



Tuesday, April 4, 2017

2:30 p.m.

Council Chambers

Pages

1. Call to Order	
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Motion to Convene into Closed Session	
a. Previous Minutes of the March 21, 2017 Closed Session	
b. Proposed or pending acquisition or disposition of land - Palmerston Industrial Park	
1. Minto Road at Frank Lambier	
2. East of Minto Road	
3. Frank Lambier Lot 1A	
4. Motion to Convene into Open Session	
5. Minutes of Previous Meeting	
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7. 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	

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9.	Delegations	
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17.	Adjournment	



Council Budget Minutes
Thursday, December 1, 2016 1:00 p.m.
Council Chambers

Council Present:

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

Staff Present:

Gordon Duff, Deputy C.A.O. Clerk, Treasurer
Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer
Belinda Wick Graham, Economic Development Manager
Chris Harrow, Fire Chief
Terry Kuipers, Chief Building Official
Matthew Lubbers, Recreation Services Manager
Al Carr, Facilities Manager
Brian Hansen, Public Works Director

1. **Call to Order** - 1:00 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** - None.
3. **Minutes of Previous Meeting** - None
4. **Additional Items Disclosed as Other Business**
Cam Forbes, Fire Inspector and Volunteer Firefighter raised \$300 for Movember had his mustache shaved off by Lorie Forbes.
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: 2016-232

Moved By Councillor Colwell; Seconded By Deputy Mayor Faulkner

THAT The Town of Minto Council convenes into Committee of the Whole to conduct budget deliberations.

Carried

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

a. Introduction, Mayor Bridge

The Mayor welcomed everyone to the 2017 budget meeting which is a critical role of Council in determining priorities. This is the first look at the operating budget and there are many things to finish before we reach the bottom line.

b. Presentation, C.A.O. Clerk and Treasurer, Budget Theme “Keeping it Real”

C.A.O. Clerk White introduced the budget quotes, schedule for the day and budget approval process. The presentation included a review of the plan hierarchy, Strategic Plan initiatives and underlying plan actions. Current economic conditions were summarized as it pertains to the budget. Treasurer Duff reviewed the asset management plan. It was noted that the OMPF Allocation and OCIF Formula Based funding has increased for 2017 over 2016. Treasurer Duff noted a roughly a 12% increase in utilities this year affects the budget.

c. 2017 Operating Budget - Summary Report

Council reviewed and discussed the various budgets below presented by Department Heads, asking questions and seeking clarifications as needed.

Administration

1. Mayor and Council

C.A.O. Clerk White reviewed the recommended budget of \$127,700, an increase of \$500. Since Council salaries were set in 2014 per diems decreased 20%. The budget has a training increase. A report on remuneration for the next Council comes forward in 2018.

2. C.A.O. Clerk

The C.A.O. Clerk stated the \$335,900 operating budget increases \$59,000 for legal fees and to annualize wages and benefits for a staff including a return from maternity leave.

3. Treasury

Treasurer Duff confirmed the suggested \$517,300 budget, a decrease of \$7,900 including removing part time wages, expense related to IPM 2016 and various other changes.

4. People and Property

C.A.O. Clerk White recommends a budget of \$136,650, down \$13,950 due to increased dog tag revenue and rent on Guelph Ambulance building.

5. Health Services

C.A.O. Clerk White noted the \$33,750 budget has a \$5,000 County rent increase for Clifford Medical Clinic. Cost is low for the community benefit of the clinic and physician recruitment.

Economic Development

1. Economic Development Services

Business & Economic Manager Wick Graham presented the \$437,036 budget down \$6,673 from 2016. Both staff wages are included, but structural grant funding decreases \$20,000.

2. Tourism Services

The Business & Economic Manager reviewed the \$25,900 budget, a decrease of \$87,900 with signage moved to capital and wages reallocated to Economic Development budget.

3. LaunchIt Services

LaunchIt budget includes a higher Minto Chamber contribution due to Business Development Coordinator time allocation. \$125,250 budget decreased \$10,750 over 2016.

Fire

1. Overall

Chief Harrow identified an overall cost of \$908,128 up \$2.2%.

2. Fire Administration

The Fire Chief stated the budget of \$596,930 is up +- \$30,000 for wages and benefits, including the entire Administration Coordinator's Salary plus other miscellaneous expenses.

3. Clifford Fire Hall

Chief Harrow noted that this \$95,600 budget is down \$7,100 due mainly to increased revenue from the Howick agreement.

4. Harriston Fire Hall

Chief Harrow explained the recommended budget of \$146,825 is down slightly from 2016.

5. Palmerston Fire Hall

The Fire Chief outlined the budget proposed at \$68,773 down over \$1,200 due an increase in the North Perth Agreement.

Facilities

1. Clifford Arena

Facilities Manager Carr proposed a \$162,043 budget up slightly due to utility costs partly offset by increased bar revenues; the cost of a drink will be increased from \$4-\$5.

2. Clifford Parks

The Facilities Manager presented a \$ \$21,411 budget increased less than \$200.

3. Clifford Ball and Soccer

The Facilities Manager noted the \$19,933 budget is up \$700 due to lower revenue from Minto United Soccer.

4. Harriston Arena

Facilities Manager Carr explained the \$175,744 budget is up about \$15,000 due to higher utility costs, wages and benefits, partly offset by higher bar revenue due to price increase.

5. Harriston Parks

The Facilities Manager noted the \$29,457 budget is up slightly for added maintenance.

6. Harriston Ball and Soccer

Facilities Manager Carr summarized the \$18,870 budget up \$1,674 for utilities and added maintenance.

7. Palmerston Arena

The Facilities Manager detailed the recommended \$184,709 budget increased less than \$5,000 by accommodating wages, benefits and utilities offset by increased bar revenue.

The C.A.O. Clerk explained a medical leave in the facility may be extended and a permanent staffing solution is needed.

MOTION: COW 2016-268

Moved By: Councillor Colwell Seconded by: Councillor Turton

That a report be brought forward to Council at a future meeting regarding staff changes and increased costs.

Carried

8. Palmerston Parks

The recommended \$56,633 budget is down \$5,552 mainly from lower grass cutting costs.

9. Palmerston Ball and Soccer

The Facilities Manager noted the \$36,338 budget is up a little for wages and lower revenue.

10. Satellite Facilities

Facilities Manager Carr proposed a \$76,933 budget up just over \$19,000 mainly from an increased Town role at the Palmerston Railway Heritage Museum.

11. Trails

Facilities Manager Carr noted this budget is separated out now that the White's Junction Trail is owned by the Town. The \$5,590 budget sets wages, maintenance and reserves.

Recreation

1. Adventure Camp

Recreation Services Manager Lubbers noted higher Adventure Camp registration decreased the program cost from \$1,000 in 2016 to \$0.

2. Harriston Pool

Recreation Services Manager presented the recommended \$46,000 budget up \$1,250.

3. Norgan Theatre

The Recreation Services Manager explained the budget surplus of \$16,000 is annually allocated to renovation expenses. In 2017 the renovation costs are paid in entirety.

4. Palmerston Pool

The proposed \$39,500 budget is increased \$1,500 for wages slight revenue decrease.

5. Recreation Administration

Recreation Services Manager Lubbers noted the \$252,000 budget increases \$17,500 due to wages, benefits and asset management plan.

6. Special Programs

The Recreation Services Manager stated the \$6,000 budget is the same as 2016.

7. Joint Health and Safety

This \$5,000 budget is increased \$1,000 for new defibrillator batteries and pads.

Council adjourned for a short break.

Building

1. Building and By-law Administration

Chief Building Official Kuipers noted the proposed \$190,175 budget (up from \$161,475) annualizes Building Inspector wages and benefits with no Source Water Protection grant. To keep revenue budgeted the same a permit fee increase is needed next year.

Public Works

1. Cemeteries

Public Works Director Hansen presented a \$20,520 Cemeteries budget up slightly in 2017.

2. Municipal Drains

The Public Works Director noted the \$33,000 Municipal Drain budget is unchanged.

3. Roads and Sidewalks Maintenance

The Public Works Director explained the \$1,041,810 budget is up under \$5,000 due to wage and utility increases.

4. Roads Administration

Public Works Director Hansen noted the proposed budget of \$849,208 is up \$79,827, with an increase in debt servicing and another \$40,000 to vehicle replacement reserve.

5. Street Lights

Public Works Director Hansen stated hydro increases continue to offset savings from the LED program. A 3% increased levy is recommended to help maintain replacement reserve.

6. Trailer Parks

The Public Works Director presented the budget of \$7,000 revenue up slightly. Two trailers remain in Harriston. Palmerston's 26 sites are fully occupied.

7. Vehicle Cost and Allocations

Public Works Director Hansen explained the \$345,000 budgeted revenue is staff time and maintenance costs allocated to 28 vehicles and equipment (backhoes, graders etc).

8. Winter Control

Brian Hansen recommends the \$479,208 budget up \$20,000 for increased sand and salt and \$2,726 wages and benefits.

9. Town Landscape Care

The Public Works Director presented the budget of \$100,506 up over \$25,000 to annualize wages and benefits for a Full Time Coordinator and to increase training.

10. Sewage Treatment and Distribution

Public Works Director Hansen outlined the detailed business plan for the user pay service based on metered rates. An increase in thoroughness by MOECC inspectors has created higher operational costs for the wastewater division. More sampling, more often, ECA amendments, EA studies etc.

Treasurer Duff noted that we will get the operating back in the black as we had a shortfall the first year of the meter billing.

11. Water Treatment and Distribution

The C.A.O. Clerk explained business plan for metered water services in Clifford, Palmerston, Harriston, and Minto Pines. Revenue is projected to be down about \$274,000. Total water and sewer revenue is down at least 10%. Changes to the Overhead section and each water system were reviewed and discussed.

C.A.O. Clerk White recapped the budget and noted that the budgets presented to council would represent an increase of approximately 3%.

Council requested that on the budget sheets that we compare the previous year's actual to budget amount and thanked the staff for all of their work on this budget presentation. Treasurer Duff will provide additional information to Council.

7. Motion to Return To Regular Council

RESOLUTION: 2016-233

Moved By Councillor Turton; Seconded By Councillor Elliott

THAT The Committee of the Whole convenes into Town of Minto Council.

Carried

8. Notices of Motion

9. By-laws - None

10. Adjournment 3:58 p.m.

RESOLUTION: 2016-234

Moved By Councillor Dirksen; Seconded By Councillor Anderson

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



Council Budget Minutes
Tuesday, January 24, 2017 3:00 p.m.
Council Chambers

Council Present:

Mayor George A. Bridge
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Council Regrets:

Deputy Mayor Ron Faulkner

Staff Present:

Gordon Duff, Deputy C.A.O. Clerk, Treasurer
Annileene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer
Belinda Wick Graham, Economic Development Manager
Chris Harrow, Fire Chief
Terry Kuipers, Chief Building Official
Matthew Lubbers, Recreation Services Manager
Al Carr, Facilities Manager
Brian Hansen, Public Works Director

1. **Call to Order** 3 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** None.
3. **Minutes of Previous Meeting**
 - a. Budget Council Minutes of December 1, 2016 (provided in budget package)
4. **Additional Items Disclosed as Other Business** - None.
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: 2017-011

Moved By Councillor Anderson; Seconded By Councillor Dirksen

THAT The Town of Minto Council convenes into Committee of the Whole to conduct budget deliberations.

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

a. Introduction, Mayor Bridge

Mayor Bridge noted this is Council's first opportunity to look at capital budget and thanked the staff for all of their work. Mayor Bridge encouraged Council to ask questions during the budget process.

b. 2017 Operating Budget Summary Report

C.A.O. Clerk White noted this is the same report from the December 1 Budget meeting. The budget as presented today remains at 2.9%

c. 2017 Budget Update Report

C.A.O. Clerk White advised a 2.9% increase represents an additional \$84 for the owner of the averaged priced home in Minto at \$215,000. Information was presented in response to the December 1 motion for a report regarding staff changes and increased costs. A Succession Plan reviewed in closed session will be proposed in open shortly. White noted full time equivalent staffing increased by two people between 2010 and 2017 to about 41. This includes hiring operators to assume sewage plant operation when the contract ended in 2015, which offset a \$275,000 payment to Centre Wellington.

Net change in wages and benefits from 2016 to 2017 of \$220,000 splits between C.A.O. Clerk and Treasury \$39,000, Economic Development and Tourism \$19,450, Recreation Services and Facilities \$56,043, Building and Bylaw \$24,000, Public Works \$61,018, Fire Department \$22,500. The \$220,000 includes, annualizing back into budget maternity leave positions, internal promotions, 1.5% cost of living increase 2017, and 18 staff grid movements. About 11.5% of the net change is attributed to water and sewer allocations.

Council received the section of the report regarding staffing, and asked questions about full time versus part time, staff change since 2014 and working conditions. A regular update at budget on staffing would be helpful.

d. 2017 Capital Budget - Presentation

The C.A.O. Clerk provided the capital budget presentation. The operating budget includes \$510,000 tax supported capital as well as \$624,500 contributions to reserves and \$505,877 tax supported debt. In 2018 Council can convert \$118.623 of debt to reserves.

C.A.O. Clerk White explained \$23.17 million was spent between 2012 and 2016, which averages just over \$4.63 million annually. The proposed 2017 capital budget is \$6.01 million funded by a \$1.45 million carry over, \$1.78 million grants, \$1.24 million reserves, \$0.51 million tax, \$0.21 water and sewer and \$0.04 million land sales. Borrowing would be \$0.78 million for the George Street CWWF project plus adjacent Maitland.

Council discussed deferring projects in 2017 to avoid borrowing recommending, and questioned the process of borrowing for Jane Street in Palmerston when the project is

carried over. Treasurer Duff explained the borrowing process for that project started months before funds were received in November on the hope that the project would be finished. It was noted the cost of George Street was increased since the CWWF application and the Maitland project was added. Council discussed options for reducing project amounts.

Fire \$330,000

Fire Chief Harrow explained the need for \$250,000 to buy a 2016 Tanker to replace at 1988. The budget also includes Radio Repeaters \$35,000, Equipment and Gear \$20,000, and Staff Vehicle \$35,000. The new vehicle is needed because the Chief's current truck is used to pull utility equipment to calls and is often not available.

Economic Development \$150,000

Economic Development and Business Manager Wick Graham noted projects including Harriston EA \$30,000, Harriston/Palmerston Industrial Parks \$50,000, Entrance signs \$55,000 and urban area streetscapes \$15,000. Additional funding may be required for signage. Council discussed entrance landscaping.

Facilities Palmerston \$249,500

Facilities Manager Carr proposed \$175,000 ice re-surfacer, used Public Works Truck and dressing room upgrades, \$10,000 Upgrades for Imperial Canadian Championship, C.N.R.A. Facility \$7,500 and Palmerston Rail Museum \$27,000 . Pool Upgrades include plumbing, retaining wall, tiger shark, office, washroom partitions for \$30,000.

Facilities Harriston \$120,000

Projects in Harriston include Arena Doors, Lights, Roof, Refrigeration, Seating \$80,000; \$30,000 Pool Repairs, and the same amount for Ball Diamond upgrades (backstop and concession) \$18,000. A viewing window at the Dance Academy is \$2,000.

Facilities Clifford \$77,000

The Arena requires \$70,000 in upgrades including paving, windows, and Boards, while Park Upgrades total \$7,000.

Other Parks & Rec \$53,000

The Facilities Manager noted \$40,000 required for trail improvements, \$3,000 for a flagpole, portable events fencing \$5,000, and Computers/Asset Management \$5,000.

Public Works General \$462,000

Public Works Director Hansen presented information projects that apply in all areas including sidewalks \$60,000, catch basin repair \$50,000, water/sewer pick up \$45,000 (trade to Facilities), backhoe \$175,000 (replace 10 year old JCB), decorations and carvings \$7,000, shop upgrades \$55,000, parking option Palmerston \$50,000, Street Lights \$10,000, Harriston Cremation Garden \$20,000 and columbarium planning \$35,000.

Clifford Roads, Water, Sewer \$665,000

Director Hansen and C.A.O. Clerk presented information Elora Street design finalization \$340,000, Ann Street \$310,000 and audible traffic signals \$15,000.

Council discussed planning for Elora Street reconstruction which must avoid disrupting Homecoming in 2017. Work on the south end from Park to Grein Lumber could go ahead spring 2017. Staff was meeting with Triton Engineering to assess proceeding with one or two additional blocks to John Street if practical and cost effective. The intent is to avoid disrupting the whole downtown for an entire summer. There as discussion about the need for Ann Street servicing since homes were still pending on at least half of the first 14 sold.

Harriston \$1,733,898

Public Works Director explained the George Street project \$1,398,000 and Maitland Street \$334,500 had increased since first considered. George Street will have sidewalks both sides and curbs under the new design. Maitland Street included removing old sewer lines on private land so that connection could be made to the street.

Council questioned the cost/benefit of Maitland Street. Mr. Hansen noted a sanitary sewer main runs under a garage of a home and fixing the road. Treasurer Duff stated that the provincial grant of \$750,000 must be matched by at least \$250,000 Town expense, and does not include expenses such as curbs and sidewalks. There should be ways to scale down both projects to reduce borrowing and ensure project completion.

Council discussed Town capacity to finish over \$5 million capital annually. It was noted this is impacted by contractor availability and complication to the project during construction.

MOTION: COW 2016-011

Moved by: Councillor Turton; Seconded by Councillor Dirksen

THAT staff report back to Council on the proposed George Street and Maitland Street, Harriston with a view to reducing cost and potential borrowing.

Carried

Palmerston \$1,091,000

Public Works Director Hansen stated Jane and Inkerman need \$968,000 to complete, while James Street requires \$43,000. A watermain loop between William and Prospect helps control pressure and tower shut down. \$10,000 budgeted for Pedestrian Crossing considered by downtown revitalization Committee. Triton Engineering is assessing.

The C.A.O. Clerk White noted no rural road projects in 2017. Two major culverts and three roads were done in the last five years. 12th and 16th Line both needs major work. Four structures on the Minto Normanby Townline need replacement.

Sewer Plant Capital \$547,750

To sustain plant operations inflow and infiltration of \$100,000 is suggested. The Harriston Lagoon \$66,000 includes blower, valves, ECA upgrade), while at the Harriston Lift Station \$140,000 clears up safety concerns regarding the stairway. \$156,000 is needed for

Clifford Ultra-rib lining and PLC \$156,000. Palmerston Sewage Treatment Plant Upgrade requires \$40,000, while there equipment \$18,750 and general engineering \$25,000.

Water Plant Capital \$85,000

Public Works recommends SCADA and equipment \$22,000, general engineering \$15,000, Harriston Well #2 Upgrades \$17,000, Palmerston Well #1 and #2 heaters \$6,000, Palmerston Valves \$5,000 , Minto Pines Well Upgrades \$15,000, and hydrants \$5,000.

General Capital \$164,250

Treasurer Duff noted software costs are increasing. Staff is working on electronic records. Citywide budget is \$26,250. Railtrail Bridge deductible is \$10,000 of a \$145,000 project. \$52,000 is proposed for hardware, software, equipment, \$44,000 Municipal Office footings, grading, landscaping and TOMRMS, and \$32,000 for Harriston Flood Plain maps.

Council discussed funding and reducing the capital budget. Options will be provided with the report on George and Maitland Street project in Harriston. The public open house is March 21 5:00pm to 6:30pm. Thank you for all the positive input on budget to date.

MOTION; COW 2016-012

**Moved By: Councillor Colwell; Seconded by Councillor Elliot
THAT Council receives the 2017 Capital Budget presentation.**

Carried

7. Motion to Return To Regular Council

RESOLUTION: 2017-012

**Moved By Councillor Colwell; Seconded By Councillor Turton
THAT the Committee of the Whole convenes into Regular Council meeting.**

Carried

8. Notices of Motion - None

9. By-laws - None.

10. Adjournment 5.20 p.m.

RESOLUTION: 2017-013

**Moved By Councillor Elliott
Seconded By Councillor Anderson
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



Council Minutes
Tuesday, March 21, 2017
6:30 p.m. Council Chambers

Council Present:

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

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Chris Harrow, Fire Chief
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Stacey Pennington, Building Inspector
DWQMS Representative, Todd Rogers

1. **Call to Order 6:30 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
Councillor Dirksen declared a pecuniary interest for Item 7. b) Minor Variance MV-2017-02, Martin Lot 13, Concession 8 6425 8th Line, Town of Minto
3. **Motion to Convene into Closed Session**
RESOLUTION: 2017-055
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:

- Minutes of Closed Session March 7, 2017
- Personal matters about an identifiable individual, including employees Recreation, Maternity Leaves
- A proposed or pending acquisition or disposition of land; Clifford, Palmerston

Carried

4. Motion to Convene into Open Session 7:07 p.m.

RESOLUTION: 2017-056

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT The Council of the Town of Minto resume into open Council.

Carried

5. Minutes of Previous Meeting

- a. Regular Council Minutes of March 7, 2017

RESOLUTION: 2017-057

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

THAT the minutes of the March 7, 2017 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Deputy Mayor Faulkner, and Councillors Turton and Elliott had items.

7. Resolution Moving Council into Committee Adjustment

RESOLUTION: 2017-058

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

THAT The Town of Minto Council convenes into Committee of Adjustment.

Carried

- a. Minor Variance MV-2017-01, Heinmiller Part Lot 23, Concession 2 E 5967 3rd Line, Town of Minto

See Schedule "A" for Minutes

- b. Minor Variance MV-2017-02, Martin Lot 13, Concession 8 6425 8th Line, Town of Minto

Having previously declared a pecuniary interest Councillor Dirksen vacated her chair. See Schedule "B" for Minutes. Councillor Dirksen returned to her chair following the decision on item 7b.

8. Resolution Moving Committee of Adjustment 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: 2017-059

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

THAT The Committee of Adjustment convenes into Committee of the Whole.

Carried

9. Delegations

a. Minto Youth Action Council, Update

The Minto Youth Action Council Caitlyn Aasman, Tyler Bernier, Lola Brown, Kathleen Faris, Charlotte Hale, Erin Raftis, Sabrina Smallegange and Sammy Willson (Ian Faris absent) presented their action plan including upcoming events, workshops and long term projects. Deputy Mayor Faulkner Chair of Trails Committee will work with the Council on their Minto Walking Trails clean-up initiative. Mayor Bridge and members of Council thanked the Youth Council for their leadership and initiative.

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

- a. Walk for Values, Proclamation Request - Human Values Day - April 24, 2017
- b. Township of Zorra, AED's in all schools
- c. Ministry of Education, Pupil Accommodation Reviews and Support for Education Rural and Remote Communities
- d. Municipal Property Assessment Corporation, 2017 Municipal Stakeholder Research
- e. Murray Noble, letter of concern response from staff
- f. Maitland Conservation Foundation, Celebrating our Conservation Areas Dinner and Auction
- g. Waterloo Wellington LHIN, March Newsletter
- h. Crime Stoppers Guelph Wellington, Spring Newsletter 2017

MOTION: COW 2017-063

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT the correspondence be received as information.

Carried

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

a. Committee Minutes for Receipt – None

b. Committee Minutes for Approval – None

- c. Staff Reports
- 1. Business & Economic Manager, Palmerston Industrial Park Agreement of Purchase & Sale – Lot 1D

Business & Economic Manager Wick-Graham presented the agreement.

MOTION: COW 2017-064

Moved By: Councillor Anderson; Seconded By: Councillor Turton

THAT the Council of the Town of Minto receives the March 20, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 1D in the Palmerston Industrial Park authorizes the Mayor and the Clerk to sign the Agreement of Purchase & Sale.

Carried

- 2. Deputy Clerk, 2018 Municipal Election

Deputy Clerk McRobb reviewed her report noting that Town of Minto has had above provincial average of voter turnout for the past four elections using vote-by-mail.

MOTION: COW 2017-065

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

THAT Council receive the Deputy Clerks report on the 2018 Municipal election and that Council considers a by-law in regular session to confirm the vote by mail voting procedure.

Carried

- 3. C.A.O. Clerk, Bill 68 Modernizing Ontario's Municipal Legislation

CAO Clerk White reviewed Bill 68, what is already currently in the Act, and comments the Town might submit. Council noted electronic meeting participation required procedural bylaw changes and changing the comments since climate change is already prominent in Provincial policy.

MOTION: COW 2017-066

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

THAT Council receives the C.A.O. Clerk's March 14, 2017 report regarding Bill 68 Modernizing Ontario's Municipal Legislation and that the following comments be sent to the Association of Municipalities, the Minister of Municipal Affairs and local MPP Randy Pettapiece:

That Town of Minto Council supports elements of Bill 68 that streamline, reduce costs, clarify rights and decrease bureaucracy such as improving the tax sale process, increasing municipal investment options, allowing for electronic meeting participation options, practical solutions to lower tier representation, election timing matters, and parental/pregnancy leave for councillors.

Town of Minto Council does not object to sections of Bill 68 Council to refinements around closed meetings except to the extent that new mandates and reporting to the Province may be required.

Town of Minto Council does not support sections of Bill 68 in the following areas:

- imposed mandates on climate change and tree policies since these are enshrined in Provincial policy and municipalities lead the way in environmental initiatives using autonomy currently in the Municipal Act;
- elements that decrease local autonomy and increase mandated oversight, reporting and bureaucracy such as imposing a requirement to retain an integrity commissioner
- mandating authority and responsibility to an integrity commissioner already incumbent upon staff, a Head of Council, individual members of Council and local boards, the Minister of Municipal Affairs staff and the Ombudsman.

Carried

4. C.A.O. Clerk, Getting Ready for 2018

The C.A.O. Clerk reviewed key issues moving into 2018 and a two year work plan. The Deputy Clerk provided a year-end review for 2016.

MOTION: COW 2017-067

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT Council receives the C.A.O. Clerk's Getting ready for 2018 report for information.

Carried

5. C.A.O. Clerk Pay Policy Update and Market Check

C.A.O. White provided council with the municipalities that are the comparators for the Town of Minto. Council requested that Centre Wellington and Howick be added as comparators.

MOTION: COW 2017-068

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT Council receives the C.A.O. Clerk's report dated March 17, 2017 regarding Pay Policy Update and Market Check and approves the comparable municipalities outlined in the report as well as adding Centre Wellington and Howick to the comparables.

Carried

6. C.A.O. Clerk Ann Street Part Lot 315 Sealed Bid

C.A.O. Clerk White noted that one sealed bid was received.

MOTION: COW 2017-069

Moved By: Councillor Elliott Seconded By: Councillor Dirksen

THAT Council receives the C.A.O. Clerk's March 17, 2017 report regarding Ann Street Part Lot 315 Sealed Bid, and that Council considers a by-law in regular session authorizing the Mayor and C.A.O. Clerk to execute all documents needed to complete the transfer according to the agreement of purchase and sale as summarized in the report.

Carried

Councillor Colwell assumed the Chair

7. Treasurer, Approval of Accounts

Treasurer Duff noted payments for liability insurance premium, CityWide, Firefighter insurance, Minto Fire vehicle, bunker gear washer and culvert work at the roundabout.

MOTION: COW 2017-070

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 14, 2017 as follows: Administration \$359,620.15, People & Property \$40,813.00, Building \$427.50, Economic Development \$10,037.77, Incubator \$1,057.50, Tourism \$4,547.93, Fire \$62,717.22, Drains \$16,837.00, Roads \$148,554.58, Cemetery \$711.00, Waste Water \$29,030.39, Streetlights \$8,385.97, Water \$5,297.90, Town Landscaping Care \$365.94, Recreation \$1,130.53, Clifford \$6,903.42, Harriston \$11,674.92, Palmerston \$17,425.17, Norgan \$5,780.07.

Carried

Councillor Turton assumed the Chair

8. Compliance Coordinator / DWQMS Representative, 2016 Drinking Water System Annual and Summary Reports

DWQMS Representative Rogers presented Council with the summary reports for all of the water systems to Council

MOTION: COW 2017-071

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

THAT Council of the Town of Minto approve the 2016 Annual & Summary Reports for the Town of Minto Drinking Water Systems, including Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System and Minto Pines Subdivision Drinking Water System, and that individual members of Council and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.

Carried

Mayor Bridge returned to the Chair

d. Other Business Disclosed as Additional Item

Deputy Mayor Faulkner presented a media release regarding fruit trees for sale by the Tress for Minto to commemorate Canada's 150th Anniversary.

Councillor Turton noted the Maitland Conservation Foundation's Annual Dinner and Auction is April 28, 2017 at the Brussels Morris and Grey Community Centre.

Councillor Elliott received complaints about picking up dog waste in public areas and letting dogs off the leashes.

MOTION: COW 2017-072

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT a report be brought back to Council on dogs running at large and sanitary removal of dog waste and the application of set fines.

Carried

County Councillor Anderson noted the Clifford Fire Department hosts their spaghetti dinner April 7 at 5 p.m.

Mayor Bridge will provide a budget update from FCM at the April 4th Council meeting.

13. Motion to Return To Regular Council

RESOLUTION: 2017-060

Moved By: Councillor Elliott; Seconded By: Councillor Colwell

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

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2017-061

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

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

Carried

16. By-laws

a. By-law 2017-25, to regulate collection, treatment of sanitary sewage and storm water

RESOLUTION: 2017-062

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT By-law 2017-25; to regulate collection and treatment of sanitary sewage and storm water in 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

b. By-law 2017-26, Vote-by-Mail for the 2018 Election

RESOLUTION: 2017-063

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

THAT By-law 2017-26; to authorize voting by Vote-by-Mail for the 2018 Municipal and School Board Election and to authorize the use of Vote-By-Mail services and vote counting by Personnel; 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 2017-27, Authorizing sale to Logan Reidt, Clifford Lot

RESOLUTION: 2017-064

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT By-law 2017-27; To authorize the Sale of certain Town owned Lands in Clifford fronting on Ann Street to Logan Reidt; 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 2017-28, to Authorize the Sale of Industrial Lands on Minto Road Palmerston Industrial Park to JP Horrigan Investment Ltd

RESOLUTION: 2017-065

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT By-law 2017-28; to Authorize the Sale of Industrial Lands on Minto Road Palmerston Industrial Park to JP Horrigan Investment Ltd; 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 2017-28, Confirm Proceedings March 21, 2017 Committee/Council meeting

RESOLUTION: 2017-066

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT By-law 2017-29; to Confirm the Proceedings of the March 21, 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

17. Adjournment 8:45 p.m.

RESOLUTION: 2017-067

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

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

Schedule "A"
Minutes of the Committee of Adjustment Hearing
Tuesday March 21, 2017 7:00 pm Council Chambers

Chair Bridge called the Public Hearing to order at 7:10 and stated that any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same. Secretary -Treasurer White stated the Subject Property is legally described as Part Lot 23, Concession 2 E, municipally known as 5967 3rd Line, Town of Minto The Purpose and effect of the application is to permit the construction of a Single Family Detached Dwelling with an MDS I setback to the barn and liquid manure tank on the adjacent northerly property of 381.0 metres (1,250 ft) and 411.5 metres (1,350 ft) respectively, whereas setbacks of 504 metres (1,653 ft) and 553 metres (1,815 ft) respectively, are required. Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on March 3rd, posted on the subject property and circulated to staff on the same date and comments were received from Town of Minto staff and Wellington County Senior Planner Linda Redmond and Maitland Valley Conservation Authority. Building Inspector Pennington provided the town staff report noting that this variance is in relation to a severance that took place in 2016. Chief Building Inspector noted that the MDS calculations have changed to 544 metres from house to barn and 589 from house to liquid manure holding tank.

Chair Bridge called upon the applicant or agent no one came forward. Secretary –Treasurer White provided resolutions for the Committee to consider. Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision to sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.

MOTION: COA 2017-01

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

That the Town of Minto Committee of Adjustment approves the application by Laird Heinmiller for property Part Lot 23 Concession 2 E, Town of Minto with a civic address of 5967 3rd Line; to permit the construction of a Single Family Detached Dwelling with an MDS I setback to the barn and liquid manure tank on the adjacent northerly property of 381.0 metres (1,784 ft) and 411.5 metres (1,350 ft) respectively, whereas setbacks of 544 metres (1,653 ft) and 589 metres (1,932 ft) respectively, are required.

Carried

Chair Bridge adjourned the meeting at 7:12 p.m.

Mayor George A. Bridge
(Chair)

C.A.O. Clerk Bill White
(Secretary Treasurer)

Schedule "B"
Minutes of the Committee of Adjustment Hearing
Tuesday March 21, 2017 7:00 pm Council Chambers

Councillor Dirksen declared a conflict of interest for Minor Variance MV 2017-02 and vacated her seat.

Chair Bridge called the Public Hearing to order at 7:12 p.m. and stated that any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same. The Public Hearing is to consider Minor Variance Application File No. MV-2017-02, Martin.

Secretary -Treasurer White stated the Subject Property is legally described as Lot 13, Concession 8, municipally known as 6425 8th Line, Town of Minto. The purpose and effect of the application is to permit the construction of a dairy barn and liquid manure tank with an MDS II setback from the barn of 130m (428ft) to the nearest neighbouring dwelling, and a MDS II setback from the liquid manure tank of 171m (560ft) to the nearest neighbouring dwelling. Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on March 3rd, posted on the subject property and circulated to staff on the same date and comments were received from Town of Minto staff, County of Wellington Senior Planner Linda Redmond and Maitland Valley Conservation Authority with no concerns. .Building Inspector Pennington presented the town report noting that an existing barn will be replaced and a liquid storage tank will be installed.

Chair Bridge requested that any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair, no one came forward. The Secretary -Treasurer provided resolutions for the Committee to consider Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.

MOTION: COA 2017-02

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

THAT Town of Minto Committee of Adjustment approves the application by Mervin K Martin for property Lot 13 Concession 8, Town of Minto with a civic address of 6425 8th Line; to permit the construction of a dairy barn and liquid manure tank with an MDS II setback from the barn of 130m (428ft) to the nearest neighbouring dwelling, and a MDS II setback from the liquid manure tank of 171m (560ft) to the nearest neighbouring dwelling.

Carried

Chair Bridge adjourned the Public Hearing at 7:23 p.m.

Mayor George A. Bridge
(Chair)

C.A.O. Clerk Bill White
(Secretary Treasurer)



TOWN OF MINTO

DATE: March 30, 2017

REPORT TO: Mayor and Council

FROM: Terry Kuipers, Chief Building Official

SUBJECT: Proposed Building Code Change – B-08-09-03, Mandatory Septic Tank Pump Out

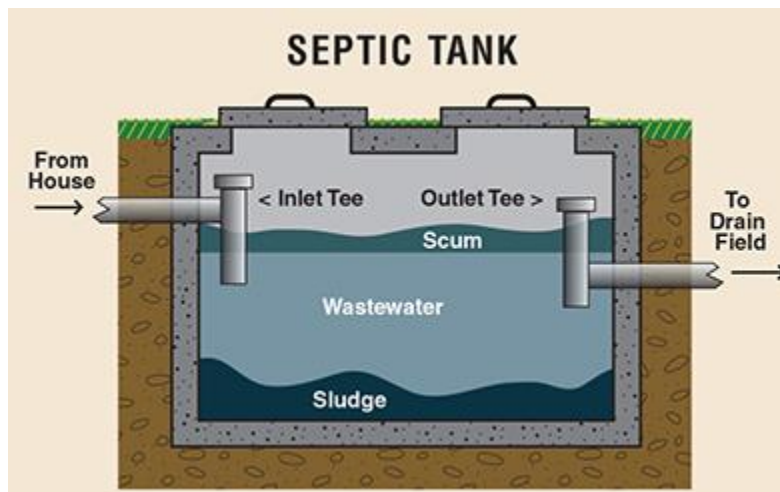
STRATEGIC PLAN:

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:

Council has received resolutions from Municipalities around the Province with opposition to a proposed change to the Ontario Building Code to mandate a maximum 5 year septic tank pump-out cycle, with homeowner record retention, and penalties up to \$10,000.

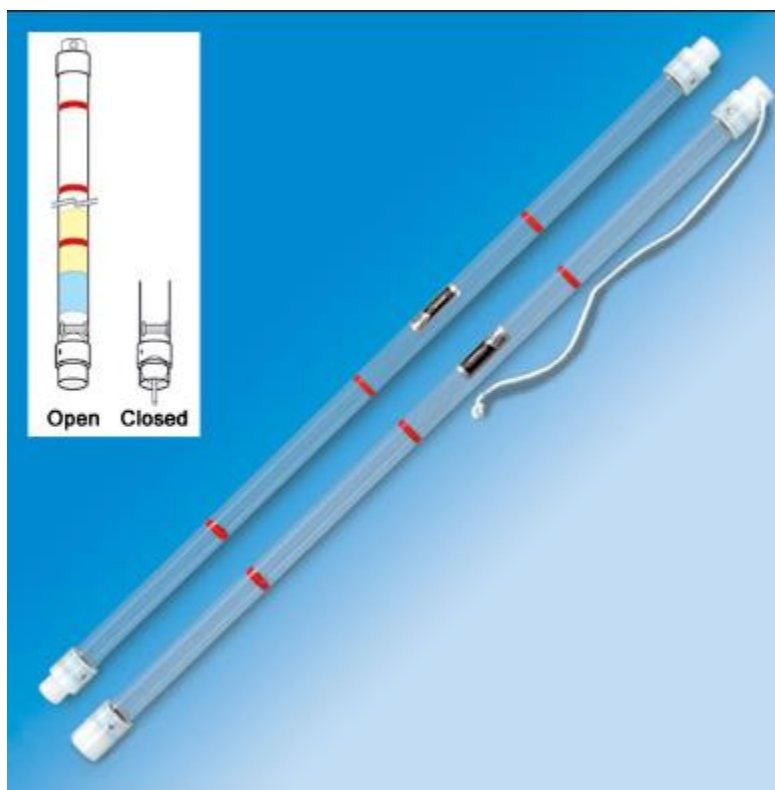
The Ontario Building Code currently requires that a septic tank be pumped out when it accumulates sludge levels of $\frac{1}{3}$ of its working capacity. Sludge is layers of materials that cannot be broken down by bacterial action within a septic tank. The top (floating) sludge layer is made up from materials such as grease, fats and soaps. The bottom sludge layer are other materials which are heavier than water that can't be broken down by the bacterial action in the tank, such as heavy metals, inorganic materials, etc.



COMMENTS:

The Town contains over a thousand septic systems, which range in age of months to very old. Septic systems have a life span of approximately 25 years, but it is dependent on the soil conditions the system is installed in and how the system is operated. If the occupant of the unit knows the limits of the system, it can last longer, or if not, the system could be compromised in a few years.

Due to the implementation of the Source Water Protection Act, the Building Department purchased a tool which allows the working capacity of a septic tank to be measured. This tool takes a core sample of the tank, allowing for the layers to be measured. Using the tool staff measured several systems, and found sludge levels fell far below current Building Codes requirements for a pump-out. Sludge layers were found to be between 3.5-9% of the working capacity. One system installed in 2009 (1200 gal tank, 4 person family unit, high plumbing fixture unit count), took a core sample of it in 2016, and found the sludge levels to be 9% of the working capacity, meaning that this system will not legally require a pump out for several more years. The samples taken to date do not represent the condition of all systems across the Municipality.



Council should note, that the recommended 3-5 year time window to pump out a septic tank is only a guideline advised by several organizations (septic installer, septic pumpers, Health Units, and Building Departments), due to the unknown of the soil condition and how the system is operated.

The proposed changes to the Ontario Building Code, require property owner containing a septic system to pump the tank once a tank reaches the 1/3 working capacity or every 5 years, whichever comes first. The implications of this are two-fold – first being on the owner of the system, the second being where the effluent is being discharged to.

The cost to pump out a septic tank, depending on the size, averages out to be \$450.00. If an operator uses the full sludge capacity within the 5 year window, the legislation has no impact. If, however, an operator is mandated to pump out prior to their maximum operating

level, the pump-out is unnecessary, as the septic tank and system is working within its design capacity. In the case of the operator who had a capacity of 9% over 7 calendar years, the new Building Code changes would mean 2 additional pump-outs before the OBC required it, at a cost of \$1350.00.

With respect to the off-site impact of the septic pump-outs, most of the effluent pumped out of a septic system goes to a Municipal Sewage Treatment Facility. Effluent from a septic system contains considerable more solids than normal municipal sewage flows. A sewage treatment facility receiving septage must be designed to accept it, have the appropriate MOECC approvals, and have the capacity to handle the additional flows. A Municipal Sewage Treatment Facility will only be able to breakdown some of this material (as the treatment type is different – aerobic vs. a septic system anaerobic treatment process), meaning the effluent being delivered to the MSTF will add additional operation costs to the system. Council will recall the cost to clean out the Harriston lagoons several years ago.

The Alternative Solutions portion of the Building Code, which identifies the intents and objectives of the Code, indicates that all septic systems need to be operated and maintained in a manner that does pose a hazard to persons or the environment. The proposed changes do not change the current consideration to health and safety, as this is already cover by the OBC. The only item that the proposed amendment does change is the pump-out time frame. From this Department's position, mandating a pump-out time that is not mandated to be enforced, is not changing anything than what is currently happening, meaning that those who aren't regularly pumping their tanks, still will not. If these changes are implemented into the Ontario Building Code, it will cost septic system owners additional money for additional unnecessary pump-outs, and will cost staff salary time to enforce it.

If Council see an issue with ground water quality, or see concerns with rural septic systems, a better approach than these proposed changes would be a municipal wide septic re-inspection program. This program, similar to what is required through Source Water Protection, would not only address septic tank pump-outs, but it would also look at the condition of the septic leach field.

FINANCIAL CONSIDERATIONS:

If these proposed changes are passed, it will cost several thousands of dollars in staff time to enforce these changes.

RECOMMENDATION:

That the Council of the Town of Minto receives the Chief Building Official's report dated March 30, 2017, and support the Municipal resolutions received, opposing the proposed B-08-09-03 changes to the Ontario Building Code.

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


CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: March 14, 2017

NO. 2017-045

Certified true copy

MOVED BY 

SECONDED BY 


Clerk Treasurer

"WHEREAS the Ministry of Municipal Affairs and housing has proposed a change to the Building Code of the Municipality of Calvin B-08-09-03, requiring mandatory five year septic tank pump out and records retention by the owner;

AND WHEREAS that same change requires Municipalities to administer and enforce this change;

AND WHEREAS the change document fails to identify the administrative costs to Municipalities;

AND WHEREAS the change document fails to identify any transfer of Provincial funding to offset these downloaded costs;

AND WHEREAS many Municipalities already have bylaws to regulate septic systems especially near waterways;

AND WHEREAS the majority of homeowners pump out their septic tanks on a regular basis whether regulated or not;

AND WHEREAS there are many more important issues on which to spend taxpayer's money than "enhancing" maintenance on existing functioning systems;

AND WHEREAS adequate legislation already exists to correct malfunctioning systems;

AND WHEREAS Premier Wynne stated on Monday, January 30th, 2017 at the ROMA conference that the province recognizes that "one size fits all" solutions do not always work in rural Ontario;

THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Calvin hereby supports the United Townships of Head, Clara and Maria and hereby also requests the Honourable Bill Mauro, Minister of Municipal Affairs, to rescind proposed Building Code change B-08-09-03;

NOW THEREFORE BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario;

AND FURTHER THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM) and all Ontario Municipalities.

CARRIED 

Mayor



March 15, 2017

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

Dear Premier Wynne:

Re: Support for Policy to Install AEDs in all Schools

At its last regular meeting held on March 8, 2017, the Council the Municipality of Middlesex Centre enacted the following resolution:

WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS Thames Valley District School Board has yet to put together a policy for having AED's in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Municipality of Middlesex Centre requests that the Premier, and Minister of Education, develop a policy that enables all school boards in Ontario, including the Thames Valley District School Board, that allows individual elementary and secondary schools to have an AED installed in their schools; and

FURTHER THAT the Municipality of Middlesex Centre request that the Thames Valley District School Board develop a policy to install AEDs in all schools in the Thames Valley District School Board as soon as possible for the safety of our children; and

FURTHER THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board; and all Ontario Municipalities for consideration and support.

Yours truly,

Stephanie Troyer-Boyd, AMCT
Clerk

- c. Mitzie Hunter, Minister of Education
Association of Municipalities of Ontario
Laura Elliott, Director, Thames Valley District School Board
All Ontario Municipalities



Box 608, Little Current, Ontario, P0P 1K0
705-368-3500

March 17, 2017

Premier Wynne
Suite 101 - 795 Eglinton Avenue East
Toronto, Ontario
M4G 4E4

Dear Ms. Wynne:

Please find below a copy of a recent resolution passed by our Council:

Resolution No. 55-03-2017

Moved by: W. Koehler

Seconded by: P. Skippen

Whereas the Premier has announced that Ontario Hydro will be waiving delivery fees for customers who reside on First Nation reserves and settlements in Ontario;

And whereas the many families in the Town of Northeastern Manitoulin and the Islands are having trouble meeting their financial commitments because of the exorbitant delivery fees charged by Ontario Hydro;

Now therefore be it resolved that the Council for the Town of Northeastern Manitoulin and the Islands requests that the Province of Ontario treat all of Ontario Hydro's customers equally and eliminate the delivery fees for residents of the Town of Northeastern Manitoulin and the Islands.

Be it further resolved that, in the interest of transparency, Ontario Hydro explain to the municipalities which cost costing measures or alternative revenue sources will be put in place to replace the revenue losses it experiences from the elimination of the delivery charge to its customers.

And further that a copy of this resolution be sent to Premier Wynne, Minister Thibeault, and the other municipalities in the Province of Ontario.

Carried

Yours truly,

Pam Cress
Clerk



TOWN OF INGERSOLL
Town Centre

March 20, 2017

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

RE: Development of Policy for Automated External Defibrillators in all Schools

Dear Premier Wynne:

The Council for the Municipality of the Town of Ingersoll passed the following resolution at their regular meeting of Council on March 6, 2017:

Moved by Councillor Franklin; seconded by Councillor Petrie

C17-03-067 WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first minute, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS Thames Valley District School Board has yet to put together a policy for having AED's in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Town of Ingersoll requests that the Premier, and Minister of Education, develop a policy that makes it mandatory for all schools and school boards in Ontario, including the Thames Valley District School

Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

AND THAT the Town of Ingersoll request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children;

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board; and all Ontario Municipalities for consideration and support.

CARRIED

The Council for the Town of Ingersoll urges the development and implementation of an AED policy for all schools to help ensure the safety of our children. Should you have any questions or comments regarding the Town's request please contact our office.

Sincerely,



Ann Wright
Deputy Clerk

cc Honourable Mitzie Hunter, Minister of Education
 Thames Valley District School Board
 Association of Municipalities of Ontario
 All Ontario Municipalities

PROCLAMATION

Communities in Bloom Week



Whereas, in Canada, we are fortunate to have a multitude of communities committed to fostering civic pride , environmental responsibility and beautification; and

Whereas, communities are committed to ensuring sustainable development for future generations; and

Whereas, participation in *Communities in Bloom* builds communities, strengthens volunteer and community development, enhances social interaction, and creates community pride; and

Whereas, the benefits provided by *Communities in Bloom* may boost the economy, create sustainability, enhance property values, attract new business, and increase tourism; and

Whereas, our parks, open spaces, green spaces and trails ensure sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

Whereas, all community levels: municipal, residential, commercial and institutional work together to ensure the voluntary sector and private enterprise throughout the Country participate in the planning, development and operation of recreation and parks programs, services and facilities.

Now, Therefore be it Resolved, that *Communities in Bloom* does hereby proclaim that the week of May 1 through May 7, has been designated as *Communities in Bloom Week* which will annually recognize and celebrate the benefits derived from *Communities in Bloom* and the countless volunteers and individuals that make our communities great places to live.

Therefore, _____ (name of municipality/ organization), in recognition of the benefits and values that *Communities in Bloom* does provide, do hereby designate the week of May 1, 2017 as *Communities in Bloom Week*.

Signed this _____ day of _____, 2017 by:

_____ (printed name and title)

_____ (signature)

People, Plants and Pride... Growing Together



RECEIVED MAR 21 2017

Sylvia Jones, MPP
Dufferin-Caledon

Room 443, Legislative Building
Toronto, Ontario M7A1A8

Tel: 416-325-1898
Fax: 416-325-1936
E-Mail: sylvia.jonesla@pc.ola.org

March 9th, 2017

Mayor George Bridge and Council
Town of Minto
5941 Highway 89
Harriston, ON
N0G 1Z0

Dear Mayor Bridge and Council,

I am writing to you as the new Progressive Conservative Critic for Infrastructure. In my role as the critic for infrastructure, I will be looking to hold the provincial government to account on its announcements and plans for infrastructure projects across the province. Municipalities, like yours, are an important partner in helping define Ontario's infrastructure needs.

If you have concerns about the provincial government's approach to infrastructure, be it delays or red tape, I want to hear from you. Ensuring that the government is held to account is essential as it ensures that the government invests transparently and in the areas that Ontarians need. If you would like to meet with me to discuss these issues in person, please contact my office at sylvia.jonesqp@pc.ola.org or 416-325-1898.

Sincerely,

A handwritten signature in blue ink, appearing to be "Sylvia Jones".

Sylvia Jones, MPP
Dufferin-Caledon
Deputy Leader of the PC Caucus
Progressive Conservative Critic for Infrastructure

**To the Mayor and Members of Council
Town of Minto
Atten: The Clerk**

2017/03/29

A Model Site Alteration By-law

A site alteration by-law is intended to protect the environment and neighbouring properties from any alterations to the land on a property, typically excavations and fill for buildings and driveways. However, some municipalities are finding that their by-law is inadequate when large amounts of fill are being brought in to a property for disposal. This excess soil comes from construction projects and some comes from the remediation of contaminated sites. The Ontario Soil Regulation Task Force (OSRTF) is a not-for-profit volunteer organization whose members have been involved with this issue for several years. Through our involvement with municipalities that had revised their site alteration by-laws to deal with the disposal of excess soil, we have developed a model site alteration by-law that we are making available to you. If your municipality has already revised their by-law, we applaud you.

20 million cubic metres of excess soil are disposed of each year in Ontario, as estimated by the Residential and Civil Construction Alliance of Ontario. Much of it is excavated for the basements of condo towers or subways and some of it is from the redevelopment of contaminated properties. The impact of the dumping of excess soil and contaminated soil has been felt in many communities. The noise, dust, and traffic from hundreds of trucks a day in and out of a single site can be very disruptive. There were placard-waving protesters at one disposal site. A disposal site near drinking water wells has been found to have cyanide in its soil at 3000 times the allowable limit. A homeowner who took a few loads of supposedly clean fill found carcinogenic dry cleaning fluid in his well water. Fill brought in for a sheep farmer's barnyard turned out to be toxic to the sheep. Issues with soil

disposal sites have been on the front page of local papers and were a factor in several municipal elections. There are strong incentives to dump contaminated soil improperly. A presentation by a Toronto legal firm to a conference of municipal lawyers stated that "every load of hazardous soil dumped illegally is worth as much as \$6000 in saved tipping fees" to those dumping it improperly. Any cleanup costs can be in the millions of dollars. The same presentation said "municipalities run the risk of being sued in cases where contaminated or even clean soil may be deposited on private or public lands if they fail to use their enforcement powers available to them."

The Ministry of the Environment and Climate Change (MOECC) has responded to this problem with a guideline document "Management of Excess Soil - A Guide for Best Management Practices" and last year with a "Excess Soil Management Policy Framework" that is being implemented. The guideline document and the framework put a lot of the soil management responsibility on municipalities and their site alteration by-laws. The Ministry of Municipal Affairs funded an on-line excess soil by-law tool at <http://www.excesssoils.com/>, which OSRTF contributed material to. OSRTF has taken an active part in workshops and conferences over the past few years including the 2015 AMO conference. Our researcher, Carmela Marshall, has given many deputations to municipal councils on the issue of fill sites and site alteration by-laws based on our experiences, research, and involvement with officials at all levels of government. Case studies and reference information can be found at <http://osrtf.ca> and <http://lakeridgecitizens.ca>. The model by-law which has been developed incorporates guidance from MOECC and has been peer reviewed by professionals. Elements of the model have been incorporated into several updated site alteration by-laws.

The model by-law and the companion documents of a rational document, a model fill agreement, and a model fill management plan are available on our website at <http://osrtf.ca/osrtf/model-fill-by-law-project/>. Upon request, we could provide them

as printed documents or on a USB memory stick. An OSRTF representative can be made available to discuss this issue with council or staff. Please contact OSRTF at info@osrtf.ca if your council would like our assistance in improving the management of excess soil.

With regards,

Ian McLaurin
Ontario Soil Regulation Task Force
97 Chalk Lake Road
Port Perry, ON L9L 2C2
Canada



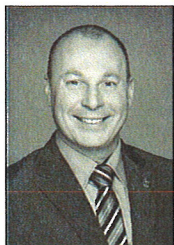
CHAMBRE DES COMMUNES
HOUSE OF COMMONS
CANADA

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RECEIVED MAR 28 2017

Ensuring access to justice in both of Canada's official languages

Bill C-203, An Act to amend the Supreme Court Act (understanding the official languages)

Dear Sir or Madam:

I am very proud to contact you to seek your support for my bill concerning the bilingualism of Canada's Supreme Court judges, which will come up for debate shortly.

The objective of Bill C-203, An Act to amend the Supreme Court Act (understanding the official languages) is to ensure citizens enjoy substantive equality regarding access to justice in both official languages. The bill would amend the *Supreme Court Act* by establishing a new requirement for judges appointed to the Supreme Court to understand French and English without the assistance of an interpreter.

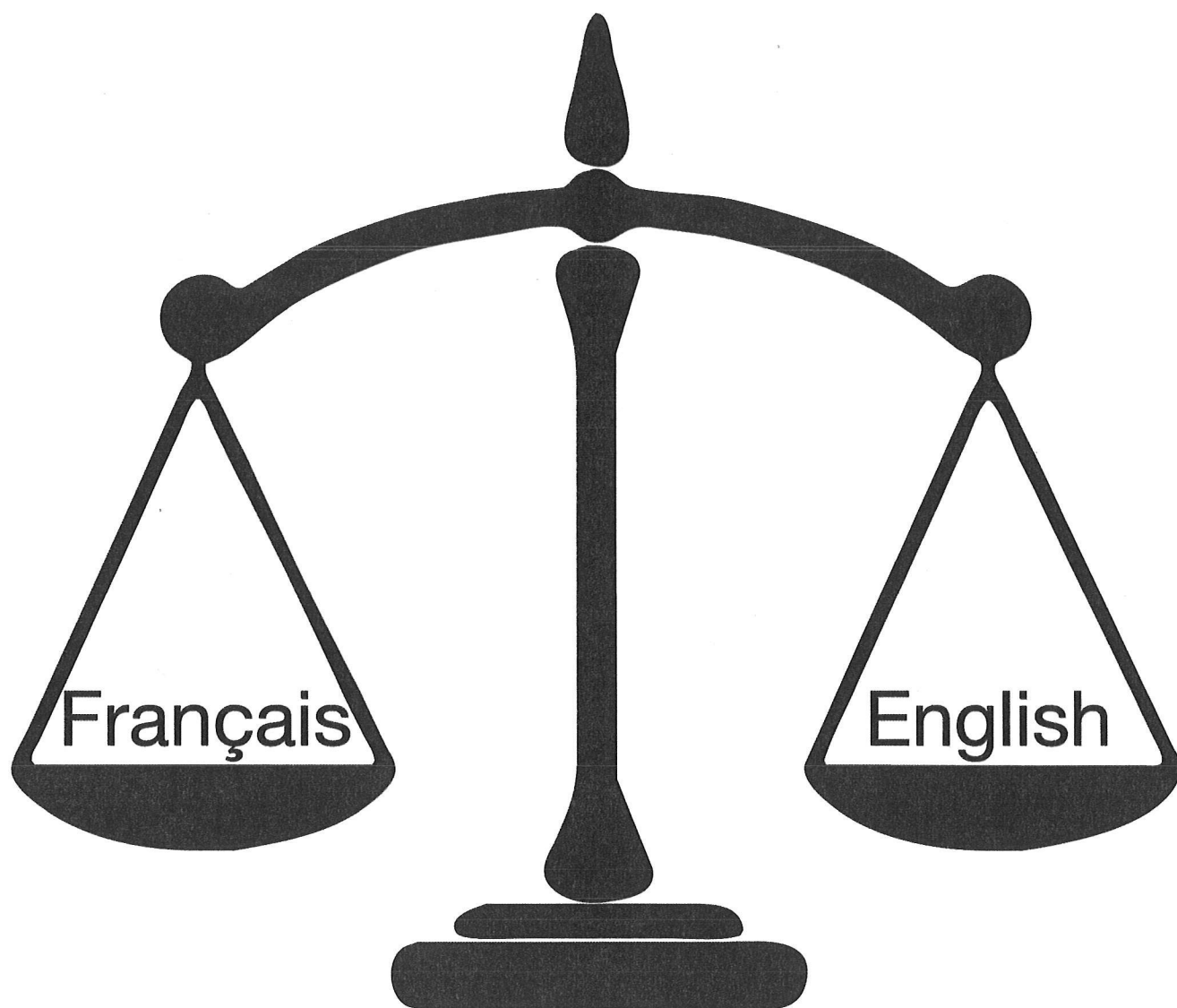
The Supreme Court of Canada is currently the only federal court whose judges are not required to understand the people appearing before them or their counsel without resorting to an intermediary. This situation is an issue given that all citizens have the basic right to express themselves in the official language of their choice.

The Supreme Court of Canada is the final court of appeal for all Canadian jurisdictions. As we prepare to celebrate Canada's 150th anniversary, we must work together to enhance the vitality of official language minority communities. The passage of my bill on the bilingualism of judges would be a significant milestone in ensuring access to justice in both official languages.

That is why I am asking you to pass a resolution in support of Bill C-203 and to notify your local Member of Parliament.

Sincerely,

François Choquette
Member of Parliament (Drummond)
Official Languages Critic
New Democratic Party



C-203

An Act to amend the Supreme Court Act
(understanding the official languages)

Loi modifiant la Loi sur la Cour suprême
(compréhension des langues officielles)



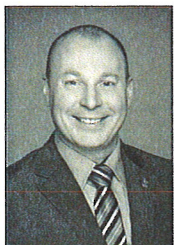
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May, 16 2016

Subject: C-203 An Act to Amend the Supreme Court Act (Understanding the Official Languages)

Dear Colleagues,

I am writing to ask your support for my private members bill, C-203, which will amend section five of the Supreme Court Act. The proposed amendment intends to promote further equality within the justice system by requiring all Supreme Court judges to understand both official languages without the aid of an interpreter.

As the final and highest tribunal available to present a case in the country, it is integral that all citizens have equal access regardless of which official language they speak. Prime Minister, Justin Trudeau, agrees that ensuring the judges can understand the arguments being presented in either language will gain public confidence in the justice system. Presently, the judges are not even required to take a proficiency exam on their language competency. The Supreme Court exists so that it may serve the people which it cannot properly achieve should the judges not be able to understand both languages being spoken.

This bill also seeks to promote further equality between our two official languages: French and English. Since the law equating the two languages' conception, the Supreme Court has recognized the constitutionality of their equivalence through their approval of measures demonstrating such. By requiring the judges to understand both official languages, it would be another step towards ensuring true equality between French and English.

If you have any further comments or questions, please do not hesitate to contact me at Francois.Choquette.a1@parl.gc.ca.

Sincerely,

François Choquette

François Choquette
MP for Drummond
Official Languages Critic
New Democratic Party (NDP)

C-203

First Session, Forty-second Parliament,
64 Elizabeth II, 2015

HOUSE OF COMMONS OF CANADA

BILL C-203

An Act to amend the Supreme Court Act (understanding the
official languages)

FIRST READING, DECEMBER 9, 2015

MR. CHOQUETTE

C-203

Première session, quarante-deuxième législature,
64 Elizabeth II, 2015

CHAMBRE DES COMMUNES DU CANADA

PROJET DE LOI C-203

Loi modifiant la Loi sur la Cour suprême (compréhension des
langues officielles)

PREMIÈRE LECTURE LE 9 DÉCEMBRE 2015

M. CHOQUETTE

SUMMARY

This enactment amends the *Supreme Court Act* and introduces a new requirement for judges appointed to the Supreme Court to understand French and English without the assistance of an interpreter.

SOMMAIRE

Le texte modifie la *Loi sur la Cour suprême* et crée une nouvelle condition de nomination des juges de la Cour suprême selon laquelle ceux-ci doivent comprendre le français et l'anglais sans l'aide d'un interprète.

Available on the Parliament of Canada Web Site at the following address:
<http://www.parl.gc.ca>

Disponible sur le site Web du Parlement du Canada à l'adresse suivante :
<http://www.parl.gc.ca>

HOUSE OF COMMONS OF CANADA

CHAMBRE DES COMMUNES DU CANADA

BILL C-203

PROJET DE LOI C-203

An Act to amend the Supreme Court Act
(understanding the official languages)

Loi modifiant la Loi sur la Cour suprême
(compréhension des langues officielles)

R.S., c. S-26

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

L.R., ch. S-26

1. Section 5 of the *Supreme Court Act* is renumbered as subsection 5(1) and is amended by adding the following:

1. L'article 5 de la *Loi sur la Cour suprême* devient le paragraphe 5(1) et est modifié par adjonction de ce qui suit :

Condition

(2) In addition, any person referred to in subsection (1) who understands French and English without the assistance of an interpreter may be appointed a judge.

(2) En outre, les juges sont choisis parmi les personnes visées au paragraphe (1) qui comprennent le français et l'anglais sans l'aide d'un interprète.

Condition de nomination

10

Frequently Asked Questions

1. What does the bill want to change?

Bill C-203 amends the *Supreme Court Act* and introduces a new requirement for judges appointed to the Supreme Court to understand French and English.

This bill strengthens the foundations and unity of the country, since it improves access to justice in both official languages.

2. What is the spirit of this bill?

Promoting equal access to justice in both official languages: the Supreme Court is the highest court in the land, and all of its judges are required to hear cases. Their decisions can have serious consequences for the parties involved. Unilingual judges have to call upon third parties to be able to understand oral submissions and written representations. However, simultaneous interpretation and translation have their limits.

Judges' ability to understand the official languages fosters the equality of French speakers and English speakers, and guarantees access to the Canadian justice system in both official languages.

3. Why is it important for Supreme Court judges to be bilingual?

Canada's laws are not written in one language and then translated. They are co-drafted in both official languages, and neither language takes precedence over the other. This means the body of Canadian legislation exists independently in both official languages.

It is therefore essential for Supreme Court judges to understand legislation as it stands, in its duality, so they can apply it in its entirety, without infringing on the rights of the litigants.

4. How is bilingualism defined in this bill?

It means understanding French and English without the assistance of an interpreter.

5. Why is a law needed when the Supreme Court already has a translation and interpretation service?

The Supreme Court exists to serve Canadians, whether their first official language spoken is French or English.

All citizens have the right to express themselves and be heard and understood in the Supreme Court in their language of choice (English or French).

The judge should be able to understand the message without a filter.

6. Will the current judges who are not bilingual have to learn the other language?

The bill does not require former judges to be bilingual.

However, it is possible for current judges to become bilingual. A language training program is offered by the Office of the Commissioner for Federal Judicial Affairs to meet the needs of judges, whether for learning the second language or maintaining and improving their language skills. See this link: <http://www.fja-cmf.gc.ca/training-formation/index-eng.html>.

There is also an applied training program offered by the Canadian Council of Chief Judges of provincial courts.

7. Who supports a law on the bilingualism of Supreme Court judges?

The bill has the support of all official languages experts and stakeholders, such as:

- the Commissioner of Official Languages
- the Barreau du Québec
- the Fédération des communautés francophones et acadienne (FCFA)
- the Fédération des associations de juristes d'expression française de common law inc. (FAJEF)
- Serge Rousselle, Professor, Faculty of Law, University of Moncton, specialist in language rights and former President of the Association des juristes d'expression française du N.-B.
- Michel Doucet, Professor, Faculty of Law, University of Moncton, specialist in language rights
- Sébastien Grammond, Dean, Civil Law Section, Faculty of Law, University of Ottawa
- Claude Provencher, former Commissioner for Federal Judicial Affairs and director general of the Barreau du Québec;
- Jean-Marc Fournier, Quebec minister responsible for Canadian Relations

8. Is our pool of bilingual judges big enough to meet the new requirement of this bill?

Yes. Grammond and Power note that the pool of bilingual appeal court judges is sufficient for appointments to the Supreme Court. Prior to the appointment of Justice Moldaver, the second unilingual judge appointed by the Conservatives (the other unilingual judge being Rothstein), Grammond and Power noted that

“Over the last two decades, there has been only one of the nine members of the Supreme Court who was unilingual. Thus, it has been possible to find a good number of bilingual judges.”

Furthermore, in the document “Should Supreme Court Judges be Required to be Bilingual?”, Sébastien Grammond and Mark Power clearly establish that 25% of appeal court judges are bilingual.

9. Is this a new bill?

No.

The NDP has been championing this bill since 2008.

- 2008: Bill C-559 (introduced in June 2008) died on the Order Paper because of the October 2008 election.
- 2010: Bill C-232 passed third reading (the Liberals and the Bloc voted for the bill). It died on the Order Paper when the federal election was called.
- 2014: the Conservative-majority House of Commons voted against Bill C-208. The Liberals and the Bloc voted for the bill.
- 2016: MP Choquette introduced the bill once again.

10. Do we have to change the constitution to approve this bill?

No.

People may be confused on account of the Nadon ruling.

Sébastien Grammond, professor of law at the University of Ottawa, considers that a constitutional amendment for a requirement that appointed judges be bilingual is not necessary. He says that the court's decision in the Nadon case mainly had to do with Quebec's guaranteed representation on the Supreme Court under the Constitution. He regards the issue of judges' bilingualism as a separate subject, adding that, if there are any constitutional doubts, the government should seek the opinion of the Supreme Court.

Such initiatives are a matter for government.

François Choquette
Member of Parliament for Drummond

francois.choquette@parl.gc.ca
FrancoisChoquette.NDP.ca



YFC/Youth Unlimited of Minto

16 Young St, Box 673, Harriston, Ontario N0G 1Z0
Phone: 519-781-5311 Email: kenneth.m@yfcmino.com

"We see the hope and potential in every young person"

March 28, 2017

Dear members of the council of the Town of Minto:

We live in a great community with great cooperative efforts. It is good that in this prosperous community that many services can be offered to every member of society. We are grateful for your willingness to take part in the governance of Minto.

One of our main goals continues to be that we provide a place (the Deck in Harriston) for kids/teens to spend time on Friday nights. Furthermore, our hope is to expand our presence in Minto through drop-in nights in the other towns of Minto as well. We have begun providing a monthly, after school drop-in, that we call *Fun for Youth*, in Palmerston at the Norgan theatre. We hope to expand this program in Palmerston to two or three afternoons per month. Also, one of our goals is that we provide and/or assist in the leadership of programs for youth in Clifford in the future.

We also want to provide or assist in the leadership of sports programs and special interest programs in the communities of Minto. In the summer of 2016, I (Ken) had the privilege of helping to lead a summer sports program for youth in Palmerston. We plan to run this program again in 2017.

Also, we continue to expand our volunteer base which is essential to continuing and expanding our offered programs. For example, this will allow us to be open more often, in both the Harriston drop-in and the Palmerston drop-in programs.

We are continuing to perform upgrades at *the Deck* that need to be completed to bring the building up to present day standards. This includes the standards of *Fire Prevention and Safety* and *Plan to Protect*. Thanks, in part, to the generous donation from the *Town of Minto* of last year, we have been able to drywall the furnace room with fire-rated drywall. Also, we will be having the first three of the required fire-rated doors installed in *the Deck* in early April.

This year we are asking for \$1000.00 to be put specifically towards youth programs of YFC/YU of *Minto* including the drop-ins and sports programs. This would be used for the rental of facilities used for drop-ins and sports programs. Also, this could be used towards purchasing new and used equipment needed for the drop-ins and sports programs.

We thank you for your interest in YFC/YU of Minto. We have a great community here in Minto with many good services. Our desire is to serve the community by giving our youth 'their safe space' and a place to hang out and to provide programs for our youth. We thank you for your support of this endeavour.

Sincerely,

Ken Mohle
for YFC/YU Minto

RECEIVED MAR 30 2017

April is Volunteer Appreciation Month- a huge thank you to everyone who provides us with their time to ensure that our programs run smoothly. We are always amazed at the number of people who so gladly offer their time and expertise to our organization. We could not run our program without you. Thank you so much for your continued support, it is people like you that make our communities better places to live!

*****Returning Program Line Dancing- Harriston Arena @ 10 a.m.** - After taking a short break it is time to kick up your heels again at Line Dancing with Barb and Mary Lou. The format for this 10 week session remains the same, the cost is \$3 for each class you attend, come out and increase your physical fitness while having fun.

Caregiver Support Group Tuesday, April 4th via Telemedicine at Mount Forest Family Health Team, Minto Mapleton Family Health Team and the Minto Rural Health Centre @ 10-11:30a.m. This support group is for family and friends of people living with Alzheimer's and other dementias. Build a strong connection with people who are going through a similar experience and enhance your understanding of the diseases. If you are interested in attending this support group call 519.836.7672 Ext 2015

Euchre: 1st Monday of the month 7:30p.m. Palmerston Legion @7:30 p.m. \$5 –light lunch provided, please bring your own partner. Every other Monday during the month Euchre starts at 7:00 p.m. the cost is \$2

Living with Loss: Wednesday, April 5th Birmingham Retirement Community, Mount Forest @ 7-9 p.m. This free peer-support group is for adults grieving the death of a loved one, meetings will be held on the first Wednesday evening of each month. Come and connect with other people who are grieving, have an opportunity to share your thoughts and feelings and hear new perspectives and coping strategies. Registration is suggested by not required. For more information please call 519.603.0196.

Patient and Family Cancer Care- Relaxation Techniques for Stress Tuesday April 11th 1:30-3 p.m.

At the Claire Stewart Medical Centre join therapist Mike Harloff as he shares relaxation techniques for stress. For more information or to register please call Carol at 519.323.0255 ext. 5014

Stay Strong Live Long- Falls Prevention Series Wednesday April 12th & April 26th from 9-4. Holstein Farm Credit Building-this two day series focuses on healthy aging, prevention of chronic illnesses and promotion of independent living facilitated by Rachel deJonge, VON Kinesiologist. **Day one;** is titled "Legend of the Fall and Chronic Illnesses", **Day Two;** "(Don't) Just Pop a Pill" Please call 519.803.0144 for information or to register. Each session is free and includes lunch and refreshments.

*****Returning Program- Art Workshop Wednesday, April 12th Harriston Library @ 2:00pm-** Donna Hirtle will bring out your artistic flair with her return to the community of Harriston. The theme this month "Singing in the Rain", working with watercolours, the cost is \$5.

*****Returning Program -Tastes for Life: Thursday April 13th Mount Forest Pentecostal Church@ 11:30-1:30p.m.** – returning after its winter hibernation, this cooking program offers an opportunity to try different recipes, with ingredients you may have not cooked with before. Each month a different theme, with a healthy twist, facilitated by Mount Forest Family Health Team dietitian, Sarah Pink. Please call 519.323.0255 ext. 5085. Bring your appetite and containers for leftovers. **FREE**

Art Workshop Wednesday, April 19th p.m. Palmerston Library @ 2:00p.m. - Donna Hirtle will bring out your artistic flair the cost is \$5 please call to register 519.638.1000. The theme this month is "Singing in the Rain", working with watercolours, the cost is \$5.

Cards and Games Afternoon Thursday April 20th CRNA building Palmerston @ 2p.m. - Cost is \$2

Euchre; Friday, April 21st Drayton Legion @ 7:30 p.m. – Cost is \$5 and everyone is welcome!

Cooking Class; Monday, April 24th, Harriston Legion @11:30-1:30 p.m. - Join Minto-Mapleton FHT dietitian, Jenny Harrison, at this hands on workshop, as you prepare healthy, delicious meals. You don't have to be a chef to replicate these meals at home. Due to the overwhelming popularity of this program you must pre-register by calling the Family Health Team at 519.638.2110. **FREE**

Friendship Circle; each Tuesday Mount Forest Pentecostal Church @ 10:30-11:30 a.m. -this coffee group takes place each Tuesday morning in Mount Forest at 259 Fergus Street South. A great venue to learn about other community events and health programs available in Mount Forest and surrounding area. On the 3rd Tuesday is the Golden Hearts Luncheon, with speaker and delicious hot lunch. A good will offering is appreciated for the luncheon but the weekly coffee group is free of charge.

Friendship Circle Wednesday April 26th, Palmerston United Church @ 10-11 a.m. - the coffee and the conversation flow with this group. This friendly group welcomes anyone who is interested in chatting while enjoying a cup of hot coffee or tea and a delicious cookie or two. **FREE**

CONGREGATE DINING PROGRAMS 12:00pm – 2:00pm

People of all faiths welcome! Presentations are free and begin at 12:30pm; if you would like to stay for lunch the cost is \$10.

Drayton Reformed Church Friday April 7th; Writing your own life story- Join Donna Mann as she shares how therapeutic writing your life story is and how everyone has a story to tell. It took her years to create hers, she will share how her Pastoral ventures provided her the knowledge on how to do so.

Palmerston United Church Wednesday April 12th; Wellington County Railroads- Join Kyle Smith, from the Wellington County Museum & Archives, as he shares the history of the railroads in Wellington County including photos from Palmerston. A must for those who enjoy reminiscing about days gone by.

Clifford United Church Friday April 21st; Fire Safety- Join Fire Chief Chris Harrow from the Minto Fire Department as he talks to us about fire prevention. When is the last time you have changed your batteries in your CO2 or Fire Alarms? Find out the importance of doing these every 6 months!

Harriston Legion Wednesday April 26th; What is all the Shouting About in Clifford? - Join local historian Peter Buhrow, as he shares some of the exciting events happening in Clifford to coincide with Canada's 150th Birthday. Stories and picture boards from days gone by will be shared along with amusing stories. Peter also has some prizes to share.

Arthur United Church Thursday April 27th; Osteoarthritis – Join Susan McAuslan a Physiotherapist from the Arthritis Society. Susan will share her extensive knowledge on how to best manage Osteoarthritis, along with aides designed to minimize the impact that arthritis has on our quality of life.

Do you need information about the services available to support you in your home? Please call us at 519.638.1000, Toll Free 1-866.446.4546 – we'd be happy to help!

Mon	Tue	Wed	Thu	Fri
3 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercise-CUC 9:00 Euchre-DUC 9:30 SMART Exercises-DRC 10:00 Line Dancing- Harriston Arena 10:00 Palmerston Exercise— CNRA 1:00 Quilting Club— PUC	4 Good Food Box Payment Date 9:00 SMART Exercise-PUC 9:00 Arthur Exercise-ASH 9:30 Walking Group-Arthur Arena 10:00 Caregiver Support Group 10:15 Adult Book Club— Palmerston 10:30 Friendship Circle-MFPC 3:15 SMART exercises-Mt Forest 6:30 Spring is Here!-Mt Forest Lib.	5 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises-CUC 9:00 Coffee Hour— Moorefield United 9:30 Walking Group— Arthur Arena 9:30 SMART Exercises-DRC 2:00 Tech Talk— Palmerston Library 2:00 Hooks and Needles— Arthur Library 7p.m. Bereavement Group— BHC	6 9:00 Palmerston Walking-Arena 9:00 Arthur Exercise-ASH 9:30 Walking- Arthur Arena 10:00 Coffee Morning-Clifford Community Hall 10:00 Palmerston Light Exercise— CNRA building 11:00 Exercises-Harriston Knox	7 9:00 Palmerston Walking— Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises— PUC 9:00 Drayton Walking-PMD Arena 9:30 SMART Exercises-DRC 10:00 SMART Exercises-PUC 12:00 Drayton Dining— Donna Mann— Writing Your Life Story 2:30 Carnegie Café: Support in Africa— Harriston Library
10 9:00 Palmerston Walking- Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercise-CUC 9:00 Euchre-DUC 9:30 SMART Exercises-DRC 10:00 Line Dancing-Harriston 10:00 Palmerston Exercises— CNRA 1:00 Quilting Club-PUC 1:30 Scrabble Club— Mt. Forest Library	11 Good Food Box Pick Up Day 9:00 SMART Exercise-PUC 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group— Arthur Arena 10:00 SMART Exercises-PUC 10:30 Friendship Circle-MFPC 1:30 Patient & Family Cancer Care— Mount Forest Family Health Team 2:00 Ancestry -Arthur Public Library	12 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises-CUC 9:00 Stay Strong Live Long-Holstein 9:30 Walking Group— Arthur Arena 9:30 SMART Exercises-DRC 12:00 pm Palmerston Dining— History of Wellington County Railroads 2:00 Art Workshop -Harriston Library	13 9:00 Palmerston Walking-Arena 9:00 Drayton Walking—PMD Arena 9:00 Arthur Exercise-ASH 9:30 Walking Group— Arthur Arena 10:00 Coffee Morning-Clifford 10:00 Palmerston Exercise— CNRA 11:00 Exercises-Harriston Knox 11:30 Tastes for Life-MFPC	14 Good Friday 
12 Easter Monday 9:00 Euchre-Drayton United 10:00 Palmerston Exercise CNRA 1:00 Quilting Club-PUC 	18 9:00 SMART Exercise-PUC 9:00 Drayton Walking—PMD Arena 9:00 Arthur Exercise-ASH 9:30 Walking Group— Arthur Arena 10:00 SMART exercises-PUC 10:30 Golden Hearts Lunch-MFPC 11:00 Exercises-Harriston Knox 2:00 Ancestry -Clifford Library	19 9:00 Harriston Walking-Arena 9:00 Palmerston Walking-Arena 9:00 Coffee Hour— Moorefield United 9:30 SMART Exercises-DRC 2:00 Art Workshop - Palmerston Library with Donna Hirtle 6:15 Canadian National Film Day: Brooklyn Drayton Library	20 9:00 Palmerston Walking-Arena 9:00 Drayton Walking—PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group— Arthur Arena 10:00 Coffee Morning-Clifford Hall 10:00 Palmerston Exercise— CNRA 11:00 Exercises-Harriston Knox 2:00 Cards—Palmerston CNRA	21 9:00 Palmerston Walking 9:00 Harriston Walking-Arena 9:00 SMART Exercises-PUC 9:30 SMART Exercises-DRC 9:00 Drayton Walking—PMD 10:00 SMART Exercises— PUC 12:00 Clifford Dining- Fire Chief Chris Harrow— Fire Safety 7:30 Euchre— Drayton Legion
24 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 Euchre-Drayton United Church 9:00 Palmerston Light Exercise— 10:00 Line Dancing-Harriston 11:30 Cooking— Harriston Legion with Jenny 1:00 Quilting Club —PUC	25 9:00 SMART Exercise-PUC 9:00 Arthur Exercise-ASH 9:30 Walking Group— Arthur Arena 10:00 SMART Exercises-PUC 10:30 Friendship Circle-MFPC 11:00 Exercises-Harriston Knox 3:15 SMART exercises-VON Mount Forest—392 Main Street N	26 9:00 Harriston Walking-Arena 9:00 Palmerston Walking-Arena 9:00 Coffee Hour— Moorefield United 9:00 Stay Strong, Live Long-Holstein Credit Union Building 9:30 SMART Exercises-DRC 10:00 Friendship Circle-PUC 12:00 Harriston Dining— Homecoming Committee Peter Buhrow 1:30 Cancer Care Group— Mt Forest	27 9:00 Palmerston Walking 9:00 Arthur Exercise-ASH 9:30 Walking— Arthur Arena 10:00 Palmerston Exercise-CNRA 10:00 Coffee Morning-Clifford 11:00 Exercises-Harriston Knox 12:00 Arthur Dining— Susan McAuslan— Osteoarthritis	28 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises—Palmerston United Church 9:30 SMART Exercises— Drayton Reformed Church 10:00 SMART Exercises— Palmerston United Church
DRC— Drayton Reformed Church PUC— Palmerston United Church CUC —Clifford United Church MFPC— Mt. Forest Pentecostal Church	ASH— Arthur Seniors Hall VON— SMART 392 Main Street N Mt Forest B HR— Birmingham Retirement—Mt Forest	<div> <div>April 2017</div> <div>  Ontario Waterloo Wellington Local Health Integration Network </div> <div>  </div> </div>		

Jamesway Board Meeting

January 12, 2017 @ 9AM

Attendance - Randy Kuetz, Larry Brummett, Jean Anderson, Karen Sawler, Marion Styler
Minutes from the December 15, 2016 - Motion by Larry Brummett that we accept seconded by Marion Styler. Carried

Update to Existing Business - Apt 119 has decided to stay as Market and not apply for RGI. This leaves us with 5 RGI.

Generator is not yet operational as new gas meter not yet installed. Max Binkley has been checking into this.

Rent Increase - Letters have been sent out to all applicable market rent tenants.

New Business - Mary Helton has passed away and a donation was made to Louise Marshall Hospital. Her apartment is RGI so will try to fill from the Country waiting list to try and keep RGI.

At Apt 121's annual RGI review it was confirmed that she now has assets in excess of \$50,000, therefore she no longer qualified for RGI so we are now down to 4 RGI units.

We ~~Reviewed~~ Reviewed BCA

Reviewed Profit & Loss

Accounts Payable December yk. end \$68,580.99
January. \$11,487.21

Motion to accept Larry Brummett seconded Jean Anderson

Adj. Larry Brummett Next Mtg March 16 @ 9. AM. Carried

President -

Secretary Marion Styler

Minutes

Board of Directors Meeting #1/17

January 25, 2017

DIRECTORS PRESENT:

Art Versteeg, Jim Campbell, Deb Shewfelt, Wilf Gamble,
Roger Watt, Paul Gowing, Bob Burtenshaw, David Blaney

ABSENT WITH REGRETS:

Alison Lobb

ABSENT:

Matt Duncan, David Turton

STAFF PRESENT:

Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Admin/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator

1. Call to Order

Chair Art Versteeg called the meeting to order at 7:00 pm giving a special welcome to Director David Blaney who is replacing Huron East representative Alvin McLellan.

Art continued with some announcements first asking Directors to review and sign the MVCA code of conduct agreement following the revisions made to the Board Manual at the December meeting and then with the news of Stephen Jackson's upcoming return to work next week.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors meeting #12/16 held on December 21, 2016 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



Motion FA #1/17

Moved by: Deb Shewfelt

Seconded by: Jim Campbell

THAT the minutes from the Board of Directors meeting #12/16 held on December 21, 2016 be approved.

(carried)

4. Business Out of the Minutes

a) 2017 Work Plan/Budget Information Package: **Report #1/17** (attached)

The Board provides information to our member municipalities annually about the MVCA work plan, budget, levy schedule and annual update.

At the December meeting the Board asked staff to prepare a package to be reviewed at the January meeting. This package presented includes 2 separate letters from the Chair to address those municipalities who were visited and those not by the MVCA in 2016 along with the MVCA newsletter and 2016-2018 work plan municipal update report.

The Director's reviewed and commented that both letters should convey the same message regarding the Board's focus. Following discussion about what information that the MVCA will provide in 2017 to our member municipalities, this motion was made.

Motion FA #2/17

Moved by: Roger Watt

Seconded by: Bob Burtenshaw

THAT the 2017 municipal information package presented be approved to be forwarded to member municipalities with the revision specified.

(carried)

b) Board Evaluation: **Report #2/17** (attached)

At the December meeting held on December 21, 2016, the Board passed this motion.

THAT Strive be retained to perform an evaluation of the Board in 2017.

GM/ST Phil Beard presented this report to gain direction from the Board on how to proceed with the evaluation process.

The Director's discussed the role and level of participation that the GM/ST and Strive will have in the evaluation. The Board determined that they will not require a debriefing from staff from Strive. The Board thought that the debriefing could be conducted by the GM/ST. The following

motion was presented.

Motion FA #3/17

Moved by: Roger Watt

Seconded by: Paul Gowing

THAT the GM/ST be part of the Board evaluation process; **AND THAT** the GM/ST review the debriefing report provided by Strive with the Board prior to the May 17th Board meeting.

(carried)

5. Business Requiring Direction/Decision

a) 2016 Year End Work Plan Report: **Report #3/17** (attached)

This report outlines the progress made on the activities and projects in the 2016 work plan.

The Director's acknowledged how much work has been completed over the past year and the value that the impressive report has in conveying the extent of the authority's accomplishments.

The Board provided feedback to staff to highlight the work completed and progress made in the Middle Maitland, Garvey Glenn, tree planting initiatives, and at the FRCA at the Annual General Meeting and made the following motion.

Motion FA #4/17

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT Report #3/17 be received as presented; **AND THAT** the work plan summary report be circulated electronically to member municipalities; **AND FURTHER THAT** the 2016 activities identified by the Board be highlighted in a presentation at the Annual General Meeting.

(carried)

b) 2016 Year End Revenue/Expenditure Report (Unaudited): **Report #4/17** (attached)

The 2016 Year End Budget Update report compares the 2016 revenue and expenditures to the operating and capital budgets outlining the rationale for any surplus/ deficit balances.

Following the review of this financial analysis, the Director's made the following motion.

Motion FA #5/17

Moved by: Deb Shewfelt

Seconded by: Paul Gowing

THAT all year end surpluses and deficits be directed to the appropriate accumulated surpluses; **AND THAT** all deferred revenue be directed to the appropriate project identified in the draft 2017 budget.

(carried)

d) Alternative Land Use Services Update: **Report #5/17** (attached)

This report from Stewardship Coordinator Geoff King provides information and invites discussion on the Alternative Land Use Services (ALUS) program, currently operating in PEI and several communities across Canada. Geoff reviewed the reasons behind Huron County's decision to not support the development of an ALUS Pilot in the County of Huron. Their rationale was supported by other stakeholders including MVCA's stewardship staff who were involved in the review. The program promotes the provision of environmental goods and services through incentives and encourages farmers to restore flood plain, river valley and wetland areas in order to improve water quality, increase forest cover and to restore wetlands, all valued interests of MVCA. Staff outlined how PEI's ALUS program works and it's similarity to the way that the Huron Clean Water Project is setup.

ALUS Canada is making a presentation to Huron County Council on February 15, 2017 to encourage the County of Huron to reconsider their decision. MVCA staff are meeting with ALUS Canada in Listowel on February 1, 2017 to discuss the potential for developing an ALUS Project in North Perth.

Following discussion, the following motion was made.

Motion FA #6/17

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT staff attend the presentation that ALUS is making to the County of Huron; **AND THAT** MVCA express their concerns regarding the design of the current program by providing feedback to ALUS in writing and at the meeting being held at the Municipality of North Perth on February 1, 2017; **AND FURTHER THAT** staff provide a report to the Board on the outcomes of both meetings at the March 15th Board meeting.

(carried)

e) 2nd Call for Declarations for Chair/Vice/Second Vice for 2016: **Report #6/17** (attached)

At the December meeting, there was a first call for candidates to express their interest in the 2017 positions for Chair, Vice-Chair and Second-Vice. Tonight at the January meeting, Phil Beard GM/ST presented an opportunity with this report for a second call for declarations for these same positions. Jim Campbell, indicated his interest to run for Chair of the MVCA for 2017, Deb Shewfelt indicated his interest in running for 2nd Vice Chair for 2017. Art Versteeg indicated his willingness to run for Vice Chair, if no other candidates come forward.

f) Draft Agenda 2017 Annual Meeting: **Report #7/17** (attached)

The MVCA Annual Meeting will be held at the Township of North Huron on Wednesday, February 15, 2017 beginning at 7:00 pm in Council Chambers in Wingham.

A draft agenda for the annual meeting was circulated to the Directors for review and comment.

g) 2017 Board Meeting Schedule/Business: **Report #8/17** (attached)

This report was presented by Phil Beard, GM/ST to discuss and finalize the 2017 Board meeting schedule and review the 2017 business items.

The purchase of a corporate vehicle and the future of the authority's two mill buildings are expected additional items for the Board to deal with in 2017 however the timing is unknown at this time and therefore not included in the schedule. The following motion was made.

Motion FA #7/17

Moved by: Wilf Gamble

Seconded by: Paul Gowing

THAT the proposed meeting schedule for 2017 be adopted as outlined in Report #8/17.

(carried)

h) Sun Life Pension Plan Windup: **Report #9/17** (attached)

This report was presented to the Board to gain direction on the Sun Life Pension Plan. There are no longer any active staff members in the Sun Life Pension Plan as all members have joined the OMERS pension plan. The following motion was made:

Motion FA #8/17

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT MVCA formally advise Sun Life that MVCA would like to end their Pension Plan, Ontario Pension Registration Number 0923359 as of December 31, 2016.

(carried)

6. Consent Agenda

The following items were circulated to the Board of Directors for their information.

The following motion was made.

a) Revenue/Expenditure Report - December: **Report #10/17** (attached)

b) Agreements signed: **Report #11/17** (attached)

c) Correspondence: For Directors' Information

i) Letters from the following Municipalities: Re: appointment of Director for 2017:

Municipality of Huron East

Municipality of Central Huron

Town of Goderich

Township of Wellington North

Township of Ashfield-Colborne-Wawanosh

Motion FA #9/17

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT reports #10/17 through #11/17 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

7. Review of Meeting Objectives/Follow-up Actions/Next meeting: February 15, 2017 at the Townhsip of North Huron

The next meeting is the AGM and is being held in Council Chambers at the Township of North Huron in Wingham at 7:00 pm on February 15, 2017.

Chair Art Versteeg reviewed the meeting objective and declared all have been met.

8. Adjournment

The meeting adjourned at 7:53 pm with this motion.

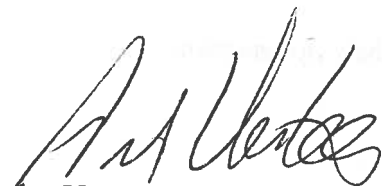
Motion FA #10/17

Moved by: Roger Watt

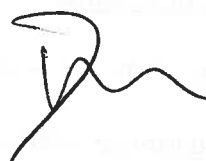
Seconded by: Paul Gowing

THAT the meeting be adjourned.

(carried)



Art Versteeg
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

**Board of Directors Meeting #2/17
Annual Meeting**

Location: The Township of North Huron Council Chambers, Wingham, Ontario

February 15, 2017

DIRECTORS PRESENT: Art Versteeg, Jim Campbell, Deb Shewfelt, Wilf Gamble, Alison Lobb, David Turton, Bob Burtenshaw, Paul Gowing, Matt Duncan, Dave Blaney

ABSENT WITH REGRETS: Roger Watt

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Admin/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Geoff King, Stewardship Services Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator

**COMMUNITY MEMBERS,
PRESENTORS, PRESS AND
OTHERS IN ATTENDANCE:** Sharon Chambers, Dan Gieruszak, Chet Calhoun, Kriss Snell,
Lisa Thompson, Teri White, Bill White, Julie Behrns, Cherie
Leslie, Marilyn Campbell, John Grace, David Yates, Trevor Seip,
Ginette Duncan, Hauke Reisenbichler, Neil Vincent

1. Welcome and Call to Order from MVCA Chair, Art Versteeg

Chair Art Versteeg, called the meeting to order at 7:05 pm and welcomed everyone who attended.

Art introduced the Reeve of the Township of North Huron Neil Vincent and asked him to bring greetings on behalf of the Municipality.

2. Welcome from Neil Vincent, Reeve of the Township of North Huron

Reeve Neil Vincent welcomed everyone to the Maitland Valley Conservation Authority Annual Meeting on behalf of the Township of North Huron.



3. Introduction of MVCA Directors and Guests

Chair Art Versteeg introduced each of the Maitland Valley Conservation Authority Director's and then welcomed Teri White who brought greetings from Wellington-Perth MP John Nater who was unable to attend. Mr. Nater sent his best wishes and acknowledged the work of the Maitland Valley Conservation Authority and Board of Directors.

Art Versteeg, Chair gave a special welcome to Stephen Jackson, MVCA Flood/Erosion Safety Coordinator who has recently returned from a leave period.

4. Opening Remarks from Art Versteeg, MVCA Chair

As we begin our meeting I wish to extend thanks, first, to the Board for their support and encouragement as Chair this past year. This has been a good Board to work with and an enjoyable experience doing important conservation work. I also want to thank our staff who continue to get a lot done with limited resources.

I would also like to thank our member municipalities who have been steadfast and generous in supporting the work that we do at MVCA.

Last year, we decided to move our annual meeting around to different municipalities within the watershed. Here in North Huron & Morris Turnberry the upper branches of the Maitland River come together so it is a central point in the watershed. Tonight I want to highlight North Huron and mention some of the projects MVCA has been involved over the years.

The Wingham Special Floodplain Policy Area
Scott Municipal Drain Restoration Project
Blyth Greenway
Wingham River Flats Ecological Park
Wawanosh Nature Centre and also the lease of Galbraith Conservation Area to the municipality for use for minor soccer.

Thank you to North Huron for hosting us this evening.

Following the Chair's opening remarks, Huron-Bruce MPP Lisa Thompson was given the opportunity to bring greetings and to make some remarks.

5. The Carbon Footprint Initiative

Director Deb Shewfelt delivered an overview of the CFI that MVCA has developed in partnership with J.H. Keeso, Molesworth Farm Supply, Trillium Mutual Insurance Company, Du Pont Pioneer, Ideal Supply and The Municipality of North Perth. Deb spoke about developing the initiative, the criteria required for each member to obtain membership and future goals.

a) Reducing our Carbon Footprint in North Perth: Kriss Snell, CAO, Municipality of North Perth Member, Carbon Footprint Initiative Leadership Team

Kriss Snell, North Perth CAO outlined the importance of the CFI and the actions taken by the municipality to reduce their carbon footprint and to compensate for the fossil fuels that are used.

b) Reducing our Carbon Footprint & Sustainability at the Wingham Parent Plant: Pioneer/Dupont: Chet Calhoun, Plant Supervisor; Member, Carbon Footprint Initiative Leadership Team

Chet Calhoun outlined the actions that the staff and management of Wingham Pioneer Plant have taken to

reduce their carbon footprint and the money that they have saved their company from making these changes.

6. MVCA 2016 Highlights from Chair, Art Versteeg & Jayne Thompson, Communications Coordinator

Chair Art Versteeg reflected on some key highlights from 2016 which included: Legislature Day at Queen's Park and networking with MPPs; the accomplishments of the CFI, the installation of the Electric Vehicle Recharging Station at the Administration Centre, and the opportunity to take part in tree planting initiatives.

Communications Coordinator Jayne Thompson delivered an engaging presentation outlining key priorities and accomplishments made by MVCA in 2016.

7. Election of Officers for 2017

- a) Appointment of Presiding Officer (appointed by the MVCA Board)

MVCA Chair Art Versteeg called for an appointment of a Presiding Officer for the election of Chair.

Motion FA #11/17

Moved by: David Turton

Seconded by: Matt Duncan

THAT Neil Vincent act as the Presiding Officer for the election of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2017.

(carried)

- b) Appointment of Scrutineers (appointed by Presiding Officer)

Presiding Officer Neil Vincent declared all offices vacant and called for a motion to appoint two Scrutineers.

Motion FA #12/17

Moved by: Deb Shewfelt

Seconded by: David Turton

THAT John Grace and David Yates be Scrutineers for the election of officers; **AND THAT** the Scrutineers be responsible for destroying ballots after the election if needed.

(carried)

- c) Election of MVCA and MSPA Chair for 2017

Presiding Officer Neil Vincent called for nominations for the position of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2017.

Motion FA #13/17

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT Jim Campbell is nominated for Chair of the MVCA and the MSPA for 2017.

Presiding Officer Neil Vincent called for nominations for the Chair position two more times. There were no further nominations and then the Presiding Officer called for a motion to close nominations.

Motion FA #14/17

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

THAT nominations for the position of Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017 be closed.

(carried)

Presiding Officer Neil Vincent declared Jim Campbell, representative for the Township of North Huron, as the Chair of the MVCA and MSPA for 2017.

Chair Jim Campbell then presided over the election for the Vice and Second Vice positions and the remainder of the meeting.

d) Election of MVCA and MSPA Vice-Chair for 2017

Chair Jim Campbell called for nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017.

Motion FA #15/17

Moved by: Deb Shewfelt

THAT David Turton is nominated for Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017.

Chair Jim Campbell called for further nominations for Vice-Chair two more times and no others were made so then called for a motion to close nominations.

Motion FA #16/17

Moved by: Paul Gowing

Seconded by: Alison Lobb

THAT nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017 be closed.

(carried)

The Chair declared David Turton Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017.

e) Election of Maitland Valley Conservation Authority and Maitland Source Protection Authority Second Vice-Chair for 2017

Chair Jim Campbell called for nominations for the position of Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017.

Motion FA #17/17

Moved by: David Turton

THAT Deb Shewfelt is nominated for Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017.

Chair Jim Campbell called twice for further nominations for Second Vice-Chair and no others were made so then called for a motion to close nominations.

Motion FA #18/17

Moved by: Wilf Gamble

Seconded by: Bob Burtenshaw

THAT nominations for the position of Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017 be closed.

(carried)

Chair Jim Campbell declared Deb Shewfelt as Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2017.

f) Destruction of Ballots

Motion FA #19/17

Moved by: David Turton

Seconded by: Deb Shewfelt

THAT the voting ballots be destroyed.

(carried)

8. Closing Remarks from the 2017 MVCA/MSPA Chair

In closing, Chair Jim Campbell thanked everyone who attended the Maitland Valley Conservation Authority Annual General Meeting and conveyed his enjoyment working with a great Board of Directors and staff for over the past 20 years. Jim then acknowledged the work accomplished by past Chair Art Versteeg.

Attendees were invited by the Chair to enjoy a social time following the meeting.

9. Adjournment

Motion FA #20/17

Moved by: Paul Gowing

Seconded by: Alison Lobb

THAT the meeting be adjourned.

(carried)

The meeting adjourned at 8.35 pm.

Jim Campbell
Chair



Danielle Livingston
Admin/Financial Services Coordinator





CULTURAL ROUNDTABLE Minutes of March 27, 2017

Page 1 of 12

The Cultural Roundtable held its regular meeting on Monday March 27, 2017 at the LaunchIt Office. Roundtable members in attendance were Chair Peggy Raftis, Councillor Mary Lou Colwell, Gordon Duff, Megan Raftis and Raïssa Rogers. Members of staff present were Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Councillor Jean Anderson contributed to the meeting via Skype. Regrets were received from Sue Hendrick, Brooke McLean, Caitlin Hall, John Cox and Andrew Gowan.

Peggy Raftis welcomed everyone and opened the meeting at 6:02 p.m.

The Committee reviewed the previous meeting minutes.

MOTION

Moved By: Megan Raftis

Seconded By: Raïssa Rogers

THAT The Cultural Roundtable approve the minutes of the February 27, 2017 meeting.

CARRIED

The Committee reviewed the Minto Youth Action Council Meeting minutes from March 1 and March 15 that had been emailed prior to the meeting. These minutes are attached as Schedule "A". Megan reported that 6 out of the 9 members of MYAC attended Council as a delegation on Tuesday March 21, 2017. She shared that the youth presented very well and that the next meetings would be taking place on Wednesday April 1 and 19, 2017. Taylor announced that Deputy Mayor Ron Faulkner would be attending the meeting on April 19 to discuss the trails and several projects that he had in mind for MYAC. She also mentioned that CELP members would be attending a meeting as well. Pridham also shared that there would be a joint YAC meeting with Mapleton and Wellington North at Harry Stones on April 11, 2017 to meet and plan a breakout session for the Northern Wellington Youth Connections event on May 4, 2017 in Mount Forest. Wick-Graham added that the event was open to all 10th grade students at Norwell and Wellington-Heights, as well as the YAC members, to help discover what youth need, want and wish to see in Northern Wellington.

MOTION

Moved By: Mary Lou Colwell

Seconded By: Megan Raftis

THAT The Cultural Roundtable approve the Minto Youth Action Council minutes from the March 1 and March 15, 2017 meetings.

CARRIED

The Committee reviewed the Railway Heritage Museum Meeting minutes from March 1, 2017 that had been emailed prior to the meeting. These minutes are attached as Schedule "B". Wick-Graham reported that the shelving from the County had been delivered to the museum, painting of the research room would be taking place within the next couple weeks, and that the Committee is working on the Handcar Races schedule. She shared that they were still waiting on



CULTURAL ROUNDTABLE Minutes of March 27, 2017

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the student grant for the summer. Wick-Graham shared that she had received a positive letter from the Komoka Railway Museum about potentially having a Palmerston Railway Museum bench and several other artifacts returned to Palmerston.

MOTION

Moved By: Megan Raftis

Seconded By: Raïssa Rogers

THAT The Cultural Roundtable approve the Railway Heritage Museum Meeting minutes of the March 1, 2017 meeting.

CARRIED

Gordon reported on the latest SPARC progress consisting of planning a subsequent meeting with 14 people (10 being from Minto). He informed the Committee that the meeting would be taking place at Launch It on either Monday April 10 or Wednesday April 12, 2017, from 7:00 pm – 9:00 pm. Gordon shared the plans to rotate the locations of future SPARC hub meetings to accommodate attendees in the broad area. He added that he had received the February 25th meeting notes from Michael Clipperton and that he would work towards gathering notes from the last session within the groups. Gordon also added that the SPARC website had been upgraded.

Wick-Graham reminded the Committee of the Cultural Enhancement grant change from \$2,500 to \$3,500, resulting in the new maximum grant be \$1000. She noted that the application would have to be Canada 150th related in order to qualify. Wick-Graham announced that there were two grant application forms received to date. She reviewed the first application by Crossroads Life Church and shared that they plan to include local artists displaying their canvas paintings celebrating Canada, musical entertainment by local Canadian performers, readings of poems/stories commemorating Canada 150th, as well as video footage of the Town of Minto and surrounding communities emphasizing Canada's 150th to their annual Canada Day Celebration. She added that Crossroads Life Church was asking for \$1,000 towards the \$1,750 cost of the enhancement.

Wick-Graham reviewed the second application, by The Palmerston Lions Club, and shared that they plan to add live Canadian music by the band Swan Creek as an enhancement to their annual Splash Bash taking place on Canada Day this year. She added that The Palmerston Lions Club was asking for \$500 towards the \$700 cost of the enhancement.

MOTION

Moved By: Megan Raftis

Seconded By: Raïssa Rogers

THAT The Cultural Roundtable approves the Cultural Enhancement Grants of \$1,000.00 to Crossroads Life Church and \$500.00 to the Palmerston Lions Club.

CARRIED



CULTURAL ROUNDTABLE

Minutes of March 27, 2017

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Wick-Graham mentioned that she had spoke to representatives from the Clifford Truck Show about the grant, but they were still thinking about how they could enhance their event. Raissa pointed out that there would still be \$2,000.00 left for grants in 2017. Wick-Graham added that she had asked if the groups could promote the Cultural Roundtable in their advertising for the event.

Wick-Graham revisited the idea of a Culture Crawl that had been discussed at the meeting prior. She reminded the Committee that it would be a free, self-guided tour and that they would look into creating passports and an Eventbrite account for the event. Wick-Graham also shared that Brooke McLean had been in contact with the Wellington County Local Immigration Partnership and that we would be inviting them to our next meeting. She also said that the Committee should make a list of possible venues for the event before the next meeting. Peggy reminded the Committee of the group meeting at the Harriston Library on May 11, 2017 and that it could be a good opportunity to get the groups engaged with Culture Days. Wick-Graham added that the Committee would also have a bit of a budget to spend to support groups in adding programming or securing local food for the event. She also shared that Raïssa Rogers had been interested in looking into having paranormal activity investigated and that it could be a good event for Culture Days. Peggy Raftis said that she would send the contact information from the paranormal investigators to Rogers for this event.

Pridham presented the slideshow for the Cultural Roundtable to present to community groups. Wick-Graham explained each of the slides to the Committee. She also noted that the meeting on May 11, 2017 would take place from 6:30 pm – 7:30 pm with something discussing Culture Days afterwards. Wick-Graham also noted that the Committee would need to send out invitations to the groups and order food. Jean Anderson suggested doing a social media call-out and placing an ad in the back page of the Rural Route as well to attract artists to attend. Megan Raftis suggested indicating that they can also pass the information along to others on the invitations. Pridham offered to create the invitations. Peggy Raftis also suggested promoting Butter Tarts & Buggies by bringing the banner, brochures and butter tarts for a snack.

Wick-Graham informed the Committee that the Culture Grows Here Summit would be taking place in Midland on May 24th and 25th. She said that there is a small budget (\$800) set aside for this and that she would send the website link to the Committee to access more details. She reminded the Committee that the early bird registration would take place on April 13, 2017.

Roundtable:

Gordon announced that a Canada ON Screen world be taking place as a licensed event at the Norgan. He also reported that there would be one more film for this season's Film Circuit, "Manchester by the Sea" in May. Gordon reminded the Committee that the next Basement Café



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would be on May 13, 2017 with Lyndon John X. He also encouraged the Committee to visit the current Glass Show by Kathryn Thompson at the Art Gallery as it was one of the best exhibits yet with 8 pieces sold the first day.

Raiïssa Rogers shared that she had been in contact with the Harriston Legion about a movie showing for Canada ON Screen and that she was waiting on their response. She also shared that a WOWSA event would be taking place in June playing “One Red Lipstick”. Rogers reported that there were still movies playing weekly with more viewers attending. Wick-Graham mentioned that Rogers had come up with the idea of having local artists paint Ice Cream Cones and place them around the downtown as a tourist attraction with a connection to York Ice Cream and the Harriston Packers Reunion to take place in 2018.

Megan reported that Youth Theatre Auditions would be taking place on May 15, 2017.

Peggy Raftis reported that the play “Second Time Around”, directed by John Hogg with eight cast members, would be playing on the last weekend of April. She also announced that the Mud Men would be having their performance at the Theatre on May 26, 2017. Peggy Raftis also shared that the Minto Dance Recital would be taking place on June 9, 10 and 11, 2017.

Jean Anderson reminded the Committee of the Horticultural Society’s 16th Annual Garden Festival that would be taking place on June 3, 2017. She noted that the cost of a membership would be \$10 per person or \$15 per couple and would be much appreciated as a certain number is needed to maintain their grant. Anderson shared that since it would be the Horticultural Society’s 65th anniversary and Canada’s 150th, they would be having nominations to recognize local community members’ gardens. She also noted that Communities in Bloom judging would be taking place on July 16, 17 and 18 2017. Wick-Graham added that the Horticultural Society’s would be decorating the entrance signs in each community with red, black, white and yellow flowers for Canada 150 and Clifford Homecoming. She also informed the Committee that they would be designing larger community group signs for each town in Harriston and Palmerston based on feedback in Clifford and that they were working with a landscape architect to do so.

Adjournment at 7:16 pm

Next Meeting:
April 24, 2017
6:00p.m.
Minto Council Chambers

Taylor Pridham
Economic Development Assistant



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Schedule "A"
Minto Youth Action Council
Meeting Minutes
Wednesday, March 1st, 2017
5:00-6:30pm Launchlt

The Minto Youth Action Council held its ninth meeting on Wednesday, March 1st, 2017 at Launchlt Minto. Council members present for the meeting include Lola Brown, Tyler Bernier, Charlotte Hale, Sabrina Smallegange, Caitlyn Aasman, and Sammy Wilson. Adult Allies present were Grace Wilson, Megan Raftis and Gabby Ieropoli.

Don Senek of the Clifford Homecoming Committee was also present as a guest.

Council members introduced themselves to our guest, Don and we discussed the Outdoor Movie Night proposal. Don explained that there are quite a number of events planned for the Clifford Homecoming weekend and that an outdoor movie might be difficult to host due to the number of other outdoor entertainment venues. He did suggest that it would be helpful for MYAC to help with the planning of the Teen Dance scheduled for the Saturday night: 6-8pm for younger kids and 8-11pm for 13-18 year olds. MYAC members agreed to help with the Teen Dance.

After Don left, MYAC members decided that they would host the outdoor movie night at a different time in the summer. Tyler has looked into screens and the cheapest available is located in Kitchener. Gabby informed MYAC that she has reached out to a community member who has all of the equipment required and that he is willing to bring this to the event. MYAC members agreed to pursue the community member's offer over paying for the equipment from a company.

MYAC members also discussed that it would be a good idea for us all to go to Clifford to explore potential venues for the Outdoor Movie Night.

Next, we talked about the dance taking place on Friday, May 5th. It was decided that we will hold it from 7-10pm at the Harriston Arena. The theme will be Neon Colour/Glow in the Dark. We will get black lights and glow sticks as part of the decorations. We debated about the food, but all decided we would like to offer an ice cream sundae bar.

Taylor to see if DJ Darren English is available.

Gabby showed everyone the MYAC challenge she and Taylor created. Gabby asked for prize suggestions. It was decided that we would prefer to forego prizes and plan a group bonding experience instead. Some suggestions for the bonding experience include: Escape Room, Nature Retreat with NO electronics, Spa Day, and Laser Quest.



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In our discussion on giveaways, the most preferred items include: pens, notepads, reusable water bottles and sunglasses. We also discussed various swag items for MYAC members; no consensus was reached, but everyone agreed it would be best to have options and each member can choose the item they prefer (to show our diversity). The top swag items include: baseball hats and t-shirts.

At the end of the meeting we decided it would be a good idea to discuss our budget for the year at the next meeting.



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Minto Youth Action Council
March 15th, 2017 Meeting Minutes
5:00-6:30pm LaunchIt Minto

The Minto Youth Action Council held its tenth meeting on Wednesday, March 15th, 2017 from 5-6:30pm at LaunchIt Minto. Council members present for the meeting include Tyler Bernier, Charlotte Hale, Sabrina Smallegange, Caitlyn Aasman, and Erin Raftis. Adult Allies present were Grace Wilson, Megan Raftis and Gabby Ieropoli.

We divided into our sub-committees and worked on developing a budget and planning for our projects.

Updates from the sub-committee working on youth workshops and amazing race:

- Amazing Race
 - Date: The Amazing Race will take place in conjunction with the Harriston Street Party on August 12, 2017
 - Potential time frame of 12-2pm: Registration from 12-12:30pm, race starts at 12:30pm, hand out prizes from 1-2pm (based on when participants finish)
 - Possible locations for clues: henna station, cenotaph, pool, tennis courts, gazebo, Crown Theatre, library, conservation park
 - Prizes: the top 3 participating teams will win a prize; these may consist of Norgan or Crown gift packs, Minto Bucks, pass to Escape Room, and gift card for ice cream at Cedar Rail
 - Advertising: ads for street party, social media, newspapers, posters around town, poster in Youth Play program, promotions at Clifford Homecoming and Canada Day events, Farmer's Market
- Youth Workshops
 - We would like to hold 2 workshops before the summer: one fun and one more serious
 - Topics could include: resume/interview skills, mental health, arts/creative (encaustic art, pastels, sketching)
 - Erin to speak to Interact about if MYAC can partner on their mental health week events
- Gabby to email sub-committee to seek input as 2 members were not present for the meeting
- Will determine budget once majority of members are in attendance

Updates from the sub-committee working on the dance and outdoor movie night:



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- Dance
 - Date: May 5
 - Confirmation received from DJ Darren
 - Theme: Neon
 - Decorations: glow sticks, neon balloons, neon paint
 - Food: pizza, pop, sundae bar
 - Door prizes: Norgan passes, Tim Hortons gift card, gift cards
 - Advertising: school announcements, posters, newspapers, radio interview
 - Budget: \$50-\$100 for decorations, \$250 for DJ, \$50 for door prizes, \$100 for food
 - Roles: Grace- food; Caitlyn, Sammy, Charlotte- door prizes and decoration; Announcements- Caitlyn and Tyler; Poster- Sabrina
- Outdoor Movie Night
 - Date: July 29th, 2017
 - Location: Clifford Rotary Park
 - Movie options: Family friendly- G to PG
 - Supplies: screen and equipment
 - Food: popcorn, pop, water
 - Advertising: social media, radio, newspapers, posters
 - Budget: \$250 for movie rights and \$200 for food

We then came together as a larger group to discuss our delegation to Council on March 21st. Erin agreed to make the PowerPoint more visually appealing. Caitlyn and Erin agreed to update the slides for each of the subcommittees they are involved with. Everyone agreed to determine if they can make it to the Council meeting.



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Schedule "B"

Minutes of March 1, 2017
Palmerston Railway Heritage Museum Minutes
CNRA Clubhouse 1:00 pm

Present: Mayor/Chair George Bridge, Bob McEachern, Hailey Johnston, Delanie Toner, Susan Welsh and Andrew Gowan. Members of staff present were Manager of Economic Development Belinda Wick-Graham, Economic Development Assistant Taylor Pridham and Facilities Manager Al Carr. Regrets were received from Chad Martin and Wayne Martin.

Mayor George Bridge opened the meeting at 1:00 p.m. and welcomed those in attendance.

Those in attendance reviewed the previous minutes.

Motion

Moved By: Andrew Gowan and Seconded By: Bob McEachern

THAT The Palmerston Railway Heritage Museum Committee approve the minutes of the January 18, 2016 meeting.

CARRIED

Bob shared that he and Janice from the County had been looking into digitization at the museum. He suggested that it would be a good idea to look into having four volunteers to help: two in the morning and another two in the afternoon, since it is a tedious process. Bob said that he would speak with Belinda to look into finding volunteers.

Wick-Graham read Chad Martin's email regarding the shelving. She shared that Chad expected to have the shelving ready by the end of March.

Bob McEachern informed the Committee that he had discovered the past colour of the tin was a shade of light green. He said that if the Committee wanted to stick with the original look of the station, he would suggest painting the entire museum. Wick-Graham read Janice Hindley's email regarding the paint and shared that Janice suggested picking a paint colour from the Benjamin Moore Heritage Line. Hailey added that this line of paint would be very good quality and that the Benjamin Moore staff would be very helpful in deciding on a colour that would work well with the space. The Committee agreed that they were okay with an off-white paint colour to compliment the new shelving. Al shared that he had received a quote from commercial painters and that it would cost approximately \$2000.00. Chair/Mayor Bridge asked Belinda to look into paint colours and then once the room is painted, they would move the shelves in and gather to put Carl Hommuth's books on the shelves.



CULTURAL ROUNDTABLE

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Wick-Graham informed the Committee that the University of Guelph students are unable to help with the landscape plan; however, Stemski-Kelly & Associates were willing to provide an intern for the same cost of \$500.00. She shared that the intern would start in May and that they would plan an on-site meeting to look into landscape options. Al Carr added that it would be good to notify Dan McMullen of that meeting since he could provide valuable input.

The Committee reviewed the 2017 Budget attached as Schedule "A". Wick-Graham updated the Committee that she placed an order for a desktop computer for the research room and a laptop for the summer students to use.

Al Carr informed the Committee that he had been in contact with a Mennonite man from St Jacob's who could work on fixing the handcar wheels; in addition, he proposed that perhaps rather than fixing the wheels, the Committee would be okay with contacting Andy Pridham to see if he could make new wheels. The Committee agreed with this idea. Taylor said that she could get in contact with him and keep Al in the loop.

Wick-Graham referred to the letter to the Komoka Railway Museum, attached as Schedule "B", which expressed interest in acquiring one of the CN Palmerston Station benches of which they have possession. She said it would be signed by the Mayor and would then be sent off to Komoka along with a follow-up email. Al mentioned that he was going to look into more pricing for the window filters. Wick-Graham informed the Committee that Bob and Recreation Manager Matt Lubbers had sent off the summer student grant application and that they are now waiting to hear.

Mayor/Chair Bridge updated the Committee on the progress of the Handcar Races Committee. He shared that they are looking into entertainment, marketing/promotions, and that they are currently working on a brochure. He also added that the funding and sponsorship was coming along nicely thus far and that they are on track to meet their goal. Wick-Graham added that she had been contacted by Libro in Listowel saying that they would like to provide funding towards some Handcar Races-related events. She noted that she would contact Libro again to confirm the details of what they would like to do. Wick-Graham also shared that it could be a good idea to contact the Carry-On Women's Institute about hosting a breakfast at the Farmers' Market in the morning, since the Legion would no longer be able to host a breakfast that day. Delanie notified the Committee that the McLaughlin Car Show would be taking place the same day as the Handcar Races which could affect attendance. Mayor/Chair Bridge said that he would contact John and look into the issue further. Wick-Graham added that registration forms are almost complete and that they were still looking for a few more sponsors and entertainers.

In other business, Delanie informed the Committee that the Norgan will be celebrating their 70th anniversary in 2017 and that they were in the process of planning an event for Saturday August 19th.



CULTURAL ROUNDTABLE

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She added that the celebration would consist of a 30 cent movie ticket to the showing of Carnival in Costa Rica at 8:00 pm (the first Norgan movie ever played) as well as a slideshow, a story contest, memorabilia in the Railway Museum and a BBQ in the Lions Park. Mayor/Chair Bridge expressed that this would be a great celebration for Palmerston and a great way to tie in the Norgan, Museum and Lions Park. He shared that at the Hockey Hall of Fame exhibit at the County Museum there were green screens which were a big hit with the children and families. Hailey noted that the Palmerston Library has access to a green screen and that they could do railway-themed background images. She also noted that created the photos with a frame stating the event and museum website would be great in terms of promotions and gaining social media attention.

Next Meeting: April 5, 2017 at 1:00 pm at the Heritage Railway Museum.

Taylor Pridham
Economic Development Assistant



CULTURAL ROUNDTABLE
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Schedule "A"

2017 TRAIN MUSEUM CAPITAL WORK

Wheels for Wagon	\$3,000
Benches	\$5,000
UV Filters	\$4,000
Misc. (computer, laptop)	\$1,000
Tin Restoration/Paint	\$3,000
Shelving/Office Furniture	\$5,000
Kids Handcars & Lights	\$1,000
Marketing/Business Plan	<u>\$5,000</u>
	<u>\$27,000</u>

Schedule "B"

February 27, 2017

Komoka Railway Museum
131 Queen St.
Komoka, ON N0L 1R0

To Whom It May Concern,

The Town of Minto is proud to be the home of the Palmerston Railway Heritage Museum. Over the past year we have been working hard with community volunteers to revitalize the Museum space by clearing out all non-railway items, creating professional display boards and digitized image displays, sourcing new mannequins, refurbishing rolling stock and this season creating a research room.

While reading your November 2016 newsletter we came across a paragraph about a "newly arrived 1880's era bench...these benches were from the CN Palmerston Station". One of the projects that we had on our action plan is to have replica benches built for the station. After seeing this we were wondering if you might be interested in having a discussion about the possibility of us acquiring one of these CN Palmerston Station benches to provide a more authentic exhibit at our Museum.



TOWN OF MINTO

DATE: March 31, 2017

REPORT TO: Mayor and Council

FROM: Chris Harrow

SUBJECT: Rea and Walter Act – MPP Randy Pettapiece

STRATEGIC PLAN:

6.3 Support the Fire Department's mission to service the community with high standards of emergency response and fire prevention programs to ensure a safe environment for residents and to protect business and local property.

BACKGROUND:

In 2016, Perth-Wellington MPP Randy Pettapiece sponsored a Bill to safeguard firefighters when attending fires in buildings with lightweight construction. The Bill was scheduled to be introduced in the Legislature in the Fall of 2016. When the Legislature was prorogued, the Bill lost its standing and had to be re-introduced by Mr. Pettapiece. The Bill was re-introduced and will receive first and second reading on April 6, 2017.

The Bill was constructed to address the issue with Lightweight constructed industrial and commercial buildings. In 2011, the Dollar Store fire was a lightweight constructed building which Minto Fire attended with North Perth, and where Firefighters Ken Rea and Ray Walter tragically lost their lives. The construction type was a key factor in why the building roof collapsed on the two firefighters. This new Act will address the issue and hopefully prevent another incident from occurring again.

COMMENTS:

The Bill has been in the works for a couple of years now. The Fire Chief worked with Mr. Pettapiece and his staff from the beginning stages on the details of the Bill. The main component is a requirement that commercial and industrial building owners place placards on their buildings to indicate the building is constructed of lightweight materials. This will allow the arriving Incident Commander to quickly identify the hazard and prepare an action plan accordingly.

The placard will identify two possible items present in the building, lightweight constructed floors and/or lightweight constructed roofs. The Incident Commander with this knowledge will be able to make the appropriate tactical decisions to protect firefighters from the potential of collapse. The reason it has been proposed for only commercial and industrial buildings is most homes built now are constructed of lightweight materials. Firefighters now assume until proven otherwise, that a residential structure is lightweight and always take the proper precautions.

It is recommended Council to support this legislation and MPP Pettapiece. The cost for a building owner will be minimal, the price of the placard and the installation. If passed, the legislation asks the Office of the Fire Marshal and Emergency Management in cooperation with the fire services to come up with regulations to enforce the law of placarding of buildings. Many States in the U.S. have similar laws regarding the issue. Creating new regulations in Ontario would not be a difficult task for those involved. The Fire Chief was asked by Mr. Pettapiece's office to attend the Bill's introduction to the Legislature and plan on doing so with North Perth Fire Chief Ed Smith.

FINANCIAL CONSIDERATIONS:

No financial considerations for supporting the legislation and no financial implications are anticipated if the Bill is successfully passed by the Province.

RECOMMENDATION:

That the Council receives the Fire Chief's March 31, 2017 report and pass a resolution of support for the proposed Rea and Walter Act and send the resolution of support to MPP Randy Pettapiece.

Chris Harrow
Fire Chief



FOR IMMEDIATE RELEASE
March 9, 2017

Pettapiece introduces Rea and Walter Act to improve firefighter safety

(Perth-Wellington) – Firefighter safety is the focus of the Rea and Walter Act—a new bill introduced today in the Ontario legislature by Perth-Wellington MPP Randy Pettapiece.

The bill is named in honour of two North Perth Fire Service members, Ken Rea and Ray Walter, who lost their lives battling a fire in March 2011. If passed, the bill will help address one of the contributing factors in that tragedy: firefighters had no way of knowing the building used truss and lightweight construction.

“This is a common-sense proposal, and I’m optimistic MPPs of all parties will get behind it,” Pettapiece said. “It could even save lives.”

The bill would require most commercial and industrial buildings, as well as multi-family dwellings of three or more units (other than a townhouse), to display an emblem alerting fire crews to a building’s use of truss and lightweight construction.

“This is about making sure firefighters have the best possible information, as soon as they arrive on the scene. It will help them better assess the risk so they can decide how best to fight a fire,” noted Pettapiece.

The Rea and Walter Act is scheduled for debate and a vote in the legislature on April 6th. If it passes at that stage, it will move on to a committee to consider amendments. If the government approves it, the bill will later come back to the legislature for a final vote.

For years, many firefighters have said that truss- and lightweight-constructed buildings should be identified. In 2012, North Perth fire chief Ed Smith brought forward a resolution at the Ontario Association of Fire Chiefs (O AFC) to petition the provincial government to make it mandatory that all lightweight constructed buildings be placarded. The resolution carried in May 2012. In September 2016, O AFC passed a resolution supporting Pettapiece’s bill.

“Firefighters in our area and across the province support this idea,” Pettapiece said. “I’m grateful for all the advice and encouragement they provided.”

Many local municipalities already require buildings using truss and lightweight construction to post an emblem by their door. Pettapiece modeled his bill on existing bylaws in the City of Stratford and municipalities including West Perth, Perth East and Perth South.

The MPP worked with local firefighters to help craft the bill. He worked closely with fire chiefs including Chris Harrow (Minto), John Paradis (Stratford), Bill Hunter (Perth East & West Perth) and Ed Smith (North Perth). He also credited Mike Lukachko, who advocated for the Stratford bylaw.

Pettapiece has also met with fire officials in the Windsor, Kenora, Cobourg and Ottawa areas.

Tests conducted by the National Research Council of Canada show that the times to reach structural failure during a fire for truss and lightweight construction were 35-60% shorter than that for solid wood joist assembly. Structural failure can happen in as little as six minutes.

Pettapiece first announced his bill in August 2016, but it was delayed due to Premier Kathleen Wynne's September decision to prorogue the legislature.

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Randy Pettapiece, MPP | 519-272-0660 | www.pettapiece.ca

**TOWN OF MINTO****DATE:** March 27, 2017**REPORT TO:** Mayor & Council**FROM:** Belinda Wick-Graham, Business & Economic Manager**SUBJECT:** Clifford Mural Installation – Calzonetti & Morris

STRATEGIC PLAN:

9.10 Continue to invest into maintaining and improving the visual appeal of downtown cores, ensure future development links into the design character of public space, and strengthen the 'one-town' feel with consistent visual design in original urban communities. (ie. similar colours, light standards, planters).

BACKGROUND:

Every year the Downtown Revitalization Committees receive \$5,000 per community to put towards street furniture, lighting or public art in the downtown core. In 2017, Clifford celebrates Homecoming, as well as the 150th Anniversary of the construction of the Clifford Grist Mill. To commemorate this event the Clifford Downtown Revitalization Committee commissioned local mural artist Cliff Smith to create an 8 X 8 mural of the Clifford Grist Mill, which is attached as Schedule “A”. This mural will be installed on the side of Ms. Calzonetti and Mr. Morris’ property, located at 2 Elora St. N. in Clifford.

COMMENTS:

Public art is an important element in our downtowns and add to the quality of place in a community. The Clifford Downtown Revitalization Committee feels the addition of this mural will continue to improve the aesthetics of the downtown core. The agreement covers installation and liability terms between the landowners and the Town.

The mural will be temporarily installed at the Mill Site in time for a special celebration on July 1, 2017 and will continue to be located there until after the Homecoming & 150th Community Celebration in August. Following the event the mural be re-located and installed at 2 Elora St. N. in Clifford.

FINANCIAL CONSIDERATIONS:

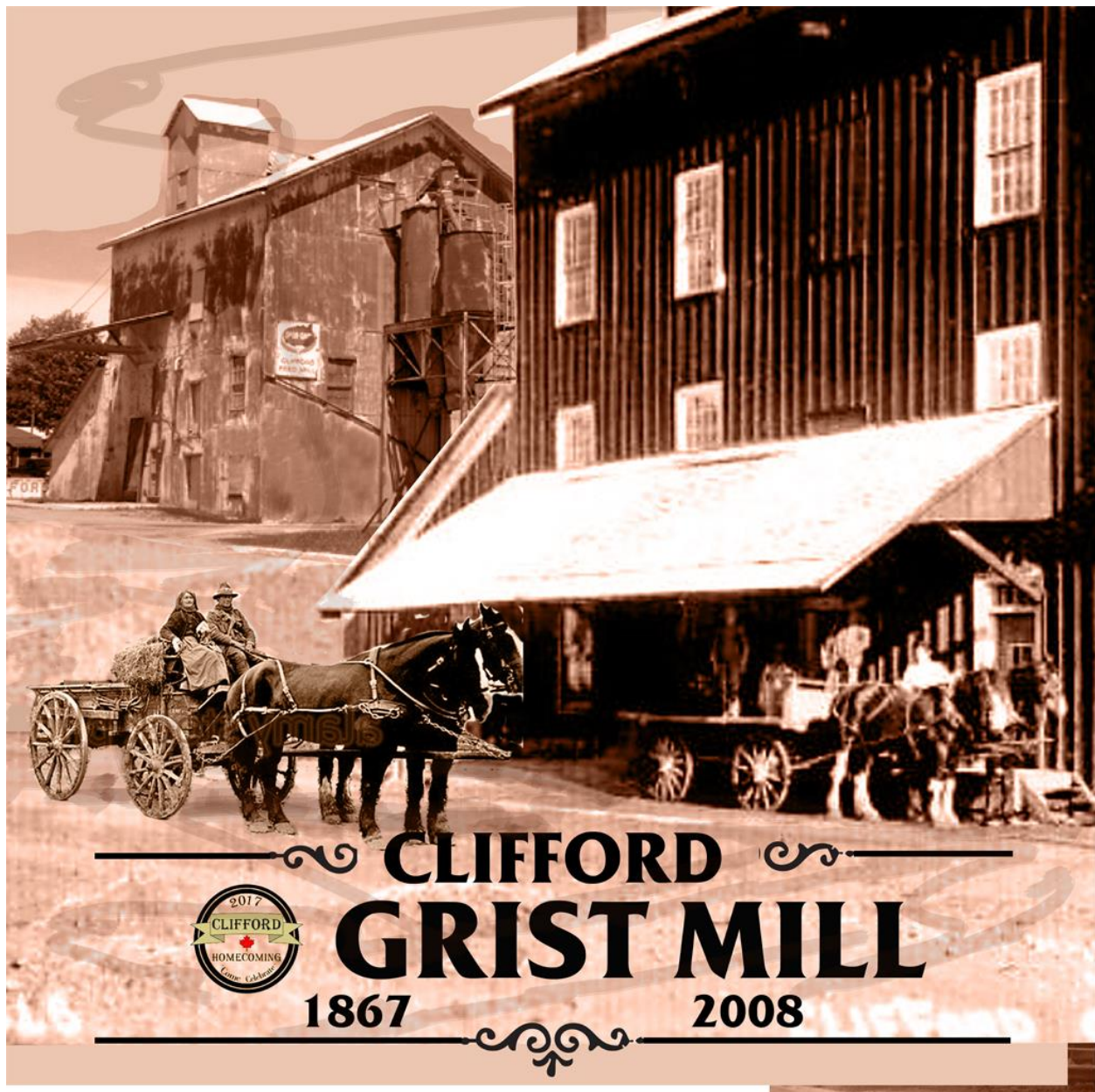
The total cost of the mural and the installation is \$4,630 and falls within the 2017 budget allocated to the Clifford Downtown Revitalization Committee for capital projects.

RECOMMENDATION:

That Council considers a By-law in regular session authorizing the Mayor and C.A.O. Clerk to execute a Mural Agreement with Lisa Calzonetti and Ken Morris for the installation of this mural on their building at 2 Elora St. N. Clifford.

Belinda Wick-Graham, Business & Economic Manager

Schedule "A"



**TOWN OF MINTO****DATE:** March 30, 2017**REPORT TO:** Mayor & Council**FROM:** Belinda Wick-Graham, Business & Economic Manager**SUBJECT:** Palmerston Industrial Park Agreement of Purchase & Sale

Lot 7C

STRATEGIC PLAN:

- 4.3 Ensure there is sufficient serviced/serviceable land for a variety of uses in Minto's three urban areas, and maintain a supply of municipally owned serviced industrial land for sale to business in accordance with Town policies.

BACKGROUND:

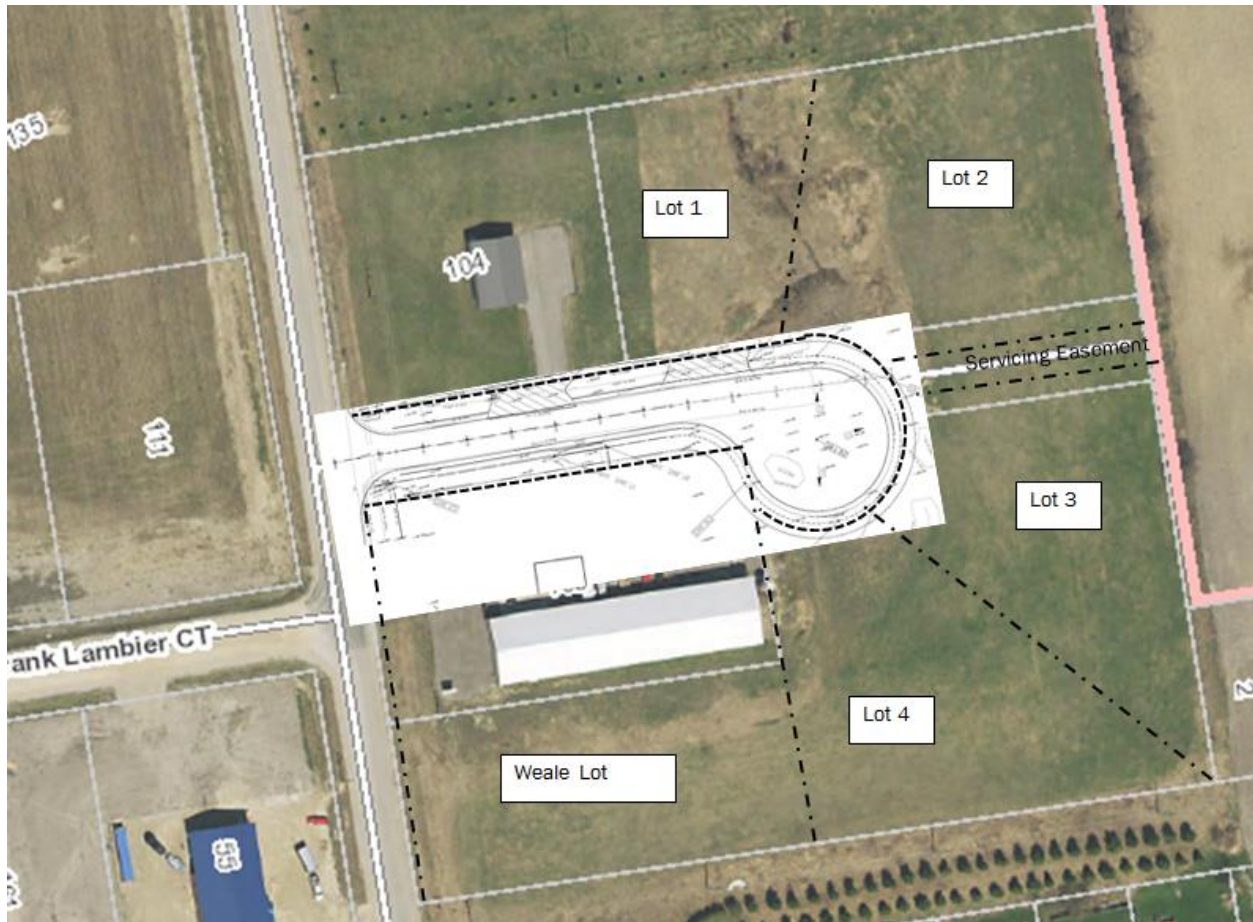
Shaun Weale of Inland Insulation previously owned property in the Palmerston Industrial Park at the corner of Minto Road and Noble Road but the property was sold in 2016 to MSW Plastics Inc. to assist with their growth plans. Mr. Weale has been in discussions with Business & Economic Manager since that time looking at various options within the Palmerston Industrial Park. Mr. Weale was looking to purchase an acre of land to construct a 6,500 – 7,000 sq. ft. building.

On February 27, 2017 Mr. Weale submitted a Letter of Intent for 0.95 acres to be taken off Lot 7C. He is offering full asking of \$15,000 per acre and would meet the square footage requirement of our development covenants. 2,500 sq. ft. would be used as storage for his mechanical insulation business and the remainder would be used as a rental property.

**COMMENTS:**

Lot 7C as a whole is close to 2.5 acres. Mr. Weale does not require 2.5 acres of land and the remaining acre on Frank Lambier Court will require a large amount of fill. Staff suggested

that approximately 0.95 acres could be removed from Lot 7C fronting onto Minto Road, and confirmed confirmed with Triton Engineering that the remainder of 7c is serviceable. Triton is preparing design drawings to open Noble Road up in a similar fashion to Frank Lambier Court. Once this approach was confirmed this option, Mr. Weale decided to proceed on the lot as shown.



Mr. Weale has been made aware that Lot 7C is zoned M2 – Light Industrial, which is fine for his use but it may limit the type of tenant he is able to attract. This zoning recognizes the need to separate heavy industrial uses from residential homes nearby.

FINANCIAL CONSIDERATIONS:

Mr. Weale is offering full asking of \$15,000 per acre.

RECOMMENDATION:

That the Council receives the March 30, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 7C in the Palmerston Industrial Park authorizes the Mayor and the Clerk to sign the Agreement of Purchase & Sale, and all documents required to conclude the transaction.

Belinda Wick-Graham, Business & Economic Manager



TOWN OF MINTO

DATE: March 30, 2017

REPORT TO: Mayor & Council

FROM: Belinda Wick-Graham, Business & Economic Manager

SUBJECT: Palmerston Industrial Land Agreement of Purchase & Sale
Lot 3, Shrimp Canada

STRATEGIC PLAN:

- 4.3 Ensure there is sufficient serviced/serviceable land for a variety of uses in Minto's three urban areas, and maintain a supply of municipally owned serviced industrial land for sale to business in accordance with Town policies.

BACKGROUND:

On February 10, 2017 Mayor Bridge, CBO Kuipers and Wick-Graham met with Ranjan Pradhan, President of Shrimp Canada. This lead was supplied to the Town of Minto via the Wellington County Economic Development Office. Mr. Pradhan was looking for an affordable property to construct a 5,000 sq. ft. shrimp hatchery.

On February 24, 2017 the Town received a Letter of Intent for Lot 1A on Frank Lambier Court in the Palmerston Industrial Park from Mr. Pradhan. Mr. Pradhan requires the use of a private well for the breeding portion of his business, so after further review staff it was agreed that creating a one acre lot out of Lot 3, an un-serviced parcel would be a better fit for his use now and into the future. He also requested first right of refusal for five years on the abutting 5 acres. This sketch shows the entire 6 acres in context with other lands.



Palmerston Industrial Land Agreement of Purchase & Sale Lot 3, Shrimp Canada

Mr. Pradhan is offering full asking price of \$10,000/acre. This parcel requires a 6,400 sq. ft. building as per our development covenants.



COMMENTS:

Initially staff had concerns about this type of use in the Industrial Park, as it doesn't comply with our current zoning by-law. However, after speaking to County Planner Mark Van Patter staff confirmed that a zoning by-law amendment to allow this use in the industrial park may have merit without triggering an Official Plan Amendment. The zoning for this property would be a site specific industrial zone to allow for aquaculture. The Town would need to initiate the zoning amendment if the agreement of purchase and sale is accepted.

Mr. Pradhan is aware that this is an un-serviced parcel of land and when the time comes for the Town to extend services past the property his will be required to connect to those services but keep his well for the breeding portion of the business. This requirement is also set out in the agreement of purchase and sale. Mr. Pradhan has received funding from Bio Enterprise for this initiative. Minto is seen as a progressive rural community. Staff feels it would be great to be connected to this innovative project, which would create local higher end jobs, improve biosecurity and create a higher quality local food source, as well as see the potential for increased aquaculture in our region.

FINANCIAL CONSIDERATIONS:

Mr. Pradhan is offering full asking price of \$10,000/acre.

RECOMMENDATION:

That Council receives the March 30, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 3 in the Palmerston Industrial Park and that a bylaw come forward authorizing the Mayor and the Clerk to sign the Agreement of Purchase & Sale and all other documents to close this transaction.

Belinda Wick-Graham, Business & Economic Manager

**TOWN OF MINTO****DATE:** March 30, 2017**REPORT TO:** Mayor & Council**FROM:** Belinda Wick-Graham, Business & Economic Manager**SUBJECT:** Communities in Bloom Week & Evaluation

STRATEGIC PLAN:

9.8 Continue support for energy conservation through programs like Green Legacy, Communities in Bloom, Energy Conservation Plans and similar.

12.8 Support projects that encourage original communities to work together such as the trail development, Norgan Theatre, Communities in Bloom, downtown revitalization and similar.

BACKGROUND:

“Communities in Bloom is a non-profit Canadian organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on enhancing green spaces in communities”.

The program consists of communities receiving information and being evaluated either provincially, nationally or internationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, residential, corporate and institutional sectors, citizens) on the following key criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape, and Floral Displays.

The Town of Minto has been involved in the Communities in Bloom Program since 2003. In 2009 the Town of Minto was honoured to be recognized as a National Winner in the Communities in Bloom Program. Since that time the Town has participated in the Communities in Bloom Circle of Excellence, a non-competitive category only open to past National Winners. Participating in this category requires communities be evaluated every 3 years. This evaluation is to confirm the community's bloom rating. In 2013, the Town of Minto received 5 blooms and special recognition for the Palmerston Lions Heritage Park.

In 2017, Minto will once again be evaluated. As part of this evaluation we will be preparing a Community Profile Book, as well as hosting judges from July 16 – 18, 2017. Members of Council and Staff will be requested to participate in the evaluation process so please try and reserve these dates if possible.

The Communities in Bloom organization is also looking for participating communities to declare the week of May 1 – 7, 2017 as Communities in Bloom Week, which annually recognizes and celebrates the benefits derived from Communities in Bloom and the countless volunteers and individuals that make our communities great places to live.

COMMENTS:

A lot of hard work by volunteers and staff goes into making Minto a great community. The key areas that Communities in Bloom focusses on: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays are all areas we pride ourselves on. For a community our size Minto has a lot going for it. Continued participation in the Communities in Bloom program allows us to showcase and promote the Town.

Much has changes since 2013. Renovations are underway at Palmerston Rail Museum, and the CNRA fountain is working. The TLC Coordinator position is now full time, and he is completing landscape designs for new entrance signs and Mill Street Park. The Town owns White's Junction Trail and has linked Harriston and Palmerston with the rail bridge replaced by June. Trees for Minto Committee planted 4,100 trees in rural areas, Council adopted a new tree policy and naturalized the Municipal Office, parts of Palmerston Lion's Park and the Coon Creek watershed. These actions should help us continue Minto's strong standing with Communities in Bloom.

FINANCIAL CONSIDERATIONS:

The cost this year to be involved in the Communities in Bloom Circle of Excellence – Evaluated Category is \$876.75. There will be additional costs associated with hosting the judges and these costs will be accommodated within our 2017 Communities in Bloom Budget.

RECOMMENDATION:

That the Council of the Town of Minto receives the Business & Economic Manager's report dated March 30, 2017 regarding Communities in Bloom Week & Evaluation and declare May 1 – 7, 2017 Communities in Bloom Week.

Belinda Wick-Graham, Business & Economic Manager

**TOWN OF MINTO****DATE:** March 29, 2017**REPORT TO:** Mayor & Council**FROM:** Belinda Wick-Graham, Business & Economic Manager**SUBJECT:** Palmerston Community Garden

STRATEGIC PLAN:

10.2 Promote urban forestry, low maintenance landscaping and park development to create more environmentally diverse green spaces including pursuing small plots/community gardens/remote plots in public space.

BACKGROUND:

In 2014, the Town of Minto established its first Community Garden at the Harriston-Minto Community Complex within the fenced area formerly containing tennis courts. 20 plots were created and have been full with a waiting list each year.

In 2015, the Clifford Community Garden was established on a piece of property owned by Wesley Bates and Juanita Wilkins. This garden contains 10 plots and currently has two plots available.

On December 13, 2016, Mayor Bridge, TLC Coordinator Paul Judge and Business & Economic Manager Wick-Graham met with officials at the Palmerston Evangelical Missionary Church to begin discussions on the establishment of a Community Garden in Palmerston at the back of the Church property. The site of the proposed 30 X 60 Community Garden is identified below. This Community Garden would house 20 plots.

Staff proposes a similar agreement to the one in Clifford where the Town uses the lands for the community garden for four and a half months per year at \$500 annually. This is intended to cover the cost of utilities. The Town will provide the community garden improvements (fencing, planter beds, composters rain barrels, signage etc.) to the lands and maintain the property during the leased period. There is a 60 day written notice of cancellation and each party is to maintain insurance for their own purposes

COMMENTS:

The location is suitable for the community garden and will be secured with 6 ft. fencing that we were able to obtain from an area that was dismantled at the Palmerston Public Works Shop. The PEMC will be re-gravelling/grading the parking lot so the installation of the garden will be scheduled around that project and is expected to be completed by the middle of April.

We are looking forward to this positive partnership with the Evangelical Missionary Church who has already agreed to assist with erecting the fencing, constructing the garden boxes, promotion of the program and providing a venue for educational workshops for the public on planting, harvesting and cooking.



FINANCIAL CONSIDERATIONS:

Community Gardens have a budget of \$6,000 in 2017 and the Palmerston Community Garden will be established within the budget parameters.

RECOMMENDATION:

That the Council receives the Business & Economic Manager's report dated March 29, 2017 regarding Palmerston Community Garden and a by-law come forward authorizing the Mayor and CAO Clerk to sign the lease with the Palmerston Evangelical Missionary Church.

Belinda Wick-Graham, Business & Economic Manager



TOWN OF MINTO

DATE: March 30, 2017
TO: Mayor and Council
FROM: Stacey Pennington, Building Inspector
SUBJECT: Site Plan Approval, Tri-Coat Wood Finishing Ltd,
300 Minto Road, Palmerston

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

Provide strong community development policies and practices that support a family friendly environment, attract family oriented businesses, and enhance Minto as a welcoming, attractive, and safe location. Include resident and business testimonials supporting the family image in publications.

BACKGROUND

Andrew Bauman, owner/operator of Tri-Coat Wood Finishing Ltd proposes to build an 10,565 sf addition onto his current shop (approx. 6,000 sf) originally built in 2004. Clerks, Building and Public Works staff along with Triton Engineering met to review the site plan submitted with a preliminary proposal of the project.

The site plan shown in Appendix “A” outlines the following development details:

- The existing 600 sf steel clad building with the proposed addition totaling 10,565 sf to the North and East, accessible by the existing concrete loading dock.
- Existing accessory buildings are to be removed to accommodate the new addition.
- A new proposed gravel parking lot with 20 spaces to the rear of the building.
- Existing gravel parking at the front of the building is to remain
- Site grading is shown with swales along both the North and South property lines to maintain the existing drainage to the street, and to the rear of the property.

Staff Comments

Building

The Proposed site complies with the Zoning including building setback, lot coverage parking and other applicable zoning requirements.

Public Works

The current site is serviced by a 1” waterline from the 6” waterline on Minto Road. The sewage discharged is currently pumped out with a 2” force main running through a 4” pipe.

Future proposed servicing was not formally submitted. Based on preliminary discussions, the proposal is to abandon the current 1" waterline and bring in a new 6" waterline to the North West corner of the building; an existing valve is available for that connection.

Public works staff needs confirmation for the proposal for both water and sewer prior to the signing of a site plan agreement. The following information is needed:

- The size, location and elevation of the sewer line constructed into the building
- The size and location and elevation of the proposed sewer line construction.
- The size and location of the proposed water line.

Depending on development options to the north the Town may extend the waterline passed the Tri-coat driveway so that the service is available if a potential purchaser closes on the property.

Clerks

The proposal should include partial paving of the front parking area to the West and South of the current loading dock, or an alternative proposal as agreed upon by the applicant and the Town. Landscaping will be required. There is not much space in the front of the lot; some tree planting could occur on the rear portion of the property or to the east side of the proposed gravel parking.

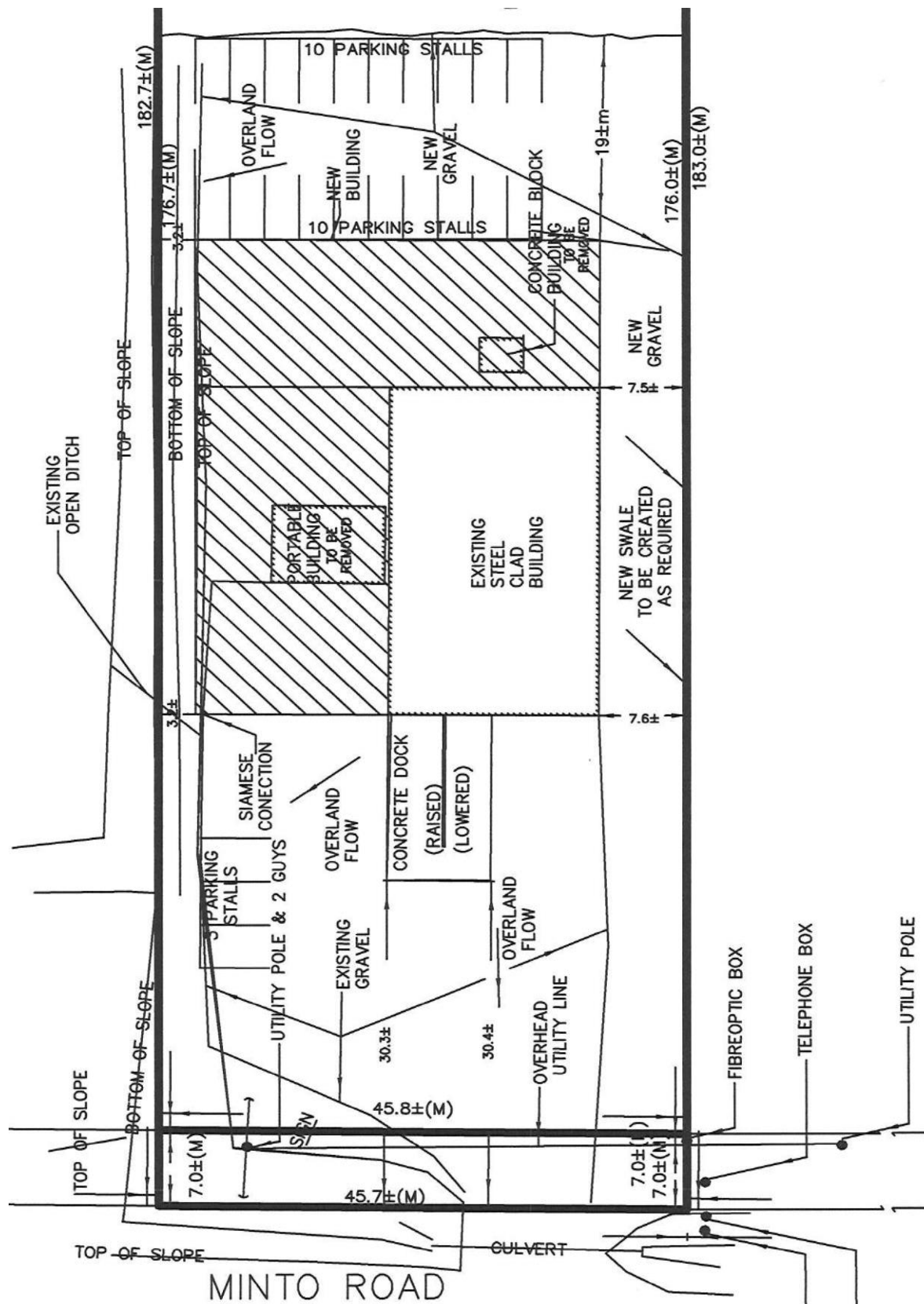
FINANCIAL CONSIDERATIONS

The applicant has submitted the standard Site Plan Approval Fee and Deposit totaling \$3,600.

RECOMMENDATION:

In consideration of the report from the Building Inspector dated March 30, 2017, Council receives the report for information and approves the submitted site plan, prepared by Wilson Ford Surveying and Engineering, Project No. 8792, dated March 16, 2017 subject to the execution of a site plan agreement with the Town requiring, among other matters, confirmation of the use of the existing and proposed servicing, and the requirements for paving and landscaping for the subject property, and that Council consider a by-law in regular session authorizing the Mayor and Clerk to sign the site plan agreement once the landowner has signed.

Stacey Pennington
Building Inspector





Town of Minto

DATE: March 29 2017
TO: Mayor Bridge and Members of Council
FROM: Stacey Pennington, Building Inspector
RE: B16/17 - Metzger Severance
Part Lot 7 & Lot 8, 160 Webb Street, Harriston

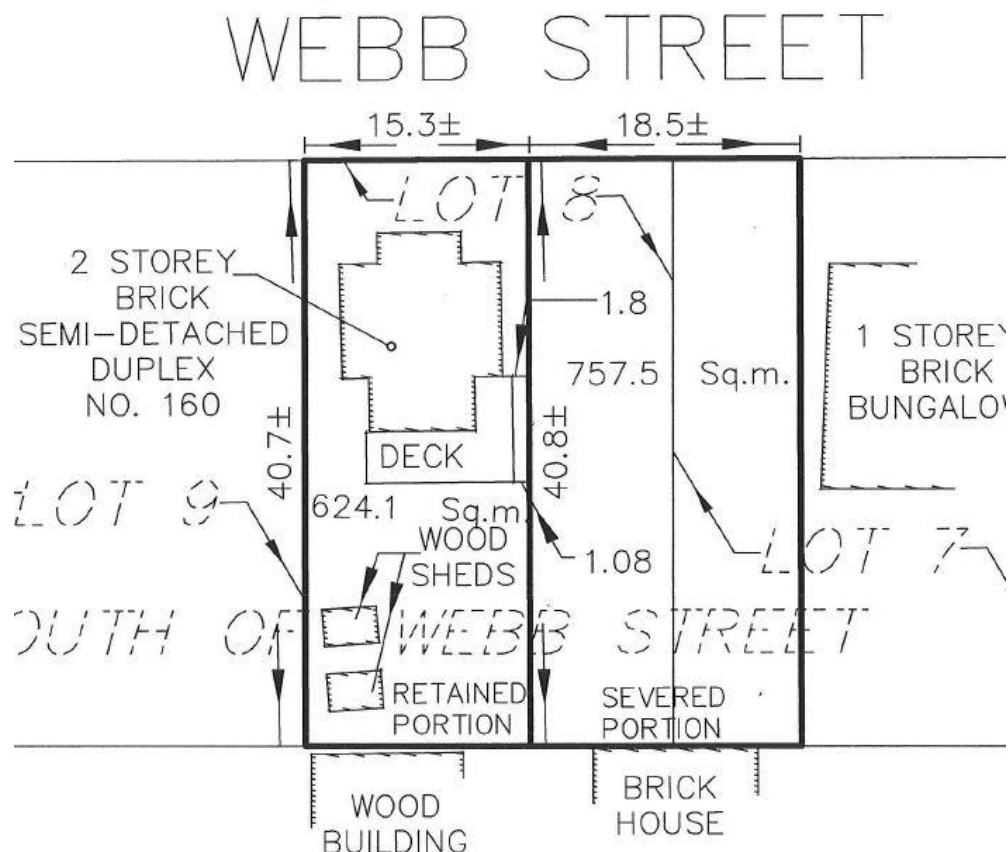
STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

BACKGROUND

This consent application to the County of Wellington Land Division would sever a residential lot of 757.5 sq m. with an existing semi-detached home and accessory structures located on the retained portion. This property was recently rezoned from R1B low density residential to R2 Medium density residential when Council passed the bylaw March 7, 2017. The rezoning also accounted for interior side yard and frontage deficiencies. The intension is to build new residential units on the proposed severed parcel that comply with the provisions under the R2 Medium density residential zone.

Below is a portion of the site survey submitted with the application.



COMMENT

Town of Minto staff reviewed the application and no serious concerns were noted.

Clerks

Standard financial conditions including parkland dedication are recommended.

Public Works

Currently the severed parcel is not serviced. Standard conditions in for servicing and frontage fees are recommended. An entrance permit must be obtained prior to construction.

Building

Standard building permit fees and development charges will be required prior to the issuance of a building permit. The requirement of an engineered grading plan is also recommended.

All of the above issues can be address through the Town's standard conditions for consent applications.

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B16/17 Jeremy Metzger, Part Lot 7 & Lot 8, 160 Webb Street, Former Town of Harriston, Town of Minto that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.
3. That the applicant provide proof of payment from the Town of Minto that outstanding frontage charges for water, sanitary sewer, and or storm sewer where applicable and required by the Town for the severed lot(s) at the rate established by policy in place at the time of payment of the frontage charge (for reference only and subject to change, the rate applicable at the time of this decision is \$221.00 per metre lot frontage), and that the applicant is also advised this does not include paying the cost of lateral connections to any service which shall be payable to the Town at time of connection.
4. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made including payment of applicable fees.
5. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.
6. THAT the applicant prepare and submit a grading and drainage plan and/or storm water management plan to the satisfaction of the Town of Minto, which may require a plan prepared by a professional engineer prior and that the owner complete the provisions of the approved grading and drainage plan and storm water management plan pursuant to development of the subject lands.

ATTACHMENTS

County of Wellington Planner, Jameson Pickard



Application	B16/17
Location	Part Lot 17, Lot 8, PI Town of Harriston TOWN OF MINTO
Applicant/Owner	Jeremy Metzger

PLANNING OPINION: This application would sever a vacant 757.5 m² (8,154 ft²) residential parcel in the Urban Centre of Harriston. A 624.1 m² (6,718ft²) parcel would be retained with an existing semi-detached duplex and 2 accessory sheds.

This application is consistent with Provincial Policy and generally conforms to the Official Plan. We have no concerns provided that servicing and safe drive access can be provided to the site to the satisfaction of the local municipality.

PLACES TO GROW: The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, “population and employment growth will be accommodated by focusing intensification in intensification areas”. Intensification is defined as “the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development”.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL in the Town of Harriston. According to Section 10.6.2, new lots may be created in Urban Centres provided that the land will be appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this Plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. Staff is satisfied that a plan of subdivision is not required for the development of the property.

The policies of Section 8.3.2 of the Official Plan set out a number of objectives for residential development in Wellingtons Urban areas including, b) to provide a variety of dwelling types to satisfy broad range of residential requirements and ensure that affordable housing is available and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighborhoods.


The policies of Section 8.3.11 of the Official Plan further encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

The matters under section 10.1.3 were also considered, including b), “that all lots can be adequately serviced with water, sewage disposal, storm water management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards and without undue financial burden on the municipality.”

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA B and has a Vulnerability Score of 8.

LOCAL ZONING BY-LAW: The vacant severed parcel is currently zoned Residential (R2) and the retained lands are zoned Residential (R2-48). A zone amendment was submitted to the Town concurrently with this consent application to rezone the subject lands to facilitate this proposed development. A reduced lot frontage of 15.3 m (50 ft.) and a reduced interior side yard of 1.8m (5.9 ft) have been permitted under the R2-48 zoning on the retained parcel. As such both the severed and retained lands would comply with the zoning by-law requirements.

SITE VISIT INFORMATION: The subject property has not yet been visited.


Jameson Pickard, Planner
April 3rd, 2017



TOWN OF MINTO

DATE: March 28, 2017

REPORT TO: Mayor and Council

FROM: Bill White, C.A.O. Clerk

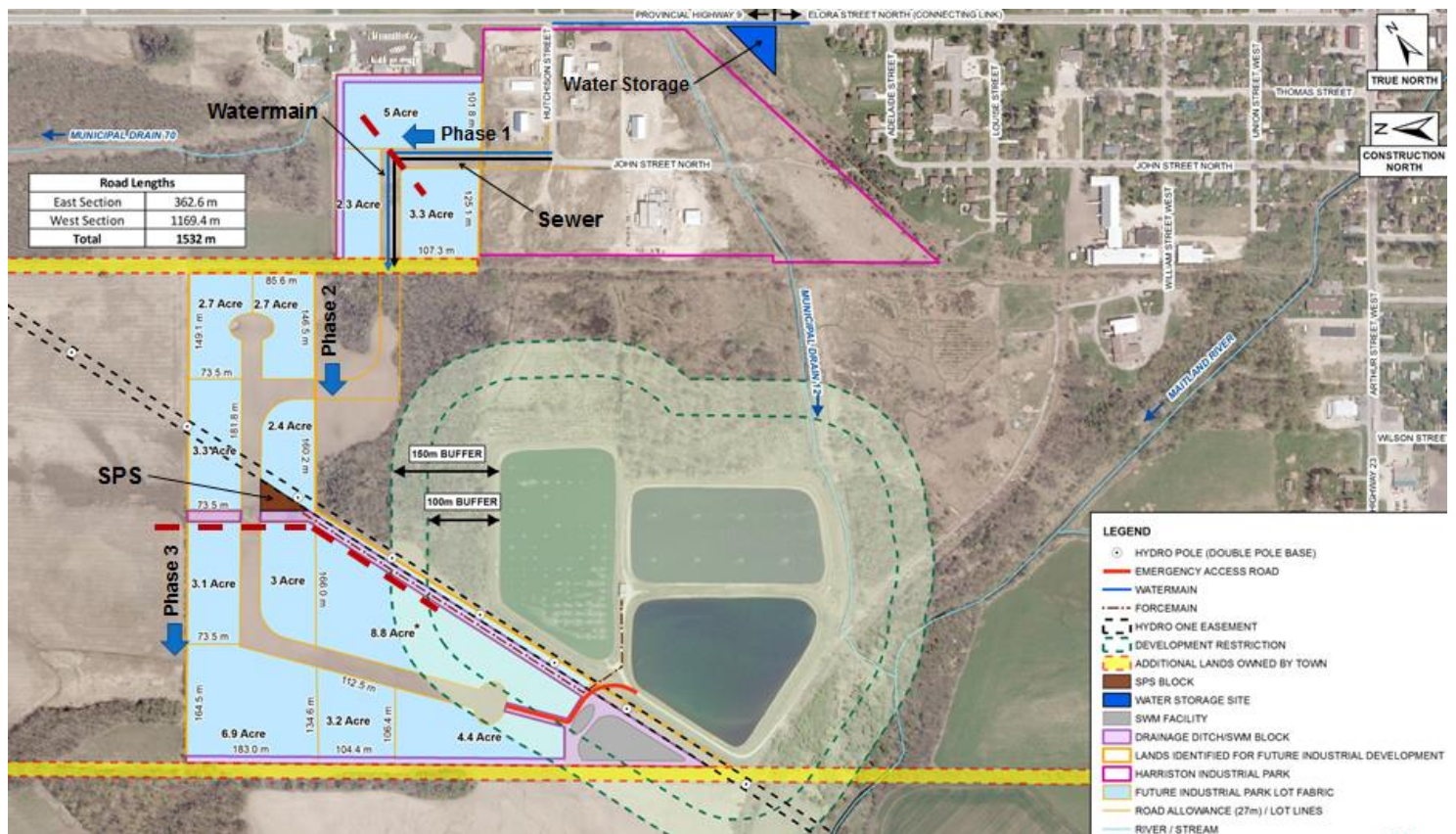
SUBJECT: Class EA Harriston Industrial Park

STRATEGIC PLAN:

4.3 Ensure there is sufficient serviced/serviceable land for a variety of uses in Minto's three urban areas, and maintain a supply of municipally owned serviced industrial land for sale to business in accordance with Town policies.

BACKGROUND

The 2014 the Town initiated a Class Environmental Assessment for about 66 acres of municipal land at the edge of the Harriston Industrial Park. The approved Class EA will allow the Town to extend municipal water, sewer, road and drainage to permit sale of industrial lots for urban development. The time limit on the EA is 10 years.



On January 6, 2015 staff presented information from B.M. Ross regarding servicing options for the area based on the evaluation at that time. Council was concerned with the costs to install water storage to ensure sufficient flows for fire protection, a stormwater management

facility at the south end of the 55 acre parcel, and a sewage pumping station to lift sewage for gravity flow to the John Street. The following resolution was passed:

THAT Council receive the presentation on the Harriston Class EA and that Council request clarification regarding the cost, need and timing of the water storage facility, further information on the option of reconstructing John Street for gravity flow to most of the 55 acre parcel and that updated options be returned for consideration prior to the project proceeding to the next stage.

Since that time members of the senior management team met with Triton Engineering as capital work was planned and completed in Harriston. Many of the old mains are 6" and we believe fire flows in all of Harriston will improve with strategic investments in trunk watermain. The watermain on Elora Street was increased from 8" to 12" to improve flow. A watermain link from Adelaide Street to John will improve flows for firefighting into the industrial park. When John Street is reconstructed from Adelaide to the Elizabeth Street area that waterline will need to be increased in size. This work will eliminate the need for a water storage facility.

To achieve gravity flow for sanitary sewer in the new industrial area, John Street in front of Farm Fresh needs to be reconstructed with the sewer lowered and the watermain upgraded. This roadway has condition issues and would benefit from improved drainage. Not only would this improve water flow for firefighting, the lower sanitary sewer will ensure gravity flow for the first 11 acres but a good section of the southern 55 acres. This would mean over 20 one acre lots could be serviced without the need for a second pumping station.

Triton Engineering and B.M. Ross have been communicating regularly about the flow calculations and assumptions related to water need in the industrial area. This will allow the Town to clearly identify the extent of capital improvements needed. The attached letter and drawing from B.M. Ross will be sent out to for public comment and is provided as information to Council in response to the January 5, 2015 resolution.

COMMENTS

Based on the servicing review to date, it appears the Class EA for the Harriston Industrial Park should limit future expansion on the 55 acres to only those lands that can be serviced by gravity sewer. To accomplish this, the Town will need to drop the sewer on John Street in front of Farm Fresh/Phoenix to allow gravity flow. The recently built John Street pumping station will eventually need pump upgrades and a standby generator to service added flow from the industrial area and all of the Schickedanz subdivision.

To improve water flow for firefighting, the waterline on John Street to Adelaide will need to be replaced/constructed at 12 -15". Stormwater will be managed "at source" on-site so that the pond at the back of the 55 acres is not needed.

Although costs are not yet final this approach should provide more realistic supply of lots for the Town to service affordably within a 10 year time frame. Once the B.M. Ross letter has

been circulated and comments received a final report will be prepared for Council to approve. This will then form the EA for future expansion for the next 10 years.

FINANCIAL CONSIDERATIONS:

The cost of completing the Class EA is set in the budget. The costs provided by B.M. Ross will be addressed in future budgets as the need for lots increases.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's March 29, 2017 report Class EA Harriston Industrial Park, and approves the March 8, 2017 Agency Letter from B.M. Ross for circulation.

Bill White C.A.O. Clerks

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street, Goderich, ON N7A 2T4
p. (519) 524-2641 • f. (519) 524-4403
www.bmross.net

File No. 13215

March 8, 2017

See Attached List

**Re: Town of Minto – Class Environmental Assessment
Harriston Industrial Park: Road and Servicing Extensions
Community of Harriston**

The Town of Minto initiated a Class EA process to expand the Harriston Industrial Park in September 2013. The planned expansion will include the extension of a road network and full municipal services in order to service lands designated for industrial development located north and west of John Street adjacent to the existing industrial park. The proposed servicing extensions will include sanitary sewers, watermains and stormwater drainage on the proposed road extensions and/or adjacent lands. The subject lands are currently in agricultural production and are designated for Industrial Development in the Wellington County Official Plan. Below is a photo of the subject lands looking north.



After completing the initial phases of the EA process in 2014, the project was put on hold for several years due to other municipal priorities. The Municipality now plans to complete the Class EA so they can move forward with implementation of the preferred Alternative. Information on the project was circulated to review agencies and adjacent property owners during the initial consultation phase of the Class EA in 2013 and there were no negative impacts identified with the proposed servicing plan at that time.

This correspondence is being forwarded to provide an update on study investigations and to seek input on the preferred road and servicing alternatives prior to formal selection of a preferred design. Phase one of the proposed road and servicing project would involve an extension of John Street to service an 11 acre parcel located immediately northwest of the existing industrial park. Subsequent phases to the southwest would require further road and servicing extensions to service the additional lands (approximately 55 acres) located adjacent to the Harriston sewage treatment facility (STP), which are designated for industrial development in the Wellington County Official Plan.

i) Road and Servicing Extensions

Figure No. 2.1 (attached) illustrates the road pattern proposed to service the two industrial parcels along with anticipated water and sanitary servicing extensions. The planned road cross-section would include a 27 metre wide road allowance with an 8 metre paved, two lane road surface and roadside ditches to convey surface water drainage. To access the 55 acre parcel, the road extension would travel north along the former rail line a distance of approximately 200 metres before turning west into the 55 acres. An internal road would be constructed down the centre of the 55 acres with development parcels located on each side for future industrial site development.

ii) Sanitary Servicing

Sanitary servicing of the industrial park expansion would occur in two phases. Phase 1 would involve servicing of the 11 acre site with a deep gravity sewer extending the length of John Street in conjunction with the planned road extension. Sewage from the 11 acre site would be conveyed by gravity south along John Street to the existing Industrial Park sewage pumping station (SPS), which was recently upgraded and has sufficient capacity to accept sanitary sewage flows from the site. Phase 2 of the sanitary servicing plan would involve the extension of the gravity sewer into the 55 acre parcel as far as possible given the existing topography while maintaining sufficient cover. Based on topographic information obtained from the site, the sewer would extend approximately 600 metres along the proposed access roadway before insufficient cover is encountered. Additional properties beyond this point could be serviced by individual grinder pump units discharging to the gravity sewer.

iii) Water Servicing

Harriston is currently serviced by a waterworks that consists of: three drilled bedrock wells, three well houses, an elevated 1915 m³ storage tank, and a distribution network of watermains ranging in diameter from 100 mm to 300mm. The existing watermain distribution system would be extended along John Street and then westerly to service the additional 55 acre site. The existing water system has sufficient supply to service the future needs of the industrial park expansion; however available fire flow rates would be less than target fire protection rates selected by the Town. Additional upgrades to the existing Harriston water distribution system are planned which would improve water flows to the Industrial Park over time.

iv) Stormwater Management

Stormwater management servicing of the expanded industrial park would also be accomplished in two primary phases. Phase 1 would involve development of the 11 acre site which would generally drain to the northeast to an existing municipal drain (Municipal Drain 70) located at the northeast corner of the site. Stormwater management would be accomplished through individual on-site detention facilities constructed as sites are developed. Overland flows would be conveyed to the rear of the lots and then towards the existing open municipal drain, which may need to be upgraded at some point as

development proceeds.

Drainage of the 55 acre site would involve the construction of a drainage ditch adjacent to the existing sewage treatment facility which would convey flows from the central and northeast portions of the site, west to a new stormwater extended detention wet pond facility to be constructed at the southwest corner of the site. Flows from the facility would ultimately be discharged to the Maitland River via a new outlet sewer. Limited filling would need to occur in order to achieve positive drainage flows within the site. External drainage arising north of the site would be collected and discharged south of the site to an existing drainage run located east of the sewage lagoons. Figure 4.1 illustrates the proposed stormwater drainage plan for the industrial park expansion.

v) Class EA Investigations

A Stage 1 & 2 Archaeological Investigation was completed as part of the Class EA process on both the 11 Acre and 55 Acre sites. The review included a background investigation (Stage 1) and an on-site review (Stage 2) to look for evidence of buried cultural material. There were no cultural materials identified during the review and no further investigations were recommended for the site.

The planning for this project is following the environmental screening process set out for Schedule 'B' activities under the Municipal Class Environmental Assessment (Class EA) document (approved October 2000, as amended in 2007 and 2011). The purpose of the Class EA screening process is to identify any potential environmental impacts associated with the proposed works and to plan for appropriate mitigation of any identified impacts. This process includes consultation with the public, stakeholder and government review agencies.

Your organization was previously contacted regarding this project and we are soliciting your input on the proposed servicing plan. Please forward your response to our office by **April 16, 2017**. If you have any questions or require further information on this project, please contact the undersigned.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per _____
Kelly Vader, RPP, MCIP
Environmental Planner

KV:
Encl.

c.c. Bill White, CAO-Clerk, Town of Minto



TOWN OF MINTO

DATE: March 29, 2017

REPORT TO: Mayor and Council

FROM: Bill White C.A.O. Clerk

SUBJECT: Land Acquisition, Clifford corner Elora and Allan

STRATEGIC PLAN:

4.12 Investigate methods to encourage traffic passing through the Town to stop and shop such as enhanced urban design, way finding and entrance signage, easily accessible public parking.

BACKGROUND:

Earlier in March Mayor Bridge, staff and Triton engineering met with Clifford businesses regarding Elora Street Reconstruction scheduled for 2018. One concern is parking for business during the construction project. The Business & Economic Manager arranged a meeting with the landowner about the property at the corner of Allan and Elora. This is the site of the former Mansion House that was destroyed by fire in 1993.



At the meeting Mayor Bridge, the C.A.O. Clerk and Business & Economic Manager discussed ideas with the owner such as leasing for parking similar to Harry Stones or purchase by the Town. Permission was given to investigate soil conditions and the lands were excavated with staff and Triton Engineering present March 17.

The lot is suitable for 20 to 40 spaces minimum. A gravel base could be excavated and “asphalt millings” from Elora Street from Greins’ to Park St used to finish the lot. This will eliminate unsafe boulevard parking on Allan Street. A sidewalk would also be constructed at least part of the way down Allan passed the proposed parking lot entrance.

The intent with Allan Street is to extend urban design improvements from Elora Street down to the arena, hall, library and Rotary Park. Public parking would be useful during Elora Street reconstruction and after to support local business, community hall and church events. As shown in the sketch below prepared some years ago the site would also be useful for temporary events including Homecoming.



COMMENTS:

A conditional agreement of purchase and sale has been signed to buy the lot for \$36,000. If Council does not want to go ahead with the offer the owner would be advised tomorrow. The Town would not lose its deposit. Part of the agreement would see the Town convey back

an 8 foot strip to the abutting owner of 9 Elora Street South and build a 6 foot privacy fence. This will not impact on the parking lot layout.

Street View of Clifford Lot



Public Works and Triton Engineering confirmed that rubble, building material and ash from the Mansion House remains on-site. The property is suited to parking and grassed public space, but removing the fill and remediating the land for re-development will be cost prohibitive in the medium term.

FINANCIAL CONSIDERATIONS:

The purchase price can be funded with no impact on rates from future land sales. Parking and fencing would be developed as part of the capital project for Elora Street.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's March 29, 2017 report Land Acquisition, Clifford corner Elora and Allan and that a by-law be considered in regular session authorizing the Mayor and C.A.O. Clerk to execute the agreement of purchase and sale with Sherry and Dennis Kaufman for \$36,000 funded from future land sales.

Bill White C.A.O. Clerk



TOWN OF MINTO

DATE: March 30, 2017

REPORT TO: Mayor and Council

FROM: Quinn Foerter Clerk's Department

SUBJECT: Animal Waste Concern

STRATEGIC PLAN:

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.

10.2 Promote urban forestry, low maintenance landscaping and park development to create more environmentally diverse green spaces including pursuing small plots/community gardens/remote plots in public space.

BACKGROUND:

At the last meeting Councillor Elliott raised concern about people not picking up dog droppings in Palmerston Lion's Park. Animal Waste Bylaw, 2000-46, stipulates that 'every person who owns, possesses or is in control of any animal shall be responsible for the immediate removal and sanitary disposition of any excrement of such animal deposited within the boundaries of the Corporation of the Town of Minto.' Any person who fails to comply with this bylaw will be considered guilty of an offense and upon conviction liable to a fine of up to \$200. This bylaw is short form worded so that the By-law enforcement officer or OPP constable can issue a ticket for the offense.

Currently, as there is no Animal Waste Disposal Stations available within the Town of Minto, pet owners must carry the excrement around with them until they find a suitable trash receptacle or until they return home. This may be why some people do not clean up after their pets. Installing Animal Waste Disposal Stations in Parks and along popular walking routes would remind, and encourage, pet owners to dispose of their animal's waste properly.

Below is a list of 4 suppliers and their corresponding prices. Please note that on average the Town will use between 500 and 2000 bags per month, per dispenser.

Supplier	Price	Waste Bags Refill Price	Can Liner Price
Dog Waste Solutions Canada	\$399	\$85/2000 Bags	\$89/200 Liners
U-Line Canada	\$452 \$422 each*if you buy more than 3*	\$95/2000 bags \$69/2000 bags if you order 3+	\$132/200 \$107/200 if you order 3+
Seton	\$536.80	Roll 178.90/2000 bags	No Price for Liners
Sudden Fun Recreation Equipment Ltd.	\$369	Roll \$89/2000 bags Pulls \$222/3200 bags	\$90/200

Stations are very easy, and quick to install. They consist of a 7ft post, with a bag dispenser, and your choice of either an 11 Gallon Rectangular Locking Can, or a 10 Gallon Round Can with Non-Locking Lid, as well as a 'Dog Waste Station' sign. All signs are made from commercial grade, no rust aluminum with a post made of powder coated steel, to ensure durability and longevity. All bags are 100% Oxo-Biodegradable

Here are some examples



Waste Station 'Gladiator'

- 11 Gallon Locking Can Prevents Vandalism and is easy to Empty
- Sealed Chute System prevents odours and keeps pests out
- Square Green Post



Waste Station 'Sentry'

- 10 Gallon Non-Locking Can
- Ventilated Mesh Can
- Green U-Channel Post
- Can Liner Clamp Holds Liner Bag in Place

Staff believes that both could accommodate a sponsor sticker or sign if the Town wished to pursue funds to assist with maintenance and installation.

COMMENTS:

Town staff and the OPP can enforce the bylaw if the act is seen by the officer. There are situations where a person can testify as to the activity and a charge issued. Our preference is to increase awareness and continue to remind people of the need to clean up after their pet. Animal waste stations can help with this awareness.

Installing animal waste stations can have several advantages for a community. They help to keep animal waste from, at a minimum, ruining someone's walk through a municipal park. Without these stations, pet owners may be tempted to not clean up after their animal, which creates an unfortunate mess in public areas, and leads to unhappy residents. Such waste can be a public health concern especially in large amounts. Animal waste can wash into storm drains and deplete the oxygen in source water.

One option is to purchase a few units and place them in key spots to see if this relieves the problem. This small investment could reduce maintenance time and improve the look of Town parks. If this is successful the Town could look at installations in other parks.

FINANCIAL CONSIDERATIONS:

To purchase three units including replacement bags for a year the estimated cost is about \$4,200 if 2,000 bags are used per month. This is not a budgeted cost although the Town may find a sponsor willing to participate in this program in return for exposure on the unit

RECOMMENDATION:

That Council receives the Clerk's Department March 30, 2017 report Animal Waste Concern, and refers the matter to Parks and Recreation Advisory Committee to report to Council on the mechanics of installing stations and obtaining sponsorship.

Quinn Foerter
Clerk's Department

Supported by Bill White C.A.O. Clerk

**TOWN OF MINTO**

DATE: March 22, 2017
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Budget Impacts per Reg 284/09

STRATEGIC PLAN:

5.6 Analyze, prioritize and evaluate major capital projects from a cost-benefit perspective to determine fiscally feasibility. Comply with Provincial Asset Management Plan rules and accepted practices for small rural municipalities.

BACKGROUND:

The Province of Ontario has legislation regarding the adoption of budgets. Regulation 284/09 allows a municipality to exclude from their estimated expenses costs related to amortization expense, post-employment benefits, and solid waste landfill closure and post-closure expenses. However, the regulation requires the municipality report on the impact of these excluded costs. The regulation also requires that the report contain an estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses and the estimated impact of the exclusions on future tangible capital asset funding requirements.

The Town continues to prepare budgets on a modified accrual basis. The tax rate is based on annual cash requirements and therefore does not include the PSAB requirements around accrual accounting and accounting for “non-financial assets and liabilities.”

COMMENTS:

For the year 2016, the Town of Minto has a post-employment benefit liability of approximately \$49,800 and it had no anticipated landfill closure costs. The Town developed its 2017 budget excluding amortization expenses. Based on 2016 amounts, amortization for 2017 is expected to be about \$2,675,000. This figure includes approximately \$1,020,000 in estimated amortization of water and wastewater tangible capital assets.

The amount of proposed capital expenditures measured in the traditional way contained in the draft 2017 budget is approximately \$6,080,000. The Town calculates its 2017 operating and capital budgets on a traditional basis which included cash required to make principal payments on long-term debt and pay for the acquisition of tangible capital assets. The Town also continued to finance its water and wastewater utilities on a full cost recovery basis. Therefore, the budget is prepared in order to calculate the tax levy for the year in order to fund all activities of the municipality excluding water and wastewater operations.

In effect, the Reserve and Capital Funds no longer exist for accounting purposes. Transfers between the Operating, Reserve and Capital Funds are all eliminated in order to prepare the annual audited financial statements. Contributions of \$1,976,382 to the Reserve Fund will not be recognized as an expense nor will capital purchases of \$6,081,500 or principal debt payments of \$1,021,000 be treated as an expense for accounting purposes. Conversely, transfers from the Reserve Fund to the operating and Capital funds totaling \$1,905,380 will also not be recognized.

FINANCIAL CONSIDERATIONS:

While there are no direct financial implications associated with this report, the information contained herein will be reflected in the 2016 and 2017 annual audited financial statements.

RECOMMENDATION:

That Council receives and approves the report dated March 22, 2017 from the Treasurer regarding Budget Impacts per Reg 284/09.

Gordon Duff
Treasurer



TOWN OF MINTO

DATE: March 22nd, 2017
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Budget Adoption

STRATEGIC PLAN:

5.1 Actively seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local autonomy.

5.3 Ensure financial plans to include a blend of capital financing methods including long-term debt, user fees, grants, internal reserves and taxation, and maintain reserves to the point where Minto reduces reliance on borrowing or tax increases to finance major capital expenditures.

5.8 Ensure operations, facilities and programs operate efficiently and effectively through a business plan process implemented at budget.

BACKGROUND:

Council and staff held budget meetings December 21st, 2016 and January 24th, 2017. These meetings were open to the public, recorded and posted on the Town website, and shown on local cable television. Budget binders used by Council have been available for public review during office hours and the Budget Summary Report and Budget Presentation has been available on-line. A public open house was held March 21st, 2017.

It is a continuing challenge to provide a high standard of service at an affordable cost and invest in infrastructure, even with several grant applications. There is a large pending grant application which if not successful will require amendments to the capital budget. Through the use of reserves and the assistance of Provincial capital funding programs, the Town of Minto has been able to maintain a very high level of investment in capital infrastructure in the 2017 budget. There will be \$250,000 in net new borrowing in the current fiscal year.

COMMENTS:

The proposed levy increase will result in an approximate 1.2% increase for a typical residential property for local purposes only. This is based upon preliminary projections for ratios and other County-wide policies. If the County of Wellington makes any changes to tax ratios and other tax policies, this figure could be slightly adjusted. Residential education tax rates have not been set by the Province of Ontario at this time. If County projected tax rates go forward, and education rates do not change, the overall increase for a typical single family home will be approximately 2.2% or \$65.

Metered water and sewer fees were adjust in mid-2016 to address forecast revenue shortfalls. These adjustments are being made to ensure compliance with the objective of cost recovery as outlined in the updated Water and Wastewater Financial Plan dated November 20th, 2015.

As noted on the attached schedule, Reserves and Reserve Funds are expected to increase by approximately \$130,000. Transfers from reserves to fund capital projects are budgeted at \$1,473,000 reflecting Minto's commitment to funding capital expenditures through a mix of taxes, user fees, grants and reserves.

The Town has been fortunate to receive funding under the Ontario Municipal Partnership which will be used to support core services. The Town has received funds or approvals under such programs as Federal Gas Tax Rebates, Ontario Community Infrastructure Fund, Ontario Trillium Foundation and SaveON Energy. This revenue is used to assist with the cost of road construction, improvements at the arenas as well as water and sewer upgrades. This budget includes certain projects such as a reconstruction of a section of George Street in Harriston for which grant funding applications have been submitted but not yet reviewed. Depending upon the success of these applications, the proposed projects may or may not proceed and this budget may be amended, although there will be no changes in tax levies.

The Town continues to meet the goals set out in several initiatives mandated by the Province including Green Energy Conservation Plans, Asset Management Plans and Accessibility Plans. The work required to expand and improve the Asset Management Plan as required by the new Federal Gas Tax Agreement and other Provincial rules is well underway.

FINANCIAL CONSIDERATIONS:

The adoption of the Budget gives authority for the expenditures for the year.

RECOMMENDATION:

The Council of the Town of Minto accepts the Treasurer's report dated March 22nd, 2017 and considers the passage of the related Budget By-law in Regular Session.

Gordon Duff
Treasurer

Town of Minto 2017 Operating Budget Summary

By-Law 2017-32

Schedule "A"

Revenues: Administration

Ontario Municipal Partnership Fund	1,802,900.00
Council Admin Transfers	30,000.00
Other Grant Funding	15,000.00
Clifford & Harriston Local Improvements	-
Administrative letters, licenses, rents	174,400.00
Investment Earnings	193,000.00
Transfer from Reserves	45,000.00
Development Charges	-
	<hr/>
	2,260,300.00

Expenses: Administration

Council Expenses	158,200.00
Operating Expenses	1,194,600.00
Transfer to Reserves	<hr/>
	105,000.00
	<hr/>
	1,457,800.00

802,500.00

Revenues: Fire Protection

MTO Reimbursements	9,000.00
Service Agreements	81,176.89
Transfer from Reserves	-
Other	<hr/>
	44,000.00
	<hr/>
	134,176.89

Expenses: Fire Protection

Operating Expenses	836,305.00
Transfer to Reserve Fund	<hr/>
	206,000.00
	<hr/>
	1,042,305.00

(908,128.11)

Revenues: People & Property

Licenses	22,900.00
Health & Safety	<hr/>
	-
	<hr/>
	22,900.00

Expenses: People & Property

Conservation Levies	135,500.00
Policing	-
Health & Safety	5,000.00
Operating	<hr/>
	40,200.00
	<hr/>
	180,700.00

(157,800.00)

Revenues: Roads & Drainage

Sales, Service & Inspection	212,000.00
County Service Contract	-
Other Grant Funding	15,000.00
Municipal Drains	8,000.00
Weed Spray Service Contract	-
Machine Time	532,000.00
Trailer Park Rent	45,115.00
Street Light Revenue	192,000.00
TLC	2,200.00
Transfers from Reserves	153,000.00
	<hr/>
	1,159,315.00
	<hr/>

Expenses: Roads & Drainage

Overhead	934,493.08
Transfers to Reserves	240,000.00
Municipal Drain Maintce	61,306.00
Equipment Repairs	38,188.80
Gravel Pit	2,316.00
Miscellaneous	9,210.60
Vehicle Expenses	187,000.00
Loose Top Maintenance	160,300.00
Hard Top Maintenance	390,204.00
Sidewalk Maintenance	91,670.00
Roadside Maintenance	180,883.00
Bridges/Culverts/Municipal Drains	120,428.00
Traffic Control Maintenance	98,325.00
Trailer Park Maintenance/Tax	37,000.00
Winter Control	479,206.00
Street Lights	192,000.00
TLC	102,706.00
	<hr/>
	3,325,236.48
	<hr/>

(2,165,921.48)

Revenues: Clifford Sewer System

Billing Charges	237,000.00
From Reserve	-
	<hr/>
	237,000.00
	<hr/>

Expenses: Clifford Sewer System

Apportioned Overhead	17,026.93
Operating	189,781.19
Transfer to Reserve	30,191.88
	<hr/>
	237,000.00
	<hr/>

(0.00)

Revenues: Harriston Sewer System

Billing Charges	757,800.00
Transfer from Reserves	-
	<hr/>
	757,800.00
	<hr/>

Expenses: Harriston Sewer System

Apportioned Overhead	17,026.93	
Operating	496,761.93	
Transfer to Reserve	244,011.14	
	<u>757,800.00</u>	(0.00)

Revenues: Palmerston Sewer System

Billing Charges	878,000.00
From Reserve	<u>-</u>
	<u>878,000.00</u>

Expenses: Palmerston Sewer System

Apportioned Overhead	17,026.93	
Operating	546,558.15	
Transfer to Reserve	314,414.92	
	<u>878,000.00</u>	(0.00)

Revenues: Clifford Waterworks

Service Fees	216,000.00
From Reserve	<u>154,545.53</u>
	<u>370,545.53</u>

Expenses: Clifford Waterworks

Apportioned Overhead	67,320.99	
Operating	303,224.54	
Transfers to Reserves	<u>-</u>	
	<u>370,545.53</u>	(0.00)

Revenues: Harriston Waterworks

Service Fees	611,800.00
From Reserve	<u>-</u>
	<u>611,800.00</u>

Expenses: Harriston Waterworks

Apportioned Overhead	67,320.99	
Operating	333,030.82	
Transfers to Reserves	211,448.19	
	<u>611,800.00</u>	(0.00)

Revenues: Palmerston Waterworks

Service Fees	727,400.00
From Reserve	<u>-</u>
	<u>727,400.00</u>

Expenses: Palmerston Waterworks

Apportioned Overhead	67,320.99	
Operating	317,463.43	
Transfers to Reserves	342,615.58	
	<u>727,400.00</u>	
		(0.00)

Revenues: Minto Pines

Service Fees	21,500.00
From Reserve	44,834.50
	<u>66,334.50</u>

Expenses: Minto Pines

Apportioned Overhead	-	
Operating	66,334.50	
Transfers to Reserves	-	
	<u>66,334.50</u>	
		(0.00)

Revenues: Cemetery

Investment Income	11,000.00
Burial Fees & Other Rev	58,500.00
From Reserves	-
	<u>69,500.00</u>

Expenses Cemetery

Operating	90,020.00	
	<u>90,020.00</u>	
		(20,520.00)

Revenues: Health Services

Rental Income	30,600.00
Other Rev	-
From Reserves	-
	<u>30,600.00</u>

Expenses Health Services

Operating	64,350.00	
	<u>64,350.00</u>	
		(33,750.00)

Revenues: Recreation

Grant	-
Transfers from Reserves	-
Clifford Arena & Hall	158,861.00
Harriston Arena & Hall	227,090.00
Palmerston Arena & Hall	383,018.00
Harriston Pool	35,000.00
Palmerston Pool	49,500.00
Norgan Theatre	105,000.00

Special Programs	32,750.00
Clifford Programs	-
Harriston Programs	26,000.00
Palmerston Programs	21,000.00
Clifford Library	-
Harriston Library	6,000.00
Palmerston Library	-
Clifford Ball & Soccer	4,160.00
Harriston Ball & Soccer	3,450.00
Palmerston Ball & Soccer	17,780.00
Minto Ball & Soccer	-
Minto Trails	-
Harriston Town Hall	11,300.00
Harriston Seniors Train CN Station	3,000.00
Palmerston CN Station	7,000.00
Harriston Lawn Bowling	-
Lions Clubhouse	-
Permanent Liquor Licensing	-
Active Living Plan	400.00
Drew Park Centre	-
	<hr/>
	1,091,309.00
	<hr/>

Expenses: Recreation

Overhead	251,600.00
Clifford Arena & Hall	290,904.00
Harriston Arena & Hall	336,334.00
Palmerston Arena & Hall	537,727.12
Harriston Pool	79,500.00
Palmerston Pool	87,500.00
Norgan Theatre	88,800.00
Special Programs	26,750.00
Clifford Programs	-
Harriston Programs	26,000.00
Palmerston Programs	21,000.00
Clifford Library	1,025.00
Harriston Library	22,000.00
Palmerston Library	-
Clifford Ball & Soccer	24,093.00
Harriston Ball & Soccer	22,320.00
Palmerston Ball & Soccer	54,118.00
Minto Ball & Soccer	-
Clifford Parks	21,411.00
Harriston Parks	29,457.00
Palmerston Parks	56,632.61
Township Parks	-
Trails	5,590.00
Harriston Town Hall	26,875.00
Harriston Seniors Train Station	14,702.00
Palmerston CN Station	25,968.00
Harriston Lawn Bowling	1,400.00
Lions Clubhouse	1,550.00
Drew Park Centre	5,849.00
Permanent Liquor Licensing	-
Active Living Plan	800.00
Transfers to Reserves	150,700.00
	<hr/>
	2,210,605.73
	<hr/>

(1,119,296.73)

Revenues: Building & Zoning

Letter Fees	30,000.00
Permit Fees	167,000.00
From Reserves	-
Shared CBO fees	-
	<u>197,000.00</u>

Expenses: Building & Zoning

Operating	333,175.00
Transfers to Reserves	<u>14,000.00</u>
	<u>347,175.00</u>

(150,175.00)

Revenues: Economic Development

Operating	16,500.00
Incubator	100,000.00
Transfers from Reserves	<u>25,000.00</u>
	<u>141,500.00</u>

Expenses: Economic Development

Operating	478,535.56
Incubator	100,000.00
Transfers to Reserves	<u>-</u>
	<u>578,535.56</u>

(437,035.56)

Revenues: Tourism

Operating	<u>26,300.00</u>
	<u>26,300.00</u>

Expenses: Tourism

Operating	<u>52,200.00</u>
	<u>52,200.00</u>

(25,900.00)

Revenues: Minto Hydro Properties

Rental Income	21,600.00
Investment Interest	<u>-</u>
	<u>21,600.00</u>

Expenses: Minto Hydro

Operating	<u>8,150.00</u>
	<u>8,150.00</u>

13,450.00

Operating Deficit	(4,202,576.90)
Capital Funding	(510,000.00)
2017 Tax Levy	(4,712,576.90)

Town of Minto
Capital Projects - 2017

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/16	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/17
Computer Hardware/Software	26,929.94	46,000.00								15,000.00	4,070.06	0.00
Office Equipment	0.00	10,000.00								0.00	10,000.00	0.00
Records Management	0.00	4,000.00								0.00	4,000.00	0.00
Office Renovations	85,436.57	40,000.00				0.00				0.00	-18,000.00	27,436.57
Fire Radio Repeater	0.00	35,000.00			0.00			0.00		0.00	35,000.00	0.00
Fire Rescue Equipment	4,155.82	0.00			0.00			0.00		0.00	0.00	4,155.82
Fire Personal Safety Equipment	0.00	20,000.00					0.00	0.00		0.00	20,000.00	0.00
Fire Vehicles	92,959.05	285,000.00				0.00	0.00	0.00		170,000.00	22,040.95	0.00
Emergency Measures	0.00	32,000.00			0.00			0.00		30,000.00	2,000.00	0.00
Roads - Vehicle	98,130.00	175,000.00				0.00		0.00	0.00	90,000.00	0.00	13,130.00
Shops - Renovations & Equipment	0.00	55,000.00			0.00		0.00	0		0.00	55,000.00	0.00
Sidewalks - Cliff,Hstrn,Palm	0.00	60,000.00			15,000.00				0.00	0.00	45,000.00	0.00
Catchbasins	0.00	50,000.00			50,000.00				0.00	0.00	0.00	0.00
Christmas Decorations	0.00	5,000.00							0.00	0.00	5,000.00	0.00
Tree Carvings	0.00	2,000.00					0.00		0.00	0.00	2,000.00	0.00
Harriston Trees	1,527.24	0.00			0.00		0.00	0.00		0.00	0.00	1,527.24
Citywide - Tablets & Software	0.00	15,500.00	0.00	0.00	15,000.00	0.00		0.00	0.00	0.00	500.00	0.00
Harriston - Queen St S - 2065	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Harriston - George St S	0.00	420,000.00	0.00	0.00	163,000.00	250,000.00		0.00	0.00	0.00	7,000.00	0.00
12th Line Shoulders	0.00	40,000.00		0.00	0.00	0.00	0.00		0.00	30,000.00	10,000.00	0.00

Town of Minto
Capital Projects - 2017

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/16	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfinanced Capital Outlay) Dec 31/17
Structure A - Minto Normanby Townline	0.00	0.00			0.00	0.00			0.00	0.00	0.00	0.00
Bridge Inspections	0.00	17,000.00			0.00	0.00			0.00	0.00	17,000.00	0.00
Palm - Inkerman St	398,306.16	445,000.00			45,832.20	0.00			0.00	0.00	861.64	0.00
Palm - James St - Main-John	12,121.47	43,000.00			0.00	0.00			0.00	0.00	38,153.47	7,274.94
Palm - Walker St - 3008	44,870.64	0.00			0.00	0.00			0.00	0.00	-44,870.64	0.00
Palm - Jane St	167,181.03	200,000.00			80,000.00	0.00			0.00	0.00	-25,182.20	21,998.83
Palm - Downtown Craig Financial parking lot	0.00	50,000.00			0.00	0.00			0.00	0.00	50,000.00	0.00
Clifford - Ann St S	0.00	118,500.00			28,161.00		0.00		0.00	0.00	90,339.00	0.00
Clifford - Queen St W - 1033 (?)	21,078.18	0.00			0.00	0.00			0.00	0.00	0.00	21,078.18
Clifford - Elora St-Dwtn Roads	-72,535.73	675,000.00		230,000.00	967,903.00	0.00			0.00	0.00	9,632.73	0.00
Traffic Lights - Audble Systems	0.00	15,000.00							0.00	0.00	15,000.00	0.00
Pedestrian Crossover	0.00	10,000.00							0.00	0.00	10,000.00	0.00
Street Lighting - Clifford	755.41	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,244.59	0.00
Street Lighting - Minto Pines	2,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Street Lighting - Minto Highlands	1,600.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Street Lighting - Harriston	621.81	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,378.19	0.00
Street Lighting - Palmerston	33,337.08	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,337.08
Clifford - Trees	19,140.80	0.00					0.00				0.00	19,140.80
Cemetery - Monument Cleaning & Repairs	8,302.36	0.00					0.00		0.00		0.00	8,302.36
Cemetery - Harriston Cremation Garden	0.00	20,000.00					0.00		0.00	0.00	20,000.00	0.00

Town of Minto
Capital Projects - 2017

By-Law 2017-32 Schedule "A"

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/16	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/ Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfinanced Capital Outlay) Dec 31/17
Cemetery - Columbarium	3,463.46	35,000.00					0.00		0.00	10,000.00	21,536.54	0.00
Palm - Cenotaph	1,500.00	0.00							0.00	0.00	0.00	1,500.00
Sewers - Vehicles and other	321,165.61	45,000.00				0.00		20,000.00		0.00	0.00	296,165.61
Sewers - Equipment	33,550.96	20,750.00				0.00		0.00		0.00	0.00	12,800.96
Sewers - Engineering	0.00	25,000.00				0.00				0.00	25,000.00	0.00
Harriston Sewers - I & I	0.00	100,000.00				0.00				100,000.00	0.00	0.00
Harriston Sewers - George's St-William to Arthur	0.00	560,000.00			375,000.00	0.00				185,000.00	0.00	0.00
Harriston Sewer - Lagoon Blower	0.00	18,000.00			0.00	0.00				0.00	18,000.00	0.00
Harriston Sewer - Pumps and Check Valves	0.00	33,000.00			0.00	0.00				0.00	33,000.00	0.00
Harriston Sewers - STP -ECA Upgrade	0.00	15,000.00			0.00	0.00				0.00	15,000.00	0.00
Harriston Sewers - Lift Stn Electrical work	0.00	140,000.00			0.00	0.00				40,000.00	100,000.00	0.00
Clifford - Ann S St-#1048-1049	0.00	79,500.00				0.00	0.00			75,000.00	4,500.00	0.00
Clifford - Sewer Lining	0.00	150,000.00					0.00			75,000.00	75,000.00	0.00
Clifford - PLC	0.00	6,000.00					0.00			0.00	6,000.00	0.00
Palmerston Sewers - STP Upgrades	0.00	40,000.00							0.00	0.00	40,000.00	0.00
Palmerston - Jane St - Inkerman to Dead End	0.00	50,000.00			0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
Palmerston - Inkerman St	195,398.11	170,000.00			24,601.89	0.00	0.00		0.00	0.00	-50,000.00	0.00
Town of Minto - Water Meters	214,376.10	20,000.00		0.00	0.00	0.00			0.00	0.00	0.00	194,376.10
Town of Minto - Citywide	0.00	14,750.00			0.00	0.00		0.00	0.00	0.00	14,750.00	0.00
Town of Minto - SCADA	0.00	10,000.00			0.00	0.00		0.00	0.00	0.00	10,000.00	0.00

Town of Minto
Capital Projects - 2017

Project		Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/16	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/17
Water - Equipment		0.00	12,000.00			0.00	0.00		0.00	0.00	0.00	12,000.00	0.00
Clifford - Ann St S-#1048-1049		0.00	112,000.00				0.00	0.00			110,000.00	2,000.00	0.00
Clifford Water Pumps		0.00	8,000.00			0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00
Harriston Well #2 Upgrades		0.00	17,000.00		0.00	0.00	0.00			0.00	0.00	17,000.00	0.00
Harriston Waterworks - George St oversizing William to Arthur		1,985.47	450,000.00		0.00	375,000.00	0.00	0.00	0.00	0.00	70,000.00	3,014.53	0.00
Palmerston - William St		0.00	70,000.00			0.00	0.00			0.00	70,000.00	0.00	0.00
Palmerston - Jane St		13,441.08	60,000.00			53,539.52	0.00			0.00	0.00	-6,980.60	0.00
Palmerston - Inkerman St		94,092.30	200,000.00			120,000.00	0.00			0.00	0.00	-14,092.30	0.00
Palmerston - Valve Replacements		0.00	5,000.00			0.00	0.00			0.00	0.00	5,000.00	0.00
Palmerston - Well #1 & #2 Heaters		0.00	6,000.00			0.00	0.00			0.00	0.00	6,000.00	0.00
Water - Engineering		0.00	15,000.00			0.00	0.00			0.00	0.00	15,000.00	0.00
Minto Pines - Well Upgrades		0.00	15,000.00			0.00	0.00			0.00	0.00	15,000.00	0.00
Hydrants		0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Clifford Arena & Hall		0.00	70,000.00	0.00		0.00	0.00	0.00	0.00	0.00	60,000.00	10,000.00	0.00
Clifford Ball/Rotary Park/Soccer Pitch		0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-3,000.00	0.00
Trails & Parks		6,478.91	40,000.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	11,903.81	-1,617.28
Harriston Arena		0.00	85,000.00			27,500.00	0.00	0.00	0.00	0.00	60,000.00	0.00	2,500.00

Town of Minto
Capital Projects - 2017

By-Law 2017-32 Schedule "A"

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/16	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina need Capital Outlay) Dec 31/17
Harriston Ball Park	1,200.00	18,000.00					0.00		0.00	18,000.00	-1,200.00	0.00
Harriston Pool	0.00	30,000.00					0.00		0.00	30,000.00	0.00	0.00
Harriston Train Station	0.00	0.00							0.00	0.00	0.00	0.00
Harriston Town Hall	0.00	2,000.00							0.00	0.00	2,000.00	0.00
Harriston Parks	4,000.00	0.00							0.00	0.00	0.00	4,000.00
Palmerston Arena	15,908.14	160,000.00			0.00	0.00	0.00	0.00	0.00	115,000.00	29,091.86	0.00
Palmerston Rec - Norgan	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.00
Palmerston Rec - CN Station	0.00	22,000.00					0.00	0.00	0.00	0.00	22,000.00	0.00
Palmerston Rec - Pool	0.00	30,000.00	0.00				0.00	20,000.00	0.00	0.00	10,000.00	0.00
Palmerston Lions Park - other	4,025.76	0.00					0.00	0.00	0.00	0.00	0.00	4,025.76
Palmerston CRNA Building Renovations	0.00	7,500.00			0.00		0.00	0.00	0.00	0.00	7,500.00	0.00
Palmerston Fairgrounds/Ball	0.00	10,000.00					0.00	0.00	0.00	0.00	10,000.00	0.00
Playground Equipment	944.86	0.00					0.00	0.00	0.00	0.00	0.00	944.86
Other Recreation	10,000.00	13,000.00			0.00		0.00	0.00	0.00	0.00	3,000.00	0.00
Palmerston Trails - Railway Bridge	0.00	10,000.00			0.00		0.00	0.00	0.00	10,000.00	0.00	0.00
Community Gardens	1,512.79	0.00		0.00	0.00		0.00		0.00	0.00	0.00	1,512.79
Building & Zoning	16,144.06	2,000.00					0.00	0.00	0.00	0.00	0.00	14,144.06
Economic Development	217,755.84	170,000.00	25,000.00	0.00	0.00	0.00	0.00	15,000.00		0.00	0.00	37,755.84
TOTALS	2,102,861.28	6,081,500.00	25,000.00	230,000.00	2,360,537.61	250,000.00	0.00	55,000.00	0.00	1,373,000.00	918,191.63	723,090.52

Town of Minto
Capital Projects - 2017

By-Law 2017-32 Schedule "A"

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/16	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina need Capital Outlay) Dec 31/17
SUMMARY												
Water	323,894.95	1,019,750.00	0.00	0.00	548,539.52	0.00	0.00	0.00	0.00	250,000.00	91,691.63	194,376.10
Sewer	550,114.68	1,452,250.00	0.00	0.00	399,601.89	0.00	0.00	20,000.00	0.00	475,000.00	316,500.00	308,966.57
Other	1,228,851.65	3,609,500.00	25,000.00	230,000.00	1,412,396.20	250,000.00	0.00	35,000.00	0.00	648,000.00	510,000.00	219,747.85
Totals	2,102,861.28	6,081,500.00	25,000.00	230,000.00	2,360,537.61	250,000.00	0.00	55,000.00	0.00	1,373,000.00	918,191.63	723,090.52

**TOWN OF MINTO**

DATE: March 31, 2017
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

BACKGROUND

The following is a summary of accounts by Department paid for March 31, 2017

Administration	\$ 1,980,623.36
People & Property	95,865.24
Health & Safety	
Health Services	
Building	728.14
Economic Development	2,059.06
Incubator	634.42
Tourism	
Fire	7,374.25
Drains	
Roads	66,269.07
Cemetery	
Waste Water	19,545.93
Streetlights	817.30
Water	10,578.55
Town Landscaping Care	
Recreation	5,910.72
Clifford	7,175.73
Harriston	40,474.30
Palmerston	6,531.06
Norgan	4,149.19

\$ 2,248,736.32

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 March 31, 2017, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for February and March 2017.

Gordon Duff, Treasurer



TOWN OF MINTO

DATE: March 7, 2017

REPORT TO: Mayor Bridge and Members of Council

FROM: Mike McIsaac, Roads Foreman

SUBJECT: Municipal Drain Petition

STRATEGIC PLAN:

Support programs that maintain Minto's strong agricultural identity, enhance agricultural work, and protect and restore the natural environment given Minto's location in the heartland of Ontario surrounded by farmland and acknowledging that farming and a healthy natural environment are inextricably linked.

BACKGROUND:

Staff received a signed Petition for Drainage Works by local property owners on March 6, 2017 under the Drainage Act.

PETITION DRAINS

4(1) A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the **clerk** of the local municipality in which the area is situate by,

(b) the **owner** or **owners**, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;

The property requiring drainage has historically used natural overland flows through a culvert in Wellington County Road 3 and across an adjacent property to Municipal Drain #20. This overland flow channel is not currently part of a Municipal Drain which is on private property and the Municipality cannot perform maintenance on this system.



The “red” circled area above is the approximate affected area and the “yellow” is the natural overland flow area currently not maintained.

COMMENTS:

Dietrich Engineering Limited has been appointed by Council to conduct procedures under the Drainage Act. It is proposed that Dietrich provide a report to Council under Section 4 outlining the improvements needed to address the concern. While not yet required under the Act, it is proposed to conduct an on-site meeting with landowners in the watershed area to ensure all potential improvements are identified, considered by the Engineer and added before work commences. The Engineer’s report will dictate if there are further improvements required, and Council will be asked to decide if the petition proceeds further. Having information from the on-site meeting will be helpful to Council.

FINANCIAL CONSIDERATIONS:

To be determined by the appointed Drainage Engineer, in the assessment schedule of the Municipal Drain Report.

RECOMMENDATION:

That the Council of the Town of Minto receives this report from the Road Foreman regarding the Municipal Drain Petition under Section 4 of the Drainage Act and appoints Dietrich Engineering Limited to represent the Town’s interest in this regard.

Mike McIsaac
Road Foreman

Petition for Drainage Works by Owners Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Town of Minto

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>WEBER</u>	(First Name) <u>CHARLES</u>	Telephone Number <u>519 327-8315 ext</u>
Address		
Road/Street Number <u>RR#3</u>	Road/Street Name <u>Clifford</u>	

Location of Project	Concession	Municipality	Former Municipality (if applicable)
Lot <u>25</u>	<u>18</u>	<u>Town of Minto</u>	<u>Minto Minto Township</u>

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel
☐ Construction of new tile drain
☒ Deepening or widening of existing watercourse (not currently a municipal drain)
☐ Enclosure of existing watercourse (not currently a municipal drain)
☐ Other (provide description ▼)

Name of watercourse (if known) Saugeen

Estimated length of project 200 to 300 feet

General description of soils in the area Harriston Loam

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only
 ☐ Surface water drainage only
 ☒ Both

Petition filed this 6 day of March, 20 17

Name of Clerk (Last, first name)

Bill White

Signature



- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	5801 Minto - Norma THINE Minto Con 18 Pt Lots 26.27
Ward or Geographic Township	Parcel Roll Number
Town of Minto	23 41 000 002 12000 0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Weber Charles	Charles Weber	2017/03/06
Weber Ellen	Ellen Weber	2017/03/06

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.
Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.
Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4)
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552

Property Owners Signing The Petition

Page of

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	Wellington Rd 3 Minto Con 18 Pt Lot 26
Ward or Geographic Township	Parcel Roll Number
Town of minto	23 41 000 002 12300 0000

I hereby petition for drainage for the land described and acknowledge my financial obligations

Ownership
☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

Charles Weber

Charles Weber

2017/03/06

Ellen Weber

Ellen Weber

2017/03/06

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership
☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

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- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
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and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

0173E (2012/08)



2016

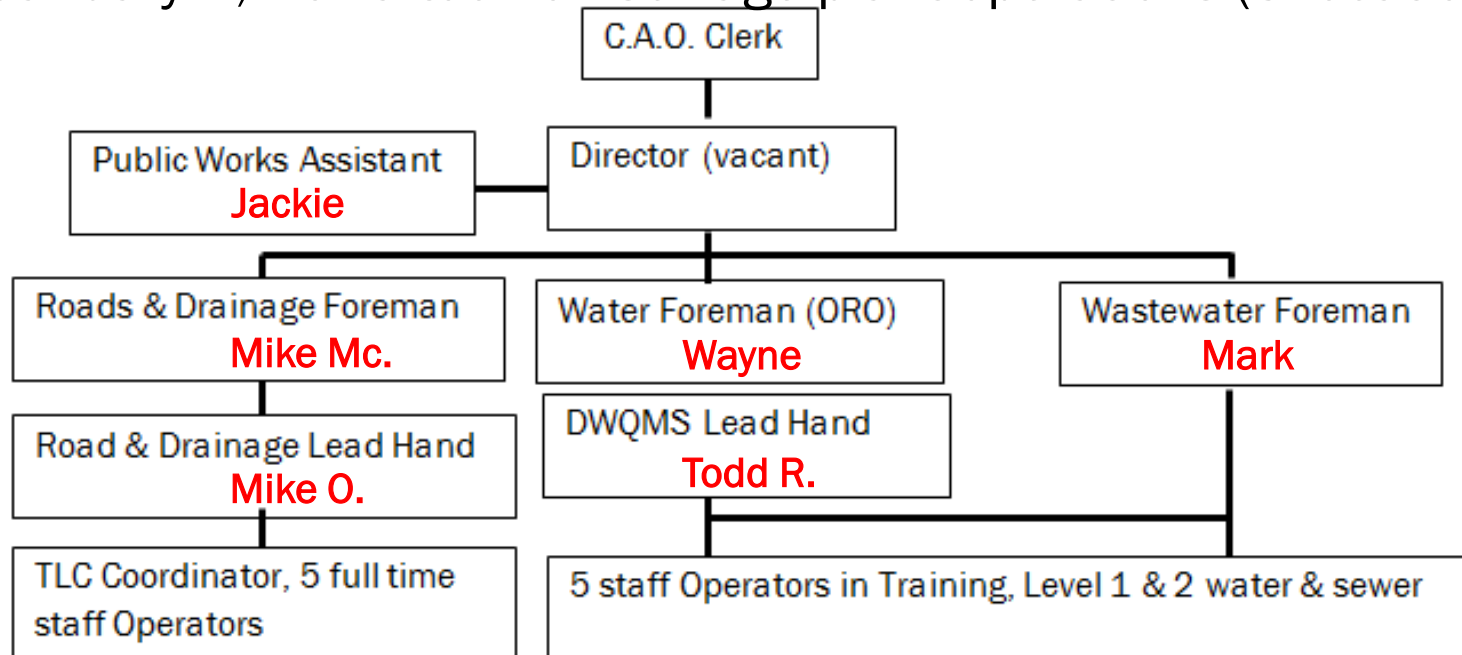
Public Works

Year End Review



Public Works Structure

- Recent retirement/relocation no Director replacement for now
- Restructured 2010 to three sections Roads and Drainage (Mike McIsaac); Water (Wayne Metzger); Wastewater (Mark Robertson)
- January 1, 2015 took on sewage plant operations (3 locations)



Paul J. Kyle, Dan, Doug, Ryan, Mike Mac.

Todd C., Clarke, Paul F., Mike D., Connor



Public Works Since 2010-11

- Regular cross department meeting (some attended by Chair)
- Minutes and initiative tracking through Admin support
- August 2014 surplus equipment sale sweepers, bucket truck, and other equipment, \$40,000 made defer maintenance
- January 2015 sewage plant assumed; remove \$294,000 Centre Wellington payment; net 2 new staff; comparable staff per capita other municipalities does not account for contracts
- November 2015 conversion 800 streetlights to LED
- \$27 million in capital project spending
- CityWide, GIS link to Asset Management

Roads & Drainage Mike McIsaac





Accessibility
addition to
the Public
Works office





Sidewalk Replacement





12th Line Culvert Repair Due to Beaver Dams





Nitrogen Fertilizer Spill Clean Up







Clifford
Ann Street
Rail Trail
Clean Up





Municipal Drain Repair



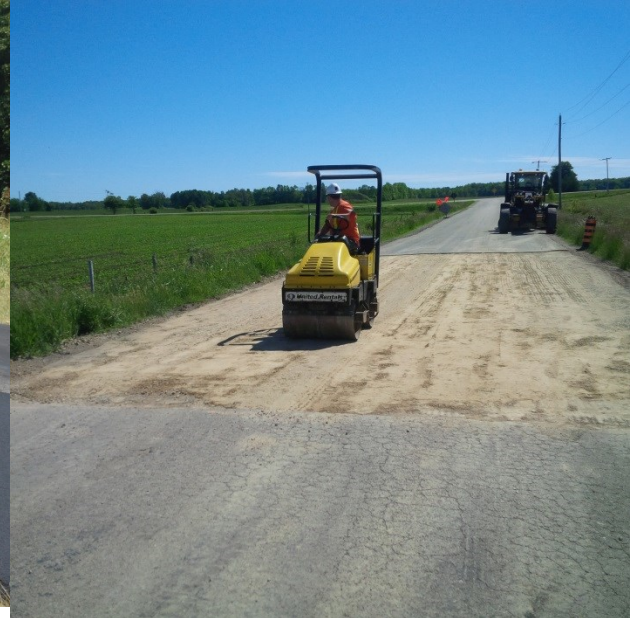


Asphalt Repair & Prepping for Paving





Rural Paving





Ditch Brushing





Tree Removals





2016 IPM



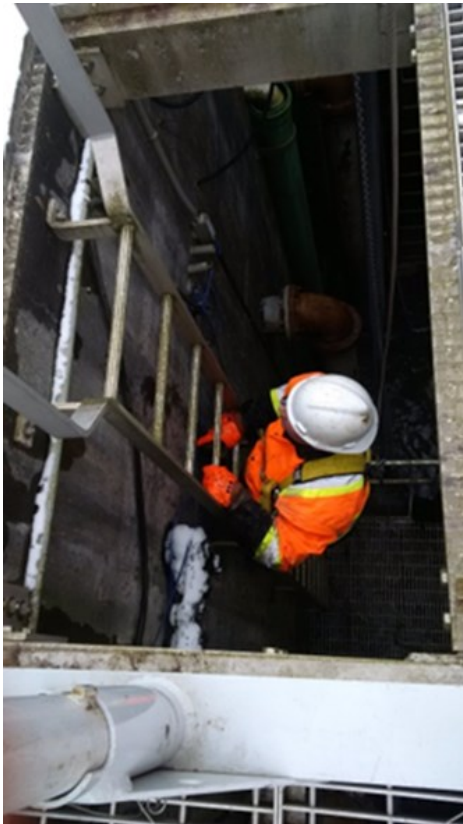


Wastewater Mark Robertson



Palmerston

Raw sewage screen repaired





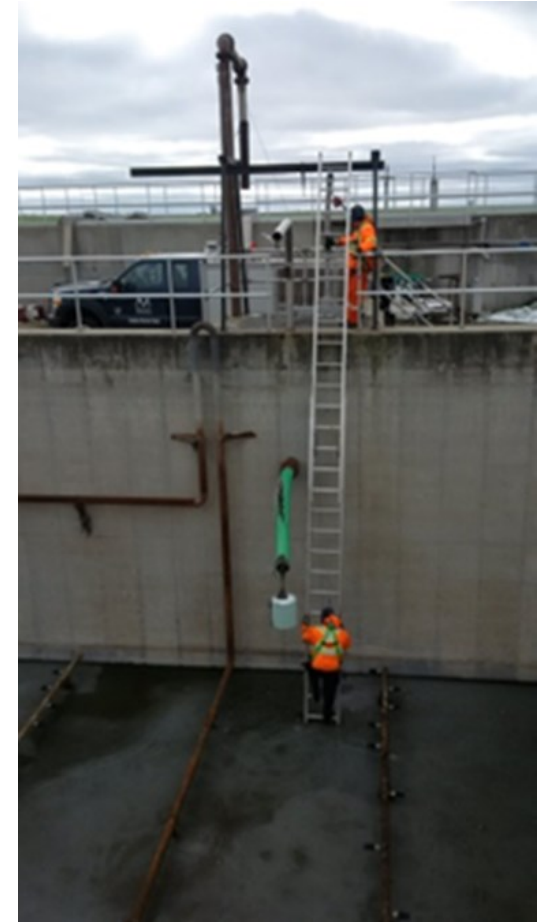
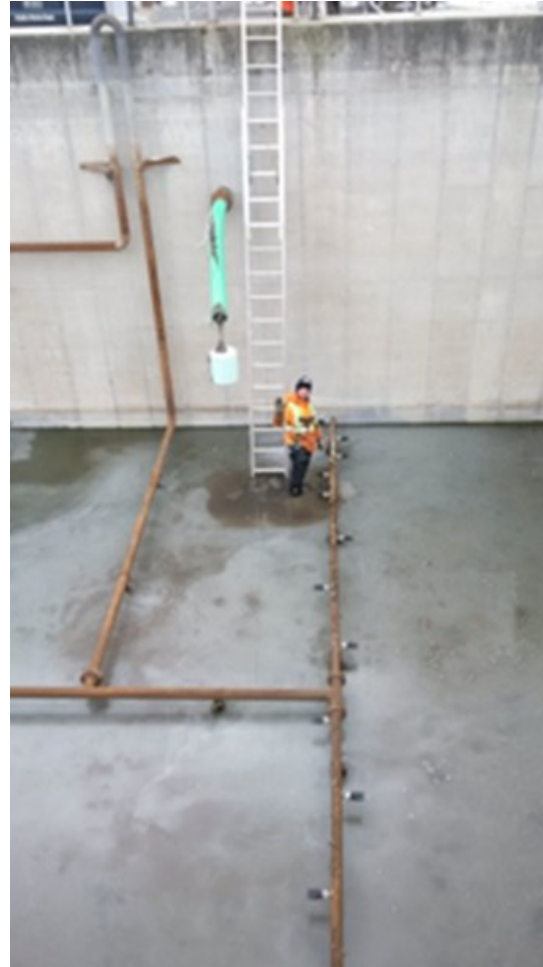
- Clarifier gearbox main bearing failure
- Thermal Imaging done on electrical
- Sludge loading shute repair



Aerator rotor failure



Sludge storage aeration repair



Clarifier structural roof repair





- A complete plant inventory was finished.
- Palmerston's locate cards for the collection system were all scanned and inputted into an electronic version. Currently working on Harriston and Clifford
- A significant amount of camera work was done in the collection system by foster sewer services.

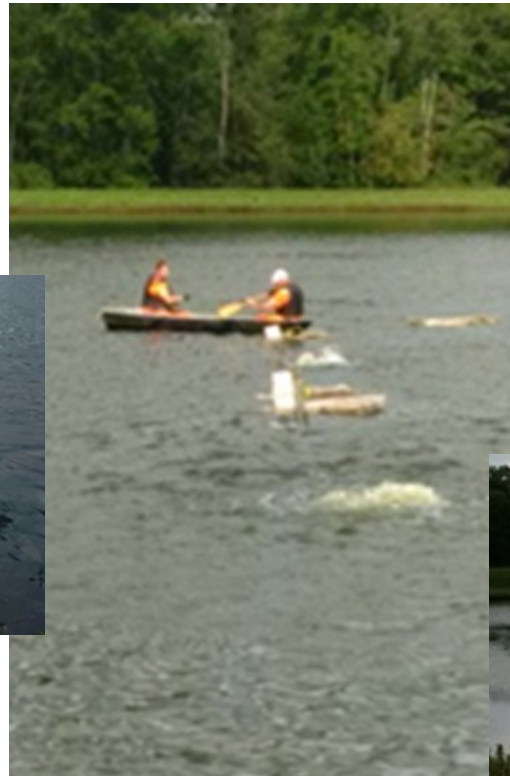
Harriston

- Manhole inspection completed and put on electronic version with pictures
- Harriston Shop Parts room inventoried





- Aeration rehabilitation at the Harriston lagoons Cell #1 & Cell #3
- Harriston Lagoon cell #3 discharge valve repaired, replaced stem





Pilot project at the Harriston Lagoon to introduce a pre-screen. Pre-screen failed.





- Harriston MOECC inspection. Working on a new ECA for the Lagoons
- Replaced 3 blowers at the Harriston lagoon
- Wellingdale Construction working on completion of Lorne St. SPS and handing over ownership to the town
- Harriston Lagoon sluice gate valve replacement between cell #1 & cell #2 replaced by Wellington Construction.
- Thermal Imaging done on electrical



Robertson St. SPS check valves and pipe replaced



William St. SPS catastrophic pump failure
(#2 pump replaced with new Hydromatic)



Fence installed at the Harriston lagoon to keep our geese on the lagoon property



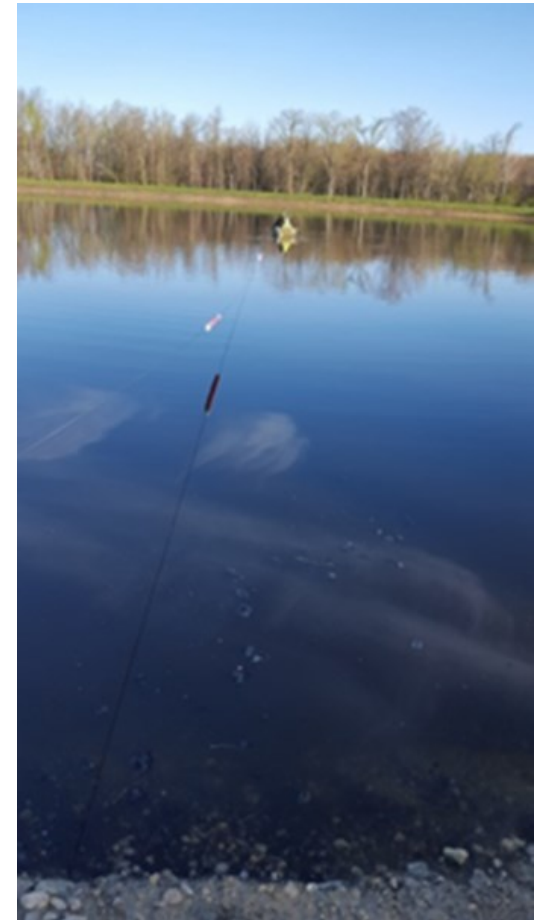


Sampling high strength sewage In the Collection System





Harriston Lagoon sludge mapping completed.
Baseline test, not a lot of sludge accumulated
in cell #1





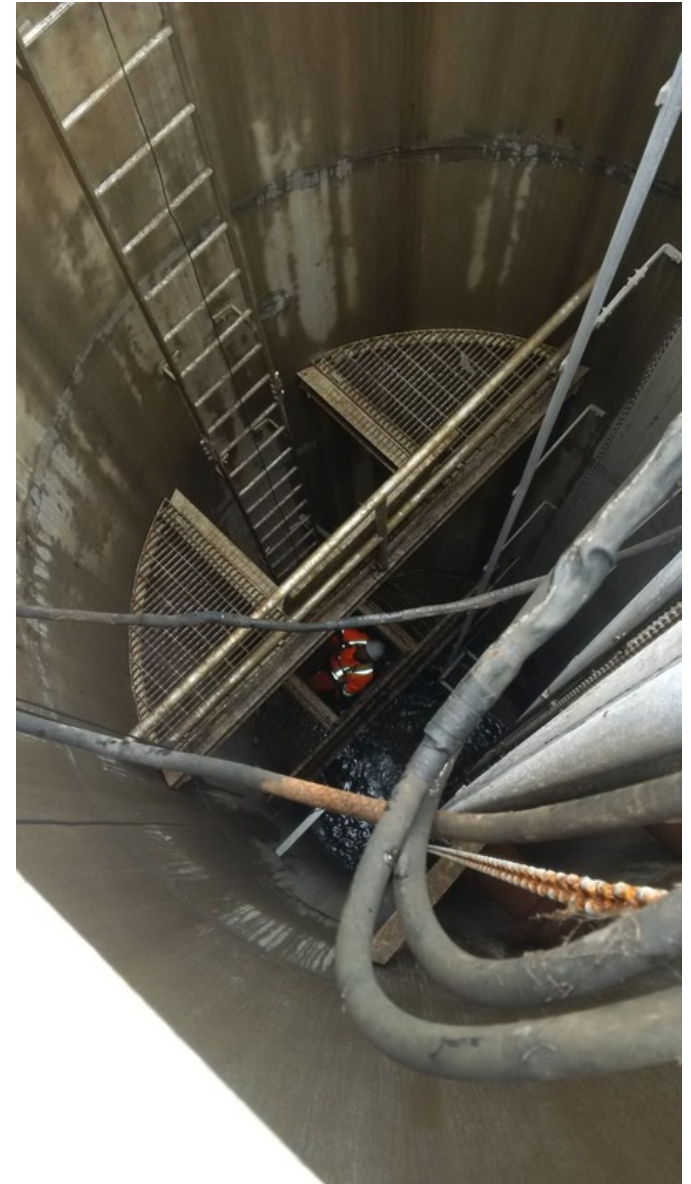
Clifford

- Clifford MOECC inspection completed.
- New ECA as a result of the inspection
- New 24hr composite sampler required in ECA upgrade
- Thermal Imaging done on electrical
- Clifford lagoon aeration and filter bed overgrowth removed and trees cut down.



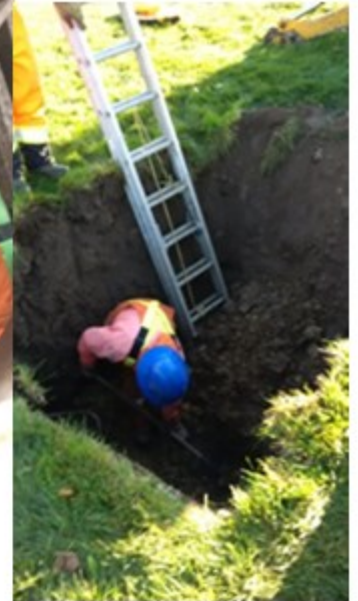


Raw sewage inlet basket repaired



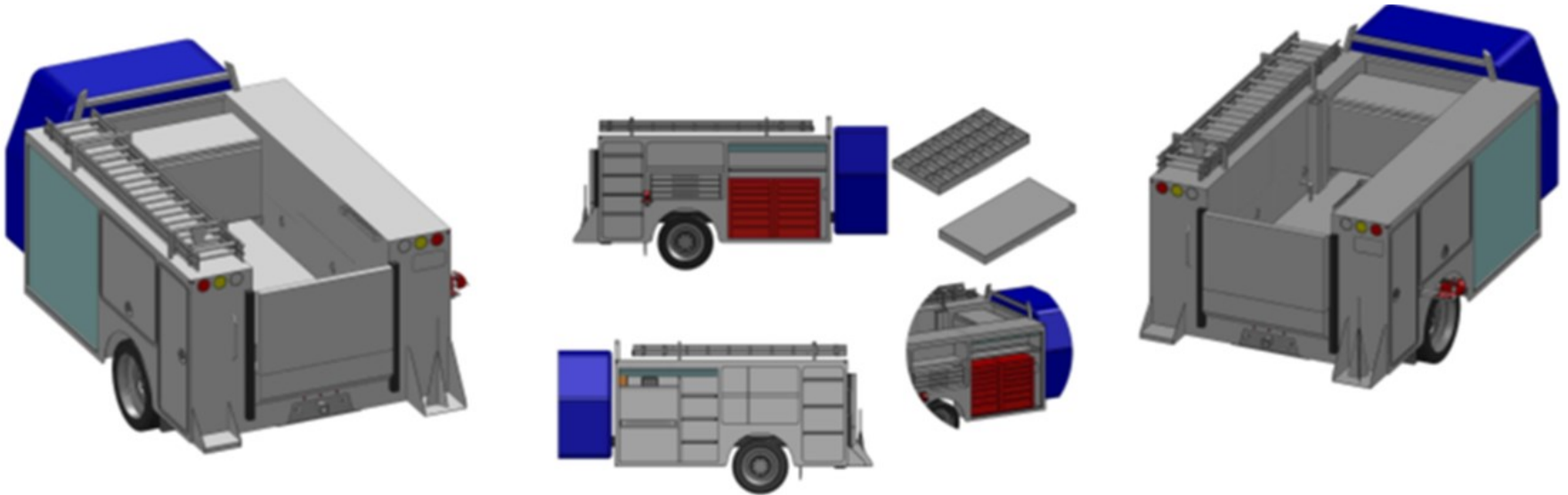


Numerous sanitary and storm sewer repair throughout the 3 collection systems





Replacement Service Truck shared with the Water department





Water Wayne Metzger



AT YOUR SERVICE



Clifford

22 Clarke St. Water Leak Repair – Back Lot





Checking Heat Tracer For the Clifford Water Tower





Clifford Water
Tower

Pressure Relief
Valve



Clarke

In Clifford
Well #3





Harriston

Well #2 Upgrades





Todd

Well #2
Maintenance





Well #3 Upgrades



Harriston Shop

New Racking





Palmerston



James &
Inkerman

Tie in to
New Watermain



Jane Street Watermain Replacement





SCADA Upgrades In Palmerston





Connor

Well #3
Maintenance



York Street Water service for Sinclair Construction





SCADA Upgrades In Minto Pines



Palmerston

Vac Out for Streetlight Pole Replacement





Palmerston

Water Main
Break





Supplying
Water for the
2016 IPM



Preparing the
Water Wastewater
Service Truck
For the Christmas Parades



Questions





TOWN OF MINTO

DATE: March 21, 2017

REPORT TO: Mayor and Council

FROM: Mike McIsaac Roads and Drainage Supervisor

SUBJECT: Hardtop Maintenance 2017

STRATEGIC PLAN:

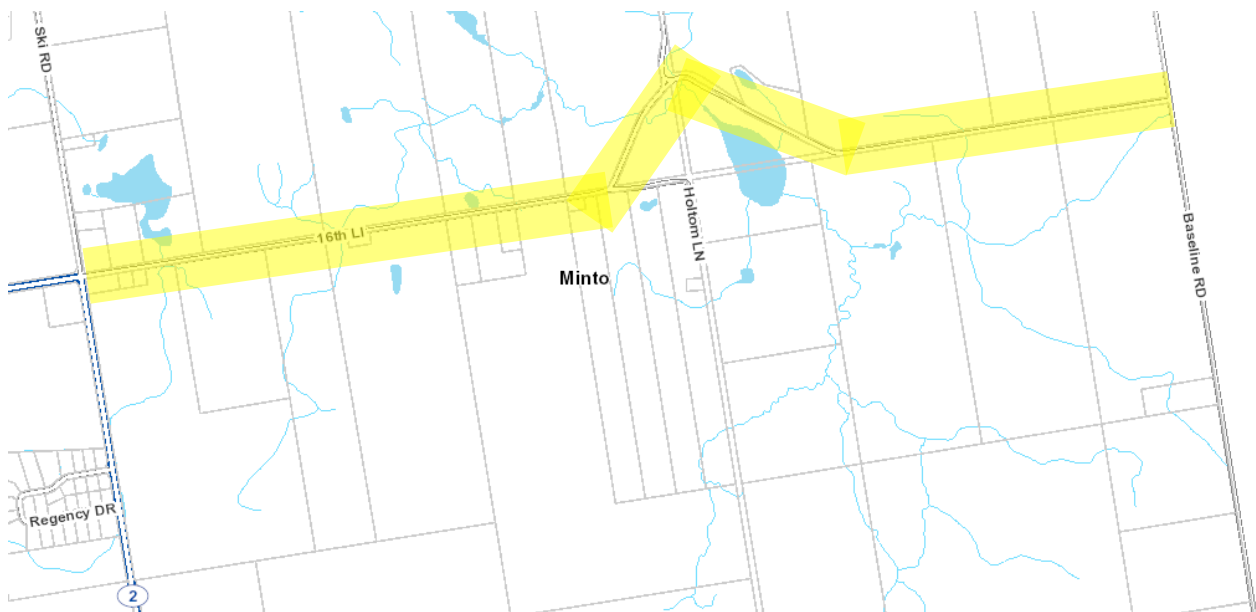
11.3 Develop a transportation plan that includes a roads and bridges inventory and capital replacement program keeping in mind sustainable funding sources, impact on tax rate, and minimum construction and maintenance standards.

BACKGROUND

The 2017 operating budget for Hardtop maintenance in Public Works includes \$280,000 used annually for resurfacing work beyond that completed in capital projects. Last year the Town completed Baseline Road and finished Minto Pines Road in partnership with h West Grey as well as approximately 6 blocks in urban areas. Public Works tenders this work out annually for award this summer/fall.

Three different options are suggested based on some previous cost estimates and recent quantity estimates:

- 1) Mill and Pave 20 – 25 Blocks in Town
- 2) Sand pad and resurface the 16th Line from Baseline Road to County Road 2 (this has been flagged on our five year plan for a few years now), along with approximately 5-6 blocks in the urban area of mill and pave.



- 3) Sand pad and resurface the Blind Line and the 8th Line to at least Road 3 N and possibly to Pike Lake Sideroad (this has not been in the Town 5 year plan but based on the increased traffic flows from Minto Ag and increased Mennonite Businesses it has deteriorated faster than anticipated)



COMMENTS:

The 16th Line work finishes off a section around the culvert the Town reconstructed in 2014 for about \$500,000. While some paving occurred on approaches to the culvert there are poor sections of the 16th Line that suggest it be repaved. Similarly Blind Line/8th Line has deteriorated as traffic to the area increased. Since it is not on the five year plan it is suggested this work be delayed to 2018 hard top maintenance. Another priority road for the capital budget in 2018 will be the 12th Line. While many of the urban area roads are in need of work much has been accomplished in the capital program through the last five years, including work in 2017 if approved. In 2019 the Town can complete mill and pave work in urban areas.

FINANCIAL CONSIDERATIONS:

The hard top maintenance work is covered in the 2017 operating budget.

RECOMMENDATION:

That Council receives the Roads and Drainage Supervisor March 21, 2017 report Hardtop Maintenance 2017 and approves the works outlined for 2017 and 2018.

Mike McIsaac, Roads and Drainage Supervisor



TOWN OF MINTO

DATE: March 21, 2017

REPORT TO: Mayor Bridge and Members of Council

FROM: Mike McIsaac, Roads Foreman

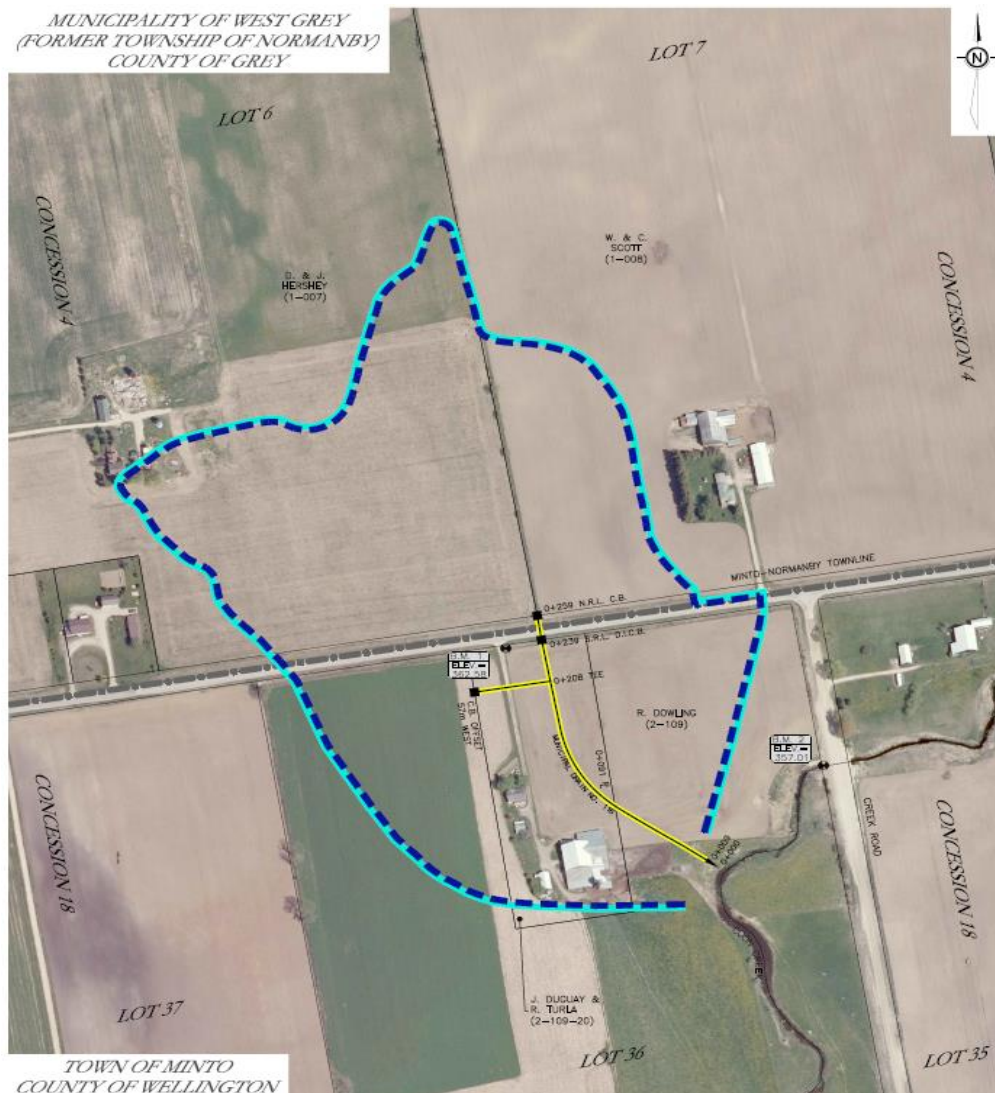
SUBJECT: Municipal Drain #116 Tender Results

STRATEGIC PLAN:

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.

BACKGROUND:

Tenders were sent out to close Thursday, March 9 for construction of Municipal Drain 116 which is a boundary drain between the Town of Minto and the Municipality of West Grey.



Five tender submissions were received for this project and the results are as follows:

Municipal Drain #116

COMPANY	TOTAL CONSTRUCTION COSTS	13% H.S.T.	TOTAL TENDER	DEPOSIT RECEIVED
MHR CONSTRUCTION INC PO BOX 945 WINGHAM, ON NOG 2W0	\$39,731.40	\$5,165.08	\$44,896.48	YES
MARQUARDT FARM DRAINAGE LTD BOX 398 5483 5TH LINE RR #3 PALMERSTON, ON NOG 2P0	\$35,309.00	\$4,590.00	\$39,899.00	YES
ROBINSON FARM DRAINAGE INC RR #3 ALISA CRAIG, ON NOM 1A0	\$36,512.00	\$4,746.56	\$41,258.56	YES
A.G. HAYTER CONTRACTING LTD RR #3 PARKHILL, ON NOM 2K0	\$37,382.00	\$4,859.66	\$42,241.66	YES
D & I WATTAM 86128 CLEGG LINE RR #4 WINGHAM ON NOG 2W0	\$36,537.61	\$4,749.89	\$41,287.50	YES

COMMENTS:

Dietrich Engineering Limited reviewed the tenders for accuracy and completion. Their original construction cost estimate for Municipal Drain #116 was set at \$38,910.00 plus HST. Dietrich Engineering Limited recommends award this project to Marquardt Farm Drainage Ltd. This work can be completed under the original budgeted estimate.

FINANCIAL CONSIDERATIONS:

Financial considerations for all affected properties have been determined by the appointed Drainage Engineer, in the assessment schedule of the Municipal Drain Report.

RECOMMENDATION:

THAT Council receives the Public Works Road Foreman report regarding Municipal Drain #116 and awarding the tender to construct the new drain to Marquardt Farm Drainage Ltd for a total amount of \$35,309.00 plus HST.

Mike McIsaac
Road Foreman



TOWN OF MINTO

DATE: March 21, 2017

REPORT TO: Mayor and Council

FROM: Mark Robertson Wastewater Foreman

SUBJECT: Sanitary Manhole Repair Program

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 2017 Capital budget includes \$100,000 for Harriston Inflow and Infiltration. Part of that budget is proposed to be allocated to sanitary manhole repair in which benching in the base of the manhole is repaired, lining of the structure is sealed and covers are repaired and patched. The work prevents surface water and groundwater from entering the sewage system creating unnecessarily high flows.



The Town hired Discount Drain to complete manhole repairs in Palmerston beginning in 2012. In 2012 35 manholes were repaired and in 2013 over \$400,000 on this work repairing 133 manholes. The company continued its work in Harriston in 2014 through 2016 when 95 manholes were repaired totaling \$465,000. In 2017 13 manholes have been repaired for \$56,000. This work was sole sourced to Discount Drain because during that period there were no other competitive companies providing a product that was affordable. A map of structures repaired is attached.



In April 2013 Council considered a report looking at other suppliers including Fer-pal, Strataworks and Liquiforce. Fer-pal at the time only re-lined watermain, while Strataworks could supply a lining product for manholes but the Town staff would have to apply that product. Liquiforce had a comparable product to Discount Drain but their cost was nearly twice as high. The Town has continued on with Discount to do this work to some success.

Recently staff became aware of a firm called Specialty Grouting Services out of Mount Forest. They have completed work in places such as Waterloo, Mount Forest and Orangeville who are telling us they are pleased with the quality of the product and its installation. Their preliminary pricing is reasonable which creates an opportunity for the Town to go to competitive bids on this work.

COMMENTS:

From all indications the sanitary manhole repair program has been very successful for the Town decreasing flows significantly in Palmerston and Harriston (see chart below).

Palmerston Flows:	2016	2015	2014	2013
Total flow:	444,986 m3	421,492 m3	525,991 m3	591,779 m3
Average daily flow:	1219 m3/d	1155 m3/d	1,441 m3/d	1,623 m3/d
Peak daily flow:	6816 m3	3938 m3	6,470 m3	6,286 m3
Harriston Flows:	2016	2015	2014	2013
Total flow:	552,279.1 m3	511,804 m3	632,126 m3	711,232 m3
Average daily flow:	1596.5 m3/d	1,408.5 m3/d	1,734 m3/d	1,950 m3/d
Peak daily flow:	6147.7 m3	4,115.0 m3	8649 m3	6700 m3

In the fall of 2013 the capacity in Palmerston was increased by 19 infill lots and 98 development lots. In Harriston a 15% increase in available rated capacity has been achieved from 2013 - 2016. The work completed by Discount Drain has been good by all indications. They have been advised that the Town is evaluating another supplier and that a bid process may be needed before further work is assigned.

Staff would like to have Specialty Grouting Service repair on sanitary manhole as a test program to assess their product and work. If the product and company be able to offer a comparable service a proposal request would be prepared and sent for open bid. Staff would plan on Council award in May so this important work can continue this summer.

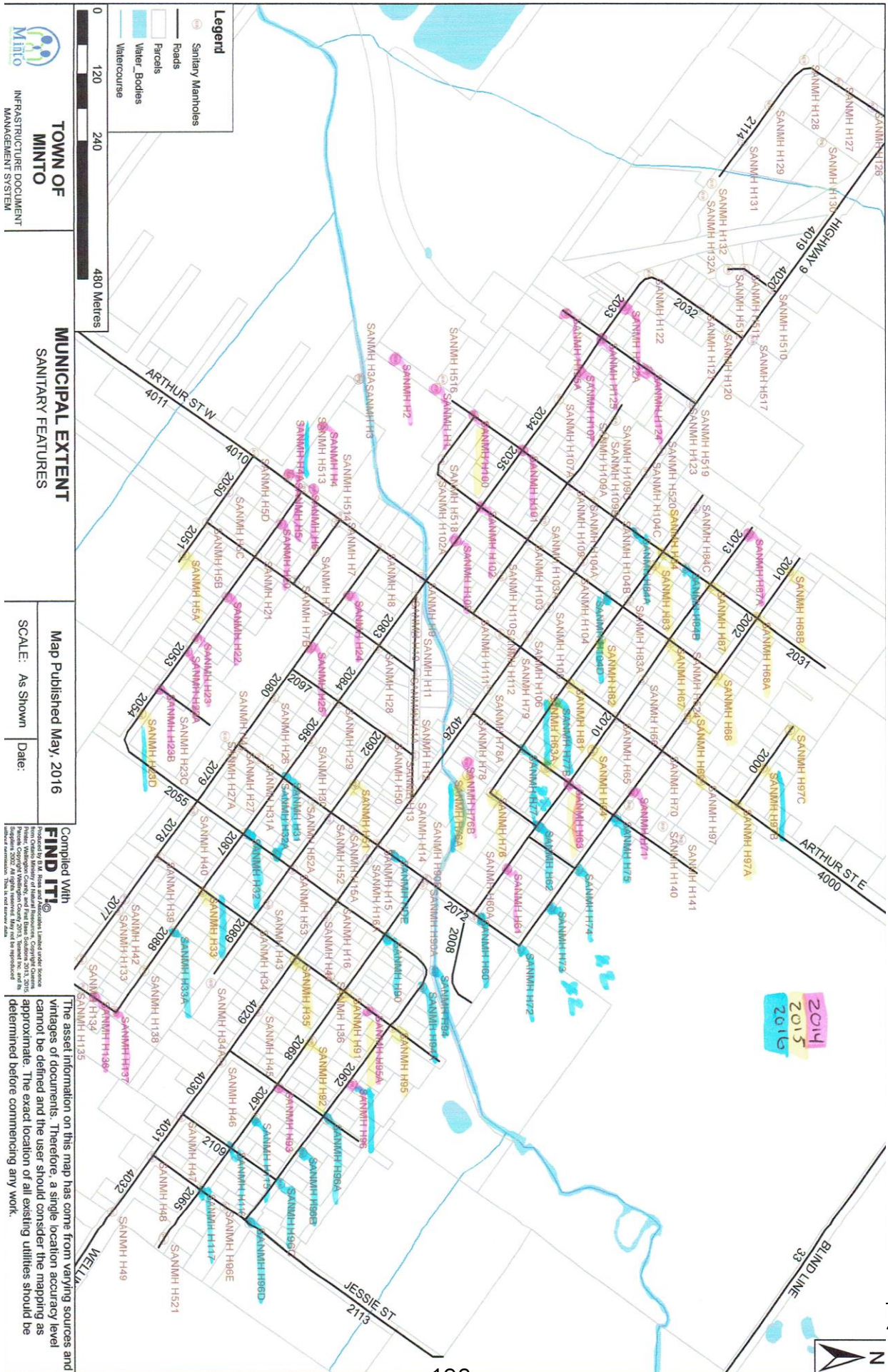
FINANCIAL CONSIDERATIONS:

The sanitary manhole repair program is funded from the annual capital budget.

RECOMMENDATION:

That Council receives the Wastewater Foreman's March 27, 2017 report Sanitary Manhole Repair Program and approves a test program with Specialty Grouting followed by a proposal request for competitive bids on this work if appropriate.

Mark Robertson, Wastewater Foreman



The Corporation of the Town of Minto
By-law 2017-30

Being a By-law to authorize the Mayor and C.A.O. Clerk to execute an
Agreement between the Corporation of the Town of Minto and
Palmerston Evangelical Missionary Church

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 it is necessary and desirable for the Town of Minto to enter into an Agreement with Palmerston Evangelical Missionary Church for the Palmerston Community Gardens to use the property owned by Palmerston Evangelical Missionary Church at Part of Park Lot 9 Palmerston, 550 Prospect Street, in the former Town of Palmerston, Town of Minto;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and directed to execute the Agreement attached hereto as Schedule “A” and forming part of this By-law.
2. That the C.A.O. Clerk is hereby instructed to affix the Corporate Seal hereto.

Read a first, second and third time and passed in open Council this 4th day of April 2017.

Mayor George A. Bridge

C.A.O Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2017-31

to Authorize an agreement with Dennis and Sherry Kaufman,
regarding the Town purchasing 3 Elora Street South, Clifford

WHEREAS the Corporation of the Town of Minto has, pursuant to Sections 8, 9, 10 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended has the authority to purchase property on behalf of the municipally;

AND WHEREAS subsection 23.1(1) of the Act authorizes the Town to delegate its powers and duties under the Act to a person or body;

AND WHEREAS Dennis and Sherry Kaufman are the owners of the lands located at 3 Elora Street South in Clifford and pursuant to the agreement attached as Schedule “A” to this By-law agrees to sell the lands to the Town:

AND WHEREAS the Town of Minto is willing to accept the conditions for ownership of the lands as set out in the agreement of Purchase and Sale attached as Schedule “A” to this By-law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO ENACTS AS FOLLOWS:

1. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to the purchase of the lands described in Schedule “A”.
2. That Schedule “A” attached hereto shall form part of this By-law.
3. This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third time and passed in open Council this 4th day of April, 2017.

Mayor - George A. Bridge

C.A.O. Clerk – Bill White

SCHEDULE "A"

LEGAL DESCRIPTION OF THE PROPERTY

LOT 143 PART LOT 144 PL VILLAGE OF CLIFFORD TOWN OF MINTO, COUNTY OF WELLINGTON, PROVINCE OF ONTARIO which is the 108 feet of frontage more or less on Elora Street South and 165 feet of depth more or less along Allan Street as generally illustrated in the sketch below:



The process of the transfer of the subject lot will occur as follows:

1. The Purchaser will buy the entire lot with approximate dimensions of 108 feet by 165 feet and will prepare a reference plan of survey at its own cost with two parts shown. One part will be 100 feet by 165 feet more or less and the second part will be 8 feet by 165 feet more or less.
2. During the closing process one deed will be prepared transferring both parts on the reference plan of survey to the Purchaser. At the same time the Purchaser will prepare at its sole cost a deed to transfer the second part to the registered owner of 9 Elora Street South in Clifford.
3. This second transfer will join the 8 foot by 165 foot parcel to the same ownership as listed on title for 9 Elora Street will be for a nominal amount of one dollar with no additional cost to the Vendor or the owners of 9 Elora Street.

The Corporation of the Town of Minto
By-law No. 2017-32

To adopt the estimates of all sums required during
2017 for purposes of the Municipality

WHEREAS Section 290 of the Municipal Act, S. O. 2001, c. 25, requires that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of the local municipality may require that the current year's estimates of every board, commission, or other body for which the Council is required to levy a tax rate or provide money, be submitted to the Council each year;

AND WHEREAS the Council of the Corporation of the Town of Minto has in accordance with the Municipal Act considered the estimates of all sums required during the year, including the estimates of all its boards, commissions, and other bodies;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO HEREBY ENACTS AS FOLLOWS:

1. **THAT** the estimates of the Corporation of the Town of Minto as set out in Schedule "A" attached hereto and forming part of this By-law to be adopted;
2. **THAT** this By-law shall remain in force until repealed, and any former By-laws relating to such shall be repealed.

Read a first, second, third time and finally passed in open Council this 4th day of April 2017.

Mayor – George Bridge

CAO-Clerk – Bill White

The Corporation of the Town of Minto
By-Law No. 2017-33

to Authorize the Execution of a Site Plan Agreement
with Tri-coat Wood Finishing Ltd to permit an industrial addition
at 300 Minto Road, Palmerston

WHEREAS 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 Section 9 of the *Municipal Act*, S.O. 2001, c.25;

AND WHEREAS the Corporation of the Town of Minto approved a site plan subject to execution of a site plan agreement under Section 41 of the Planning Act, R.S.O. 1990, c. P.13; Tri-Coat Wood Finishing Ltd, 300 Minto Road Palmerston, legally described as Part Lot 24, Concession 1, Parts 7 and 10, RP 61R9576 , Town of Minto.

AND WHEREAS the parties hereto have agreed upon the terms as set out in the attached Site Plan Agreement, in substantially the same form affixed hereto as Schedule “A” to this By-law;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and instructed to execute the Site Plan Agreement between the Corporation of the Town of Minto and for Tri-Coat Wood Finishing Ltd attached as Schedule “A” to this By-law.
2. That the Site Plan Agreement shall apply to lands in The Town of Minto legally described as Part Lot 24, Concession 1, Parts 7 and 10, RP 61R9576, Town of Minto.
3. That this By-law shall come into force and effect on the date of its passing thereof.
4. That the C.A.O. Clerk is hereby instructed to affix the Corporate Seal thereto.

Read a first, second, third time and passed in open Council this 4th day of April, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

THIS AGREEMENT MADE IN TRIPLICATE THIS 5th DAY OF April, 2017.

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO,

hereinafter called the "Town" of the First Part,

-and-

TRI-COAT WOOD FINISHING LTD

hereinafter called the "Owner" of the Second Part.

SITE PLAN AGREEMENT

WHEREAS *the Owner represents to be the registered owner of those lands in the Town of Minto, County of Wellington, described in Schedule "A" attached hereto and the Owner represents to have signing authority with respect to the said lands and the development described by Schedule "B";*

AND WHEREAS *the parties hereto agree that the lands affected by this Agreement are as set out in Schedule "A" attached hereto;*

AND WHEREAS *the Town has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of The Planning Act, 1990;*

AND WHEREAS *by an application dated on or about the 7th day of October, 2016, the Owner applied to the Town for Site plan approval in respect of its development of the lands described in Schedule "A";*

AND WHEREAS *the Town approved the Plans and Drawings submitted with the Owner's application subject to certain conditions on the 5th Day of April, 2017.*

AND WHEREAS *the Town provided approval of the Owner's Application subject to the Owner entering into an Agreement as permitted by subsection 41(7) of the Planning Act, R.S.O.1990 c.P.13;*

AND WHEREAS *the covenants in this Agreement are binding upon the Owner and when registered on title are binding upon all successors in title;*

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT *in consideration of the approval of plans by the Town for the development of the subject lands and the sum of ONE (\$1.00) DOLLAR, the receipt of which hereby admitted, the Owner hereby agrees with the Town as follows:*

PART A - GENERAL PROVISIONS

- 1. The parties to this Agreement hereby agree that:
 - i) the Owner as herein stated is the registered owner of the lands described in Schedule "A" to this Agreement; and
 - ii) the lands affected by this Agreement are as described in Schedule "A" to this Agreement, hereinafter called the "subject lands"; and
 - iii) this Agreement shall apply to and be binding upon all successors in title to the Owner.

2. The Owner for himself/herself and all successors in title hereby releases the Town, its servants, agents and contractors from any and all liability in respect of the proper maintenance and operation of the matters and facilities required by this Agreement and shall indemnify the Town in respect of any loss or damage to any person or property entering the "subject lands" under the terms of this Agreement.
3. The Owner consents to the Town at its sole expense and discretion to register this Agreement in the Registry Office for the County of Wellington against the "subject lands".
4. The Owner will at all times indemnify and save harmless the Town of and from all loss, costs and damages which the Town may suffer, be at or be put to, for or by reason of, or on account of the construction, maintenance or existence of pavements, curbs, plantings and other improvements upon the untravelled portions of road allowances where the same are required by this Agreement to be provided by or at the expense of the Owner and such indemnity shall constitute a first lien and charge upon the "subject lands".
5. The Parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in Court, or before any Administrative Tribunal, the Parties' right to enter and enforce this Agreement. The Law of Contract applies to this Agreement and the Parties are entitled to all remedies arising from it, notwithstanding any provision in section 41 of the Planning Act interpreted to the contrary. The Parties agree that adequate consideration has flowed from each Party to the other and they are not severable. This provision may be pleaded by either Party in any action or proceeding as an estoppel of any denial of such right.
6. The Town's CAO/Clerk at his/her sole discretion may agree to minor variations to provisions of this Agreement, and such minor variations shall not constitute an amendment to this Agreement.
7. The clauses of this Agreement are independent and severable and the striking down or invalidation of any one or more of the clauses does not invalidate all or any of the remaining clauses.
8. Nothing in this Agreement shall relieve the Owner from complying with all applicable municipal by-laws and requirements, including the requirement for building permits.
 - (i) Building Permits: The Owner covenants and agrees that neither it nor any person under its authority shall be entitled to the issuance of one or more building permits to construct any buildings or structures contemplated under this Agreement until this Agreement has been fully executed and registered on title to the subject lands.
 - (ii) Occupancy: The Owner covenants and agrees not to permit occupancy of any building or part thereof for which building permits have been issued until sufficient required works under this agreement have been completed in accordance with the requirements of the Ontario Building Code, the Zoning By-law and any other municipal By-laws, including testing and approval of the internal water distribution and sanitary sewer collection to ensure operation in accordance with conditions established by the Town.
 - (iii) In the event that a building or part thereof is occupied otherwise and in accordance with the provisions of clause 8(ii), the Owner covenants and agrees that the Town shall be entitled to obtain an Order from a Court of competent jurisdiction prohibiting the occupancy of any building or part thereof until such time as the

terms of this Agreement have been fully complied with, and the Owner shall be estopped from opposing such Application on the part of the Town.

9. The Owner hereby grants to the Town, its servants, agents, and contractors a license to enter the "subject lands" for the purpose of inspection of the works and the "subject lands" or for any other purpose pursuant to the rights of the Town under this Agreement.

PART B - SITE DEVELOPMENT AND MAINTENANCE PROVISIONS

10. The Owner agrees to undertake development of the "subject lands", at his/her sole expense, in conformity with the site plan described in Schedule "B" attached hereto, which shall hereinafter be referred to as the "approved site plan".

The Owner covenants and agrees that no work shall be undertaken or performed on the subject lands except in accordance with the terms of this Agreement (including the Schedules attached hereto), the approved Site Plan, and all other plans and specifications submitted to and accepted by the Town, and by such other agencies or approval authorities as may be applicable including, without limiting the generality of the foregoing, the County of Wellington and the applicable Conservation Authority.

11. The Owner agrees to provide, install or otherwise abide by, at his/her sole expense, the "site development requirements" as detailed in Schedule "C" attached hereto.

12. (a) Upon completion of the development of the "subject lands" in conformity with the provisions of this Agreement, the Town shall issue a "Certificate of Compliance".

- (b) "Certificate of Compliance" shall mean a statement of the Town as to the substantial completion of the works, matters and facilities required by this Agreement and shall not be deemed to certify compliance with any other municipal requirements, regulations, or by-laws, and the Town shall not be estopped from pursuing any or all of its rights to enforce the continuing obligations of the Owner under this Agreement or to enforce any other of the Town's requirements, regulations or by-laws which relate to the "subject lands".

13. (a) Unless otherwise agreed to by the Town, prior to obtaining a building permit or proceeding with any work in support of the approved development, the Owner agrees to provide a security (hereinafter called the "security") to the Town in the amount as detailed in Schedule "C" attached hereto by way of cash or a letter of credit in a form acceptable to the Town (see Schedule "E" to this Agreement for sample letter of credit) which shall have an initial expiry date no sooner than the date as detailed in Schedule "C" hereof, to ensure the provision of all matters and facilities required pursuant to this Agreement and other applicable municipal requirements within the prescribed time period, and such security shall be refunded to the Owner without interest upon issuance of a "certificate of compliance", unless the Town exercises its rights under clauses 14 or 15 of Part "B" of this Agreement, in which case the "security" shall be drawn upon by the Town to the extent necessary to secure conformity with this agreement.

- (b) In accordance with the standard policies of the Town, the Owner agrees to pay the cost of those works described in Schedule "D" attached hereto, which are works to be done by the Town, or its contractors.

14. (a) Where the Owner is required by this Agreement to do work and where such work is not done within the prescribed time period, or where the facilities and matters required by this Agreement are not so provided,

maintained or used by the Owner in accordance with this Agreement, or where the Owner does not otherwise abide by the requirements of this Agreement including clause 8(ii), the "security" may be drawn on by the Town to the extent necessary to ensure compliance with this agreement, and a "certificate of compliance" shall not be issued until such matters have been brought into conformity with this Agreement.

- (b) The Owner agrees that in default of any required work being completed within the prescribed time period, or failure to provide, retain, maintain, repair or use those matters and facilities required by this Agreement, or otherwise abide by the requirements of this Agreement, the Town, its servants, agents, and contractors shall have the right after thirty (30) days of the mailing of a notice to the Owner at the address as detailed in the last revised assessment role, to enter the "subject lands" to complete such works required by this Agreement as the Town deems necessary at its sole discretion, and all expenses incurred by the Town in doing such work shall become a charge against the "subject lands", and may be recovered by Court Action and with the same priority as municipal taxes.
 - (c) The Owner agrees that the Town shall not be liable to compensate the Owner, occupant, or any other person having an interest in the property, by reason of anything done by or on behalf of the Town under the provisions of this Agreement.
- 15. The Owner agrees that the "security" may be used to rebuild or repair any public facilities damaged or altered during development of the "subject lands". The Owner acknowledges that this provision does not relieve the Owner of the responsibility to repair or rebuild any public facilities damaged or altered during development of the "subject lands" to the requirements of the Town's Public Works Director and the Owner shall pay all costs of such reconstruction or repair.
- 16. The Owner hereby acknowledges that failure to complete all required works within the specified time period shall mean a "certificate of compliance" will not be issued until such work necessary to complete the development is done, and that until a "certificate of compliance" has been issued, in the event that the prescribed time period has lapsed, the Town has the right to refuse issuance of any permit necessary to carry out any additional work on the "subject lands".
- 17. All maintenance and repair of facilities and matters required by this Agreement shall be done by the Owner from time to time at his sole risk and expense and the Owner agrees the "subject lands" will not be used in any manner which will impede or prohibit performance of the maintenance provided for in this Agreement.
- 18. The Owner agrees to maintain in good repair and at his sole expense the "subject lands" in conformity with the provisions of the approved site plan described by Schedule "B" and with Schedule "C" (site development requirements), and all other requirements pursuant to this Agreement, and all repair or maintenance shall conform with the requirements of this Agreement as it applied to the original development.
- 19. The Owner agrees that all vaults, containers, collection bins and other facilities which may be required for the storage of garbage and other waste material shall be kept within a completely enclosed building or a completely enclosed container in a location acceptable to the Town.
- 20. (a) The Owner agrees that at his sole expense, all parking areas provided on the "subject lands" shall be maintained clear of snow reasonably in all circumstances so as not to prohibit or block or in any way restrict access along any driveway, walkway for vehicular and pedestrian traffic or reduce the number of usable parking spaces below the minimum number of spaces required by the Town's zoning by-law.

- (b) The Owner agrees not to store snow on the "subject lands" or municipal road allowances such that it blocks visibility adjacent to a street or drainage facilities or where adequate drainage facilities are not provided or where melt-water would adversely affect an abutting property.
- 21. The Owner agrees to maintain at his sole expense and in good repair to standards acceptable to the Town all landscaped open space, private driveways and complementary facilities, and private approach sidewalks which are located on untravelled portions of Town owned road allowances abutting the "subject lands".

PART C - OTHER PROVISIONS

- 22. Definitions for terms which may be used in this Agreement shall be as follows:
 - (1) "Building Area" shall mean the only area upon which the erection and use of buildings and structures shall be permitted, but may include areas of Landscaped Open Space.
 - (2) "Landscaped Open Space" shall mean the areas of open space comprised of lawn and ornamental shrubs, flowers and trees and may include space occupied by paths, walks, courts, patios, but shall not include parking areas, traffic aisles, driveways and ramps.
 - (3) "Parking Area" shall mean the areas of open space other than a street to be used for the parking of motor vehicles and access ramps and driveways to areas used for the parking of motor vehicles which shall be clear of buildings and structures except those accessory to the operation of the parking area, and which shall be available and maintained for the parking of motor vehicles including manoeuvring aisles and other space necessarily incidental to the parking of vehicles, and may include areas of Landscaped Open Space.
 - (4) "Natural Open Space" shall mean the areas of open space which are to remain in a natural state with a minimum amount of maintenance, but shall not include areas of outside storage, parking areas, traffic aisles, driveways or ramps, or Building Area. Natural Open Space areas shall be kept clear of all weeds and natural growth which is prohibited by Town by-laws. Areas of Natural Open Space may include areas of Landscaped Open Space.
- 23. (a) During development of the "subject lands", the Owner shall:
 - i) abide by those provisions of Schedule "C" to this Agreement relating to erosion and sediment control; and
 - ii) install and maintain at his/her sole expense all necessary erosion control works and structures (ie. sediment traps, silt fence, check dams, etc.) required by the Town's Public Works Director or the Chief Building Official from time to time to minimize erosion on and off the subject lands.

(b) Should the Owner be in default of any requirement under Clause 23 (a) of this Agreement, the provisions of Clause 14 (b) shall apply, except that in an emergency situation where the potential of damage to any lands is deemed by the Public Works Director to be imminent, the thirty (30) day notice shall not be required, and the Town shall have the right of entry immediately after providing the Owner with notice.
- 24. The Owner agrees to obtain all required approvals from the County of Wellington where the lands described by Schedule "A" to this agreement are located on or require access to any road under the jurisdiction of the

County of Wellington, and that the Town will not release the terms of this agreement, or any security required thereto, where approvals from the County of Wellington have not been obtained by the Owner.

- 25. In the event of transfer of ownership of the subject lands, the Town will not return any Letter of Credit or security required under this agreement until such time as the new Owner files with the Town a replacement security in a form satisfactory to the Town. Pending the provision of a replacement security the Town may use the security filed pursuant to this agreement for any purpose set out herein.
- 26. The Owner covenants and agrees that a General Comprehensive Liability Insurance Policy in the amount of not less than Five Million Dollars is in place and that the Town is indemnified under the said policy for any loss arising from claims or damages, injuries or otherwise in connection with work done by or on behalf of the Owner. The Town shall be named as an additional insured within the said insurance policy. The Owner shall maintain such overage throughout the course of the development and shall supply a certificate of insurance as proof of coverage upon demand of the Town.
- 27. Failure of the Town at any time to require performance by the Owner of any obligation under the Agreement shall in no way affect the Town’s rights thereafter to enforce such obligation, nor shall the waiver by the Town of the performance of any obligation be taken or held to be a waiver of performance of the same, or any other obligation under the Agreement, and the Town shall specifically retain its right at law to enforce the Agreement.

IN WITNESS WHEREOF the parties have duly executed this agreement.

THE CORPORATION OF THE TOWN OF MINTO

Per:

Mayor George A. Bridge

Per:

C. A. O. Clerk Bill White

TRI-COAT WOOD FINISHING LTD

Per:

Owner Andrew Bauman

I/We have the authority to bind the Corporation.

SCHEDULE "A"

SUBJECT LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises, situate, lying and being in the Town of Minto, County of Wellington, Province of Ontario, and composed of:

Lot 24, Concession 1, Parts 7 and 10, RP 61R9576 , Town of Minto

SCHEDULE "B"

APPROVED SITE PLAN

The "approved site plan" shall be the following plans referred to thereon as the "approved site plan" as indicated by the signature of the CAO/Clerk for the Town of Minto, and on file in the Town office:

- 1) Site Plan, Project No: 8792

Such plans prepared by Wilson-Ford dated March 16, 2017.

SCHEDULE "C"

SITE DEVELOPMENT REQUIREMENTS

1. Completion Date

The Owner agrees that the completion date for all work, including landscaping, required pursuant to this Agreement shall be April 5, 2019.

2. Security

Pursuant to clause 13 (a) of Part B of this Agreement, the Town has security in the amount of \$2,850 (amount) to this Agreement.

The security includes \$2850.00 submitted at the time of site plan approval for legal and engineering costs related to processing this development. This amount shall be retained by the Town as a deposit for legal, engineering and planning related costs which shall be deducted from this amount, the balance of which after such costs shall be refunded upon substantial completion of the project.

Where works required by this Agreement have not been completed, and where the Owner has not provided to the Town other security acceptable to the Town, the Town may use such security to secure completion of the said works, and the Town shall maintain such security until completion of the works in accordance with the terms of this Agreement.

3. Erosion and Sediment Control

a) If required by the Town Public Works Director or the Town's Chief Building Official, the Owner shall prepare and submit an Erosion Control Plan acceptable to the Town Public Works Director to be adhered to during development of the "subject lands", which plan shall include an acceptable maintenance schedule and starting and completion dates.

b) To minimize erosion problems, the Owner shall schedule construction such that:

- i) all activities on the site be conducted in a logical sequence to minimize the area of bare soil exposed at one time;
- ii) soil stockpiles be located away from watercourses and stabilized against erosion as soon as possible; soil stockpiles remaining longer than 30 days should be stabilized by mulching, vegetative cover, tarps or other means, whereas soil stockpiles intended to remain for less than 30 days can be controlled by filter fence barriers around the pile or acceptable equivalent;
- iii) construction vehicles leave the site at a designated point(s) provided with a rock or gravel mat to minimize the amount of mud tracking off-site; a temporary vehicle wash down facility may be required for truck wheels;
- iv) where work is suspended, temporary drainage and erosion control works should be undertaken to minimize erosion, to include steel plates placed over catch basins, sediment traps and silt fences, and sediment storage areas, to ensure sediment and debris do not enter the municipal sewer system on nearby creek or flood adjacent properties;
- v) all temporary and permanent detention works and facilities be constructed prior to installation of any services on the site or commencement of earth moving operations;
- vi) all disturbed areas be properly stabilized as soon as possible, and if areas are to remain disturbed through the winter, such areas shall be seeded and mulched or sodded as determined by the Public Works Director.

c) During the construction period, the Owner shall employ the following "good housekeeping" practices regardless of the soil erodibility and any other erosion and sediment control measures undertaken:

- i) All catchbasins should be provided with sumps which should be inspected and cleaned frequently;

- ii) At the downstream end of the "subject lands", the last manhole on the storm sewer should have a sump which will retain any large debris, which can be cleaned out and filled in with concrete at the end of the project;
- iii) Small weirs should be built into the pipes at manholes on the "subject lands" that are near the outlet for the site drainage, to provide impounding within the minor system and encourage settlement of the sediment being transported; care should be taken when removing the weirs that the sediment is not washed into the Town's system;
- iv) Once the catchbasins have been installed and connected to the minor system, the basins in rear yards, ditches and low activity areas, should be buffered using straw bales on the upstream side (for street catchbasins and high activity areas, the straw bales will not provide adequate protection);
- v) All concentrated or channelized discharges of water off-site must be treated by appropriate erosion and siltation control measures when such water passes through disturbed areas;
- vi) A site supervisor must be designated by the Owner to ensure the approved Erosion Control Plan measures (when such plan is required by the Town) are implemented in a timely and effective manner, who shall conduct inspections of the subject lands on a regular basis and after significant storm events to ensure the components of the Erosion Control Plan are functioning properly, and who shall maintain a work log to record dates and a description of the work activities and site inspections.

4. Completion of Adjoining Town Lands

The Owner agrees to appropriately and properly finish to the requirements and satisfaction of the Town's Public Works Director all lands lying between the "subject lands" and any and all abutting streets, excluding those works which are detailed in Schedule "D" which are works to be undertaken by the Town, which, without limiting the generality of the foregoing shall include the following works required to be completed by the Owner in accordance with the "approved site plan":

- i) landscaping of lands lying between the street line and property line not to be used for vehicular or pedestrian entrances with topsoil and sod/seed;
- ii) installation of driveways of proper width and grade from the street line to the property line with asphalt, concrete or other hard surfacing acceptable to the Town's Engineer;
- iii) removal of existing driveways which are not to be used with replacement by appropriate landscaping as detailed above.

5. Grading and Drainage

The Owner agrees to prepare a grading and a drainage plan acceptable to the Public Works Director and all surface and roof drainage shall be controlled in accordance with the approved plans in a manner satisfactory to the Town's Public Works Director.

6. Lighting

The Owner agrees that any lighting of the land shall be installed in such a manner so as to deflect the light away from adjacent streets and properties or so controlled in intensity so as to prevent glare on adjacent streets and properties.

7. Directional Signage

The Owner, upon request by the Town, shall prepare and submit for approval to the Town's Public Works Director and Fire Chief a signage plan, and the Owner agrees to install all signage pursuant to the approved signage plan.

8. Temporary Fencing
 - (a) The Owner shall install temporary construction fencing on the "subject lands" in accordance with sound construction practice and in accordance with the requirements of the Public Works Director or the Town's Chief Building Official, acting reasonably, from the time of commencement of construction to the time of completion of the construction, to secure the site and to provide protection to the general public.
 - (b) The Owner agrees to install temporary fencing or otherwise adequately protect all trees, shrubs and other vegetation which are to be retained, and such fencing shall be located no closer to any trees than the drip line of such trees, and the Owner agrees to abide by the requirements of the Town's Public Works Director in this regard, acting reasonably.
9. Fire Routes

The Owner agrees that any internal driveways which are necessary for and designated as a fire route shall be designed so as to carry the weight of the Town's Fire Fighting equipment.
10. Landscaping

The Owner agrees to provide all landscaping, including any fencing, curbing, sidewalks, plantings (trees and shrubs), ground cover, and the like, as shown on the "approved site plan" or a landscape plan to be approved by the Public Works Director to the specifications and requirements as indicated thereon and to the satisfaction of the Town's Chief Building Official, acting reasonably.
11. Building Accessibility

The Owner agrees that the site and building shall be designed so as to provide unobstructed access for wheelchairs to at least one main building entrance from the public sidewalk/street and one parking area by use of sidewalk ramps of proper gradient and surfacing.
12. Parking Lot Finishing

The Owner agrees that all parking areas and driveways shall be surfaced with asphalt or cement, and all parking stalls shall be visually identified by line painting as shown on the "approved site plan".
13. Servicing

The Owner agrees to abide by the requirements of the Town's Public Works Director and the Town's Fire Chief respecting the provision of municipal services to the site including but not limited to municipal water, sanitary sewer, storm sewer, transit, roadway. The Owner and the Town agree to negotiate appropriate costs to be paid by the developer for said services in support of the development indicated on the "approved site plan".
14. Road Widening

The Owner agrees to convey in fee simple and free from encumbrances any land which may be required by the Town for the purpose road widening and for the purpose of establishing a one foot reserve across that portion of the frontage of real properties herein no required for an entrance or exit, in order to ensure proper ingress and egress from the subject lands in accordance with the "approved site plan".
15. Solid Waste and Recycling

The Owner agrees to comply with the County's requirements respecting the disposal of solid waste and the recovery of recyclable materials, and to provide all required facilities indicated on the "approved site plan" to accommodate proper retention, disposal and recycling including appropriate screening of waste bins and separation from sensitive land uses as may be required to comply with applicable municipal regulations.
16. Private Services

The Owner shall obtain all approvals for and make all necessary arrangements for any and all private services such as telephone, telecommunications, cable television, electricity, gas and other such service and shall provide any

easements required by private service companies necessary to supply said private services, and the Owner further acknowledges that the Town shall bear no expense, cost or obligation with regard to the installation, relocation or re-design of said private services that may be necessary to comply with the requirements of the "approved site plan".

17. Servicing Design

The Owner acknowledges and agrees that it is the responsibility of the Owner or their consultant to confirm that the proposed servicing design, and location of proposed structures, will not be in conflict with other utilities located in the right-of-way.

18. Record Drawings

Prior to the return of any securities held against this project, the Town may require the original engineering drawings shall be revised to illustrate the recorded changes and variances from the approved construction drawings.

19. Engineering Approvals

That the Owner obtain all permits necessary from the Public Works Director respecting new driveway access to the site and post any required security prior to commencement of any works on the site or within the municipal right-of-way prior to the issuance of any building permit.

20. Recycling Facilities

That the Owner acknowledges and agrees that facilities shall be provided for recycling in accordance with the requirements of the County.

21. Building Permits

The Owner acknowledges and agrees that prior to the issuance of any Building Permit for the proposed development:

a) the Owner shall obtain final approval from the Conservation Authority for any applicable surface water management works.

22. Sign Permits

That the Owner acknowledges and agrees that a sign permit is required prior to the erection or replacement of any signage on site and approval from the Ministry of Transportation may be required for such signage.

SCHEDULE "D"

WORKS TO BE UNDERTAKEN BY THE TOWN

1. Pursuant to Paragraph 13 (b) of Part B of this Agreement, the Town's Manager of Engineering Services, Manager of Public Works, and the Town's Director of Community Services, at their sole discretion, shall determine the works to be done on Town owned lands which are necessary as a result of the development of the "subject lands", such works to be done by the Town or their contractors at such time as the Town determines at its sole discretion, final costs of which are to be paid by the Owner in accordance with Town policies, and without limiting the generality of the foregoing, may include the following:
 - i) installation of sewer and water service laterals if necessary.
 - ii) curb cuts and curb replacements if necessary.
 - iii) sidewalk replacements if necessary.
 - iv) utility plant relocations if necessary.
 - v) installation of the storm sewer if necessary.

SCHEDULE "E"

SAMPLE LETTER OF CREDIT

CAO/Clerk of The Corporation of the Town
of Minto
5941 Highway 89, Harriston, ON N0G 1Z0

In consideration of the agreement between The Corporation of the Town of Minto and *(Name of Owner)* which is dated the _____ day of _____, 19____, we hereby authorize you to draw on the *(Name and Address of Bank)* up to an aggregate amount of \$_____ available by draft at sight for 100% of invoice value of credit, with guarantee as follows:

As requested by our customer *(Name of Owner)*, we the *(Name of Bank)* hereby establish and give an Irrevocable Letter of Credit in your favour in the total amount of \$_____, which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you, which demand we shall honour without question as to rights between you and our said customer, provided however, that you are to deliver to the *(Name of Bank)* at such time as a written demand for payment is made by you upon us, a statement signed by you confirming that the monies drawn by you are pursuant to our customer's agreement with The Corporation of the Town of Minto.

The amount of this Letter of Credit may be reduced from time to time as advised in writing from time to time by you to us.

This Letter of Credit shall remain in full force and effect for a period of _____ months and will expire on _____, 19____, provided however, that unless notice of expiry is given by registered mail to the Clerk of The Corporation of the Town of Minto by us no later than 30 days prior to the expiry date, the Letter of Credit shall be deemed to be renewed from year to year on the same terms and conditions.

In the event that we refuse to renew the Letter of Credit at the aforementioned date of expiry, prior to such date the Town shall have the right to draw such amount of money as it shall in its absolute discretion deem necessary.

Letter to be Dated, Signed and Sealed

Note: The Letter of Credit must be irrevocable.

The Letter of Credit must be written so as to be honoured by the Surety without question or without just cause having to be proven by the Town to the Bank.

Automatic renewal provisions with 30 day notice of expiry must be included in the Letter of Credit.

The date of expiry as stated in the Letter of Credit must be in accordance with Schedule "C" of this Agreement.

The Corporation of the Town of Minto
By-law Number 2017-34

to Authorize the Sale of Industrial Lands on Minto Road
Palmerston Industrial Park to Shaun and Kiera Weale

WHEREAS the Corporation of the Town of Minto (the “Town”) has, pursuant to Sections 8, 9, 10, 11 and 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Act”), the authority to dispose of municipally owned property;

AND WHEREAS subsection 23.1(1) of the Act authorizes the Town to delegate its powers and duties under the Act to a person or body;

AND WHEREAS the Town is the owner of lands that are described in Schedule “A” to this By-law (the “Subject Property”);

AND WHEREAS the Town has complied with its disposition of property By-law 08-03 respecting the conveyance of municipally owned industrial lands;

AND WHEREAS Shaun and Kiera Weale have entered into an Agreement of Purchase and Sale for the subject lands herein Part of Lot 24 Concession 1 being the 41.5 metre by 90.84 metre parcel south of 105 Minto Road Palmerston Industrial Park being more or less 0.38 hectares in size subject an easement along the front of the property in favour of the Town of Minto for servicing purposes:.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO ENACTS AS FOLLOWS:

1. That the sale of the lands described in Schedule “A” of this Agreement to Shaun and Kiera Weale for \$15,000 per acre is hereby authorized.
2. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to the above noted sale.
3. Schedule “A” attached to this by-law describing the lands to be sold shall form part of this By-law.”

Read a first, second, third time and passed in open Council this 4th day of April, 2017

George A. Bridge, Mayor

Bill White, C.A.O. Clerk

**Schedule “A” to
Description of Property
Proposed to be Shaun and Kiera Weale of Inland Insulation**

All and singular that certain parcel of land located within the Province of Ontario, County of Wellington, Town of Minto known as Part of Lot 24 Concession 1 as shown more or less on the map below subject to the Vendor describing the parcel in a reference plan including an easement along the front of the property in favour of the Town of Minto for servicing purposes:



The Corporation of the Town of Minto
By-law Number 2017-35

to Authorize the Sale of Industrial Lands and first right of refusal for
additional lands on Minto Road
Palmerston Industrial Park to SHRIMP CANADA 2541260 Ontario Inc.

WHEREAS the Corporation of the Town of Minto (the “Town”) has, pursuant to Sections 8, 9, 10, 11 and 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Act”), the authority to dispose of municipally owned property;

AND WHEREAS subsection 23.1(1) of the Act authorizes the Town to delegate its powers and duties under the Act to a person or body;

AND WHEREAS the Town is the owner of lands that are described in Schedule “A” to this By-law (the “Subject Property”);

AND WHEREAS the Town has complied with its disposition of property By-law 08-03 respecting the conveyance of municipally owned industrial lands;

AND WHEREAS SHRIMP CANADA 2541260 Ontario Inc. has entered into an Agreement of Purchase and Sale for the subject lands herein Part of Lot 24 Concession 1 being the 45.39 metre by 88.88 metre parcel north of 300 Minto Road Palmerston Industrial Park being more or less 0.40 hectares (1 acre) in size as well as first right of refusal for up to two years on 2.07 hectares (5 acres) of land abutting the purchased lands all subject an easement along the front of the property in favour of the Town of Minto for servicing purposes:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO ENACTS AS FOLLOWS:

1. That the sale of the lands and first right of refusal described in Schedule “A” of this Agreement to SHRIMP CANADA 2541260 Ontario Inc. for \$15,000 per acre is hereby authorized.
2. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to the above noted sale.
3. Schedule “A” attached to this by-law describing the lands to be sold shall form part of this By-law.”

Read a first, second, third time and passed in open Council this 4th day of April, 2017

George A. Bridge, Mayor

Bill White, C.A.O. Clerk

**Schedule “A” to
Description of Property
Proposed to be Ranjan Pradhan, President of Shrimp Canada**

All and singular that certain parcel of land located within the Province of Ontario, County of Wellington, Town of Minto known as Part of Lot 24 Concession 1 as shown on the map below subject to the Vendor describing the parcel in a reference plan including an easement along the front of the property in favour of the Town of Minto for servicing purposes:



The Corporation of the Town of Minto
By-law No. 2017-36

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held April 4, 2017

WHEREAS the Council of the Town of Minto met on April 4, 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 April 4, 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 4th day of April, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White