2017

Hydro One is working in your neighbourhood

Dear Resident,

Hydro One recently wrote to you about our plans to upgrade Palmerston Transformer Station (TS) located at 6257 Wellington Road 123. This important project will ensure that Hydro One can continue to provide a reliable and safe supply of electricity to your area.

Work at the station is scheduled to begin in February 2017. Crews will be replacing the existing transformers, originally installed in 1952, with new equipment and installing telecommunication systems to safely monitor the operation of station equipment. We anticipate the project will be completed by summer 2019.

As mentioned in our initial correspondence, the station will be expanded by approximately 25 metres to the west. A temporary equipment storage area will also be set up on the eastern side of the station. The map on the reverse shows these changes to the station footprint. Existing trees and other vegetation will need to be cleared from around the station.

Work hours will typically be from 7:00 a.m. to 5:30 p.m. Monday to Friday. Limited weekend work may be required.

Traffic control measures and signage will be implemented as necessary to safely transport the new transformers, other work equipment and crews.

Hydro One will contact you directly if a planned outage to your local electricity service is required. We apologize in advance for any inconvenience and thank you for your patience as we complete this important work.

For additional information please contact:

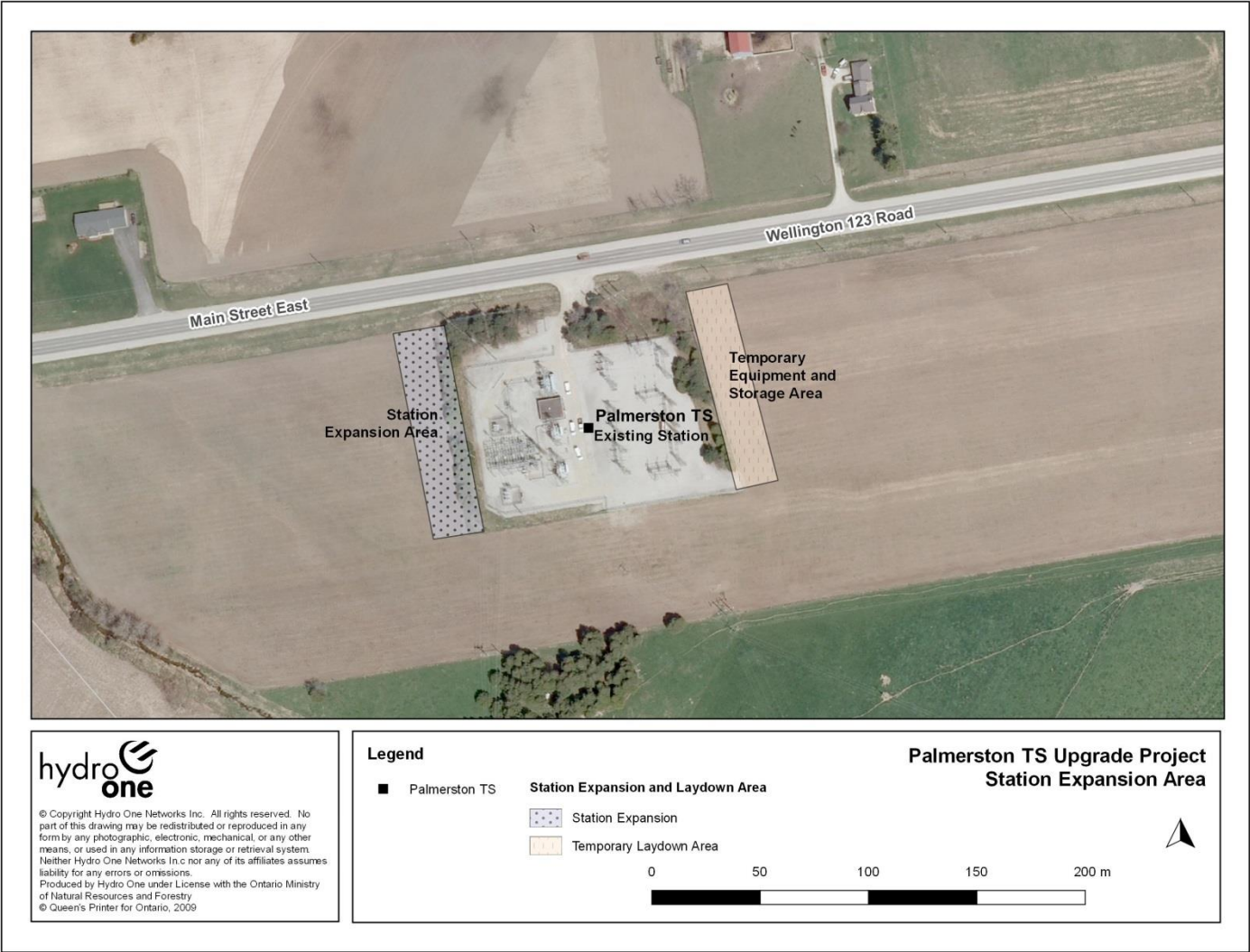
Kyal Butler

Hydro One Community Relations

Tel: 1-877-345-6799

Email: Community.Relations@HydroOne.com

Location and expansion of Palmerston TS





**Regular Council
December 13 2016**

Resolution #423-2016

Motion Details

Moved by Councillor Mary Kavanagh, Seconded by Councillor Charles Mullett

WHEREAS the Province of Ontario has asked local governments to put forward new “revenue tools” for municipalities through public discussion;

AND WHEREAS the Association of Municipalities of Ontario, in its “What’s Next” survey, dated August 17, 2015, projected that with all other revenues remaining stable and service levels unchanged, property taxes will need to increase by 4.51% per year for the next ten years just to meet current service levels and standards;

AND WHEREAS municipalities are facing an estimated \$60 billion infrastructure investment gap;

AND WHEREAS Ontarians still pay the highest property taxes in the country;

AND WHEREAS the revenue raising capacity of property tax is extremely limited for many communities;

AND WHEREAS the National Bank of Canada noted in June 25, 2015, “The municipal sector generally bears the greatest burden when it comes to addressing Canada’s infrastructure deficit. ... Local governments are responding to this infrastructure challenge as best they can;”

AND WHEREAS members of the public, staff and Council participated in a public opportunity to identify and assess new revenue tools for the Town of Bancroft through public open discussion;

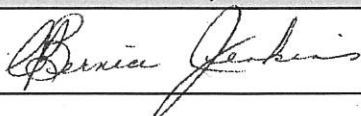

AND WHEREAS the use of lotteries to raise funds for municipal purposes was brought forward;

AND WHEREAS many communities nationally and internationally have experienced overwhelming success raising funds for infrastructure needs with local lotteries such as “Chase the Ace;”

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the Town of Bancroft does hereby request that the Province of Ontario strongly consider allowing municipalities in Ontario to hold municipal lotteries for the purpose of generating funds for local infrastructure needs;

AND FURTHER BE IT RESOLVED THAT a copy of this resolution be circulated to the Premier of Ontario, AMO, ROMA, and Ontario municipalities for support.

RECORDED VOTE		YES	NO
Mayor Bernice Jenkins			
Deputy Mayor Paul Jenkins			
Councillor Mary Kavanagh			
CARRIED:	X	Councillor Bill Kilpatrick	
TABLED:		Councillor Barry McGibbon	
DEFEATED:		Councillor Tracy McGibbon	
RECORDED VOTE (SEE LEFT):		Councillor Charles Mullett	

BERNICE JENKINS, MAYOR	HAZEL LAMBE, CLERK
	



Corporation of the Municipality of Thames Centre

4305 Hamilton Road, Dorchester, Ontario N0L 1G3 ~ Phone 519-268-7334 ~ Fax 519-268-3928 ~ www.thamescentre.on.ca ~ inquiries@thamescentre.on.ca

January 10, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

At its last regular meeting held on January 9, 2017, the Council of The Corporation of the Municipality of Thames Centre reviewed a resolution enacted by the Council of the Township of Zorra, at its regular meeting held on December 6, 2016, concerning the cost of hydro for rural residents.

I wish to advise that the Thames Centre Council enacted the following resolution:

“WHEREAS the Council of the Municipality of Thames Centre, hereby supports the following resolution passed by the Council of the Township of Zorra at its regular meeting held on December 6, 2016:

AND WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Township of Zorra request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;

AND THAT this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO).”

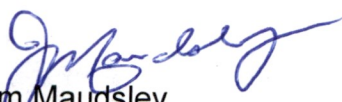
The Council is very concerned with this issue and respectfully requests that further consideration be given to re-evaluate the structure of hydro and indicated in its resolution.

Letter – Premier Wynne
January 10, 2017
Page 2

Thank you.

Sincerely,

The Corporation of the Municipality of Thames Centre



Jim Maudsley
Mayor

cc: Rural Ontario Municipalities Association (ROMA)
All Ontario Municipalities
Ontario Small Urban Municipalities (OSUM)
Association of Municipalities of Ontario (AMO)
Township of Zorra



TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306, Ingersoll, ON, N5C 3K5
Ph. (519) 485-2490 · 1-888-699-3868 · Fax: (519) 485-2520

December 6, 2016

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building - Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

Please be advised the Council of the Township of Zorra passed the following resolution at its December 6, 2016, regular meeting:

"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Township of Zorra request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;

AND THAT this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."

Disposition: Carried

If you have any questions, please do not hesitate to contact me.

Yours truly,

Donald W. MacLeod
Chief Administrative Officer

cc: Rural Ontario Municipalities Association (ROMA)
All Ontario Municipalities
Ontario Small Urban Municipalities (OSUM)
Association of Municipalities of Ontario (AMO)
Tay Valley Township

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 10, 2017

NO. 2017-012

MOVED BY

SECONDED BY

"That Council hereby supports Resolution No. 16-384 of the Township of McKellar dated November 21, 2016; WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility; AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments; AND WHEREAS the fire service represents a significant percentage of small, rural, and northern municipalities' managed capital assets; AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure; AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments; NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Calvin hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward; AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Vic Fedeli, MPP for Nipissing, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities."

Certified true copy

CARRIED

DIVISION VOTE

NAME OF MEMBER OF COUNCIL

YEA

NAY

Coun Adams
Mayor Brown
Coun Edwards
Coun O'Connor
Coun Pennell

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Clerk Treasurer

Municipality of Calvin

Subject:Palmerston Public School Parking/Snow & Ice Removal

Date: Wed, 18 Jan 2017 12:00:25 -0500

From: Kristine & Andy [REDACTED]

To: jeanurse1@gmail.com

Good Morning Jean,

I would like Town Council to look into the following issues.

1. The 10 min parking bylaw in front on the Palmerston Public School.

Staff and or volunteers parking all day in this area, when they should be parking in Palmerson Missionary Church parking lot as instructed by UGDSB. Also why the signs in this area are only 10 min between 2pm-4pm. It really should be like this, 10 min parking 8am-10am and 2pm-4pm. The morning drop off needs to be subject to the 10 min rule too.

2. If parents are being kicked off the street because of the bye law and directed to the Palmerston Missionary Church parking lot, then that lot needs to be looked after (Snow & Ice removal) I sent you pictures of that. Also every time school busses are cancelled, the town is not looking after the side walks in the area (Snow & Ice) These are facts. Remember kids and parents still walk to and from school.

3. According to UGDSB only their staff are to (Park) in the Palmerston Missionary Parking Lot. As I made some phone calls to UGDSB in Guelph on this issue. Parents are only to drop children off there. Then children are to walk to Palmerson Public School from there. Children

some as young as 4 years old walking on their own (YA RIGHT) Well at 3:15 when school is out the younger kids need to physically have a parent or guardian present in front of a teacher in order to leave for home. Safety first.

Andrew Lang



TOWN OF MINTO

DATE: February 10, 2015
REPORT TO: Mayor and Council
FROM: Terry Kuipers and Mike McIsaac
SUBJECT: BD 2015-02 – Prospect Street Parking Issues

STRATEGIC PLAN:

6.8 Implement planning standards for healthy community development including such tools as physical activity plans, walkable communities, remediation of contaminated sites, active transportation and similar.

9.13 Implement short form wording and streamline by-law enforcement practices where possible to efficiently allocate resources to minor offences, and continue enforcing by-laws based on complaints keeping in mind available resources.

BACKGROUND:

Council received a letter regarding vehicles parking and congestion on both sides of Prospect Street, between York and Toronto during school days at arrival before class and after school during pick up. Several concerns were identified during these periods:

1. congestion creates only one lane of through traffic;
2. school buses cannot access loading areas;
3. emergency vehicles cannot access through the street
4. children cross the street between cars which is unsafe.

These issues are caused when parents/guardians off school children using the closest and most convenient parking drop off or pick up children from the school.



Prospect Street has a 1.2 metre wide sidewalk at road level with no curb on the north side from Toronto Street to York Street (see above). The sidewalk is on the opposite side of the school, but the boulevard is paved to allow street parking. On the south side of Prospect there is a 1.2 metre sidewalk offset from the curb from York to the School. In front of the

school there is a curb faced sidewalk, but there is no sidewalk on the south side from the playgrounds all the way to Toronto Street (see below).



Looking at these shots from Google it is clear how through traffic could be easily blocked if vehicles stop on both sides, and how the sidewalk on the north side could be unsafe with kids crossing between cars or if vehicles encroach on to the walkway. The situation has not changed a great deal over the years except for some new home construction on the north side, but staff agrees improvements should be considered to increase safety.

COMMENTS:

Staff met with the Principal and Vice-Principal of the Palmerston Public School to discuss the concerns in an effort to get their perspective of the parking situation. Staff also measured the asphalt width on the street to see if it is sufficient for parking on one side, both sides or not at all. Part of the street is wide enough for parking on one side.

School staff was very aware of the parking issues, and voiced the same concerns that the letter to Council contained and the ones Town staff had raised. Based on our review and internal discussions the following recommendations are brought forward for consideration:

- Amend the parking by-law to prevent stopping or parking of motor vehicles along the southerly side of Prospect St between York and Toronto Streets, excluding buses within the current Bus Loading Zone;
- Amend the parking by-law to prevent stopping or parking of motor vehicles along the northerly side of Prospect Street, from the corner of York Street, 90m to the east and from Toronto Street, 100m to the west;
- Upon an agreement being reached between the Upper Grand District School Board and the Palmerston Missionary Church to allow over-flow parking from the school onto the church's parking lot, the Town will construct 125m of 1.5 m wide sidewalk from the current crosswalk at the school, along the southerly side of Prospect Street to Palmerston Missionary Church's parking lot.

With these recommendations being implemented, the congestion will be addressed along this section of Prospect Street. With the participation of the Church and the new sidewalk, parents/guardians have a place to park (versus them relocating to an adjacent street, causing the same issues there).



If approved, staff will need to work with the parties involved to ensure the transition of parking location is as seamless as possible. Changes to the parking by-law will need to be approved by Council, and an agreement needs to be negotiated between the School Board and Church to allow public parking. It is suggested this work occur during this school year with the sidewalk finished during the summer so the new system is in place for the next school year. It is suggested the Town work through the school to communicate the proposed changes to parents/guardians.

FINANCIAL CONSIDERATIONS:

To implement the recommendations, it will cost approximately \$1000.00 for the 13 new "No Parking" signs and posts, and \$20,000.00 for the 125m of sidewalk.

RECOMMENDATION:

That Council accepts the Chief Building Official and Road Foreman's report BD 2015-02 of February 10th regarding Prospect Street Parking issues and approves the following:

- Amend the parking by-law to prohibit parking on the south side of Prospect Street between York and Toronto Street, excluding the buses in the current Bus Loading Zone;
- Amend the parking by-law to prohibit parking on the north side of Prospect Street, from the corner of York Street, 90m to the east and from Toronto Street, 100m to the west;
- Upon agreement between the Upper Grand District School Board and the Palmerston Missionary Church to allow temporary parking from the school on the church's parking lot, the Town constructs 125m of sidewalk from the current crosswalk at the school, along the south side of Prospect Street to Palmerston Missionary Church's parking lot.

Terry Kuipers, C.B.C.O
Chief Building Official

Mike McIsaac
Roads Foreman

Excerpt from February 17, 2015 Council Minutes

MOTION: COW-054-15

Moved by: J. Anderson; Seconded by: J. Dirksen

That Council accepts the Chief Building Official and Road Foreman's report BD 2015-02 of February 10th regarding Prospect Street Parking issues and approves the following:

- **Amend the parking by-law to prohibit parking on the south side of Prospect Street between York and Toronto Street, excluding the buses in the current Bus Loading Zone;**
- **Amend the parking by-law to prohibit parking on the north side of Prospect Street, from the corner of York Street, 90m to the east and from Toronto Street, 100m to the west ;**
- **Upon agreement between the Upper Grand District School Board and the Palmerston Missionary Church to parking from the school on the church's parking lot, the Town constructs 125m of sidewalk from the current crosswalk at the school, along the south side of Prospect Street to Palmerston Missionary Church's parking lot.**

Carried

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Present: Mayor George Bridge, Councillor Jean Anderson, Councillor Ron Elliott, CAO/Clerk Bill White, Economic Development Manager Belinda Wick-Graham, Economic Development Assistant Taylor Pridham, Chair Jonathan Zettler, Kirk Brownell, Treasurer Gordon Duff, Harold DeVries, Gerry Horst, Kelly Schaefer and Alison Armstrong. Guests in attendance included Chief Building Official Terry Kuipers, Tax Collector Janet Klemp and SWAF Representative Shelley Bell.

Regrets were received from Glen Hall and Councillor Mary Lou Colwell.

Chair Zettler opened the meeting at 3:03 p.m.

The Committee reviewed the previous meeting minutes.

MOTION

**Moved by: Councillor Ron Elliott and Seconded by: Councillor Jean Anderson
THAT the Economic Development and Planning Committee approve the minutes of
the November 10, 2016 meeting.**

CARRIED

Wick-Graham introduced Shelley Bell from SWAF to the meeting. Shelley explained that School Within a Factory (SAWF) is a program that caters to adults without their high school diplomas. She explained that the program is free to all and that it can also help people with specific high school courses. Shelley mentioned that there would be a registration blitz at the Palmerston library the following week and that her goal would be to see SWAF take place in Palmerston and Harriston at least once a week. She added that she would appreciate the Committee's involvement by promoting the program to grow and expand in Minto. Wick-Graham added that there are a lot of success stories associated with SWAF and that it also allows individuals to grow within their respective companies. Shelley added that the program has proven to be beneficial for migrant workers by bridging the language barrier. Gerry Horst commented that it can be a very beneficial feeder system for people to grow in their careers. Councillor Elliott offered the CNRA Clubhouse as a meeting place for SWAF.

Mayor Bridge noted that he had spoken with the University of Guelph President and suggested that they look into promoting more online courses in the future. Chair Zettler added that he was familiar with this and would be happy to look into it further.

Treasurer Duff provided a recap of his involvement on a Committee to look at changes to the vacancy rebate program. This has long been an issue in Minto and something that Council has been lobbying against for some time. A letter was issued in December 21, 2016 and provided to the Committee as a reference. This letter is attached as Schedule A.

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

RECOMMENDATION

Moved by: Councillor Ron Elliott and Seconded by: Mayor George Bridge
THAT the Council of the Town of Minto direct staff to implement a process of consultation with the Minto business community around the Vacant Rebate Program.
CARRIED

Downtown Revitalization Update

The Committee reviewed the Palmerston Downtown Revitalization Committee minutes attached as Schedule 'B'. The main issue at the Committee was the 2 hour parking by-law that has been enforced. Due to complications of William Street with Deb's Hair Design clients frequently needing to park for over 2 hours, the Committee recommended removing the 2 hour parking by-law on that street for the winter and to review in the summer.

MOTION

Moved by: Councillor Ron Elliott and Seconded by: Alison Armstrong
THAT a report be written by CBO Terry Kuipers that the 2 hour parking by-law be removed on William Street for the winter and be revisited in the summer of 2017.
CARRIED

Wick-Graham also shared that the Palmerston Downtown Revitalization Committee had concerns about crossing the main street due to the increase in traffic through Palmerston. Wick-Graham noted that Triton Engineer Paul Ziegler was present at the meeting and that he reported approximately 4 to 6 parking spaces could be lost and estimated a cost of \$10,000.00 to implement the crosswalk. Mayor Bridge highlighted that although it is a County road, it would still be the Town's cost as it is not warranted by the study.

RECOMMENDATION

Moved by: Councillor Ron Elliott and Seconded by: Alison Armstrong
THAT the Council of the Town of Minto direct Paul Ziegler to investigate the cost of the Type B crosswalk and to find out exactly how many parking spaces would be lost.
CARRIED

Wick-Graham reviewed the Harriston and Clifford Downtown Revitalization Minutes attached as Schedule 'C' and Schedule 'D'.

MOTION

Moved by: Councillor Jean and Seconded by: Harold DeVries
THAT the Economic Development and Planning Committee approve the minutes of the Clifford Downtown Revitalization Committee meeting held December 8, 2016, the Harriston Downtown Revitalization Committee meeting held January 9, 2017 and the Palmerston Downtown Revitalization Committee meeting held January 11, 2017.
CARRIED

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Innovation Guelph – “So You Want to Start a Food Company” Workshop Sessions

Wick-Graham informed the Committee about an event taking place at Innovation Guelph on February 28th, 2017 called “So You Want to Start a Food Company”. She proposed that they become a bronze sponsor of \$560.00 for the event which would include all day table, interaction at breaks, a logo on the website etc., which would be beneficial in terms of networking and exposure for the Ag. Incubator Project. Mayor Bridge noted that he would look into whether the County was sponsoring the event. The Committee felt it would be just as beneficial to send two staff members to the event for \$180 to network and be educated then to sponsor the event.

Chair Zettler informed the Committee that the 2017 Economic Development Priorities would be revisited at the next meeting.

Chamber of Commerce Update

Wick-Graham informed the Committee that the Chamber would be hosting their AGM on February 6th, 2017 in the basement at the Harriston Library. She shared that it would be a whole new approach with a dinner and speaker Michael Snyders. Wick-Graham also pointed out that they would be recognizing all of the new businesses that opened in 2016. She also added that the Christmas party was a success and the most attended Christmas Social yet.

LaunchIt Training

Wick-Graham informed the Committee that she and Somer Gerber would be meeting with potential new businesses the following week. She also informed the Committee that LaunchIt's lease had been renewed for two more years, along with Somer Gerber's contract. Wick-Graham added that they would be looking into more promotions for LaunchIt in 2017.

Other Business

Kelly Schafer shared that she had a meeting with the Upper Grand District School Board regarding a Youth Employment Fair. She informed the Committee that according to the statistics, 50% of students would not be immediately attending post-secondary education following high school and either taking a year off or going straight to the workforce. Shelley Bell questioned if there were any Norwell-specific facts. Mayor Bridge shared that it was interesting because the statistics seem to go against what they have been told, being that all students were in school and not available for work. Schafer said that she would look into it and provide more information at the following meeting.

Wick-Graham shared that they did not receive the Canada 150th partnership grant for their youth strategy but the partners were meeting to see if they could deliver the program on a smaller scale with a smaller budget.

Armstrong informed the Committee that Dr. Cressey is expected to retire soon and that there were several prospective doctors interested. New medical residents are

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

arriving every two months. She also informed the Committee that the Rural Health Centre has proven to be a real draw with new residents in Minto.

Taylor informed the Committee about the progress of the Minto Youth Action Council (MYAC) and that the Committee had over nine dedicated members between the ages of 12-19 since starting in October. She noted that MYAC had a New Year's Eve dance on January 6th and that the Council was eager to start planning more projects for 2017.

Horst reported that he was still waiting to receive more details about potential RED funding.

Mayor Bridge informed the Committee that he would be hosting a meeting January 16th with the MP, MPP, Workforce Planning Board, Libro Credit Union, TG Minto and the County of Wellington Talent Attraction Coordinator to look at workforce attraction related to immigration and migration.

Duff shared that he was busy setting budgets for 2017 and that more lots had been sold on Ann Street in Clifford.

Chair Zettler informed the Committee that he had been nominated for Certified Crop Advisor of the year in Ontario and that there would be changes coming into place to protect Lake Huron from phosphorus.

Adjournment at 4:56 pm

Next Meeting: Thursday February 16, 2017 at 3:00 pm at Town of Minto Council Chambers

Taylor Pridham
Economic Development Assistant

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "A"
Vacant Rebate and Reduction Programs

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Ministry of Finance
Provincial-Local
Finance Division
10th Floor
777 Bay Street
Toronto ON M5G 2C8
Tel (416) 327-0264
Fax (416) 325-7644

Ministère des Finances
Division des relations provinciales-
municipales en matière de finances
10^e étage
777, rue Bay
Toronto (Ontario) M5G 2C8
Tél. : 416 327-0264
Télééc. : 416 325-7644



December 21, 2016

Dear Municipal Treasurer,

I am writing to advise you of a number of important decisions for the 2017 taxation year related to municipal flexibility in setting tax policy and to provide a property assessment update.

Please note that all of these decisions will be reflected in the Online Property Tax Analysis (OPTA) system to support municipal property tax analysis and policy implementation.

The Province will update municipalities when regulations implementing the property tax policy decisions are in place.

Property Tax - 2016 Ontario Economic Outlook and Fiscal Review Update

Vacant Rebate and Reduction Programs

As you may know, the Province has been reviewing the Vacant Unit Rebate and Vacant/Excess Land Subclasses. The review was initiated in response to municipal concerns regarding the appropriateness of the lower tax level provided through these programs and any unintended implications this may have for local economies.

Since the 1990s, these programs have provided tax rebates and reductions to property owners who have vacancies in commercial and industrial buildings or land. In response to municipal requests, the Province introduced a legislative framework through the *2016 Ontario Budget* to facilitate potential program changes as a result of the ongoing review.

The Province is now moving forward with providing municipalities broad flexibility for 2017 and future years to tailor the programs to reflect community needs and circumstances, while considering the interests of local businesses. Municipalities can implement changes by notifying the Minister of Finance of their intent to utilize this flexibility and providing details of the proposed changes along with a council resolution.

Minutes of January 12, 2017
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

As you are aware, the Province has an interest in continuing to ensure tax competitiveness and consistency for taxpayers and as such, will be encouraging municipalities to engage with their local business community.

To accommodate different municipal budgeting schedules, an administrative process has been put in place to provide municipalities three opportunities to notify the Minister of their intent. The Minister can be notified by one of the following dates to ensure requested amendments are included in regulation in a timely fashion:

- March 1, 2017
- April 1, 2017
- July 1, 2017

To further support the municipal implementation of any changes, the Ministry of Finance will provide a check-list. The check-list will include considerations for making changes to the programs, including engaging with your local business sector. To request a copy of the check-list or if you have any questions, please email info.propertytax@ontario.ca.

Business Property Tax Capping

The Province is providing municipalities with increased flexibility to manage business property taxes through the business property tax capping program. This builds on 2016 enhancements to the capping program that provided municipalities increased flexibility to accelerate progress to current value assessment (CVA) level taxes, as well as the option to exit or phase-out from the program.

Beginning in 2017, eligibility criteria to allow municipalities to phase out the capping program are more extensive. Municipalities may choose to exclude vacant land from the phase-out eligibility criteria where all properties must be within 50% of CVA level taxes. Municipalities will also have the option to limit capping protection only to reassessment-related changes prior to 2017. For municipalities that select this option, reassessment-related increases, beginning in 2017, would not be subject to the cap.

The adoption of any flexibility measure is a municipal decision and would be enacted through a municipal by-law.

Multi-Residential Properties

The Province has heard concerns about the significantly higher property tax burden for multi-residential apartment buildings and its potential implications for housing affordability in the rental market. In response to these concerns, the Province has announced it will review the property taxation of multi-residential apartment buildings. The review will involve extensive consultations with municipalities, as well as other affected stakeholders, including renters and apartment building owners. Consultations are anticipated to begin in early 2017.

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Currently, the average municipal property tax burden on multi-residential apartment buildings is more than double that of residential properties. In many cases, multi-residential properties are taxed by municipalities at nearly three times the rate of residential properties. The inequity resulting from this higher property tax burden is especially concerning given the lower average incomes of tenants in multi-residential apartment buildings. In fact, the average income of apartment renters is less than half of other residential households.

While the review is under way, the Province will take steps to ensure that high municipal tax burdens on multi-residential properties do not increase. For these municipalities, this means that the municipal property tax burden for multi-residential properties will be no higher in 2017 than it was in 2016.

For the 2017 tax year, municipalities with a multi-residential tax rate that is double the residential rate or higher will be restricted from increasing this burden. This means, where the multi-residential tax ratio is greater than 2.0, a full levy restriction will be implemented and reassessment related shifts onto the multi-residential class will be prevented.

Since 1998, the Province has treated all forms of housing similarly by prescribing a uniform province-wide education tax rate for the residential and multi-residential property classes. To ensure equitable taxation for education purposes, the Province will continue to treat all forms of housing equally.

Other Property Tax Decisions

Property Tax Rate Calculation Adjustment

In response to municipal requests, a technical adjustment to the provincially prescribed notional property tax rate calculation was announced in the *2016 Ontario Budget*. This adjustment ensures that when calculating notional tax rates, municipalities and the Province are able to address any unintended effects due to specific in-year property assessment changes, such as assessment appeal losses.

Municipalities have the option to adjust the year-end assessment used in the notional property tax rate calculation to offset changes resulting from certain in-year reassessment related changes, including:

- Assessment Review Board decisions;
- Request for Reconsiderations;
- Post Roll Amended Notices; and
- Special Advisory Notices.

Applying the technical adjustment is an annual municipal decision and requires a council resolution.

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In 2016, regulations were enacted for each municipality that adopted the adjustment. For 2017 and future years, the Ministry has taken steps to ensure a more streamlined process, which will not require further regulations. Adoption of the adjustment can be implemented for any municipality by selecting the adjustment through the OPTA system. Municipalities that do not use OPTA are required to send information including their calculations supporting their adjustment to the Ministry via email to info.propertytax@ontario.ca.

To ensure the ongoing integrity of education property tax revenues, the property tax rate calculation adjustment is also applied to education property tax rates.

Tax Ratio Flexibility

Municipalities will continue to be provided with tax ratio flexibility to avoid most tax shifts that may occur between property classes as a result of phased-in reassessment impacts. For the 2017 tax year, municipalities that tax multi-residential properties at more than double the rate of residential properties will continue to have tax ratio flexibility, but will not be able to increase the multi-residential tax ratio. These municipalities will still be able to choose whether to use tax flexibility in response to reassessment-related tax shifts among other property classes.

Modified Levy Restriction

Municipalities with property classes subject to the levy restriction will continue to have the flexibility to apply a municipal tax increase to those classes of up to 50 per cent of any increase applied to the residential class. For instance, a municipality levying a 2 per cent increase in residential taxes could raise taxes on any restricted class by up to 1 per cent. As noted above, a full levy restriction will apply to multi-residential properties with a tax ratio greater than 2.0 in 2017.

Property Assessment Update

Landfills Assessment Review

Earlier this year, the Ministry engaged former Cabinet Minister John Wilkinson to lead a review on the assessment methodology for landfills and make recommendations for the 2016 reassessment. Mr. Wilkinson delivered a report which recommended using an historic valuation approach for 2017 to 2020, implementing a new income approach for 2021 and future years, creating a new landfill property class, and excluding the value of environmental protection features from the assessed value of landfills. The Minister of Finance accepted these recommendations in June 2016.

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In November 2016, Mr. Wilkinson submitted a second report advising on the technical implementation of his recommendations regarding the definition of the new landfill property class and the proposed tax ratio framework. Both reports on Landfills Assessment Review can be accessed from the Ministry's website at: <http://www.fin.gov.on.ca/en/consultations/par/>.

On December 13, 2016, an amendment to *Ontario Regulation 282/98* under the *Assessment Act* was filed, which implements several of the Landfills Assessment Review recommendations. The regulation:

- prescribes the use of the historic valuation methodology to assess landfills for the 2016 reassessment. The historic methodology values landfills as vacant industrial land, with structures assessed based on the replacement cost approach;
- prescribes the exclusion of environmental protection features from the assessed value of landfills; and
- establishes a new landfill property class, which is defined as recommended by Mr. Wilkinson.

The Minister's decisions regarding the tax ratio framework for the new landfill property class for 2017-2020 are anticipated in the near future.

Special Purpose Business Property Assessment Review

The Ministry worked in partnership with municipalities, the Municipal Property Assessment Corporation (MPAC) and stakeholders to complete the implementation of the recommendations of the Assessment Review (Special Purpose Business Property Assessment Review) to improve the property assessment system for the 2016 reassessment.

One of the key recommendations from the Assessment Review was the introduction of an advance disclosure process for special purpose business properties that involve complex assessment methodologies. MPAC completed the implementation of this process for the 2016 reassessment, which enabled affected municipalities and businesses to contribute to the determination of assessed values before the assessment roll was finalized.

The Ministry has published a final progress update bulletin which will summarize how each of the Assessment Review recommendations were implemented

The implementation plans for the Assessment Review recommendations were guided by the Assessment Review Reference Committee, which included municipal staff representatives. The insights and contributions from the Reference Committee were a crucial factor for the successful implementation of the Assessment Review recommendations.

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Property Tax and Assessment Municipal Advisory Committee

The Ministry is committed to ongoing collaboration with municipalities to strengthen Ontario's property tax and assessment system.

Following the implementation of the Assessment Review recommendations, the Ministry will continue to engage with municipalities on assessment and tax policy matters. To further support this work, the Ministry established a Property Tax and Assessment Municipal Advisory Committee in spring 2016, which provides a collaborative environment for municipalities and the Province to discuss property tax and assessment policy issues.

Contact Information

If you have any questions related to property tax policy decisions, please contact Andrea Chow, Manager, Property Tax Policy Unit at 416-327-0252 or Andrea.Chow@ontario.ca.

For questions related to the property assessment update, please contact Carolina Torres, Manager, Assessment Policy Unit at 416-325-4754 or Carolina.Torres@ontario.ca.

Sincerely,

original signed by

Allan Doheny
Assistant Deputy Minister

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ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "B"
PALMERSTON DOWNTOWN REVITALIZATION COMMITTEE
JANUARY 11, 2017

The Palmerston Downtown Revitalization Committee held its regular meeting on Wednesday January 11, 2017 at the C.N.R.A. Clubhouse in Palmerston. Committee members present for the meeting were Councillor Ron Elliott, Wayne Vanden Hazel, Shawn Christensen, Brent Lavalley, Susan Forbes, Paul Brown, Barb Burrows, Connie Robinson and Bob McEachern. Member of staff present at the meeting was Business and Economic Development Manager Belinda Wick-Graham. Regrets were received from JoAnne Caughill. Guests in attendance were Jenna and Scott Patterson, Chief Building Official Terry Kuipers, Public Works Director Brian Hansen and Triton Engineer Paul Ziegler.

The Committee reviewed the previous meeting minutes.

Wick-Graham began the meeting by highlighting that the night's meeting had several important issues to deal with and the key contacts were present at the meeting. After this meeting complaints related to parking and snow removal could be directly forwarded to the Department Head.

Wick-Graham recapped the parking by-law history. Chief Building Official Terry Kuipers answered questions related to the parking by-law enforcement as well as tenant parking. Jenna Patterson operates a business out of Deb's Hair Salon and was in attendance representing herself as well as Deb's Hair Salon owner Laura Binning. Patterson explained that many of their clients are in the facility for longer than two hours and the two hour parking by law is having a negative impact on the business, as customers are being forced to park further away and or reduce the number of services they are receiving. She explained that there has never been an issue with parking on William St. She also highlighted how two of the employees received parking tickets and one of them was parked there for less than two hours, pointing to this being a frivolous complaint. CBO Kuipers said that the number of complaints has decreased since the initial implementation. The Committee sympathized with the situation at Deb's Hair Salon and discussed various options including:

- Leave the situation as it is now and monitor the situation.
- Keep track of individuals making complaints and if they are frivolous ignore them.
- Have landlords speak to their tenants about parking in their permitted spots.
- Partial 2 hour limit on William St.
- Removing the 2 hour parking limit on William St.

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RECOMMENDATION:

Moved by: Paul Brown and Seconded by: Councillor Ron Elliott

THAT:

The Council of the Town of Minto remove the 2 hour parking by-law from William St and review the situation over the summer.

CARRIED

The Committee asked that any unused rental spaces in the Foodland Parking Lot be covered so that others can use them until they are rented. CBO Kuipers agreed to look into this.

Wick-Graham introduced the Town of Minto's Engineer Paul Ziegler from Triton Engineering. She recapped that previously the Downtown Revitalization Committee had concerns about the increase in traffic in downtown Palmerston and the safety of pedestrians. As a result of a DRC recommendation the County of Wellington conducted a traffic study and the traffic study was reviewed by Triton Engineering. Ziegler referenced the 2016 Traffic Manual and explained that when conducting the review of the traffic study the engineers reviewed data and the Traffic Manual. The current situation is that there is a painted crosswalk but no signals, which is not appropriate and puts us in a negligent position. Ziegler highlighted that the traffic study did not warrant any traffic signals but suggested that a Type B crosswalk could be installed. This is a County of Wellington Road however, and would need to be addressed to the County. Ziegler estimated it could cost \$10,000 to install this type of crosswalk. The other issue to take into consideration if the crosswalk is installed is that it was estimated that 4-6 parking spaces could be lost on Main Street.

RECOMMENDATION:

Moved by: Bob McEachern and Seconded by: Councillor Ron Elliott

THAT:

The Council of the Town of Minto direct Paul Ziegler from Triton Engineering to find out the number of parking spaces that will be lost with the installation of a crosswalk at the corner of Main St. and William St.

AND FURTHER THAT:

Paul Ziegler also be directed to look into the actual cost of installation of the crosswalk.

CARRIED

Wick-Graham introduced Director of Public Works Brian Hansen. Hansen reviewed how the Town plows the roads in Minto and how they follow a Winter Maintenance Standard set out by the Province of Ontario. Town of Minto backroads and town roads are plowed once a day and it takes 8-9 hours to plow using all equipment. County Road 2 & 3 are plowed three times a day. The Town owns seven plows, two top kicks for parking lots, two graders and three sidewalk plows. All plows are equipped with cameras and the weather is monitored 24/7.

Downtown sidewalks are generally plowed between 3:30 am – 4:00 am. Wick-Graham highlighted that in Palmerston snow banks are removed on Main St. from

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Henry St. to White's Road and William St. to Bell. Moorefield Excavating is contracted to remove snow banks. The cost to do the snow banks in Palmerston is \$1,907.50 for 3.5 hours of work to remove 1.0 metre banks. If the Town wanted to remove a smaller area more frequently the rate is \$545/hr. Hansen highlighted that it takes a tractor blower, dump truck, back hoe, skid steer and a Town employee to remove snow banks.

The Committee questioned whether a smaller area could be done on Main St. from Henry St. to Norman St. and on William to Bell and that they be done before the banks reach 1.0 metre high. Paul Brown referenced the North Perth Winter Maintenance By-Law for Snow Lifts which reads:

SNOW LIFTS

Snow is removed from street gutters in the Listowel downtown core (See Schedule 'D') when gutter accumulations from snow plowing and sidewalk clearing reach approximately 20cm above the curbs. Snow is removed from the highway gutters in the Atwood downtown core when warranted. The snow lifts are completed during the night time hours.

Hansen agreed to speak to the contractor if this is possible as some contractors may have a minimum length of time they go out or may charge a premium for going out for a short time. Hansen was also thinking of other options and offered to provide the information back to Wick-Graham to bring to the Committee.

Hansen offered that if at any time businesses or residents have concerns about public works issues to give him a call or send him an email.

Wick-Graham explained that there are misunderstandings about the Renew Northern Wellington Program. When someone applies to Renew to participate in the program there cannot be an already established businesses offering the same service. If this is the case the individual cannot take part in the program (i.e. if a hair dresser exists another hair dresser cannot start in the Renew Program). The Town of Minto can also not dictate where businesses set up. The Town of Minto does not grant people money in the Renew Program.

Next Meeting
Wednesday February 1, 2017
6:30 pm
CNRA Clubhouse

Belinda Wick-Graham
Economic Development Manager

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Town of Minto Administration Office 3:00 p.m.

Schedule "C"
HARRISTON DOWNTOWN REVITALIZATION COMMITTEE
JANUARY 9, 2017

The Harriston Downtown Revitalization Committee held its regular meeting on Monday January 9th, 2016 at LaunchIt Minto. Committee members present for the meeting were Councillor David Turton, Ken Rogers, Tony Tsotros, Lisa Leslie, Randy Martin, Krista Fisk, and Geoff Gunson. Member of staff present was Business and Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from John Mock.

The Committee reviewed the previous meeting minutes from November 7th, 2016.

Taylor reviewed the Ladies Night survey results for 2016 and made comparisons to 2015. She noted that there were many positive reviews and that sales and overall experience of the event increased. She also made suggestions for a re-vamped 2017 holiday shopping booklet, including holiday events and business promotions/coupons.

Wick-Graham reviewed the new Downtown Investment Package that she and Heather Watterworth of Worth Communications created. She highlighted that the package would replace the previous one and would be included in folders for potential businesses. The Committee looked over the package as it was passed around.

Councillor Turton updated the Committee about wishing to pursue incorporating the Canada Packers reunion with the 2018 Street Party. He highlighted that the reunion could consist of a BBQ and dance. Councillor Turton also noted that it would be key to advertise and promote the event well in advance in order to have a good turnout and give notice to past residents so that they can plan to come back into Harriston. Wick-Graham suggested posting a call-out for committee members on social media. Taylor agreed to be the contact.

Wick-Graham explained that the downtown lights were having issues due to weather with GFIs which caused some to quite working. She informed the Committee that Wayne Metzger was on holidays the past week but she would speak to him regarding the issue upon his return. Wick-Graham also suggested the idea of expanding on the pre-existing Light Up the Town event and having some entertainment or music in Tannery Park to create more of an experience when lighting up the downtown.

Lisa Leslie asked if the clock at the Old Post was ringing consistently yet or not. Wick-Graham shared that Michael was still waiting for the bugs to be worked out. She reminded the Committee that the Old Post's Escape Room would be opening in the spring.

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Wick-Graham added that she had no further details regarding Ben's building. However, she shared that Treasurer Gordon Duff had been selected alongside various larger cities to sit on a committee to deal with vacant building issues and is seeking to give municipalities more control over vacancy rebates. She noted that Gordon would be discussing further details at the Economic Development Planning Committee on Thursday January 12th, 2017.

The Committee engaged in an exercise to highlight various topics regarding Harriston's Downtown such as: Positives, Negatives, how to enhance the positives, and how to enhance the negatives. The responses were as follows:

Positives:

- Revamp of the Old Post
- Lots of shopping options downtown
- Street dance x3
- Most shops are friendly/good variety
- Attractive downtown/streetscapes/beautification x4
- Nice improvements
- Working relationship is good
- Ladies night and street dance are proving to be successful
- River
- Most businesses are supportive of events
- Great signage
- Good DRC
- Always able to attract new businesses
- Coming events sign at the library
- Pathway between Harry Stones & Foodland

How to enhance the positives:

- Look into available funding
- More activity-based businesses to bring people downtown:
 - Ex. Like the Escape Room, Grappling Arts, Axe Throwing, etc.

Negatives:

- Everything closes too early
- Nowhere to stay for the night
- Not much to do after work
- Vacant buildings x4
- Quite a few homeless/shady characters
- Difficult to cross the street in lower downtown
- Maintain businesses
- With consistent constructions, traffic have found new ways of traffic
 - Travelling around Harriston/downtown

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How to enhance the negatives:

- Create a nice pathway between Harry Stones & Foodland parking lots

Next Meeting will be:
Monday February 6, 2017
6:00 pm
LaunchIt Minto

Taylor Pridham
Economic Development Assistant

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SCHEDULE "D"
CLIFFORD DOWNTOWN REVITALIZATION COMMITTEE
DECEMBER 8, 2016

The Clifford Downtown Revitalization Committee held its regular meeting on Thursday December 8th, 2016 at Gramma Jo's in Clifford. Committee members present for the meeting were Isabel Senek, Don Senek, Georgie Hutchison, Ron Gillespie and Karen Dowler. Members of staff present at the meeting were Manager of Economic Development Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Councillor Jean Anderson.

Belinda Wick-Graham opened the meeting at 11:15 am and thanked Committee members for attending the meeting.

The Committee reviewed the previous meeting notes. Karen Dowler and Don Senek pointed out several changes to be made from the October meeting's minutes.

Wick-Graham opened the discussion of the Capital budget for 2017 and asked the Committee about their thoughts regarding a Feed Mill Mural. Georgie suggested having a mural designed and painted by Cliff and passed around a photo of the Old Mill. She pointed out that he would charge \$3500.00 and would need to know before Christmas if the Committee would like to move forward with the mural. Wick-Graham stressed that a decision regarding the mural should be made that day. Don Senek asked about the remaining budget after the Christmas lights were purchased. Wick-Graham stated that there was no money left from that budget due to the cost of the lights that they put up and that Public Works matched. Wick-Graham explained, however, that the Local Heritage Markers Committee accept applications to place plaques in significant locations across Minto. Don Senek shared that he liked this idea, not to replace the mural, but to place around Clifford before Homecoming.

MOTION

Moved by: Don Senek and Seconded by: Karen Dowler

THAT the Clifford Downtown Revitalization Committee approve moving forward with placing either a permanent or semi-permanent plaque to be placed in Clifford.

CARRIED

Wick-Graham shared that 2017 would be a year that Minto would be evaluated for Communities in Bloom and that she thinks a mural would be a great addition for judging. Georgie noted that discovering pictures, dates, etc., then consulting with Cliff would be helpful in making the decision. Wick-Graham mentioned that she could invite the beautification to the next meeting to help decide on mural art. Don Senek shared that consulting with other artists could be helpful in making a decision. Ron Gillespie agreed with Don and said that it would not hurt to receive several quotes and compare. Wick-Graham informed the Committee that she would fill out the paperwork to do the feed mill sign. Georgie shared that she would talk to Peter and the Historic Society about what building and/or properties would work for the

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plaques.

MOTION

Moved by: Karen Dowler and Seconded by: Georgie Hutchinson

THAT the Clifford Downtown Revitalization Committee approve an approximate \$3500.00 installation for a mural and will decide after approaching Cliff and Alicia Forbes to receive quotes for a mural. CARRIED

Wick-Graham reviewed the Signage Grant Application for the Clifford Take-Out Sign. She noted that there was \$370.00 for Leonard and that this would be the last for 2016.

MOTION

Moved by: Isabel Senek and Seconded by: Ron Gillespie

THAT the Clifford Downtown Revitalization Committee approves Clifford Take-Out's Signage Grant Application for \$370.00. CARRIED

Wick-Graham reviewed the previous report from the First Impressions Community Exchange (FICE) that Clifford participated in back in 2010. She said that it would be useful to look through and see what can be improved based on the report.

Wick-Graham informed the Committee that the 2018 constructions would be continuing on into August and that she had no further updates at that time.

Don Senek recapped the Homecoming involvement and shared that there were many committees with many volunteers. He shared that there would be a worship service on Sunday afternoon at 2:00pm in the entertainment tent with Reverend Jenifer and Pastor Doug Bott preaching with a joint choir. Don also informed the Committee that: souvenirs were available at Wesley Bates' store, cookbooks were now available for purchase, bands and security was booked. He also informed the Committee that the New Year's Eve Dance was well underway with 200 people so far and that the dance would close the silent auction.

In other business, Don Senek questioned if there should be a change to the meeting times in order to accommodate more business owners so that they could attend the meetings. Karen suggested making the meetings in the morning before work rather than at night so that there could be a better opportunity for them to attend. The Committee agreed to try moving the meetings to 8:00 am at Gramma Jo's.

Meeting adjourned at 12:15pm.

NEXT MEETING:

Thursday, March 2nd, 2017

8:00 am

Gramma Jo's

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2017 Meeting Dates:

Thursday, June 1st, 2017

8:00 am

Gamma Jo's

Thursday, September 7th, 2017

8:00 am

Gamma Jo's

Thursday, December 7th, 2017

8:00 am

Gamma Jo's

Taylor Pridham
Economic Development Assistant

**Minto Celebrates
Canada's 150th**

FIRE & ICE

Family New Year's Event



Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event



Dog Sled Demos



www.fandistudiosphotography.com



55



Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event

Elsa & Olaf



Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event



Fire Pits & S'Mores



Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event



Fire Artists



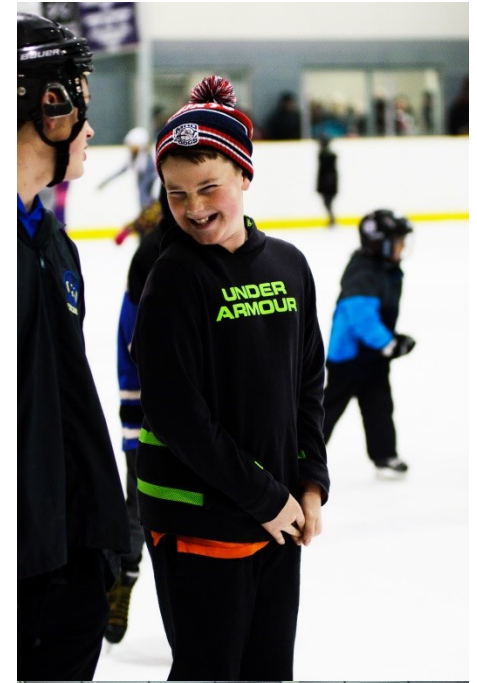
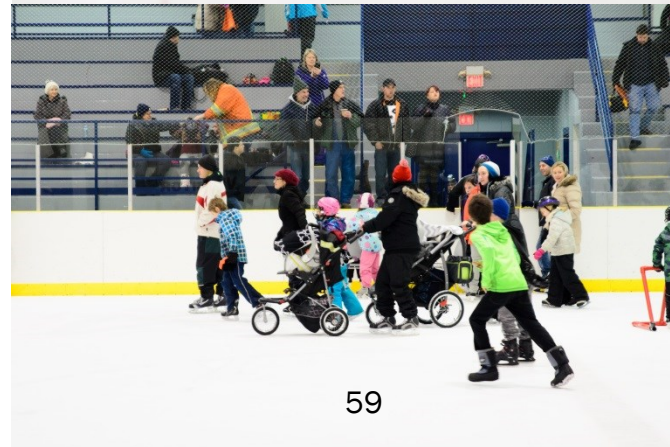


Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event

Skating



Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event

Winter Fun



Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event



Fireworks





Mike Benjamins

December 31, 2016 at 8:42pm · 🌐

Great night, job well done!

Minto Celebrates
Canada's 150th

FIRE & ICE

Family New Year's Event



Amanda DesJardine

December 31, 2016 at 8:43pm · 🌐

Amazing event! Such a great turn out!

Some of What We Heard



Paula Berlett Thanks for a wonderful evening!! We loved it!!

Unlike · Reply · Message · 👍 1 · December 31, 2016 at 9:14pm



Adam Sinclair Thank-you to all the people that organized this awesome event, without you this would never happen....thanks my family had a great time

Unlike · Reply · Message · 👍 1 · January 1 at 11:17am



Rob Craig Looks like the old home town still knows how to put on a party. Well done to all that helped put on a great new years party

Unlike · Reply · Message · 👍 1 · January 1 at 5:53pm



Leah Mensinga-MacMillan — What a great time! Our group said numerous times throughout how impressed we were with everything. Great food, great fun. Can't wait for next year!...

January 1 at 9:41am



Trudy Wright Jackson — We had an awesome time! Thanks for putting it on. Hope to go again next year!

January 1 at 9:11am



Samantha Shannon-Gibson

December 31, 2016 at 9:43pm · Harriston · 🌐

Had a great time and wonderful turn out I hope this becomes an annual event. Well done. Happy New Year



Lynn Arlene Hodgins We had a great Time! Thanks everyone for your hard work. What a great celebration. Thanks Palmerston Scouts for a delicious supper.

Unlike · Reply · Message · 👍 1 · January 1 at 10:18am · Edited



Judy Schlueter It was awesome, great job Minto!

Unlike · Reply · Message · 👍 1 · January 1 at 1:19am



Katie Williams Thanks to the Town of Minto and the Minto Fire Dept. The event was great!!!! It was so nice to see so many people out!

Unlike · Reply · Message · 👍 1 · December 31, 2016 at 9:22am



Debbie Fisher Gottfried Heard it was a great night. Hopefully and annual

Unlike · Reply · Message · 👍 1 · January 1 at 9:53am



Charlene Harkness Excellent evening. The fireworks were fantastic!! Good work to everyone involved in hosting this event!!

Unlike · Reply · Message · 👍 1 · December 31, 2016 at 9:19pm



Lindsay Hogg

December 31, 2016 at 11:16pm · 🌐

What a great way to ring in the New Year with family. Great work Minto! I hope that this becomes a tradition! Thanks to all the volunteers who help make these events in our community so epic!



**Thanks to the
Palmerston Scouts**





Thanks to our Sponsors

**Blessings Thrift
and Gift Store**

Main St. - Palmerston

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**Thanks Town of Minto
& Minto Fire
Staff & Volunteers**



2016 Event Budget

\$12,500



Fire & Ice

Family New Year's Eve Levee 2017...



\$5,000 Minto Fire
\$5,000 Minto Ec. Dev/Tourism
\$5,000 Event Sponsors & Donations



TOWN OF MINTO

DATE: January 17, 2017
REPORT TO: Mayor and Council
FROM: Terry Kuipers, Chief Building Official
SUBJECT: Palmerston William Street 2 Hour Parking Limit

STRATEGIC PLAN:

Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain a high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

BACKGROUND:

As requested by Downtown Committees through the Economic Development Committee, on October 18, 2016, Council approved amendments to the Parking By-law, among other changes, to restrict parking on the main streets of the Urban centres and major side streets to a maximum of 2 hours. This change was due to persons parking in front of businesses for an extended period of time. Along with the amendment, Downtown Committees also asked that this by-law be enforced by By-Law Enforcement Staff in addition to the OPP.

Since being passed by Council, maximum 2 Hour parking signs, between the hours of 8am and 6pm, were installed on applicable streets including William Street, between Main Street West and Bell Street (both sides). The By-law Enforcement Officer has laid 6 parking infraction tickets on William Street from complaints staff has received.

COMMENTS:

William Street in Palmerston contains Multi-Residential, Commercial and a combination of Multi-Res/Commercial developments, including 2 hair salons, a real estate office, Home Hardware, and a used item retail store.

Since the amendment has taken affect and enforcement proceeded as requested, a concern was expressed by a business where one of patron and two staff were issued parking tickets.

On January 11th, staff attended a Palmerston Downtown Revitalization Committee meeting to hear from this business as well as others, to see if there are any other concerns/issues with the amendment and to discuss a solution to any of the concerns.

The business impacted has certain personal service procedures that take upwards of 4 hours, and for other quicker procedures, the patrons are in a hurry to leave the business to avoid a potential ticket opposed to staying and possibly spending additional money. They indicated that prior to this by-law amendment, there were no parking concerns that they knew about on William Street.

Much discussion was held, with staff reminding the attendees that it was the businesses who requested this change, and with additional apartments being occupied in the area, removing the 2 hour parking limit on William Street only, could cause residential tenants to

occupy these on-street parking spaces. The Committee now recommends the 2 hour parking limit be removed from William Street (both sides), and if any parking concerns arise (after winter months overnight on street parking prohibition is lifted April 1) the business owners will speak directly to By-law staff.

Area where 2 hour parking limit now proposed for removal



This recommendation was brought forward to the Economic Development Committee on January 12th, who supported the recommendation and passed a motion for staff to bring a report forward to Council (in an effort to save time with implementing the amendment if approved). Staff has no concerns with removing the parking limitation on William Street at this time, but did express the concern that Council and the OPP may have issues with repeated amendments if this creates other issues.

FINANCIAL CONSIDERATIONS:

There is no cost involved with amending this by-law to remove the 2 hour parking signs with the exception of staff time, and Public Works staff can reuse these signs for replacements where the time limitation remains.

RECOMMENDATION:

THAT the Council of the Town of Minto receives the Chief Building Official's report dated January 17, 2017 to amend the Schedule 'I' to By-Law 5000-05 (the Parking By-law), and consider the by-law in open session to remove the 2 hour parking limit on William Street in Palmerston between Main Street West and Bell St.

Terry Kuipers, C.B.C.O
Chief Building Official
Town of Minto



TOWN OF MINTO

DATE: January 17, 2017
REPORT TO: Mayor Bridge and Members of Council
FROM: Gordon Duff, Treasurer & Janet Klemp, Tax Collector
SUBJECT: Municipal Drain 37 - 2014 Amended Assessments By-Law

STRATEGIC PLAN:

Fiscal responsibility - Establish sustainable financing mechanisms and sources and act in a fiscally responsible manner.

BACKGROUND

According to Section 78 of the Drainage Act a Municipality may assess the actual costs of repairs and improvements to a Municipal Drain. On September 16, 2014, the Council of the Town of Minto passed By-Law 2014-48, which set out the drainage assessments based upon estimated costs and allowances and grant amounts for the drainage repairs. The actual amounts of these costs, allowances and grants are now known.

COMMENTS:

The Drainage Act permits the passage of an amended assessment By-Law to set the amounts to be collected from benefitting landowners. These amounts are set out in Schedule A to the proposed By-Law.

FINANCIAL CONSIDERATIONS:

The Town of Minto has paid all costs including construction, engineering and other related costs in connection with this new construction and repairs. Upon approval of the proposed By-Law, the Municipality will be able to recover these costs as indicated on Schedule A.

RECOMMENDATION:

THAT the Council of the Town of Minto receive the January 17, 2017 report from the Treasurer and Tax Collector regarding the Amended Assessments for Drain 37 - 2014 and consider passing By-law 2017-08 in open session.

Gordon Duff
Treasurer

Janet Klemp
Tax Collector



TOWN OF MINTO

DATE: January 17, 2017
REPORT TO: Mayor Bridge and Members of Council
FROM: Gordon Duff, Treasurer & Janet Klemp, Tax Collector
SUBJECT: Municipal Drain 115 - 2014 Amended Assessments By-Law

STRATEGIC PLAN:

Fiscal responsibility - Establish sustainable financing mechanisms and sources and act in a fiscally responsible manner.

BACKGROUND

According to Section 78 of the Drainage Act a Municipality may assess the actual costs of repairs and improvements to a Municipal Drain. On September 16, 2014, the Council of the Town of Minto passed By-Law 2014-49, which set out the drainage assessments based upon estimated costs and allowances and grant amounts for the drainage repairs. The actual amounts of these costs, allowances and grants are now known.

COMMENTS:

The Drainage Act permits the passage of an amended assessment By-Law to set the amounts to be collected from benefitting landowners. These amounts are set out in Schedule A to the proposed By-Law.

FINANCIAL CONSIDERATIONS:

The Town of Minto has paid all costs including construction, engineering and other related costs in connection with this new construction. Upon approval of the proposed By-Law, the Municipality will be able to recover these costs as indicated on Schedule A.

RECOMMENDATION:

THAT the Council of the Town of Minto receive the January 17, 2017 report from the Treasurer and Tax Collector regarding the Amended Assessments for Drain 115 - 2014 and consider passing By-law 2017-09 in open session.

Gordon Duff
Treasurer

Janet Klemp
Tax Collector

**TOWN OF MINTO**

DATE: January 13, 2017
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

Fiscal Responsibility/Financial Strategies - strategies support the goal of being a fiscally responsible municipality.

BACKGROUND

The following is a summary of accounts by Department paid for January 13, 2017:

Administration	\$ 175,268.24
People & Property	
Health & Safety	
Health Services	
Building	1,558.08
Economic Development	1,836.35
Incubator	2,292.40
Tourism	647.47
Fire	2,659.88
Drains	
Roads	584,296.79
Cemetery	
Waste Water	49,456.57
Streetlights	10,634.87
Water	12,067.18
Town Landscaping Care	
Recreation	5,865.78
Clifford	18,890.36
Harriston	15,786.25
Palmerston	38,428.30
Norgan	2,554.33
<hr/> <hr/>	
	\$ 922,242.85

COMMENTS:

The above information is provided to provide an update on monthly spending by Department as public information. Council also receives three budget update reports per year outlining the status of budget to actual for the capital plan and operating budgets.

Council receives by email a detailed summary of accounts including personal information about identifiable individuals that is protected under the Municipal Freedom of Information Act. The auditor supports Council approving the accounts in this fashion.

FINANCIAL CONSIDERATIONS:

Council's approval of the accounts increases transparency by disclosing monthly spending by Department.

RECOMMENDATION:

That Council of the Town of Minto receives the Treasurer's report dated January 13, 2017, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for December 2016 and January 2017.

Gordon Duff, Treasurer

**TOWN OF MINTO**

DATE: November 29, 2016
REPORT TO: Mayor and Council
FROM: Todd Rogers, Compliance Coordinator
SUBJECT: DWQMS Management Review

STRATEGIC PLAN:

11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities from Centre Wellington. Maintain both water and sewer facilities using qualified Town staff so long as it is cost effective and efficient to do so.

BACKGROUND:

The requirements of management review are dictated by Element 20 "Management Review" of the Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS). This standard requires that a management review is conducted at least once every 12 months to evaluate the continuing suitability, adequacy and effectiveness of the Quality Management System (QMS).

COMMENTS:

Through the management review process, Top Management shall identify deficiencies and action items (including personnel responsible and proposed timelines for implementation) to address the deficiencies. Results of the management review are reported to the Owner through Council Reports.

Drinking Water Services Quality Management System is the key tool that supports and assures Council, as the Owner of the drinking water systems, is meeting its duties and responsibilities under the Safe Drinking Water Act (2002) and Standard of Care.

FINANCIAL CONSIDERATIONS:

There are no financial considerations

RECOMMENDATION:

THAT Council receives the Compliance Coordinators November 29, 2016 report regarding DWQMS Management Review and all members of Council review, approve and endorse the report.

Name: Todd Rogers
Title: Compliance Coordinator



Town of Minto
DWQMS
Management Review
2016

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Opening Remarks

The Management Review is occurs when the DWQMS Team (top management) comes together to review and discuss the accomplishments and issues or deficiencies with the Towns water systems, DWQMS Operational Plan, and The Water Department . As part of continuous improvement, all issues resulting from this review will be delegated and given a timeline that will be documented and tracked. This review and all minutes and action items will be communicated to the owner of the system.



Quality Management System Policy for The Town of Minto Water Supply and Distribution System

The Town of Minto is committed to supplying a consistent and safe drinking water supply which meets or exceeds all regulatory standards. We strive to achieve these goals through creating and managing a system comprised of policies and procedures which exhibit ongoing evaluations, staff competency through training, communication of pertinent information with consumers and town staff, workplace safety and contingency response measures.

The management and staff of the Town of Minto are committed to producing, maintaining and continuously improving the Quality Management System.

Passed by The Council of the Town of Minto
On May 9, 2007

Adverse Drinking Water Results

Bacti testing for E.Coli & Total Coliform was completed weekly at each well in Minto's water systems. Drew Hall and Town of Minto office wells had water samples tested monthly.

These following are a total of all weekly or monthly raw, treated and distribution bacteriological samples from January 1 to October 31

Sample Monitoring – in 2016

Raw & Treated

Palmerston - 176
Harriston - 130
Clifford - 132
Minto Pines - 44
Drew Hall - 14
Town office - 10

Distribution

Palmerston - 176
Harriston - 132
Clifford - 132
Minto Pines - 44

Sampling

- Quarterly Nitrate/Nitrite & THM samples were collected and analyzed in 2016. All samples were within acceptable limits. Alkalinity and pH were also tested and within acceptable limits. Reg. 243/07 requires lead sampling annually at one daycare site located on William St. Palmerston. The sample was within acceptable limits.
- Sodium & Fluoride testing is due to be tested May 2017 at all well sites.
- Schedule 23 & 24 parameters (metals, pesticides & volatile organics) were tested in 2016 as per Reg. 170/03 for Minto's water systems all results were within acceptable limits. Minto Pines Schedule 23 & 24 will be sampled in May 2017.
- In Dec 2016 – Apr. 2017 and June 2017- Oct 2017 windows distribution systems will be sampled for lead. If no lead exceedances found, no lead testing will be required for the next 3 years.

Distribution Chlorine Residuals

Each well house has chlorine residuals monitored at 5 minute intervals on a continuing basis via the SCADA System & online Cl₂ analyzers. In 2016, chlorine residuals were also tested in each distribution system. This data is from the reporting period of Jan. -> Oct. 2016

System Location	# of samples tested	CL ₂ residual range	
		Min	Max
Clifford	480	0.54	1.70
Harriston	481	0.46	1.39
Palmerston	479	0.62	1.50
Minto Pines	213	0.68	1.31

The minimum target Cl₂ residual in a distribution system is 0.20 ppm. Due to areas of dead ends & low usage, residuals are maintained a bit higher to ensure proper disinfection is taking place.

Adverse Water Quality Incidents (AWQI)

There was one AWQI in the past year. AWQI #128230 occurred Feb 4/16 due to a loss of pressure to a portion of the Palmerston water system as a result of a valve repair being performed and a valve elsewhere in the system that was left in the closed position.

Health Unit and MOECC were both notified and flushing, chlorine residual checks and a microbiological sample were taken as precaution. All result were acceptable.

Meeting Note

- Increased valve operation training was provided to ensure this doesn't happen again

Equipment Calibration

- Flow meters for each supply well were calibrated on July 2016. No calibration problems were found.
- Online chlorine analyzers were calibrated March 2016 - All equipment checked OK.
- Backflow preventers in all well houses were tested March 2016 - All equipment checked OK.
- Handheld Cl₂ analyzers were checked for proper calibration limits Nov 3/16. All equipment checked OK.
- Handheld colorimeters are verified against standards weekly and used to verify the online analyzers during daily well rounds.

Meeting Note Harriston Well #2 flow meter is getting old and should have a chip replaced either the next time it has a problem or when it is calibrated next summer. If occasionally shows flow when there isn't water flowing.

Water Meter Program

Palmerston began billing on meters June 1st 2015, Harriston, Clifford and Minto Pines billing on meters started July 1st 2015. Meters complaints have decreased since last year. However there are still regular complaints after billing, about high bills resulting from leaks, but nothing compared to a year ago. Revenue – not yet seeing expected outcome, however, the new rates have only been in place since Summer 2016.

Meeting Note

- After working on the Operating Budget, revenue appears to be increasing. We will review in June of 2017

Active Meters Per Town

Palmerston 1,040
Harriston 830
Clifford 344
Minto Pines 34

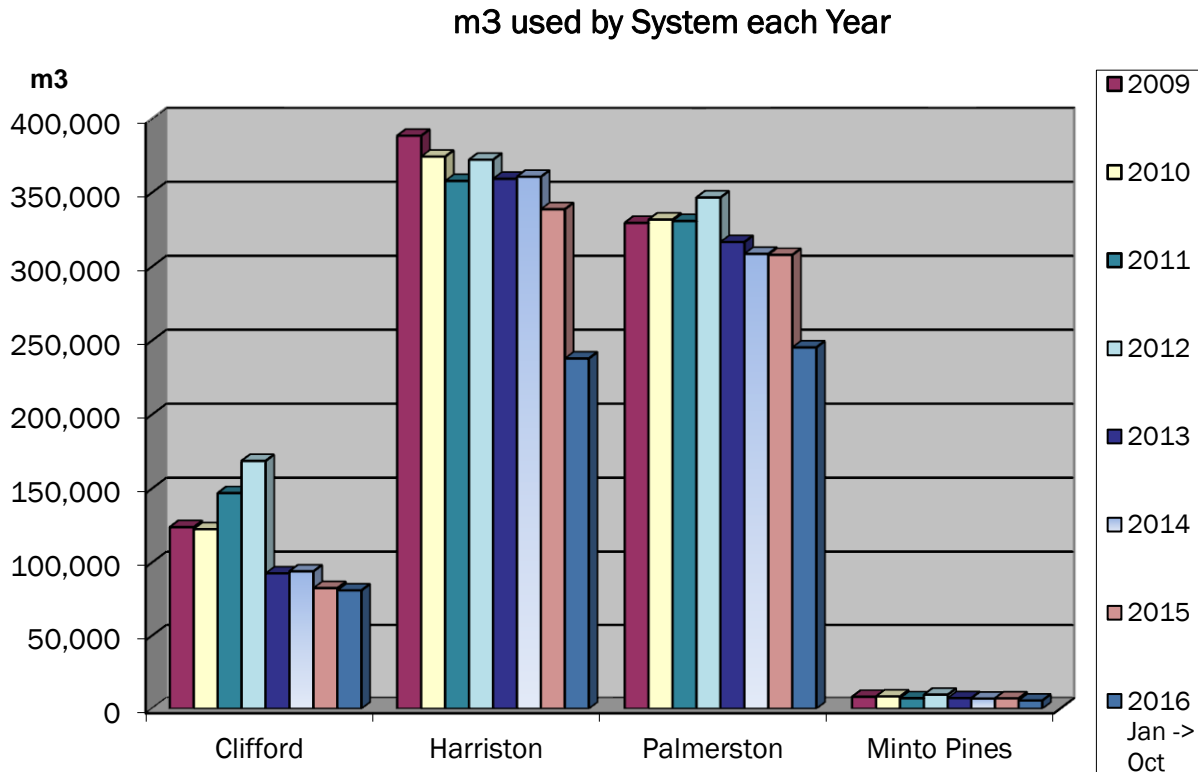
Meters that are removed for the winter are not included

Palmerston 4
Harriston 4
Clifford 3

Water Consumption in Town of Minto Water Systems

System	Population	2016 m ³	2015 m ³	2014 m ³	2013 m ³	2012 m ³	2011 m ³	2010 m ³	2009 m ³
Clifford	800	80,950	82,547	93,995	92,619	168,662	146,880	122,525	123,886
Harriston	2,100	237,894	338,778	360,719	359,357	372,237	357,877	374,359	388,458

Palmerston	2,600	245,380	307,909	308,637	316,635	346,739	330,818	331,769	329,564
Minto Pines	100	5,593	7,040	6,877	7,250	9,560	7,144	8,393	8,154



NOTE: 2016 is only JANUARY 1st to OCTOBER 31st

Despite new home construction in Clifford, Harriston and Palmerston consumption has dropped regularly since 2012.

Capital Expenditures- 2016

To meet the requirements of O. Reg. 170/03, upgrades, installation and replacement of the various system components have been completed. However, maintaining the system includes repair and replacement of individual components as required. The following figures are dollars budgeted for projects and not actual amounts spent due to the fact a lot of bills for the different projects have not been submitted at the time that this report is being prepared. The following figures have been provided by the Treasurer.

Clifford In 2016:

Brown St Development service \$6,042.71 - Complete
Ann St. watermains \$347,734.36 – Queen to Allan and Park to Nelson

Harriston In 2016

Well #2 upgrades \$74,788.71 - Complete
Elora St downtown \$211,746.98 Elora St. Arthur St to William St - complete

Palmerston In 2016

James St replacements	\$147,388.86 – Complete
Jane St & Inkerman	\$115,689.92 – to date Jane Inkerman to Dead end

Other

SCADA upgrades	\$88,204.56 – to date
Service Truck	\$45,157.27 – shared with Wastewater
Ford F150 to Replace #18	\$39,717.88 including trade in (\$1,526.40)

Process Schematic Drawings

Distribution maps must be updated within one year of construction as per the Drinking Water Works Permit. We are responsible for getting this information to B.M. Ross who will update the Find It program.

Contractors\ Consulting Engineers need to complete all work according to AWWA Standards as well as have this documented – this requirement was been forwarded on to all Consulting Engineers, who must also be given a copy of Minto's MDWL and permits before commencing work. Triton Engineering will be conducting this work and supplying B.M. Ross for the Find It program for the time being.

Distribution mapping-ensure maps are updated to reflect any additions or removal of water mains.

Find It Program-This was installed on our own server. This program provides access to an electronic version of town infrastructure assets. BM Ross need to be given drawing as additions or replacements occur so this program can be updated.

Boil Water Advisories

There were no boil water advisories in 2016.

Risk Assessment

A 36 month Risk assessment in depth review was completed in July 5/2016 with entire department as required by QMS Guidelines. Major changes were made to the risk assessment to ensure consistency across all Minto's systems.

Incident Outside Critical Control Limits

Five main breaks occurred in 2016. These occurrences are identified as Critical Control Point issues. Repairs are completed as per AWWA standard requirements. Form #146 Water Main Shutdown Report Log was completed for each break detailing the repair and the fact AWWA standards were followed.

The MOE has release a new Watermain Disinfection Procedure for installation of New Watermains as well as Watermain repairs.

Water Main Break Occurrences 2016

Harriston – 3

155 Arthur St W

Elizabeth St and Webb X 2

Palmerston – 2

Main St and Henry St

Derby St and Toronto St – summer – due to pipe deterioration

Clifford - 0

Minto Pines - 0

O. Reg. 319 - Town Office & Drew Hall Wells

Oct 15, 2015 Donna Manser Public Health Inspector performed a risk assessment on both the Drew system and the Town Office system. Both systems passed and new directives for the systems were issued. Monthly Bacti Samples are collected and sent for analysis, there has been no adverse results. The UV and filter systems are working well.

Water Quality Complaints

All water complaints are taken by front line staff at the administration office are to be channeled through the Public Works Assistant. This is done to ensure consistency & completeness. When a customer complaint is made, a record of the complaint is recorded on form #002. This form is filed in the Public Works Clerk's office and a copy is passed onto the water dept. (water sewer lead hand or ORO). A record of actions is noted by the water operator on the form & forwarded to the water clerk for filing.

Complaint form #002 is completed by the Clerical Financial Assistant at front reception, then forwarded to the Water Foreman and the Public Works Clerk and a call is made to the On-Call operator.

Summary of Water Complaints 2016

Clifford – 8

1 low pressure

1 no water-froze in basement

1 water cloudy

1 water line leak

2 high bill

1 shut off height

1 new line dig area sinking

Harriston – 17

- 1 billing issue
- 4 high bill
- 1 broken shut off
- 1 dirty water
- 1 no water during main break
- 1 leak at meter (condensation)
- 1 low pressure
- 1 no water froze in basement
- 1 shut off at curb leaking
- 1 new line dig area sinking
- 1 odour, 1 low pressure
- 1 temp line leaking
- 1 water line leak in driveway

Palmerston – 26

- 1 low pressure & dirty water
- 2 leak notice assistance
- 2 no pressure (water froze inside house)
- 8 no water – dist. valve off
- 1 water in basement-waterline broke inside house
- 4 high bill can't find leak
- 1 missing curb stop tops
- 1 rusty water
- 1 private property leak
- 1 high curb shut off in driveway
- 1 sink hole – 30->40' from curb
- 1 low pressure
- 1 no water during main break
- 1 water leaking on both sides of the meter

Minto Pines – 0

These do not include water meter complaints received by other means than the front desk.

Frozen Water Line Issues

Winter of 2015/2016 did not result in any frozen services on the municipal side. As a result of the 2015 management review there was a handout for home owners developed and information placed on the website relating to frozen water lines.

Customer Feed Back

Some complaints are being received. Most are home owner issues. Our Spring & Fall flushing program continues to help us provide quality water. The dosage level of chlorine is monitored regularly in an effort to maintain the dosage at the bottom end of the scale. There are very few complaints regarding strong Cl₂ taste or smell.

Minto Pines

In 2011 a video log was done on the well. All appeared to be OK for now. The next video log is scheduled for 2017. At this time the well casing should be scraped to remove all the rust before video logging. If deficiencies are observed consideration should be made to repair or replace the well casing.

Minto Pines may possibly need a new liner or new casing. This will be a major expense for the Minto Pines system if required.

- This involves trucking in water and taking the well off line.

Video Logging of Wells 2016

During the Harriston #2 well project video logging was completed. Minto Pines will be video logged in 2017.

Accreditation, Licenses & Permits

MDWL (Municipal Drinking Water Licence) & DWWP (Drinking water works permit) were all updated and reissued for all of Minto's system in June. The PTTW (Permit to take water) still remains in effect. A revised Licence for #2 Harriston was received November 21/16 reflecting the upgrades to the well.

Nov. 1, 2016 the 12 Month surveillance audit was conducted by SIA Global there was no non-conformities identified, and one opportunity for improvement.

- List Internal Auditor Credentials

Our internal audit was performed by Todd Rogers Opening Meeting April 27/16. The result of the audit was 1 non-conformance and 2 Opportunity for Improvement (OFI's). All of the Non Conformance and opportunities for improvement have been addressed at this point and the audit report is available for review upon request.

- In April we'll have Stacey do this.

MOE Inspection Ratings for Town of Minto Water Systems

Clifford- 100%

Harriston- 100%

Palmerston-100%

Minto Pines- 100%

These good ratings are achieved by diligent water operators and an upper management that supports the efforts of the water department to operate under the water regulation standards.

Thank you to the Mayor and Council for their continued support to the water department for providing the training to the operators and the funding to maintain and operate our systems.

- Some of these were completed during SCADA change over

- Great job to All operators

Water Tower Inspections

On October 3rd 2016 the Clifford Tower was drained, cleaned, inspected and the burn marks on the roof from telecommunication equipment installation were repaired. Currently waiting on the final report from Landmark.

After Hours Callouts

After hour callouts are within reason. Due to a preventative maintenance program in the well houses after hour call outs are minimal. The few alarms which occur are tended to by the on call operator as required.

Communication to Operators

The opportunity for discussion & questions is always encouraged by the QMS Rep., ORO and Public Works Director. The importance of operator input is communicated through scheduled water operator meetings and communication memos, e-mails. Information from QMS Rep, ORO and Public Works Director is channeled through the water lead hand who then passes the information on to the water operators.

Daily morning "Tailgate" meetings are held with all Public Works departments. This is an opportunity for everyone to be informed of what the day's activities are and also to discuss safety, any concerns or important information. Each week the Public Works Supervisors and QMS Rep. meet with the Director to update projects and discuss current issues and goals to achieve, once a month the Public Works Council Chairman attends this meeting. Minutes are taken at these meetings and are available for review.

- Information has been added to the Harriston Shop computer to assist with locates.
- Maps and hydrant information has also been added.

Operational Procedures

The SOP manuals are an invaluable resource for the operators. These manuals contains system descriptions, operator responsibilities, MOE contact info, response to problems, monitoring and reporting requirements, sampling requirements, equipment maintenance schedules and procedures for well houses, distribution systems, and storage tanks, safety factors, MSDS sheets, and NSF Certification and MDWL, DWWP and the PTTW certificates. These manuals are constantly changing and require regular review and maintenance.

Ontario 1 Call

There has been a considerable increase in the number of locate request since the 1 Call service has been put in place as a result the man-hours related to locating has increased taking operators away from other duties. There has also been an increase in administration hours since there is an online component that must be completed.

The Table below shows the number of locate processed each year with May 6/14 being the day Ontario 1 Call went live.

<u>Date</u>	<u># of Locate Request</u>
Jan 1 st -Dec 31 st 2013	145
Jan 1 st -May 6 th 2014	46 – Pre On1Call
May 6 th -Dec 31 st 2014	397
Jan 1 st -Dec 31 st 2015	514
Jan 1 st – Nov 28 th	544 (41 relocates)

It is important to remember there is a requirement that locates be completed within five Business days of receipt. This time constraint can prove very demanding if locate volume is high and other duties must also be completed.

- Discussion of staffing issues during busy months (April -> October)
- Look into charging companies after numerous relocates are requested and work is not completed – is this something we Can do??
- [Ontario Underground Infrastructure Notification System Act, 2012, S.O. 2012, c. 4](#)
- The Ontario 1 Call program falls under the Ministry of Government and Consumer Services.

Staffing

Current Staff and certification are as follows:

<u>Name</u>	<u>Position</u>	<u>Licenses</u>
Wayne Metzger	Water Foreman	WDS2, WWT OIT, WWC OIT
Mark Robertson	Waster Water Forman	WDS1, WWT2, WWC2
Todd Rogers	Leadhand/Compliance	WDS2, WWT OIT, WWC OIT
Clarke Richardson	Operator	WDS2, WWC1
Paul Freeland	Operator	WDS2, WWT OIT, WWC OIT
Mike Doucette	Operator	WTS1, WWT 1 (WWC2 and WDS2 test passed)
Todd Cowan	Operator	WDS OIT, WWT1 (mandatory water course complete)
Connor Bailey	Operator	WDS OIT, WWT OIT, WWC 1 (mandatory water course complete WDS1 test passed)
WDS - Water Distribution & Supply		WWT – Wastewater Treatment
WTS - Water Treatment System		WWC – Wastewater Collection

In Addition to being an operator, some operators also have responsibilities as, Water Foreman, Sewer Foreman, Water Sewer lead hand and Compliance Coordinator/QMS Rep. The future challenge facing the department will be getting all operators licensed in both water and waste water. This is going to involve a concentrated effort to provide enough hours in each field to each operator to allow for certification. Succession planning for all roles must also be considered.

The Public Works Assistant continues to play a major role in the department, completing documents and records, report preparations many of which are key to compliance and scheduling.

SUCCESSION PLANNING

- Todd taking over Darrell's position and still doing his job as lead hand
- Succession planning in the water department needs to be revisited
- Todd is working on setting up a calendar so there are no surprises and nothing is missed, this will include, but is not limited to sampling dates and due dates for reporting

- We need to look into the possibility of a College or University student Co-op program to assist with our workload during peak times

Infrastructure

An annual infrastructure review was completed Oct 2016 and a list of water main proposed work was generated as part of the 5 year plan. The list is as follows but is subject to change.

- 2016 – Harriston - Elora St N (4023-4024) Complete
 - Palmerston - James St (3021) Complete
 - Queens St S (3029) On Hold
 - Jane St (3084-3086) 3084 in 2017, 3085&6 Completed in 2016
 - Inkerman St (3089) 2017
 - Clifford - Ann St S&N ((1047, 1050 1051) Complete – temporary gravel surface
- 2017 – Harriston - John St N (2114) On Hold
 - Palmerston - Whites Road (4046) On Hold – 1940 watermain Nelson->Dufferin is in very bad shape
 - Clifford - Ann St S. (1049)
- 2018 – Harriston - George St S (2004-2006) 2017 - Pending on funding application
 - William St E (2028-2029)
 - Elora St N (4020)
 - Palmerston - James St (3020)
 - Lowe St (3019)
 - York St (3073)
 - Clifford - Elora St. C.L. (4018-4013)
 - Allan St. E. (1017)
- 2019 – Harriston - Queen St S (2067)
 - Clifford - Elora St. C.L. (4012)
- 2020 – Palmerston - Norman St (3103-3106)
- 2021 – Palmerston - Queen St. S. (3029) from 2016
 - Harriston - John St N (2114) from 2016
- Year To Be Determined, suggested in the Next 5 Year
 - Harriston - Lawrence St (2000)
 - Clifford - Elora St (4012-4018) – 2018 & 2019
 - Allan St E (1017) – possibly 2018.
 - We have applied for the Clean Water Wastewater Fund Joint Federal & Provincial Funding
 - Minto \$250,000 + Federal \$500,000 = Provincial \$250,000 for up to 10 years

Clifford Backyard Mains (CAR 08-14)

This year in Clifford the portion of main between Allan St and John St on the West side of Elora St was abandoned. There are still multiple homes connected to the old backyard mains which are slowing the process of abandoning these sections. A review of backyard mains this fall highlighted issues with services still existing on these mains and also the creation of deadends if portions of these mains are abandoned. To avoid water quality issues these mains require routine flushing and there still the risk of breaks on private property.

- Church is fed off the back lot
- will try again in the spring
- this is not an easy job, if dead ends are created they can cause water quality issues

Backflow Prevention Program (CAR 09-14)

Wayne Metzger and Clarke Richardson have taken training and are working on the backflow program. Wayne has developed a list of customers who maybe required to have a backflow preventer. Currently the backflow prevention is covered under section 7 of the water supply bylaw which has been under review since last years management review. Until this By-Law is completed the backflow program cannot be enforced.

- This will be a Winter 2016/2017 priority
- The preliminary list includes 53 addresses for Clifford, 121 addresses for Harriston and 91 addresses for Palmerston = 265 these will all need to be audited
- By-Law and New Standard Operating Procedures need to be written

SCADA Upgrades

The bulk of the SCADA upgrade is complete; we continue to make minor modifications to enhance the system. The Upgrades have resulted in the following improvements:

- current software that is compatible with today's operating systems
- completely redundant system
- improved tracking and reporting
- ability to customize data collection and reporting
- enhanced alarm notification
- the ability to control the system with pressure or tower level
- consistency across all stations for data collection and operation
- operator interface panels improvement
- improved compliance (2min data instead of 5min data)

The ministry of the environment was very impressed with the format of the reports, ability to receive data electronically and the fact there are multiple place collecting regulatory data.

- Still working through the little glitches

Well #2 Harriston Upgrades

Starting in November 2015 and completed July 2016 well #2 Harriston underwent considerable upgrades. There was evidence the existing turbine shaft pump was deteriorating and the well shaft itself required work and the water quality from this source was very hard and high in sulphate. So after an in-depth study of the well it was determined that the water quality could be improved by eliminating some of the water intake zones. The upgrades included:

- Removal of turbine shaft pump and structure, replaced with a 40hp submersible turbine pump.
- 225mm casing installed to depth of 39.3m, inside existing 300mm casing and the area between the two sealed.
- Water producing zones at the top and bottom of the well were sealed.

There was the risk that the capacity of the well could be reduced by these changes but by installing the new pump lower in the well allowed the permitted pumping rate to be maintained.

The improvements caused a reduction in hardness from 960mg/L to 600mg/L and sulphate decreased from 730 mg/L to 380mg/L, the ODWQS for sulphate is 500 mg/L.

It was recommended that a step test be performed on the well in five years, so this is something that should be noted for budget in 2021.

Resources Needed to Maintain QMS.

The majority of the resources required are in the form of time commitments by the Compliance Coordinator/QMS rep and the Public Works Assistant.

Budget decisions and preparations for the water dept. are the responsibility of the Public Works Director & Water Foreman.

The Water Foreman is formally involved & encouraged to participate in the decision making process involved in budgeting. Training updates are ongoing.

Water operators must continue to be provided with both practical training and training with CEU's to maintain their licenses this is an ongoing and necessary expense.

If there is a summer student available next year there is painting at the well house that is required.

Source Protection

Stacey Pennington Building Inspector/Risk Management Inspector provided the following update on the Source Water Protection program:

- The municipalities in the County of Wellington continue to implement Drinking Water Source Protection incentives through the established working group.
- We are currently updating our website to reflect the changing needs of that resource. We have further developed education and outreach materials: brochures, maps etc. that are posted on our website.
- The Town of Minto appointed Risk Management Inspectors and Officials in March of 2015 Terry Kuipers Chief Building Official is also an RMI)

- Ausable Bayfield Maitland Valley Source Protection Plan This plan was approved in January, and became effective April 1, 2015. The Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan was approved with an effective date of July 1, 2016.
- Since Plan approval we have since been issuing notices on all building permits and planning applications submitted within the regulated Well Head Protection Areas.
- Staff issued 53 Section 59 notices in 2015. The majority of these were in relation to residential construction, only 8 were a result of commercial, industrial or institutional permits.
- In 2016 we have issued 45 Section 59 notices as of November 16 2016. Again, the majority of these were residential land uses, 2 institutional, 2 commercial, and 1 industrial applications.
- All applications to date that were issued the notice had no prohibition or risk management plans applicable and the application proceeded as normal.
- The Maitland Valley Conservation Authority identified 21 possible threats in our municipality. Up to date we have confirmed 16 properties with the potential to require a Risk Management Plan.
- Staff contacted several property owners via phone and mail, and conducted 22 initial site visits to date. These communications and site visits resulted in the removal of 10 properties from the Drinking water threats list. Fourteen properties require follow up visits to verify DNAPL threats based on guidance from the MOECC.
- Staff initiated Risk Management Plan Negotiations with 12 of the properties with requirements. These are all in draft form. During regular review eight properties requiring site visits were added to verify the storage and handling of DNAPLs.
- Threats verification resulting from the Saugeen Conservation Authority, the County of Wellington and the Town of Minto identifies 76 total possible threats on a total of 42 properties. All 42 property owners and tenants have been contacted. Through further threat verification we have reduced the number of possible threats to six. Five for DNAPL and one Fuel Threat. We are currently working on site visits on these six properties; We anticipate to further reduce the number of Risk Management Plans required.
- We have contacted all fourteen landowners with potential fuel oil threats; to date eleven of these property owners have confirmed they are now using natural gas for home heating. One has confirmed they have initiated the process to connect to natural gas.
- In relation to sewage systems identified as significant threats to drinking water, the conservation authorities identified 5 properties requiring inspection. Upon further investigation the Town of Minto added one additional property to the list. All of the six inspections have been completed with education and outreach was provided.

Recommendation to Purchase

A new service truck was purchased this year to be shared between the water and waste water departments. This truck came equipped with several features that will improve safety and efficiency at job sites.

The Town is currently looking at computer software to go paperless. The water and waste departments would benefit from a system capable of inventory, work orders, GIS, complaint tracking etc. we need to ensure that we keep this in mind when purchasing new software.

- Security of DWQMS documents and records is a must!! Some confidential others just need to be secure

- Document & Record Control are 1 of the 21 Elements

Accreditation Body

SAI Global was hired by the Town of Minto to be our accreditation body. We have completed two onsite audits and 4 surveillance audits since operating under our Drinking Water License and Drinking Water Permit. Most recently Nov 1, 2016 SAI carried out a Surveillance Audit.

On Site Audit [External Audit] – the accreditation body comes on site

Surveillance Audit – is a “Desktop” audit – we forward all information to SAI Global for their review

Internal Audit is completed annually by our own staff or a neighbouring municipality. Preparation time is substantial for any one of these audits.

Data Entry of Well Records

The Public Works Clerk has a template set up to do data entry. Data is taken off the SCADA files and some data is transferred off the well records. Using the SCADA data has streamlined the process compared to previous years of transferring all data from paper copies to electronic. This remains a large time commitment by Jackie and Todd as required. This information is used for the Annual and Summary reports.

Now the new SCADA is running this process should be reviewed to see if there is any way to get away from the manual data entry.

- After the 2016 Annual and Summary Reports are complete Todd and Jackie will review options of creating the same reports with data from the new SCADA system

Uninterrupted Power Supply (U.P.S.)

An annual maintenance contract with Permanent Waves is approved each year to maintain the UPS units in proper working order in the event of an emergency power outage. These systems are important when a power outage occurs as these battery backups provide communication to the controls for the well systems & transmit data to the main SCADA terminal. There were two new UPS units purchased this year to replace units that had failed one at the Young St. lift station and one for Palmerston well #3. The town water systems are equipped with three portable generators on wheels, two stationary generators, and several smaller units that can be transferred to sites as necessary. All generators are exercised on a regular schedule and the larger units are maintained by Sommers Generator annually.

Inventory Control (CAR MR 15-02)

A program is in place to track and order inventory as required. This is a cooperative effort of the Compliance Coordinator/ Lead Hand, Water Foreman and Sewer Foreman. There has been shelving added to better organize storage areas but there is still room to improve inventory tracking, this is a work in progress.

The Water Foreman & Compliance Coordinator/Lead Hand have authority under the procurement By-Law #04-4 to approve and/or make purchases. Consultation with the Public Works Director occurs for any large purchases needed to be made.

There is a need for a better system of tracking inventory and where inventory is being used.

Emergency Management

- There is a Mutual Aid agreement with the Wellington County municipalities. This is not a By-Law but an agreement.
- As of Jan. 6/15 Minto became a member of ONWARN
- Linda is holding quarterly meetings with Wellington County municipalities' water departments. The purpose is to develop critical infrastructure assurance program for water departments to ensure continuous water services before, during and after an emergency.
- An emergency exercise based on Minto's water system was held Feb 8/16 with Linda Dickson and Bridgette Francis from the County Emergency Management group. This was a great exercise and highlighted some areas that required improvements being organized for early in 2016 by Minto and Bridgette Francis (works for Linda).
- Jackie has completed the Scribe course through Wellington County (2016).
- Contact list in both contingency plan and SOP require review and updating

Plowing Match

This year the international plowing match ran Sept. 20-24 and was a great success. Town staff was involved with setup and tear down in many different areas. The Harriston system supplied 1075m³ of treated water via tankers to the site.

Corrective Actions Outstanding from 2015 Management Review

All Action Items from last year's review are attached at the back of this package.

CAR 08-14 Water main abandonment Clifford

CAR 09-14 Back flow prevention

CAR MR15-02 Inventory Control

Water Operations Improvements for 2016

These have been discussed throughout this report

This Management Review report covers all of the items required by the QMS Guidance Document. If you observe any errors or inaccuracies or have additional items you feel should be discussed; please contact myself in advance of the management review meeting so that any issues can be included in the agenda.

Additional Comments or Questions

[Pike Lake – we have received their Annual Report](#)

Next Meeting
Fall 2017

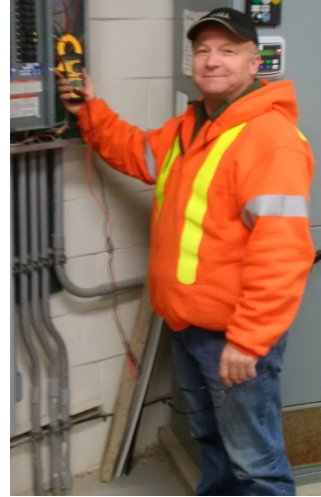


Water Services By-law



Public Works, Treasurer, Building &
By-law, C.A.O. Clerk's Departments
January 2017

BACKGROUND



- Clifford +/-800 persons, three drilled wells, two well houses, elevated 1275 m³ storage tank, distribution 100 mm to 150 mm watermains, +/-46 fire hydrants.
- Harriston +/-2,108 residents (800 households), 3 drilled bedrock wells, 3 wellhouses, elevated 1915 m³ storage tank, distribution by 100 mm to 250 mm mains +/-77 fire hydrants
- Palmerston +/-2,579 residents (910 households), 4 drilled bedrock wells, 2 wellhouses, elevated 2500 m³ steel storage tank, 100 mm to 250 mm diameter mains, +/-102 hydrants
- Minto Pines (Limited Groundwater) 36 lot residential subdivision (+98 residents), 1 wellhouse with 1 bedrock well

LEGAL AUTHORITY



- Municipal Act 2001 C25 s11, s25, s80-83, s398
 - Regulate public utilities water production and treatment, enter lands to inspect, shut off or reduce supply with notice, collect fees and charges, impose penalties on overdue payments etc.
- Building Code Act 1992 OReg 305/06
 - connections to water systems, meter installations, fire hydrants, permits, plumbing systems etc
- Safe Drinking Water Act Section 19
 - level of care and skill, honestly, competently, integrity

Definitions

- Base Charge –payable each premise plus meter read
- Cross Connection – joins water system and other systems may be hazard
- Customer – person using municipal water, usually owner
- Director – of Public Works or designate
- Leak – unintentional, broken or failed plumbing, fixture
- Plumbing system – water meter and into the building
- Service extension – property line to water meter
- Service stub – main to property line
- Water distribution system – Town mains, feeders,

PART 1: Service Connection

- Building fronting on a street or abutting a right of way must connect to system
- If unconnected must connect with Town notice
- No alternate water supply; must disconnect
- 1.5 applies to connecting those who paid not to connect
- Connection, disconnection fees and charges



PART 2: Rates & Charges

- Water only used in compliance with bylaw
- Charges include flat fees, distribution and other charges set by separate bylaw
- Sewage charge is a % of water flow
- Bi-monthly billing plus electronic option
- Late payments and collection, notice
- Rules for renters
- Collections; reserves, other charges



PART 3: Security Deposits

- Town can require a security to ensure connection
- Can take a deposit as a payment
- Non-payment of security subject to regular collection process



PART 4: Water Operation

- Town to operate as per Safe Drinking Water Act; only Town supplied water
- Limitations to access fire hydrants



PART 5: Water Services

- Conditions for contractor installing service pipes
- Applicability of Town standards and process
- Inspection of water service pipes, Town access
- Disconnecting, plugging and capping services
- Town maintains services stub and shut-off
- Owner maintains service extension; must heat/maintain vacant premises
- Frozen pipe process; Town limited liability

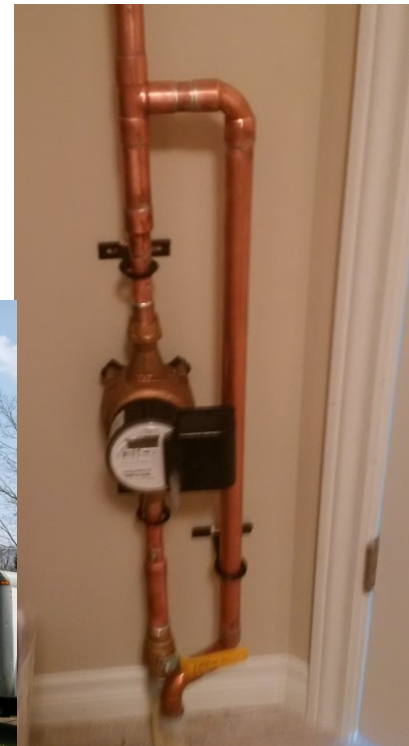
PART 6: Water Meters

- All consumed water must flow through Town supplied meter (except fire fighting; sprinklers)
- Town supplies/owns meter; owner to ensure access for maintenance, or water can be shut off
- Multiple unit buildings may have separate meters (owner pays for meter(s), builds in access)
- Town doesn't read or bill on private meter reading



PART 6: Water Meters cont...

- Water service pipe maintained to receive meter
- Town access for testing
- Meter does not function; pay according to 12 month average prior to malfunction
- Owner can call for meter test; pays fee if <3% difference



PART 7: Water Leak Adjustment

- Residents, non-profit, institutional leaks where bill is twice the average minimum bill (1 per premise)
- Commercial, industrial, rental residential not eligible; no pools/hot tub, gardening, fresh sod
- Leak must be repaired; reported in 120 days; maximum 240 day period
- $LA = \text{total bill} - \text{average usage} - \text{all service fees}$
- Customers must check their meter
- Failure in unoccupied premise may not qualify



PART 8: Cross Connections

- Distribution system fully pressurized from plant, mains on streets, to stubs and internal plumbing
- Cross connection that could contaminate pressurized system in any way is prohibited
- Control devices are required at Director's request and must be installed and inspected by owner
- Owner's devices inspected, reported on regularly
- Water may be shut off if installation, testing etc. is not to Town specifications

PART 9: Inspection, Compliance

- With notice Town can access property at reasonable times to ensure compliance with any section of the bylaw
- If owner doesn't provide access an order can be issued, water shut off and charge laid



PART 10: Water Conservation

- Encouraged as per policies and bylaws

PART 11: Temporary, Frozen Line

- Frozen Line policy shall apply
- Properties identified may run water to prevent freezing; pay average monthly rate

PART 12: Prohibitions

- Prohibits hindering of Town efforts, wasting water, tampering, willful damage, contamination; proceeding without permits; operating a hydrant, inappropriate use of water, cross contamination



PART 13: Enforcement

- Contravention is an offense that upon conviction is liable for fines under Provincial Offences Act
- \$800 fines, liability for damages, recovery of expenses to ensure compliance etc.
- Each section of bylaw severable from other

PART 14 and 15: Repeals, Date

- Past bylaws repeals where inconsistent
- Becomes effective on date of passage

Schedules; Questions

- Schedule A is set fine for offences listed in Part 12
- Schedule B is standards for cross connections

Thank you to staff team that worked on the bylaw; a lot time and effort to get a bylaw consistent with current Town practice

Questions/Comments



Corporation of the Town of Minto
By-law No. 2017-06

To provide for the Regulation of Water Supply
and Water and Sewer Billing in the Town of Minto

WHEREAS a lower-tier municipality may pass by-laws respecting public utilities, including water production, treatment, storage and distribution where Counties are not assigned exclusive jurisdiction. Municipal Act 2001, C.25, s11

AND WHEREAS connections to potable water systems shall be designed and installed so that non potable water or substances that may render the water non potable cannot enter the system. Building Code Act 1992 – O.Reg 305/06 7.6.2.1 (1)

AND WHEREAS in situations where the water supply is to be metered, the installation of the meter, including the piping that is part of the meter installation and the valving arrangement for the meter installation shall be according to the municipality's requirements. Building Code Act, 1992-O. Reg. 305/06 7.6.1.3 (5)

AND WHEREAS a municipality may, at reasonable times, enter on land, to which it supplies a public utility, to inspect, repair, alter or disconnect the service pipe or wire, machinery, equipment and other works used to supply a public utility or to inspect, install, repair, replace or alter a public utility meter. Municipal Act 2001, c.25, s80 (1)

AND WHEREAS a municipality, after reasonable notice is given, may shut off or reduce the supply of the public utility to the land. Municipal Act 2001, c.25, s80 (2)

AND WHEREAS a municipality, after reasonable notice is given, may shut off the supply of a public utility by the municipality to land if fees and charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue. Municipal Act 2001, c.25, s81(1) and (3)

AND WHEREAS a municipality may shut off the supply of water to land if the fees or charges payable by the owners or occupants of the land in respect of a waste water system are overdue and the fees or charges are based on the fees payable for the supply of water to the land. Municipal Act 2001, c25, s81 (2)

AND WHEREAS a municipality may, as condition of supplying or continuing to supply a public utility, require reasonable security be given for the payment of fees and charges to supply the public utility or for extending public utility to land. Municipal Act 2001, c25, s83

AND WHEREAS a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it (Municipal Act 2001, c.25, s391.1), and may recover all fees and charges payable despite shutting off the supply of the public utility under the Municipal Act 2001, c.25, s81 (4)

AND WHEREAS fees and charges imposed by a municipality on a person constitutes a debt to the municipality, and the municipal treasurer may add such fees and charges imposed to the tax roll for a property in the municipality and collect them in the same manner as municipal taxes. Municipal Act 2001, c.25, s398 (1)(2)

NOW THEREFORE the Council of the Town of Minto hereby enacts as follows:

1.0 SHORT TITLE

This By-law may be cited as the “Water By-law.”

2.0 DEFINITIONS

As used in this bylaw, the following terms shall have the meanings indicated:

Auxiliary water supply - When applied to any premises means any water supply on or available to the premises other than the primary potable water supply for the premises.

Backflow - The flowing back of or reversal of the normal direction of flow of water.

Backflow prevention device - A device that prevents backflow certified to be in compliance with the applicable CSA Standard.

Building - Any structure with a pressurized water supply used or intended for supporting or sheltering any use or occupancy with the land and premises appurtenant thereto, and shall include a dwelling as defined in this by-law.

By-law Enforcement Officer - A person appointed by the Municipality to enforce the by-laws of the Town of Minto.

Base charge - The charge applied to any premises with pipes connecting it to the Municipal water system even if no water is used.

Contractor - A person, partnership, or corporation who contracts to undertake the execution of work commissioned by the owner or the Municipality to install or maintain mains, service mains, services, hydrants and other appurtenances.

Cross connection - Any temporary, permanent or potential water connection between any part of a potable water system and any environment containing other substances in a manner, which, under any circumstances, could allow such substances to enter the potable water system. Other such substances include, but are not limited to, gases, liquid or solids such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter, which may change the colour or add odour to the water. Such connections would include and not be limited to swivel or changeover devices, removable sections, jumper connections and bypass arrangements.

Cross Connection Control Survey Form - A form acceptable to the Town containing information related to the types of cross connections and the method of protecting those cross connections within any building or structure. The form must also contain owner and contact information for the property.

CSA Standard - The document entitled B64.10-07/B64.10.1-07 Selection and installation of backflow preventers/Maintenance and field testing of backflow preventers published in 2007 by the Canadian Standards Association, or any successor thereof;

Customer - Any person who enters into a verbal or written contract with the Municipality to take water from the Municipality or to receive water related services including but not be limited to those items set out under the heading "Miscellaneous Charges" in Municipality's Fee By-law, and shall include an “occupant” and “owner” as defined in this by-law.

Developer - The owner or party specifically named in a Development Agreement or in a Subdivision Agreement related to water works installation.

Director - Is defined as the Public Works Director for the Town of Minto and may include assigns thereto.

Dwelling - Any building, trailer or other covering or structure, the whole or any portion of which has been used, is used or intended for use or is capable of being used for the purpose of human habitation with the land and premises appurtenant thereto.

External use - The use of water for any purpose outside the walls of any building located at a municipal address.

Hazard - In the case of a **minor hazard** is any cross connection or potential cross connection that constitutes only a nuisance, with no possibility of any health hazard, and in the case of a **moderate hazard** means any minor hazard that has a low probability of becoming a severe hazard, while a **severe hazard** means any cross connection or potential cross connection involving any substance that could be a danger to health.

Income Producing Residential Rental Property - A property where the owner registered on title is different than the occupant and/or where a property is assessed for commercial or industrial purposes.

Leak - An unintentional water loss caused by broken and/or malfunctioning plumbing fixtures and/or pipes within a residence or building. A leak occurs when there is a failure of the plumbing system to do what it was designed to do.

Main - Every water pipe installed on a public road allowance or on any other land upon which the Municipality has obtained an easement, except services and portions of private mains as herein defined.

Meter - The water meter supplied and owned by the Municipality to measure the quantity of water used by the customer.

Meter pit - Any exterior chamber or pit approved by the Director or designate for the purpose of containing a water meter.

Multiple unit building - One building, served by a water service lateral, and containing two or more living or other units each of which are not served by an individual water service pipe.

Municipal address - The property identifier number and street name assigned to a building or buildings.

Municipality - Shall mean the Town of Minto.

Not-for-profit: An organization incorporated under the Ontario Corporations Act to carry on activities for the benefit of the community without the purpose of personal gain or profit for its members and the corporation.

Occupant - Any lessee, tenant, owner, the agent of a lessee, tenant or owner, or any person in possession of a premise.

Owner - Any person, firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.

Plumbing system - The system of connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing that begins, is located and is connected immediately after the meter.

Potable water - Water fit for human consumption.

Premises - Any house, tenement, building, lot, or part of a lot, or both, in, through, or past which water service pipes run.

Premise isolation – The physical separation of water located within a building or structure from the Town’s water supply.

Private main - A pipe connected to a main and installed on private property and from which more than one service and/or hydrant lateral are connected.

Property - Any land within the Town of Minto and includes all buildings or structures.

Qualified person – A person who is employed by a company licensed as a tester of backflow prevention devices.

Remote read-out unit - The device installed at a separate location from the water meter and used to record the consumption reading of the meter.

Service extension - That portion of a water service pipe located between the property line and the meter location, or for a fire service to the inside of the exterior wall of a structure, ie. an extension of a service stub.

Service stub – That portion of a water service pipe located between a main and the property line, and which will always include one control or shut off valve.

Sewage Fee - Fees or charges collected to operate waste water collection and treatment facilities in the same manner and authority under this bylaw as a water fee.

Shut-off valve - A fitting owned by the Municipality and connected to a water service stub or private main in order to shut off or turn on the water supply from the Municipality’s waterworks distribution system to any premises.

Single detached residence –A single dwelling, which is freestanding, separate and detached from other main buildings or main structures, including a split-level dwelling situated on a separate lot, block or property but does not include a mobile home.

Town - The Corporation of the Town of Minto including its employees, servants and agents.

Unoccupied - A dwelling and/or building in which persons are absent from the property for a time period of seventy-two (72) hours or more, due to such matters as vacations, prolonged illness or similar reason.

Vacant - Regardless of the presence of furnishings, a dwelling and/or building vacated by the persons who once occupied it with no intent to return. A newly constructed dwelling and/or building is considered to be vacant after completion but before occupants move in. A dwelling and/or building is also vacant when the occupants move out and before any new occupant moves in.

Waste water - Water that has been used, as for washing, flushing, or in a manufacturing process, and so contains waste products such as sewage or other chemical or organic material resulting from its use.

Water - Potable water supplied by the Municipality.

Water Fee - Fees and charges collected to operate water treatment, supply and distribution systems collected under the authority of this bylaw and other applicable legislation.

Water distribution system - The connections to feeder mains, feeder mains within subdivision lands, private mains, services, fire hydrants, and shut-off valves and all other appurtenances thereto which constitute a system for treating and distributing water.

Water service pipe - The pipe and fittings that convey potable water from a connection on a main or private main to the meter location, or for a fire service to the inside of the exterior wall of a structure.

Waterworks - Any works for the collection, production, treatment, storage, supply and distribution of water, or any part of any such works, but does not include plumbing to which the *Building Code Act, 1997* applies, or any amendments thereto apply.

PART 1.0: APPLICATION AND CONNECTION FOR WATER SERVICE

1.1 Required connection to Municipal water

No person shall own or occupy any building fronting on a street containing a water main, or on land abutting a street, right-of-way, easement or alley through which access to a water main is available, without an approved connection from that building's plumbing system to the waterworks of the Municipality unless expressly exempted pursuant to the provisions of this by-law.

1.2 Notification requirements connection by the Municipality

- (a) Where a building is not connected to municipal water pursuant to Section 1.1, the Town shall send notice by registered mail to the assessed owner of each building stating that connection is required within 90 days from the date notice is issued, such notice to be mailed to the owner's last known address outlined in the updated municipal tax roll.
- (b) Following the expiration of the 90 day notice period, if the owner fails to make the connection as required by the notice, the Municipality has the right to enter upon the applicants lands following not less than 24 hours additional notice, and upon gaining access may modify the owners lands, building, structures and plumbing system to connect the building to the water system at the owner's expense, and to recover the expenses by action or in like manner as municipal taxes.
- (c) Notice under Section 1.2 (a) shall include reference to this by-law, advise the owner of the date on which the three month period hereinbefore referred to expires, and state that if the owner fails to make the required connection the municipality has the right with no less than 24 hours further notice to enter and modify the owner's lands and building to make said connection at the owner's expense and to recover the expense by action or in like manner as municipal taxes.

1.3 Disconnection of alternative water supply

Where the Municipality makes a connection to the water system pursuant to this by-law, the owner shall use the municipal water provided for all domestic and potable uses within the said building, and shall immediately disconnect any existing water supply source not owned by the Municipality and cease to be used for domestic and potable purposes.

1.4 Notice requirements failure to disconnect alternate supply

Where an owner fails to comply with Section 1.3 of this bylaw the Municipality may disconnect any alternate supply at the owner's sole cost and expense so long as notice provisions outlined in section 1.2 are met, and without limiting the generality of the foregoing the Municipality may issue notice of required connection to the municipal services

and notice of required disconnection from an alternate water supply at the same time so that only one 90 day period applies to the required action under section 1.1 and 1.3.

1.5 Limited Exemption from water servicing cost existing building

The owner of a building existing as of the date of passing of this by-law that is not connected to the municipal water system, who has been paying to the Town the required water fee as if the building was connected, may be exempt the cost of installing a service stub and shut off valve from the main to the lot line at the Town's sole discretion, but the said owner shall be required to pay all other costs to connect including installing the service extension, water meter and other modifications to the buildings plumbing system.

1.6 Application and connection charges payment prior to installation

- (a) No person shall connect to the municipal water system unless the owner or their authorized agent has submitted the required application for water service to the Municipality, paid applicable charges as detailed in the Town's Fees and Charges By-law, and verified that a suitably sized service stub and shut off valve has been installed by the Municipality.
- (b) In addition to paying the cost to install the service extension and water meter, the owner or agent shall pay any additional municipal connection charges depending on cost of the infrastructure in place and installation agreements, or if the Town's standard in-fill lot service installation for a one inch water service is not met.
- (c) Additional municipal connection charges may include such items as increased road work if the watermain to be connected is located on the opposite side of the road or is excessively deep, or there are fees outlined in a site plan or subdivision agreement signed between the Municipality and the original developer of the lands.

1.7 Tap In/Installation - payment required

The installation of the water service will not be scheduled or commenced in any way until the application and payment have been confirmed. Water fees will commence and shall be owed to the Municipality as per the Fees and Charges By-law immediately upon the installation of the water meter.

1.8 Disconnection/Reconnection of service – payment

No owner shall disconnect and/or reconnect a water service for water supply to a premise without prior approval from the Municipality as well as paying the applicable charge for disconnecting or reconnecting the meter for such service from the water distribution system as indicated in the Municipality's Fees and Charges By-law.

PART 2: WATER AND SEWER RATES AND CHARGES

2.1 Application for water supply

No owner shall use, or permit the use, of municipal water supplied to a premise except in compliance with the requirements of this by-law and all other applicable by-laws and codes of the Municipality. Before the initial supply of water or any subsequent reconnection to any premises in the Municipality, the owner shall make application to the Municipality for the same, and the owner shall be governed by the requirements of this by-law.

2.2 Water measured by cubic meters

Water consumed on premises in the Municipality shall be measured through an approved meter installed in each respective property according to standards set in this by-law and other applicable bylaws and codes. In addition to flat fees, distribution or other charges that may apply, Water fees shall be calculated by applying the rate set in the Municipality's Fees and Charges By-law to the flow measured by the Municipality through the approved meter. All water passing through a meter will be charged for, whether used or wasted.

2.3 Sewage measure by cubic meters

In addition to flat fees, distribution or other charges that may apply, Sewage discharged from a premise into the Municipal waste water collection system shall be measured based on the flow of water through the water meter as outlined in Section 2.2. Sewage fees shall be calculated by applying the rate set in the Municipality's Fees and Charges By-law to the flow of water through the approved meter. All water passing through the water meter shall be used to calculate sewage fees as provided for in this section, whether used or discharged.

2.4 Meter reading and billing

Water meters may be read and accounts be rendered monthly, bi-monthly or on any other basis at the discretion of the Municipality. The bill shall be deemed to be served upon the customer if it is given at the municipal office or other location, delivered in person or sent by regular mail to the premises supplied. The Municipality may develop at its sole discretion an alternate or electronic billing system in which case a bill shall be deemed to be served if sent by electronic means including email, text or other such means at the discretion of the Municipality acting reasonably.

2.5 Late payment charge and overdue notice

When an account is not paid by the due date stated on the bill, a late payment charge, as indicated in the Municipality's Fee By-law, will be assessed to the account, and, within seven (7) days after that date, an overdue notice will be sent by regular mail reminding the customer of the outstanding account.

2.6 Notice of disconnection

If an account is not paid within sixty (60) days after the mailing of the overdue notice, the municipality may shut off the supply of water by providing forty-eight (48) hours minimum notice to the owners and occupants of the land by personal service or prepaid mail, or by posting notice on the land in a conspicuous place, and if the notice is given by prepaid mail the forty-eight hour period shall commence on the third day after the date of the mailing.

2.7 Collection – Renters

Where the owner has agreed the water and sewer bill be charged directly to the renter, if the account has not been paid in two (2) consecutive billings, the Municipality shall bill the owner the outstanding charges. Further non-payment will result in the Municipality taking action under Section 2.7.

2.8 Non-payment - water shut off - lien

If an owner of a premises omits, neglects or refuses to pay any bill rendered, whether for water service pipes, meter, service charge or any other monies to which the Town may be entitled in respect of water services to such premises, the Municipality may, at its discretion, shut off or reduce the flow of the water to the premises by providing reasonable notice of the proposed shut off to the owners and occupants of the land by personal service or prepaid mail, or by posting the notice on the land in a conspicuous place. Such charges have priority lien status, and may be collected in accordance with the Municipal Act, 2001, as amended, and may be added to the tax roll against the property in respect of which the water service was supplied.

2.9 Reconnection - charge

Where it has been necessary to discontinue service as a result of non-payment, a reconnection charge as indicated in the Municipality's Fee By-law will be levied against the delinquent account, in addition to the applicable collection charge. Utility accounts where the service is disconnected will continue to receive billings with any incurred interest or penalties on any arrears outstanding, as per the Municipalities Fees and Charges By-law where applicable. The service will not be reconnected until all outstanding amounts plus an administration charge for reconnection as indicated in the Municipality's Fee By-law have

been paid by cash, certified cheque, debit or online payment.

2.10 Temporary removal & reinstallation of meter - charge

When the owner requests a temporary removal of the water meter from their premises, for any reason, the meter removal and reinstallation charge will be applied, as indicated in the Municipality's Fees and Charges By-law.

2.11 Infrastructure Lifecycle Reserve Fund

The Municipality shall cause to be prepared. Approved and made public A Water and Waste Water Financial Plan as required by Regulation 453/07 or subsequent legislation as the case may, such plan to provide for creation of an Infrastructure Lifecycle Reserve Fund to be used to fund water and wastewater infrastructure upgrades and expansion.

2.12 Service installation charge

All water service pipes, except those to lands being developed under a Municipal development or subdivision agreement wherein the main is installed, may be installed on an actual cost basis at the owner's expense, including tapping of the watermain, the water service connection materials and all related labour costs.

2.13 Meter testing charge

The charge for testing the accuracy of a water meter is indicated in the Municipality's Fee By-law and is explained in Part 10 of this by-law.

PART 3: SECURITY DEPOSITS

3.1 Deposit is security for payment

Whenever an application is made by an owner or agent for supply of water, the Municipality may, at its discretion, require the customer to make a deposit of such sum of money as it may consider advisable before providing any water to the premises. Said deposit shall be security for payment for water fees that may be incurred.

3.2 Deposit applied as payment

Where the Municipality has taken a security deposit as per Section 3.1, the amount can be applied as payment for water fees at the discretion of the Town until a good payment history is established or an account is closed.

3.3 Non Payment of Security Deposit

Non-payment of a security deposit will be subject to the standard collection procedures including disconnection of water services.

PART 4: OPERATION OF WATERWORKS

4.1 Conditions on water supply

The Municipality shall operate and maintain its drinking water systems with a level of care, diligence and skill, and members of Council, staff, and agents shall act with honesty, competency and with integrity when protecting the safety of drinking water users. The Municipality shall endeavour to provide a regular and uninterrupted supply of water and maintain water quality consistent with Provincial legislation, but does not guarantee a constant service or the maintenance of unvaried pressure or quality or supply of water and is not liable for damages to the customer caused by the breaking of any water service pipe or attachment, or for shutting off of water to repair or to tap mains.

4.2 Authority for Water Supply

The Town of Minto in its own right shall have the sole responsibility, authority, power and

capacity to construct, maintain and operate all waterworks facilities and equipment within its boundaries, to establish terms upon which municipalities or persons outside the boundaries of Minto may be allowed to connect to the said waterworks as consumers, and the rates to be charged for water delivered to such consumers.

4.3 Unauthorized operation of fire hydrants - offence

No person shall operate a fire hydrant except as authorized under the Safe Drinking Water Act, 2002 or subsequent legislation or regulation.

4.4 Unauthorized operation or interference - offence

No person shall open or close a valve in the water works distribution system, including private mains, or remove, tamper with or in any way interfere with any valve, water meter, structure, watermain or water service in the water works distribution system, including private mains other than a person authorized by the Director or designate for that purpose.

4.5 Use of water from hydrants

No person shall use water from a fire hydrant except for water used for fire-fighting, system maintenance, or a use approved in writing by the Director of Public Works.

4.6 Improper use of water from fire service - offence

No person shall use water supplied within any land or building for fire protection or prevention for any purpose except sprinkler systems, splitters, private hydrants or similar.

PART 5: WATER SERVICES

5.1 Installation - by Municipality - by contractor

Water service pipes shall be installed according to municipal engineering standards by the Municipality except the under the following circumstances:

- (a) By contractors approved in writing by the Municipality and engaged by the owner for the purposes of such installation.
- (b) Service installation pursuant to a site plan agreement or subdivision agreement with the Municipality which authorize the owner or developer to complete such work.

But in no case shall a water service pipe be connected to a water system without inspection by Town staff or staff of its registered professional consulting engineering firm.

5.2 Installation - to Municipal specifications

All water service pipes located on Municipal road allowances, easements, right-of-way or Town properties, including private mains that are part of the water distribution system shall be constructed according to the Town's Engineering Design Standards. All service extensions and private mains located on private property shall be constructed in accordance with the Ontario Building Code as revised from time to time and in accordance with good engineering practices and shall be approved by the Chief Building Official. Where the Ontario Building Code is silent, the Municipality's specifications shall be applied and shall prevail.

5.3 Connection to main – prior application

No person shall schedule or commence in any way the installation of the water service pipe connection except in accordance with the requirements of this by-law.

5.4 Installation - alteration - approval by Municipality

No person shall install or alter a new water service pipe or private main, or alter an existing water service pipes or private mains without approval from the Municipality for such work as specified in the Municipality's standard documents.

5.5 Installation inspection by Municipality

No person shall install a water service pipe, connect to the municipal water system, or use water from an installed water service pipe or appurtenances, including those required by a Municipal Subdivision or Development Agreement, unless said installation has been inspected by the Municipality or persons authorized by the Municipality for inspection as specified in the Municipality's standard documents, and the charge for such inspection as specified in the Municipality's Fees and Charges By-law has been paid.

5.6 Installation - access for inspection

Town employees licensed to complete inspections, licensed employees of the Town's registered professional consulting engineer and other qualified licensed persons authorized in writing by the Municipality for inspection shall be, at all times acting reasonably and with proper identification, entitled to enter any premises for the purposes of examining pipes, connections and fixtures which are used in connection with the water service pipe and/or service main.

5.7 Disconnection of service

No person shall cut off water service without disconnecting the water service pipe at the watermain or curb stop, plugging the watermain, and removing and capping the curb box as per the direction of the Director or designate. All work must be inspected at the owner's expense by the Municipality, and the charge for such inspection is as indicated in the Municipality's Fees and Charges By-law.

5.8 Maintenance of service stub - Municipality

The water service stub shall be maintained at the sole cost and expense of the Municipality.

5.9 Maintenance of service extension and private main - owner

Any and all defects to a water service extension, private main and meter pits shall be repaired by the owner of the property being serviced. Should the Municipality become aware of any such defect, and such defect is not repaired within seven (7) days written notification by the Town to the owner, or within such time as the Director or designate may deem necessary, then the Municipality may turn off the water supply to the property. The Municipality will not restore water supply unless the defective water service pipe is repaired by the owner, and in a case where the Municipality at its sole discretion enters upon the lands to repair such a defect the cost of the repair shall be charged to the owner and collected by the Municipality according to applicable law, and until paid, such cost shall remain a lien on such property, and may also be collected in the like manner as taxes. The Municipality shall not be held responsible for the cost of restoration.

5.10 Operation of shut-off valve

No person shall be permitted to operate the shut-off valve to any premises, other than persons authorized by the Director or designate for that purpose.

5.11 Access to shut-off valves

All shut-off valves must be left clear and accessible at all times so that the water in the water service pipe and private mains may be turned off or on as may be found necessary by the Director or designate.

5.12 Responsibility for protection, water loss, damage

All water service extensions to and including the meter shall be properly protected from frost and any other damage at the expense and risk of the owner of the property being serviced. The owner shall be responsible for the water loss occasioned by a leak in the water service extension and/or private main and the charge for such water loss shall be determined by the Director or designate, shall be paid by the owner upon demand by the Municipality, and the Municipality shall not be held responsible for any damages arising from such leakage.

5.13 Responsibility - vacant and unheated premises

No person shall leave premises vacant or without heat without shutting off the water supply from within the premises, draining the water plumbing system therein to prevent damage to the municipal water system and notifying the Municipality. The owner or occupant may apply in writing to the Municipality to have the shut-off valve turned off to stop water supply. The valve will be turned on only at the owner's request and in the owner's presence. The owner shall pay for this service at the rate as indicated in the Municipality's Fee By-law.

5.14 Responsibility - water damage

When any premises left vacant, unattended or without heat and the water supply has not been shut off, the Municipality shall not be responsible, and the owner shall have no claim against the Town, for any damage to the premises and its contents from a leaking or burst water pipe,. Should the Director or designate become aware of such leaking or burst pipes, the Director or designate shall turn off the shut-off valve, and the water supply shall not be turned on until the Director or designate, in his/her discretion, shall consider it advisable and the owner pays all costs associated with restoring water service.

5.15 Responsibility for frozen pipes - Municipality - owner

The Municipality at its sole cost and expense shall thaw out frozen water service stubs from the main to the shut-off, while the owner shall be responsible for thawing out frozen service extensions and private mains from the shut off to the meter location, or for a fire service to the inside of the exterior wall of a structure. Where any employee of the Municipality assists the owner in the thawing of frozen pipes on the owner's property, all such assistance work will be considered to be at the owner's risk and cost, and the owner shall have no claim against the Municipality by reason of such work.

5.16 Responsibility for Hydrant Maintenance

Any hydrants situated within a public road allowance, or municipally owned hydrants on private lands by agreement, are the property of the Municipality and shall be maintained at the Town's sole cost and expense. Hydrants owned and paid for by any persons other than the Municipality shall be maintained by such persons through a written agreement with a qualified hydrant maintenance company. The Town shall have no responsibility or liability to maintain any such hydrant not owned by the Municipality.

5.17 Renewal of service - Municipality - owner

The Municipality shall renew or replace water service stubs on public property at its expense and to its specifications when:

- (a) piping is deemed by the Director or designate to be beyond repair; and
- (b) the existing pipe material is substantially composed of lead and supplies a single detached residence provided the owner is prepared to replace the service extension before the Municipality replaces the service stub.

All replacement piping shall conform to the specifications of the Municipality, and shall be the same size as the existing service or the minimum size service required for the area. Where an owner requests a larger size, the owner shall pay the difference in material cost.

5.18 Access - removal - inspection - fittings

Where a consumer discontinues the use of the water service, or the Municipality lawfully refuses to continue any longer to supply it, the Director or designate may acting reasonably enter the premises for which water has been supplied for the following reasons:

- (a) to disconnect the supply of the water service
- (b) making an inspection from time to time to determine whether the water service has been or is being unlawfully used; or
- (c) to remove without unnecessary damage any fittings, machines, apparatus, meters, pipes or other things being the property of the Municipality in or upon the premises..

PART 6: WATER METERS

6.1 Water to be metered - remedy for violation

All water supplied by the municipality and used on premises within the Municipality, except water used for fire fighting purposes, or water authorized in writing by the Director or designate, shall pass through the meter supplied by the Municipality for use upon such premises, and in addition to whatever other remedies the Municipality may have in respect to infringement of this by-law, the Municipality may, upon ascertaining that water has been used which has not passed through the meter of such premises, forthwith, without notice, shall shut off and stop the supply of water.

6.2 Supply - installation - ownership - replacement

The owner shall pay the water service charge as indicated in the Municipality's Fee By-law before the Municipality will supply the owner with a meter, and the meter must be installed prior to occupancy of any building. The meter shall remain the exclusive property of the Municipality and may be removed as and when the Municipality may see fit, upon the same being replaced by another meter, or for any reason, which the Municipality may, in its discretion, deem sufficient.

6.3 Installation - maintenance - repair - access

The Municipality may shut off or restrict the supply of water to any property if the Town requires access to the property to install, replace, repair or inspect a water meter and the remote read out unit. Any licensed person authorized in writing by the Municipality to shut off or restrict the supply of water to any property shall be permitted access to that property, at all reasonable times, and upon notice given as set out in section 6.4 of this by-law. Access shall be provided to the Town's licensed person to all parts of every building or other premises to which any water service is supplied for the purpose of inspecting or repairing, or of altering or disconnecting, within or without the building, or for placing meters upon any water service pipe or connection within or without the building as he/she considers expedient and for that purpose or for the purpose of protecting or regulating the use of the meter, may set it or alter the position of it.

6.4 Notice required - access

Before shutting off or restricting the supply of water to any property for maintenance purposes, the Municipality shall provide the following minimum notice:

- (a) by personal service or by registered mail, serve the owners and occupants of the property as shown on the last returned assessment roll of the Municipality with written notice describing the date upon which the Municipality intends to shut off or restrict the supply of water to the property after ten days if access cannot be obtained before that date; or
- (b) posting a copy of the notice described in clause (a) is securely attached to the property in a conspicuous place a minimum ten days prior to shutting off or restricting water supply.

6.5 No shut off - reasonable effort - gain access

The Municipality may shut off or restrict the supply of water so long as it has made reasonable efforts to get access to the property and has complied with minimum notice provisions of section 6.4:

- (a) the day the last notice under part (a) of section 6.4 of this by-law was personally served;
- (b) the day the last notice under part (a) of section 6.4 of this by-law was mailed; and
- (c) the day a copy of the notice was attached under part (b) of section 6.4 of this by-law.

6.6 Restoration of water supply - as soon as practicable

If the Municipality shuts off or restricts the supply of water under section 6.3 of this by-law, the Municipality shall restore the supply of water as soon as practicable after obtaining access to the property.

6.7 Charges - meters - owner to pay

All charges for any of the work and services mentioned in sections 6.3 and 6.6 of this by-law will be determined by the Director or designate as indicated in the Municipality's Fee By-law and will be paid in full by the owner or the customer, as the case may.

6.8 Every building metered - Director or designates discretion

The Municipality will supply every separate building on a lot requiring municipal water with a separate water meter. The Director may permit multiple unit buildings to have separate meters for each unit under the following conditions:

- (a) The owner pays the full cost of any additional meters to be supplied to a multiple unit building on a lot beyond the one supplied by the Town; and
- (b) All water meters can be reasonably located within a common service room or area easily accessible for maintenance purposes.

Additional water meters supplied by the Municipality may only be installed with written approval of the Director or designate. In the event the units are not separately metered, per unit charges may apply per each unit as set out in Municipality's Fee By-law.

6.9 Installation to Municipality Specifications

No person shall permit to be installed, install or use any water meters unless it is supplied by the Municipality and installed to conform to the specifications of the Municipality by a qualified licensed person.

6.10 Meter location – Director or designate to consent to change

No person may relocate or move to a different location or re-install a water meter installed in accordance with this by-law except without the written consent and inspection by the Director or designate.

6.11 Private meters - owner responsible

The Municipality will not supply, install, inspect or read private water meters, nor will the Municipality bill consumption read by a private water meter. No person shall install or permit installation of privately owned water meter to be connected to a water service stub or a water service, but may be connected to the owner's plumbing system within the home with a valid municipal permit after the Municipality's meter.

6.12 Reading meter - access

The Municipality and persons authorized by the Municipality for that purpose shall be allowed access to the premises and be provided free and clear access to the meter where water is being supplied at all reasonable times for the purpose of reading, at the discretion of the Municipality. Where such access to the premises and/or free and clear access to a meter is not provided by the occupant within fourteen (14) days upon written notification by the Municipality, the Municipality may, at its discretion, shut off the supply of water to the premises until such time as free and clear access to the water meter is provided.

6.13 Valve maintenance - responsibility of owner

The owner shall be responsible for maintaining, in good working order, the inlet valve to the meter, the remote read out unit and the outlet and by-pass valves for all meters, and shall ensure that such valving is accessible.

6.14 Leaks must be reported

No person shall be permitted to use or consume municipal water where there are leaks at

the water meter or its couplings unless such leaks are reported immediately to the Municipality. The Municipality is not liable for damages caused by such leaks.

6.15 Interference with meter not permitted - offense

No person shall be permitted to open, or in any way whatsoever tamper with any water meter, or with the seals placed thereon, or do any manner of thing which may interfere with the proper registration of the quantity of water passing through such meter. Any person who changes, tampers with or otherwise interferes, in any way whatsoever, with the function of any water meter placed in any building, is guilty of an offense and upon conviction would be subject to any penalty section within this bylaw. In addition to a charge being laid under this bylaw by the Municipality, the Director or designate may forthwith, without any notice, shut off the water to such building or premises, and the water shall not be again turned on to such building or premises without correction of the tampering or interference to the satisfaction of and with the express consent of the Director or designate.

6.16 Owner responsible to repair piping

If, in the sole discretion of the Director or designate or person(s) authorized by the Municipality, the condition of the water service pipe and/or valves and of the plumbing system is such that a meter cannot be safely removed for the purpose of testing, replacing, repairing or testing in place without fear of damage to the water service pipe and valves, and plumbing system the Director or designate may require the owner or occupant to make such repairs as may be deemed necessary to facilitate the removal or testing of the meter. If, upon notification, the owner does not comply with the Director or designate's request, then the water supply to the property may be turned off at the shut-off valve during removal, replacement, repair and testing of the meter and the Municipality shall not be held responsible for any damages to the owner's property arising from such work.

6.17 Non-functioning meter - amount of water estimated

Where any meter is found to not be working properly for any reason, then the amount of water to be charged for shall be estimated on the average monthly reading for the previous twelve (12) months, when the meter was working properly, or, if a suitable monthly average is not available, the amount of water to be charged shall be estimated on a daily average when the meter is working properly.

6.18 Meter testing for customer - deposit - conditions

Any customer may, upon written application to the Municipality, have the water meter and the remote read out unit at his or her premises tested for accuracy of registration. Every such application shall be accompanied by a deposit of the fee for testing water meter and the remote read out units as set out in the Municipality's Fee By-law. If the meter is found to register correctly, slow or not to exceed three per cent (3%) in favour of the Municipality when tested at a flow rate of one gallon (4.54 litres) per minute, the customer's deposit shall be forfeited towards the cost of the test. Any additional expense of removing and testing of the meter will be paid for in full by the customer. If the meter is found, when tested to register in excess of three per cent (3%), a refund will be made to the customer equal to such excess percentage of the amount of the account for the period of four (4) months prior to such testing of the meter, plus the customer's deposit for the test.

6.19 Meter reading supersedes remote device reading

Where the water meter is equipped with a remote read-out unit of any type and a discrepancy occurs between the reading at the register of the water meter itself and the reading on the read-out device, the Municipality will consider the reading at the meter to be correct, and will adjust and correct the customer's account accordingly. Should there be a discrepancy between the reading at the meter register and the remote read out device which results in a corresponding significant additional consumption charge, then the aforementioned additional charge may be paid by a mutually agreed upon repayment

schedule within a payment period not to exceed twenty-four (24) months.

In the event that the water meter has been in place and not working accurately for a prolonged period of time at the sole discretion of the Director or designate the water and wastewater charge if applicable will be based on the following calculation:

Total consumption divided by Number of years meter in service equals= yearly differential consumption.

The yearly differential consumption would apply for the water and wastewater rate schedule per the last five years. In the event that the owner has not occupied a premises for a five-year period, then the differential would be prorated based on the actual occupancy period.

PART 7: WATER LEAK ADJUSTMENT

7.1 General eligibility

- (a) Residential, not-for-profits and institutional customers who experience a leak that results in consumption a minimum of two times their average monthly bill may be eligible for a reduction in the amount owing where the excess consumption occurred due to an unexpected failure, leak, or other such mishap within the plumbing system of the premises which in the sole discretion of the Director was accidental and could not be foreseen, results in water being consumed but not otherwise used by the customer, and has been immediately upon discovery by the customer been remedied.
- (b) A reduction under this section shall not apply to any water leaks in the water service pipe, or to commercial, industrial and income producing residential rental property owners. No person may claim relief under this section without completing the Water Leak Adjustment Request Form.
- (c) Water Leak Adjustment Procedure provides limited financial relief to eligible customers to address abnormally high water and wastewater bills associated with plumbing failures. Though the customer is responsible to repair leaks on service plumbing, the Municipality recognizes that a high water/wastewater bill resulting from an unintentional water leak can present financial hardship to a customer. This procedure is an opportunity to educate consumers about the impact of water leaks while partially mitigating the financial impact of the increased water consumption.

7.2 Required Steps

- a) An adjustment may occur only after all leaks have been repaired and verified with an actual water meter read by the Municipality. Obtaining an actual meter reading may be necessary, within a minimum of two weeks, to verify whether Leaks have been repaired and usage has returned to normal.
- b) Reasonable efforts (including hiring a plumber) to locate the Leak and initiate repairs must be taken by or on behalf of the customer within 120 calendar days after of the initial notification of increased water usage is provided to the customer by the Municipality wither in the water billing demonstrating higher than historical average consumption, or a written notice or courtesy phone call delivered to the owner or occupant outlining the potential of a leak. The Municipality is not obligated to provide any more notice of a potential leak except that afforded in a water bill and the water user shall be responsible for initiating the process of obtaining relief.
- c) The customer must complete in full the Water Leak Adjustment Request Form and provide documentation of repairs made prior to being approved for an adjustment within 120 calendar days after the date of final repair(s).
- d) There is no extension of the due date or the time for paying water and/or wastewater bills because of a pending adjustment request. Customers are advised to pay the entire amount due with the normal payment period or enter into payment

arrangements for the excessive amount in order to remain in good standing on all current billings. Reimbursements will only occur when an adjustment request is granted, and may incur interest incurred on payments.

7.3 Water/Wastewater – conditions of leak adjustment

- a) Leak adjustments are at the discretion of the Director and are intended to be granted once during the period a customer obtains water at any one premises.
- b) Adjustments will only be for a maximum adjustment period of 240 calendar days (120 calendar days prior and 120 calendar days after the initial notification of the increased water usage provided to the customer.
- c) Water usage must exceed monthly usage by two times (200%) the average usage over a similar period from the previous year. If insufficient history is available for the user, meter readings obtained prior to the leak for which an adjustment is requested and after the leak has been corrected will be used to determine normal usage for the adjustment calculation.
- d) The formula for calculating a leak adjustment shall be as follows:
Total amount owing for water/sewer payments during the leak period
(-) minus average monthly usage (determined as per 7.3 (a) or (b) (X) times the applicable water and sewer rate prorated during the leak period
(-) minus administrative charges payable monthly as per fees and charges by-law
(-) minus monthly unit charges if applicable
(-) minus tap in, service fees, late charges where applicable
(=) equals the total calculated leak adjustment.
The Total Calculated Leak Adjustments for not-for-profits and institutional customers shall be capped at \$5,000 (maximum combined water and wastewater adjustment). There is no adjustment cap for residential customers.
- e) Leak adjustments are at the discretion of the Director and will not be granted if usage above the customer's average monthly consumption is due to watering sod, gardening, filling swimming pools, spas or whirlpools, washing vehicles, sump pumps with water powered back up and similar use of water knowingly by the customer; Water loss due to theft, vandalism, construction damage or a leak caused by a third party from whom the customer is able to recover costs is the responsibility of the customer. In the case of theft the Municipality will attempt to recover water use costs if possible where a charge is laid for which the Town is participating.
- f) Where a dwelling and/or building is Unoccupied and/or Vacant for 72 hours or more, customers have the responsibility to ensure the dwelling's condition does not contribute to a failure of the plumbing system including but not limited to ensure heating is maintained. The Director may not approve a leak adjustment for a plumbing maintenance issue in an unoccupied or vacant dwelling where it is determined that heating was not maintained or other maintenance was not conducted. For extended absences, it is recommended customers consider shutting off the water supply (except where water is used for heating) and draining all the pipes and appliances.
- g) Water users shall be responsible for monitoring water consumption by reading their own meter from time to time with a view to correcting any leaks before excessive billing becomes a problem. The Municipality will identify potential leak or heavy usage periods on the water user's bill as a courtesy only and is under no obligation to follow up or advise the customer during the billing period that a leak is apparent with their system. Immediately upon determining a leak is present, the owner or water user shall take action as soon as practical to correct the problem, and any leak adjustment may be reduced or eliminated at the discretion of the Director if the water user, owner or tenant as the case may be does not take such immediate actions to correct a leak.

PART 8: CROSS CONNECTIONS AND BACKFLOW PREVENTION

8.1 Protection from Contamination

No person shall connect, cause to be connected, or allow to remain connected to the waterworks distribution system any piping, fixture, fitting, container or appliance, in a manner which under any circumstances, may allow water, waste water, non-potable water, or any other liquid, chemical or substance to enter the water works distribution system. In summary, "protection from contamination" shall be provided in accordance with the requirements of the *Ontario Building Code Act, 1997*, and its regulations.

8.2 Inspection for cross connections - access

Any person authorized by the Municipality for that purpose has free access, at all reasonable times, and upon reasonable notice given and request made, to all parts of every building or other premises to which any water service pipe is supplied for the purpose of inspecting or repairing, or of altering or disconnecting any water service pipe, wire, rod or cross connection within or outside the building.

8.3 Access to be provided on written notice

Where access is not provided, a written notice by the Municipality will be issued allowing fourteen (14) days to provide access. If access is not provided within this time frame, the Municipality may, at its discretion, shut off the supply of water to the premises until such time as the access is provided. Where in the opinion of the Director access to a cross connection is needed to protect public health and safety, access may be requested with less than fourteen (14) days' notice but no less than 48 hours' notice.

8.4 Order to install control device

If a condition is found to exist which is contrary to section 8.1 of this by-law, the Municipality shall immediately carry out an inspection and shall issue such order or orders to the customer as may be required to obtain compliance with section 8.1 of this by-law.

8.5 Failure to install - notice - water shut-off

If the customer to whom the Municipality has issued an order to comply with cross connection requirements fails to comply with that order, the Director or designate, at his/her discretion, may:

- (a) Give notice to the customer to correct the fault, at his/her expense, within a specified time period and, if the notice is not complied with, the Director or designate may then shut off the water service or services; or
- (b) Without prior notice, shut off the water service or services.

8.6 Additional device on service

Notwithstanding sections 8.1, 8.4 and 8.5 of this by-law, where a risk of possible contamination of the water works distribution system exists in the opinion of the Director or designate or an approved authority, a customer shall, on notice from the Municipality, install on a water service pipe at his/her sole cost and expense a cross connection control device, approved by the Municipality, in addition to any cross connection control devices installed in the customer's water system at the source of potential contamination.

8.7 Installation to required standards

Cross connection control or backflow prevention devices, when required by the Municipality, shall be installed in accordance with the Ontario Building Code and "Manual for the Selection, Installation, Maintenance and Field Testing of Backflow Prevention Devices"- As amended from time to time

8.8 Inspection and testing - paid by customer

All cross connection control devices shall be inspected and tested at the expense of the

customer, upon installation, and thereafter annually, or more often if required by the Municipality, by personnel approved by the Municipality to carry out such tests to demonstrate that the device is in good working condition. The customer shall submit a report on a form approved by the Director or designate of any or all tests performed on a cross connection control device within fourteen (14) days of a test, and a record card shall be displayed on or adjacent to the cross connection control device on which the tester shall record the address of the premises, the location, type, manufacturer, serial number and size of the device, and the test date, the tester's initials, the tester's name (if self employed) or the name of his employer and the tester's licence number.

8.9 Failure to test device - notification - water shut-off

If a customer fails to have a cross connection control device tested, the Director or designate or approved authority may notify the customer that the cross connection control device must be tested within four (4) days of the customer receiving the notice. If the customer fails to have the device tested within the time allowed, the Director or designate may shut off the water service or water services until the cross connection control device has been tested and approved as required by section 8.8 of this by-law.

8.10 Repair - replacement - by customer

When the results of a test referred to in section 9.8 of this by-law show that a cross connection control device is not in good working condition, the customer shall make repairs or replace the device within four (4) days. If a customer fails to repair or replace the device within the time allowed, the Director or designate may shut off the water service until such repair or replacement has been made.

8.11 Removal of device - permission by Municipality

No person shall remove any cross connection control or backflow prevention device installed as a requirement of provincial legislation without written permission of the Municipality notwithstanding that applicable provincial regulation may have been rescinded.

8.12 Installation of Backflow Prevention Devices

Every person installing a backflow prevention device shall ensure such device:

- a) is installed according to manufacturer's specifications and the requirements of the applicable CSA Standard; for reference purposes see Schedule "B".
- b) is located in such a manner so that in the event of backflow the device prevents contamination of the Town's water supply and any other potable water systems;
- c) is located, when installed in respect of premise isolation, within a maximum of 3.0 metres downstream of the water meter, except where circumstances require the device to be installed upstream of the water meter and such location is to the satisfaction of the Town;
- d) is installed in respect of premise isolation, all piping between the water meter and such device is clearly labelled "no connection permitted";
- e) where installed in respect of source or zone isolation that all piping between the point of contamination and the point at which the device is located is clearly labelled "non-potable water".

Every owner of property upon which a backflow prevention device is installed shall ensure that such device is in proper working order at all times.

8.13 Testing of Devices

- a) Every owner who has a backflow prevention device located on his or her property shall ensure that:
 - i. such device is tested by a qualified person when it is first installed and annually thereafter, when requested by the Town, and also when it is cleaned, repaired, overhauled or relocated;
 - ii. a test report is provided to the Town within 14 days of the test being conducted;

- iii.in the event that such device is malfunctioning or otherwise not in proper working order, the device is immediately repaired or replaced; and
 - iv.in the event that the water supply to the device cannot be shut down in order to facilitate annual testing, a by-pass shall be installed around the device with a suitable backflow prevention device installed in the by-pass to allow for annual testing of both devices.
- b) Every person who tests a backflow prevention device shall carry out such testing in accordance with this by-law, the CSA Standard and all applicable legislation and comply with the following:
 - i. provide a legible test report to the owner in respect of such test;
 - ii. upon completing such test, complete and affix a test tag to the device or immediately adjacent to the device on the piping connected thereto; and
 - iii upon finding that such a device is malfunctioning or otherwise not in proper working order, immediately notify in writing the owner of the premise and the Town of such condition.

PART 9: INSPECTIONS

9.1 Access at Reasonable Times

The Town may, at any reasonable time, enter onto any property, building or structure to inspect for compliance with any section of this by-law so long as required notice is given. When carrying out an inspection pursuant to this Section the Town may:

- (a) require production for inspection all documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any person concerning a matter related to the inspection; and
- (d) make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

9.2 Failure to Comply with this By-law

Where an owner does not comply with any provision of this by-law the Town may:

- (a) order the owner to comply with the by-law requirements, and in so doing, shall provide reasonable particulars of the owner's non-compliance and prescribe the time period for compliance with such Order;
- (b) shut off the water supply to the property or any portion thereof until such time as all provisions of this by-law are met.
- (c) pursue a charge under the applicable enforcement provisions included in this bylaw; or
- (d) take any other remedy deemed necessary by the Municipality and is compliant with applicable law, municipal codes and other legislation.

PART 10: WATER CONSERVATION

10.1 Reference to other bylaws

The Municipality shall encourage conservation of water by ensuring compliance with this bylaw, By-law Number 99-46 and/or subsequent bylaws related to water conservation.

PART 11: TEMPORARY SERVICE LINE or FROZEN SERVICE LINE

11.1 Refer to The Municipality's Policy

The Municipality shall address temporary services and frozen lines in accordance with the terms of this bylaw and the applicable policy of the Town with a view to ensuring fair and reasonable access to water

PART 12: PROHIBITIONS

12.1 Prohibitions under this by-law

No person shall:

- (a) wilfully hinder, obstruct or interrupt, or cause or procure to be hindered or interrupted, the Municipality or any of its officers, contractors, agents, servants or workers, in the exercise of any of the power conferred by this by-law;
- (b) wilfully waste or discharge water so that the water runs useless out of the works;
- (c) being a customer, tenant, occupant or inmate of any house, building or other place supplied with water from the waterworks, improperly waste water or, without the consent of the Municipality, lend, sell, or dispose of the water, give it away, permit it to be taken or carried away, use or apply it to the use or benefit of another, or to any use and benefit other than his own or increase the supply of water agreed for;
- (d) without lawful authority wilfully open or close any valve or hydrant, or obstruct the free access to any hydrant, stopcock, valve, chamber or pipe.
- (e) introduce, throw or deposit any injurious or offensive matter into the water or waterworks, or in any way foul the water or commit any wilful damage or injury to the works, pipes or water, or encourage the same to be done;
- (f) wilfully alter any meter placed upon any service pipe or connected therewith, within or without any building or other place, so as to lessen or alter the amount of water registered;
- (g) lay or cause to be laid any pipe or main to connect with any pipe or main of the waterworks, or in any way obtain or use the water without the consent of the Municipality;
- (h) use any water outside the water distribution system contrary to this bylaw and applicable municipal policies and procedures;
- (i) operate a fire hydrant except as authorized by the Municipality;
- (j) tamper with water distribution systems;
- (k) disconnect or reconnect to the Town water system without required approvals of the Municipality;
- (l) expose water system to contamination of any kind including neglecting to install a back flow prevention device;
- (m) improperly install a back flow prevention device in accordance with applicable standards and codes;
- (n) remove any cross connection control or backflow prevention devices installed as a requirement of provincial legislation
- (o) disconnect either the inlet or outlet of a water meter servicing any building without the approval of the Director or designate
- (p) fail to disconnect an alternate water supply upon connecting to municipal water distribution services;
- (q) fail to comply with any other requirement of this bylaw including but not limited to paying applicable fees and charges, obtaining all written permissions and approvals, providing access for testing, and monitoring as needed, maintaining and repairing and similar requirements designed to ensure a safe and reliable water system.

PART 13: ENFORCEMENT

13.1 Contravention

Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act and as set out in **Schedule "A" Set Fines**.

13.2 Continuation – repetition – prohibited – by order

The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by

the person convicted, and such order shall be in addition to any other penalty on the person convicted.

13.3 Offence - additional - damage to waterworks

Every person who, by act, default, neglect or omission occasions any loss, damage or injury to any water public utility works, or to any waterworks plant, machinery, fitting or appurtenance thereof is liable to the Municipality therefore.

13.4 Offence - additional - wilful damage

Every person who wilfully or maliciously damages or causes or knowingly suffers to be damaged any water meter, lamp, lustre, water service pipe, conduit, wire, rod or water fitting belonging to the Municipality or wilfully impairs or knowingly suffers the same to be altered or impaired, so that the water meter indicates less than the actual amount of the water that passes through it, is guilty of an offence and on conviction is liable to a fine, to the use of the Municipality, and for any expenses of repairing or replacing the water meter, lamp, lustre, water service pipe, conduit, wire, rod or fitting and double the value of the surplus water so consumed, all of which is recoverable under the *Provincial Offences Act*, as amended.

13.5 Offence - additional - injuring waterworks

Every person who wilfully removes, destroys, damages, fraudulently alters or in any way injures any water service pipe, conduit, wire, rod, pedestal, post, plug, lamp or other apparatus or thing belonging to the Municipality is guilty of an offence and on conviction is liable to a fine, to the use of the Municipality, and is also liable for all damages occasioned thereby, which are recoverable under the *Provincial Offences Act*, as amended.

13.6 Validity and Severability

In the event that any provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this by-law.

PART 14: BY-LAWS REPEALED

All by-laws, or provisions or any other by-law inconsistent with this by-law, are hereby repealed.

PART 15: EFFECTIVE DATE

This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second, third time and passed in open Council this 24th of January, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

TOWN OF MINTO

BY-LAW NUMBER 2017-06

WATER BY-LAW

SCHEDULE “A”

Part I Provincial Offences Act
Set Fines

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1.	Obstruct an officer or agent	Section 12.1 (a)	\$800.00
2.	Willfully waste or discharge water	Section 12.1 (b)	\$800.00
3.	Lend, sell, dispose of, or give away water	Section 12.1 (c)	\$800.00
4.	Unlawfully open or close any valve or hydrant or obstruct access	Section 12.1 (d)	\$800.00
5.	Foul the water or commit willful damage to the water system	Section 12.1 (e)	\$800.00
6.	Alter water meter	Section 12.1 (f)	\$800.00
7.	Unauthorized connection to waterworks or obtain water without consent	Section 12.1 (g)	\$800.00
8.	Water outside when prohibited	Section 12.1 (h)	\$800.00
9.	Operate a fire hydrant	Section 12.1 (i)	\$800.00
10.	Tamper with water distribution system	Section 12.1 (j)	\$800.00
11.	Unauthorized disconnection or reconnection	Section 12.1 (k)	\$800.00
12.	Expose water system to contamination	Section 12-1 (l)	\$800.00
13.	Improper installation of a backflow prevention device	Section 12.1 (m)	\$800.00
14.	Remove any cross connection control or backflow prevention device	Section 12.1 (n)	\$800.00
15.	Disconnect inlet or outlet of a water meter	Section 12.1 (o)	\$800.00
16.	Fail to disconnect an alternative water supply	Section 12.1 (p)	\$800.00

TOWN OF MINTO

BY-LAW NUMBER 2017-06

WATER BY-LAW

SCHEDULE “B”

Backflow Prevention Guide to Degree of Hazard – Premise Isolation

Type of Building	Degree of Hazard	Type of Building	Degree of Hazard
Abattoir (slaughter house)	Severe	Meat Packaging Plant	Moderate
Airport	Moderate	Medical Clinic (non-surgical)	Moderate
Animal Feed Lot	Moderate to Severe	Medical Clinic (surgical)	Severe
Animal Stock Yard	Moderate to Severe	Milk Processing Plant	Severe
Apartment Building (within the scope of Part 3 of the Ontario Building Code	Moderate	Mining Facility	Severe
Aquaculture Farm	Severe	Mobile Home Park	Moderate
Aquarium (public)	Severe	Mortuary or Morgue	Severe
Arena	Moderate	Motel	Moderate
Asphalt Plant	Severe	Nursing Home	Moderate
Auto Body Shop	Severe	Office Building	Moderate
Auto Dealership	Moderate	Oil Refinery	Severe
Automotive Plant	Severe	Paint Manufacturing Plant	Severe
Automotive Repair Shop	Severe	Penitentiary	Moderate
Beverage Processing Plant	Severe	Petroleum Processing, Refining or Storage Facility	Severe
Blood Clinic	Severe	Pharmaceutical Facility	Severe
Camp Site	Moderate	Plant using Radioactive Material	Severe
Camp Site with RV Hookups or Dump Station	Severe	Plastic Manufacturing Plant	Severe
Car Wash	Severe	Plating Shop	Severe
Church	Moderate	Poultry Farm	Severe
College	Moderate	Power Generating Facility	Severe
Commercial Premises	Moderate to Severe	Premise where Access is Prohibited	Severe
Concrete Plant	Severe	Printing Plant	Severe
Dental Office	Moderate	Pulp and/or Paper Plant	Severe
Dental Surgery Facility	Severe	Radiator Shop	Severe
Dockside Marine Facility	Severe	Recycling Facility	Severe
Dry Cleaning Plant	Severe	Rendering Facility	Severe
Dry Cleaning Facility (no dry cleaning process on premises)	Moderate	Research Building	Severe
Duplex housing with shared service	Minor	Residential premises-Multi-tenant	Moderate

Dye Plant	Severe	Restaurant	Moderate
Exhibition Ground	Severe	School	Moderate
Farm	Moderate to Severe	Sewage Dump Station	Severe
Film/Photo Processing Facility	Severe	Sewage Treatment Plant	Severe
Fire Service main connected to more than one of the following different sources of supply: (i) Town water supply system (ii) A private water supply system (iii) A source of non-potable water	Moderate to Severe	Steam Boiler Plant	Severe
Fire Station	Moderate to Severe	Steel Manufacturing Plant	Severe
Fish Farm or Hatchery	Severe	Storage Warehouse	Moderate
Food Processing Plant	Severe	Swimming Pool Facility	Moderate
Fuel Dispensing Facility	Moderate	Technical Institute	Moderate
Funeral Home	Moderate to Severe	Townhouse (shared service)	Minor
Garbage Transfer Facility	Severe	Track-side Facility for Trains	Severe
Golf Course	Moderate to Sever	University	Moderate to Severe
Grocer	Moderate	Veterinary Clinic	Moderate to Severe
Hair Salon	Moderate	Veterinary Clinic (special equipment)	Severe
Hospital	Severe	Waste Disposal	Severe
Hotel	Moderate	Waste Water Facility	Severe
Industrial and Institutional	Moderate to Severe	Waste Water Pumping Station	Severe
Kennel	Moderate	Waste Water Treatment Plant	Severe
Laboratory	Severe	Water Filling Station	Severe
Laundry (Commercial)	Severe	Water Park	Moderate
Laundry (Commercial, Coin Operated)	Moderate	Water Treatment Plant	Severe
Mall – Multi-tenant	Moderate	Water Treatment Pumping Station	Severe
Manufacturing Plant (not specified)	Moderate	Zoo	Severe
Marina (pleasure boat)	Moderate to Severe		

The Corporation of the Town of Minto
By-law No. 2017-07

to authorize the Mayor and CAO Clerk to execute an agreement with the
Township of Mapleton for the shared usage of an extractor

WHEREAS Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Minto and Mapleton are desirous of entering into an agreement to share the usage of an extractor for the cleaning and sanitization of bunker gear;

NOW THEREFORE the Parties agree as follows:

1. That the Mayor and C.A.O. Clerk are hereby authorized to sign and execute the Agreement attached hereto as Schedule "A".
2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 24th day of January, 2017..

Mayor George A. Bridge

C.A.O. Clerk Bill White

THIS AGREEMENT MADE THIS 13 DAY OF December 2016

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
(hereinafter called "Mapleton")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF MINTO
(hereinafter called "Minto")

OF THE SECOND PART

WHEREAS Mapleton provides fire protection services and manages assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act

AND WHEREAS Minto provides fire protection services and manages assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act

AND WHEREAS Minto and Mapleton follow the regulations pertaining to their department under the Ontario Health and Safety Act and the Section 21 Guidance Notes pertaining to fire departments

AND WHEREAS Mapleton and Minto are desirous of entering into an agreement to share the usage of an extractor for the cleaning and sanitizing of bunker gear

NOW THEREFORE in consideration of the mutual covenants, considerations and payments herein contained, it is hereby agreed as follows:

1.00 DEFINITIONS

In this agreement,

- 1.1 **Bunker Gear Ensemble** means the jacket, pants, gloves, balaclavas and helmet liners worn by firefighters;
- 1.2 **Fire Chief** means the fire chief of the fire department;
- 1.3 **Extractor** means an industrial size washing machine/contaminant extractor set up to clean and sanitize bunker gear to the manufacture's specifications.

2.00 Extractor Location

- 2.1 Mapleton and Minto agree to house the extractor at the Palmerston Fire Hall located at 845 King St.
- 2.2 Minto hereby agrees to allow Mapleton access to the fire hall 24/7 through the sharing of entrance procedures and security code accesses.

3.00 Cost Sharing Procedures

- 3.1 Mapleton and Minto will share the costs of the extractor and the equipment necessary to install the machine at the location noted above.
- 3.2 Mapleton and Minto agree to share the costs equally (50% each) of the detergent and any other cleaning agents required to clean and sanitize the bunker gear ensembles.
- 3.3 Mapleton and Minto agree to share the costs equally (50% each) of any maintenance required for the machine while in use.
- 3.4 Minto will look after the costs of the water to supply the machine and any maintenance to the room the machine is contained in.

4.00 RESPONSIBILITY

- 4.1 Minto agrees to look after the maintenance needs of the machine including making appointments of service technicians and allowing such technicians access to the machine.
- 4.2 Mapleton and Minto will communicate with each other when the need arises to order more supplies for the machine.
- 4.3 Each department will ensure that all health and safety measures are followed when utilizing the machine or operating around it. Each Municipality will be responsible for their employee while using the equipment.
- 4.4 Minto is not responsible for any injuries that occur while on site using the extractor by Mapleton employees.

5.00 FEES AND PAYMENT

- 5.1 Minto will invoice Mapleton its share of the costs on a per invoice basis.

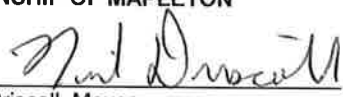
9.00 AMENDMENTS AND TERMINATION

- 9.1 The parties hereto agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendments gives the other party a minimum of thirty (30) days notice of the proposed amendment(s).
- 9.2 This agreement shall be in force commencing on October 1, 2016. Thereafter, if either party wishes to cease participating in this agreement, a one (1) year written notice shall be given to the other party. Terms of the termination will be negotiated at this time to come up with a fair and equitable solution for both parties.

IN WITNESS WHEREOF each of the parties has affixed its corporate seal by the hands of its proper officers authorized in that behalf.

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

Per:


Neil Driscoll, Mayor


Brad McRoberts, CAO

THE CORPORATION OF THE TOWN OF MINTO

Per:

George Bridge, Mayor

Bill White, CAO/Clerk

The Corporation of the Town of Minto
By-Law No. 2017-08

to provide for the amendment of the Municipal Drain No. 37 – 2014
Town of Minto By-Law No. 2014-48
and for the collection of the amended assessments.

WHEREAS the Municipal Council of the Town of Minto did on the 16th day of September, 2014 pass By-law No. 2014-48 to provide for the drainage works known as the Municipal Drain No. 37 – 2014 at an estimated total cost of \$353,300.00;

AND WHEREAS the actual cost of repair and improvement in accordance with Section 78 of the Drainage Act for the Municipal Drain No. 37 – 2014 before deducting the allowance, amounts to \$356,348.39 and after deducting allowances and grant amounts to \$214,970.14;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Minto pursuant to The Drainage Act enacts as follows:

1. The Treasurer is hereby authorized to amend the assessments made in the report of Municipal Drain No. 37 - 2014 By-law No. 2014-48, and is hereby authorized to decrease the assessments proportionately so that the total amount to be collected under the authority of 2017-08 from the lands assessed to the Municipal Drain No. 37 – 2014, will be \$214,970.14 as set out in Schedule “A” attached hereto.
2. That assessments as set out in Schedule “A” hereto attached shall be levied and collected from the property as indicated therein and in accordance with the applicable Municipal policies.
3. This By-Law shall come into force on and take effect upon final passing.

Read a first, second, third time and finally passed in open Council this 24th day of January 2017.

Mayor – George A. Bridge

C.A.O. Clerk – Bill White

SCHEDULE OF NET ASSESSMENT CONSTRUCTION
Municipal Drain No. 37 - 2014
Town of Minto

Schedule A

LOT OR PART	CON.	OWNER	ROLL NO.	ESTIMATED TOTAL ASSESSMENT	ACTUAL TOTAL ASSESSMENT	LESS 1/3 GOVT GRANT	LESS ALLOWANCES	NET ASSESSMENT
Town of Minto								
E.Pt.28	3	M., P. & C. Schneider	(1-069)	\$4,403	\$4,413.71	\$1,471.24	\$720	\$2,222.48
29 & W.Pt.28	3	2015750 Ontario Inc.	(1-070)	\$14,656	\$14,691.66	\$4,897.22	\$4,960	\$4,834.44
28 & Pt.27	4	W. & B. Pfaeffli	(1-094-50)	\$20,089	\$20,137.88	\$6,712.63	\$610	\$12,815.26
29	4	W. Pfaeffli	(1-094)	\$72,378	\$72,554.12	\$24,184.71	\$13,020	\$35,349.42
Pt.30	4	Lavolit Limited	(1-093)	-\$52,119	\$52,245.83	\$17,415.28	\$7,730	\$27,100.55
* Pt.30	4	M. Turnbull & C. Sloan	(1-093-10)	\$643	\$644.56			\$644.56
31 & 32	4	V. Kerr	(1-092)	\$3,266	\$3,273.95	\$1,091.32		\$2,182.63
Pt.29&30	5	D. Angst & N. Tappolet-Angst	(1-109)	\$21,955	\$22,008.42	\$7,336.14	\$1,910	\$12,762.28
W.Pt.30	5	V. Kerr	(1-109-01)	\$34,305	\$34,388.48	\$11,462.83	\$9,270	\$13,655.65
E.Pt.31	5	V. Kerr	(1-110)	\$23,139	\$23,195.31	\$7,731.77	\$3,140	\$12,323.54
32 & Pt.31	5	J. & J. McLaughlin	(1-111)	\$31,814	\$31,891.42	\$10,630.47	\$7,380	\$13,880.94
Total Assessment on Lands				<u>\$278,767</u>	<u>\$279,445.35</u>	<u>\$92,933.59</u>	<u>\$48,740</u>	<u>\$137,771.75</u>
SPECIAL ASSESSMENT								
6th Road South		Town of Minto		\$14,980	\$15,598.90			\$15,598.90
5th Line		Town of Minto		\$37,820	\$39,518.26			\$39,518.26
6th Road South		Town of Minto		\$8,296	\$8,316.19			\$8,316.19
5th Line		Town of Minto		\$13,437	\$13,469.70			\$13,469.70
Total Assessment on Roads				<u>\$74,533</u>	<u>\$76,903.04</u>			<u>\$76,903.04</u>
Total Assessment on Lands and Roads, Municipal Drain No. 37 - 2014				<u>\$353,300</u>	<u>\$356,348.39</u>	<u>\$92,933.59</u>	<u>\$48,740</u>	<u>\$214,674.80</u>

NOTES:

1. * Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

Schedule A

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE
DRAIN NO. 37 2011
Township of Minto
(County of Wellington)**

Type of Repair	Repair Tile
Total Maintenance Costs	\$295.33

LOT OR PART	CON.	1956 ORIGINAL OWNER	2011 OWNER	ROLL NO.	1956 REPORT TOTAL ASSESSMENT	2011 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOVT GRANT	NET ASSESSMENT
(Main Drain)									
Lands									
* 28 W 1/2	3	R. Noble	2015750 Ontario Inc.	10-70	\$90.00	\$90.00	\$5.67		\$5.67
28 E 1/2	3	R. Noble	M, O & C Schneider	10-69	\$45.00	\$45.00	\$2.83		\$2.83
* 29	3	R. Noble	2015750 Ontario Inc.	10-70	\$90.00	\$90.00	\$5.67		\$5.67
* 27 W 1/2	4	D. Watson	W. & B. Pfaeffli	10-94-50	\$26.00	\$26.00	\$1.64		\$1.64
* 28	4	D. Watson	W. & B. Pfaeffli	10-94-50	\$463.00	\$463.00	\$29.16		\$29.16
* 29	4	N. Kerr	W. Pfaeffli	10-94	\$1,565.00	\$1,565.00	\$98.58		\$98.58
* 30	4	J. Alexander	M. Turnbull & C. Sloan	10-93-10	\$20.00	\$20.00	\$1.26		\$1.26
30	4	J. Alexander	Lavolit Limited	10-93	\$830.00	\$830.00	\$52.28		\$52.28
* 31	4	N. Grant	V. & H. Kerr	10-92	\$24.00	\$24.00	\$1.51		\$1.51
29	5	S. M. Lawless	D. & N. Angst	11-09	\$10.00	\$10.00	\$0.63		\$0.63
30 E 1/2	5	S. M. Lawless	D. & N. Angst	11-09	\$239.00	\$239.00	\$15.05		\$15.05
* 30 W 1/2	5	Thos. Kerr	V. & H. Kerr	11-09-01	\$515.00	\$515.00	\$32.44		\$32.44
* 31 E 1/2	5	Thos. Kerr	V. & H. Kerr	11-10	\$459.00	\$229.50	\$14.46		\$14.46
* 31 W 1/2	5	R. McLaughlin	J. & J. McLaughlin	11-11	\$531.00	\$0.00	\$0.00		\$0.00
* 32	5	R. McLaughlin	J. & J. McLaughlin	11-11	\$101.00	\$0.00	\$0.00		\$0.00
Total Assessment on Lands					\$5,008.00	\$4,146.50	\$261.18	\$0.00	\$261.18
Roads									
Con. Road 4-5		Township of Minto	Township of Minto		\$375.00	\$375.00	\$23.62		\$23.62
Side Road 30-31		Township of Minto	Township of Minto		\$167.00	\$167.00	\$10.53		\$10.53
Total Assessment on Roads					\$542.00	\$542	\$34.15		\$34.15
Total Assessment on Lands and Roads					\$5,550.00	\$4,688.50	\$295.33	\$0.00	\$295.33

Notes:

1. * Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable

SCHEDULE OF NET ASSESSMENT FOR BILLING
Municipal Drain No. 37 - 2014
Town of Minto

Schedule A

LOT OR PART	CON.	OWNER	ROLL NO.	2016 CAPITAL PROJECT ASSESSMENT	2011 MAINTENANCE ASSESSMENT	NET ASSESSMENT FOR BILLING
Town of Minto						
E.Pt.28	3	M., P. & C. Schneider	(1-069)	\$2,222.48	\$2.83	\$2,225.31
29 & W.Pt.28	3	2015750 Ontario Inc.	(1-070)	\$4,834.44	\$11.34	\$4,845.78
28 & Pt.27	4	W. & B. Pfaeffli	(1-094-50)	\$12,815.26	\$30.80	\$12,846.06
29	4	W. Pfaeffli	(1-094)	\$35,349.42	\$98.58	\$35,448.00
Pt.30	4	Lavolit Limited	(1-093)	\$27,100.55	\$52.28	\$27,152.83
* Pt.30	4	M. Turnbull & C. Sloan	(1-093-10)	\$644.56	\$1.26	\$645.82
31 & 32	4	V. Kerr	(1-092)	\$2,182.63	\$1.51	\$2,184.14
Pt.29&30	5	D. Angst & N. Tappolet-Angst	(1-109)	\$12,762.28	\$15.68	\$12,777.97
W.Pt.30	5	V. Kerr	(1-109-01)	\$13,655.65	\$32.44	\$13,688.09
E.Pt.31	5	V. Kerr	(1-110)	\$12,323.54	\$14.46	\$12,337.99
32 & Pt.31	5	J. & J. McLaughlin	(1-111)	\$13,880.94	\$0.00	\$13,880.94
Total Assessment on Lands				<u>\$137,771.75</u>	<u>\$261.19</u>	<u>\$138,032.94</u>
SPECIAL ASSESSMENT						
6th Road South		Town of Minto		\$15,598.90		\$15,598.90
5th Line		Town of Minto		\$39,518.26		\$39,518.26
6th Road South		Town of Minto		\$8,316.19	\$11	\$8,326.72
5th Line		Town of Minto		<u>\$13,469.70</u>	\$24	\$13,493.32
Total Assessment on Roads				<u>\$76,903.04</u>	<u>\$34.15</u>	<u>\$76,937.20</u>
Total Assessment on Lands and Roads, Municipal Drain No. 37 - 2014				<u>\$214,674.80</u>	<u>\$295.34</u>	<u>\$214,970.14</u>

The Corporation of the Town of Minto
By-Law No. 2017-09

to provide for the amendment of Municipal Drain No. 115 – 2014
Town of Minto By-Law No. 2014-49 and for the collection of the
amended assessments

WHEREAS the Municipal Council of the Town of Minto did on the 16th day of September, 2014 pass By-law No. 2014-49 to provide for the drainage works known as the Municipal Drain No. 115 – 2014 at an estimated total cost of \$191,900.00;

AND WHEREAS the actual cost of repair and improvement in accordance with Section 78 of the Drainage Act for the Municipal Drain No. 115 – 2014 before deducting the allowance, amounts to \$261,929.38 and after deducting allowances and grant amounts to \$171,134.43;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Minto pursuant to The Drainage Act enacts as follows:

1. The Treasurer is hereby authorized to amend the assessments made in the report of Municipal Drain No. 115 - 2014 By-law No. 2014-49, and is hereby authorized to decrease the assessments proportionately so that the total amount to be collected under the authority of 2017-09 from the lands assessed to the Municipal Drain No. 115 – 2014, will be \$171,134.43 as set out in Schedule “A” attached hereto.
2. That assessments as set out in Schedule “A” hereto attached shall be levied and collected from the property as indicated therein and in accordance with the applicable Municipal policies.
3. This By-Law shall come into force on and take effect upon final passing.

Read a first, second, third time and finally passed in open Council this 24th day of January 2017.

Mayor – George A. Bridge

C.A.O. Clerk Bill White

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 115 - 2014
Town of Minto

Schedule A

LOT OR PART	CON.	OWNER	ROLL NO.	ESTIMATED TOTAL ASSESSMENT	ACTUAL TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
<u>Municipality of North Perth (Wallace Ward)</u>								
N.Pt.13,14, &15	11	J. & S. Mallet	(5-019)	\$18,156	\$25,569.13	\$8,523.04	\$4,260.00	\$12,786.09
N.Pt.11&12	11	K. & D. Bowman	(5-020)	\$8,038	\$11,319.93	\$3,773.31	\$300.00	\$7,246.62
<i>Total Assessment on Lands in the Municipality of North Perth</i>				<u>\$26,194</u>	<u>\$36,889.06</u>	<u>\$12,296.35</u>	<u>\$4,560.00</u>	<u>\$20,032.71</u>
<u>SPECIAL ASSESSMENT</u>								
Perth Line 93		County of Perth		\$8,765.00	\$10,440.97			\$10,440.97
Road 152		Municipality of North Perth		\$9,620.00	\$9,029.71			\$9,029.71
Perth Line 93		County of Perth		\$11,751	\$16,548.96			\$16,548.96
Road 152		Municipality of North Perth		<u>\$5,777</u>	<u>\$8,135.76</u>			<u>\$8,135.76</u>
<i>Total Assessment on Roads in the Municipality of North Perth</i>				<u>\$35,913</u>	<u>\$44,155.39</u>			<u>\$44,155.39</u>
Total Assessment on Lands and Roads in the Municipality of North Perth				<u>\$62,107</u>	<u>\$81,044.45</u>	<u>\$12,296.35</u>	<u>\$4,560.00</u>	<u>\$64,188.10</u>
<i>Total Assessment on Lands and Roads, Municipal Drain No. 115 - 2014</i>				<u>\$191,900</u>	<u>\$261,929.38</u>	<u>\$63,344.95</u>	<u>\$27,450.00</u>	<u>\$171,134.43</u>

- NOTES: 1. All above lands are eligible for ADIP grants.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 115 - 2014
Town of Minto

Schedule A

LOT OR PART	CON.	OWNER	ROLL NO.	ESTIMATED TOTAL ASSESSMENT	ACTUAL TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
<u>Town of Minto</u>								
15	1	R. & S. Canning & R. Cullen	(4-047)	\$2,069	\$2,913.78	\$971.26		\$1,942.52
16	1	Fotheringham Agra Ltd.	(4-048)	\$33,346	\$46,961.23	\$15,653.74	\$5,930.00	\$25,377.49
Pt.17&18	1	M. & C. Kaye	(4-049)	\$67,830	\$95,525.11	\$31,841.70	\$14,630.00	\$49,053.41
W.Pt.18	1	J. Steenbergen	(4-050)	\$5,500	\$7,745.66	\$2,581.89	\$2,330.00	\$2,833.77
<i>Total Assessment on Lands in the Town of Minto</i>				<u>\$108,745</u>	<u>\$153,145.78</u>	<u>\$51,048.59</u>	<u>\$22,890.00</u>	<u>\$79,207.19</u>
<u>SPECIAL ASSESSMENT</u>								
County Road 123		County of Wellington		\$ 8,765.00	\$10,440.97			\$10,440.97
Sideroad 15-16		Town of Minto		\$532	\$749.22			\$749.22
County Road 123		County of Wellington		<u>\$11,751</u>	<u>\$16,548.96</u>			<u>\$16,548.96</u>
<i>Total Assessment on Roads in the Town of Minto</i>				<u>\$21,048</u>	<u>\$27,739.14</u>			<u>\$27,739.14</u>
Total Assessment on Lands and Roads in the Town of Minto				<u>\$129,793</u>	<u>\$180,884.93</u>	<u>\$51,048.59</u>	<u>\$22,890.00</u>	<u>\$106,946.33</u>

The Corporation of the Town of Minto
By-law 2017-10

For the purpose of amending By-law 5000-05, a By-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Town of Minto

WHEREAS under Section 9 of the Municipal Act, S.O., 2001, c. 25, the Corporation of the Town of Minto has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Corporation of the Town of Minto deems it necessary and expedient to amend Parking By-Law Number 5000-05;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows:

1. That Schedule “I” of By-law 5000-05 is hereby repealed and replaced with Schedule “A” attached to this by-law so as to remove the 2 hour parking limit on William Street in Palmerston between Main Street West and Bell Street with all other provisions remaining the same.
2. This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third and finally passed in open Council this 24th day of January, 2017.

Mayor George A. Bridge

CAO/Clerk Bill White

Schedule “A” to By-law 2017-10
Generally showing Schedule I to By-law 5000-05

Schedule “I”

Time Limited Parking Zones

No parking 8:30 am to 4:30 pm on any school day.

When properly worded signs have been erected and are on display,
no person shall park a vehicle on any street or parts of streets
hereinafter set out in columns 1 to 3 on the side of the street or streets
set out in column 4, between the hours of 8:30 am to 4:30 pm on
any school day, for a duration exceeding that set out in column 5.

Palmerston

Street	<i>From</i>	<i>To</i>	<i>Side</i>	<i>Duration</i>
York	Raglan	Prospect	East and west	None
Cumberland	Raglan	Derby	East and west	None
Raglan	York	Cumberland	North (buses excluded)	None
Raglan	Queen	York	South	None
Raglan	Queen	Cumberland	North	None
Prospect	90 metres east of York	190 metres west of Toronto	South	None
Webster	York	To easterly limits	North and south	None
Raglan	York	30 metres	South	None
Queen	Raglan	Derby	East	None
Derby	Queen	York	North	None
York	Main	Raglan	West (buses excluded)	None

No parking 2:00 pm to 4:00 pm on any school day exceeding 10 minutes.

When properly worded signs have been erected and are on display,
no person shall park a vehicle on any street or parts of streets
hereinafter set out in columns 1 to 3 on the side of the street or streets
set out in column 4, between the hours of 2:00 pm to 4:00 pm on
any school day, for a duration exceeding that set out in column 5.

Palmerston

Street	<i>From</i>	<i>To</i>	<i>Side</i>	<i>Duration</i>
Prospect	90 metres east of York	100 metres west of Toronto	North	10 minutes

2 Hour parking limit 8:00 am to 6:00 pm Daily

When properly worded signs have been erected and are on display,
no person shall park a vehicle on any street or parts of streets
hereinafter set out in columns 1 to 3 on the side of the street or streets
set out in column 4, between the hours of 8:00 am to 6:00 pm on
any day of the week, for a duration exceeding that set out in column 5.

Clifford

Street	<i>From</i>	<i>To</i>	<i>Side</i>	<i>Duration</i>
Elora St.	John St.	Geddes St.	Both	2 hours

Harriston

Street	<i>From</i>	<i>To</i>	<i>Side</i>	<i>Duration</i>
Elora St.	Young St.	Arthur	Both	2 Hours
Arthur St.	King St.	Thomas St.	Both	2 Hours

Palmerston

Street	<i>From</i>	<i>To</i>	<i>Side</i>	<i>Duration</i>
Main St.	Norman St.	Henry St.	Both	2 Hours

The Corporation of the Town of Minto
By-law No. 2017-11

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held January 24, 2017

WHEREAS the Council of the Town of Minto met on January 24, 2017 and such proceedings were conducted in accordance with the Town's approved Procedural By-law.

NOW THEREFORE the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. That the actions of the Council at its Committee of the Whole/Council meeting held on January 24, 2017 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 24th day of January, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White