



Council Agenda

Tuesday, May 16, 2017

6:30 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 May 2, 2017 Closed Session	
b. Labour relations or employee negotiations; Public Works Department	
4. Motion to Convene into Open Session	
5. Minutes of Previous Meeting	
a. Regular Council Minutes of May 2, 2017	1
6. Additional Items Disclosed as Other Business	
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	
8. Public Meeting	
9. Delegations	
a. Recognition Night of Champions	
b. Harriston Kinsmen, Tuff Truck Challenge	12
10. Public Question Period	

11. Correspondence Received for Information or Requiring Direction of Council

a.	Clifford Recreation Association, May Newsletter	13
b.	Township of Essa, New Driver signs	15
c.	Jane Gibson, Letter of Concern re: Horse Manure	17
d.	MP John Nater, Letter to Minister of Infrastructure & Communities	18
e.	Fisheries Protection Program, Federal Listing of Redside Dace as Endangered under SARA	20
f.	Federation of Canadian Municipalities, Spring Flooding Appeal	22
g.	Union Gas Limited, 2016 Deferrals - Notice of Application	23
h.	Ministry of Municipal Affairs, Proposed Building Code - Septic System Pump Out Requirement	25

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	
1.	Parks and Recreation Advisory Committee Minutes of April 25, 2017	26
c.	Staff Reports	
1.	Recreation Facilities Manager, Tender Results for Ice Resurfacer	30
2.	Recreation Facilities Manager, Tender Results for Dressing Room Flooring	32
3.	Chief Building Official, April Permit Stats Review	34
4.	Chief Building Official, Property Standards Order – 450 Victoria St	41
5.	Tax Collector and Treasurer, 2017 Tax Rating By-Law	43
6.	Treasurer, Infrastructure Ontario Debenture – Ann and James 2017	45
7.	Treasurer, March 31, 2017 Financial Review	46
8.	Treasurer, Approval of Accounts	55

9.	C.A.O. Clerk; Road Foreman; Elora Street Tender Results	57
10.	C.A.O. Clerk Water Foreman Bulk Water Request Bright's Water Services Inc.	62
11.	Road Foreman, Asphalt Tender 2017-05	66
12.	Road Foreman, Request for Quotation for Sidewalks	70
d.	Other Business Disclosed as Additional Item	
13.	Motion to Return To Regular Council	
14.	Notices of Motion	
15.	Resolution Adopting Proceedings of Committee of the Whole	
16.	By-laws	
a.	2017-42, Debenture 2017 By-law	73
b.	2017-43, Tax Rates 2017	86
c.	2017-44, Confirming Proceedings of May 16, 2017 Committee of the Whole/Council Meeting	91
17.	Adjournment	



Council Minutes
Tuesday, May 2, 2017 2:30 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 (for Closed Session only)

Staff Present:

Bill White, C.A.O. Clerk
Annileene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer
Mike McIsaac, Road Foreman/Drainage Superintendent
Stacey Pennington, Building Inspector
Taylor Pridham, Economic Development Assistant

- 1. Call to Order - 2:30 p.m.**
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
 - a. Councillor Colwell - Minor Variance Application File No. MV-2017-04, McLaughlin**
- 3. Motion to Convene into Closed Session**

RESOLUTION: 2017-092

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:

- Previous Minutes of the April 4, 2017 Closed Session**
- Labour Relations or Employee Negotiation; CAO Clerk Performance Evaluation**

Carried

- 4. Motion to Convene into Open Session - 3 p.m.**

RESOLUTION 2017-093

Moved By: Councillor Colwell; Seconded By: Councillor Elliott
THAT the Council of the Town of Minto resume into Open Council.

Carried

5. Minutes of Previous Meeting

- a. Regular Council Minutes of April 18th, 2017

RESOLUTION: 2017-094

Moved By: Councillor Turton; Seconded By: Councillor Colwell
THAT the minutes of the April 18 2017 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Mayor Bridge, Deputy Mayor Faulkner, Councillors Colwell, Dirksen and Turton have items.

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

RESOLUTION 2017-095

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

Carried

8. Public Meeting 5 p.m.

RESOLUTION: 2017-096

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Anderson
THAT The Town of Minto Committee of the Whole convenes into Committee of Adjustment.
Carried

- a. Minor Variance Application File No. MV-2017-03, Dunlop
See Schedule "A" for minutes.

- b. Minor Variance Application File No. MV-2017-04, McLaughlin
Having previously declared a pecuniary interest Councillor Colwell vacated her chair.
See Schedule "B" for Minutes. Councillor Colwell returned to her chair following the decision on item 8 b.

9. Delegations

- a. Christine Veit, Heather Lawson and Gregg Davidson, Safe Communities Wellington County

Motor Vehicle PAG Chair Lawson Coordinator Veit, Heather Lawson and County Councillor Davidson gave an overview of Safe Communities and new standards for pedestrian crossings such as School Crossings, Crosswalks and Pedestrian Crossovers. The standards include consistent signage and line painting across the County, and require changing School Crossings to Pedestrian Crossovers. Safe Communities recommends all local

municipalities make the changes in 2017. An educational video was shown. The Committee will work with the OPP on enforcement and provide education through schools and Social Media.

Council and staff asked questions of the representatives. Town staff will ensure a proper process is followed for connecting link roadways. Mayor Bridge thanked the Committee for their presentation and supported proceeding with the new standards.

b. Teri White M.P. John Nater's Harriston Office, Presentation Canada 150 Flag and Pins (after 5 p.m.)

Teri White and Matthew Rae of M.P. John Nater's Harriston office presented members of Council with Canada 150th pins and the Town with a flag.

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

- a. Municipality of Dutton Dunwich, Resolution Supporting Private Member's Bill
- b. YFC/Youth Unlimited of Minto, letter of thanks
- c. MPP Randy Pettapiece, Letter to Premier - Minto Motion re Municipal Fire Services
- d. Drinking Water Source Protection, April Newsletter
- e. Westario Power Inc., Notice of Chair and Vice Chair
- f. Township of Adjala-Tosorontio, Canada's 150th Birthday
- g. Township of Lake of Bays, - Accommodation Review Process
- h. Municipality of Kincardine, Building Code Changes
- i. Township of West Lincoln, Pupil Accommodation Review Guideline (PARG) & Place an Immediate & Retroactive Moratorium on School Closures
- j. Ontario Ombudsman, The Watchdog April Newsletter
- k. Lanark County, Request for Provincial Support: Opioid Strategy
- l. Waterloo Wellington Community Care Access Centre, 2016-17 Annual Report
- m. Town of Amherstberg, Support Postal Banking
- n. MPP Randy Pettapiece, Big-Spending Budget Fails in Perth-Wellington

Council congratulated Mayor Bridge for his appointment as the new Chair of Westario. Council discussed items 11 g. and i. regarding moratorium on school closings. Council had supported an earlier resolution, but asked that Bruce Schieck our Local School Board representative be asked to provide information on the process.

MOTION: COW 2017-109

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

THAT Upper Grand District School Board Trustee Bruce Schieck be invited to attend an upcoming Council meeting to discuss moratorium on school closures.

Carried

MOTION: COW 2017-110

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

THAT Council correspondence is received for 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

1. Minto Emergency Management Committee Minutes of March 23, 2017

MOTION: COW 2017-111

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT the Minto Emergency Management Committee Minutes of March 23, 2017 be received for information.

Carried

2. Maitland Valley Conservation Authority Board of Directors Meeting Minutes of March 15, 2017

Councillor Turton noted his vote in favour of the budget in the minutes and that outreach to local municipalities by the Authority had begun.

MOTION: COW 2017-112

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT the Maitland Valley Conservation Authority Board of Directors Meeting Minutes of March 15, 2017 be received for information.

Carried

b. Committee Minutes for Approval

1. Economic Development and Planning Committee Minutes of April 13, 2017

Economic Development Assistant Pridham highlighted information from the Workforce Planning Board, and noted new downtown promotional material to be unveiled at upcoming Mayor's Breakfast. She summarized recommendations structural improvement grants for the Old Mac's in Palmerston and Scoop It, Harriston, and noted contributions to Farm Start.

2. Cultural Roundtable Committee Minutes of April 24 2017

Economic Development Assistant Pridham noted activities of Minto Youth Action Council include the Northern Wellington Youth Connections meeting May 4 where +- 210 people are expected. A number of other events related to volunteers, event planning and Culture Days are coming. Progress at the Palmerston Railway Heritage Museum was summarized. Mayor Bridge suggested a Council team for handcar races. Deputy Mayor Faulkner thanked Taylor Pridham for her work with YAC. Councillor Dirksen noted MYAC and YFC partnership.

MOTION: COW 2017-113

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT Council receive the Economic Development and Planning Committee Minutes of April 13, 2017 and the Cultural Roundtable Committee Minutes of April 24, 2017 and approves any recommendations contained therein.

Carried

c. Staff Reports

1. Deputy Clerk, Earth Day Clean-up Donation

Deputy Clerk McRobb reviewed her report noting the \$100 Town donation. Councillor Turton will BBQ at the event May 6 at IODE Park. Mayor and Councillors plan to attend if possible.

MOTION: COW 2017-114

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT Council receives the report dated April 27, 2017 from the Deputy Clerk regarding the 2017 Earth Day Clean-up Donation and approve the donation of BBQ supplies and tipping fees to the Community Environmental Leadership Program up to \$100.

Carried

2. C.A.O. Clerk Ann Street Lot Sale Process

C.A.O. Clerk White noted bid opportunities closing June 9 and September 8 so homes can start in 2017. Council will approve final agreements. 10 lots will be available.

MOTION: COW 2017-115

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

THAT Council receives the C.A.O. Clerk's April 28, 2017 report regarding Ann Street Lot Sale Process and that Council supports the bid process for Blocks C and D as outlined with intake dates of June 9 and September 8, 2017, and construction started by November 1, 2017.

Carried

3. C.A.O. Clerk Temporary Staffing

C.A.O. Clerk White explained options to staff three maternity leaves in 2017. A report in June will address resource needs for central booking. Council discussed the vacant Public Works Director position which will be looked at in context with the Succession plan.

MOTION: COW 2017-116

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT Council receive the C.A.O. Clerk's April 27, 2017 report Temporary Staffing, and supports methods outlined to address maternity leave and other changes with a report back on the impacts of central booking on administrative and facilities service levels to come to Council in June.

Carried

4. Building Inspector, B40/17 - Winger Severance, Part Lot 21 Concession 5, 9035 Wellington Rd 5

The Building Inspector noted the report recommends approval with standard conditions.

MOTION: COW 2017-117

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

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B40/17 Winger, Part Lot 21 Concession 5, 9035 Wellington Road 5, 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 supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.**
- 4. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.**

Carried

Councillor Colwell assumed the Chair

5. Treasurer, Approval of Accounts

Treasurer Duff noted payments for fire radio replacement and repairs, software upgrade, investment guide design, waste water sampling, tree cutting and equipment repair.

MOTION: COW 2017-118

Moved By: Mayor Bridge; Seconded By: Councillor Dirksen

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for April 28, 2017 as follows: Administration \$142,480.40, Building \$973.76, Economic Development \$3,608.64, Incubator \$716.48, Tourism \$3,575.74, Fire \$20,344.23, Drains \$21,466.16, Roads \$45,496.16, Waste Water \$9,507.42, Streetlights \$1,754.22, Water \$8,884.93, Recreation \$5,903.72, Clifford \$3,400.31, Harriston \$4,377.46, Palmerston \$18,670.55, Norgan \$3,156.46.

Carried

Councillor Turton assumed the Chair

6. C.A.O. Clerk, Treasurer, Triton Engineering Reconstruction Ann Street Tender
CAO Clerk White noted Moorefield Excavating's bid for two blocks on Ann Street is \$100,000 less than the budget estimate. Cost to complete two blocks can be funded from land sales.

MOTION: COW 2017-119

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

THAT Council receives the C.A.O. Clerk and Treasurer' s April 26, 2017 report Triton Engineering Reconstruction Ann Street Tender and that the quotation Moorefield Excavation of \$371,865 to service two blocks between Allan Street to Nelson Street (Blocks C and D) be approved with additional funds needed to cover the project cost coming from land sales.

Carried

7. Road Foreman, RFQ Results for a Backhoe
Road Foreman Mclsaac noted the purchase with trade in is \$50,000 below budget.

MOTION: COW 2017-120

Moved By: Mayor Bridge; Seconded By: Councillor Anderson

THAT Council receives this report from the Roads Foreman regarding RFQ #2017-02 for a backhoe loader with extendable dipperstick attachment and four wheel drive, and approves the purchase of the JCB 3CX-14 SUPER including options, less the trade in value plus HST, from Advance Construction Equipment Limited at a price of \$122,075.

Carried

8. Drainage Superintendent, Municipal Drain #9 Improvement
Drainage Superintendent Mclsaac explained how outdated assessments must be revised in a new engineer's report to allow maintenance. Assessed owners support this approach.

MOTION: COW 2017-121

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

THAT Council receives the Road Foreman's April 21, 2017 report regarding the Municipal Drain Petition and Improvement under Section 78 of the *Drainage Act* and appoints Dietrich Engineering Limited to represent the Town's interest in this regard.

Carried

Mayor Bridge returned to the Chair

d. Other Business Disclosed as Additional Item

Councillor Dirksen noted work started on Groves Memorial Community Hospital in Aboyne to open in 2019. Saturday Green Legacy Event 5,000 trees were given out in 2 hours.

Councillor Turton noted food bank donations were made to all three food banks from Green Legacy Day. Minto Chamber business awards winners last Thursday were well deserved.

Deputy Mayor Faulkner thanked the Minto Chamber for recognizing IPM volunteers, and noted that the Clifford Rotary hosted the duck race last Saturday.

Councillor Colwell stated the Volunteer dinner April 26 was a success feeding 175 people. She thanked Council, Annilene McRobb, Quinn Foerter and other staff for their work.

Mayor Bridge thanked Council for supporting Town events in his absence last month.

Following a short break until 5:00 p.m. Council considered item 9 b. before convening into Committee of Adjustment

13. Motion to Return To Regular Council

RESOLUTION: 2017-097

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Anderson
THAT the Committee of Adjustment convenes into Regular Council meeting.**

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2017-098

**Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT the Council of the Town of Minto ratifies the motions made in the Committee of the Whole.**

Carried

16. By-laws

a. 2017-41, Confirming Proceedings of May 2, 2017 Committee of the Whole/Council Meeting

RESOLUTION: 2017-099

**Moved By: Councillor Turton; Seconded By: Deputy Mayor Faulkner
THAT by-law 2017-41; A By-law to confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held May 2 2017.**

Carried

17. Adjournment - 5:26 p.m.

RESOLUTION: 2017-100

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell
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 May 2, 2017 5:00 pm Council Chambers
Minor Variance Application File No. MV-2017-03, Dunlop.

Chair Bridge called the Public Hearing to order at 5:04 p.m. and stated any decision reached by the 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

The Secretary-Treasurer stated the subject lot is legally described as Part Lot 21 RP 60R2593 Part 1, Concession 10, with an address of 9354 Blind Line. The proposed variance is to permit construction of an attached garage with a rear yard setback of 5.3 metres (17.4 ft). Section 8.5.2.4 of the Zoning By-law as amended requires 7.6 metres (24.9 ft). Other zoning relief may be considered for the proposal where appropriate. Notice was mailed April 21st to property owners within 200 feet or 60 metres of the subject lands, applicable agencies, posted on-site, and circulated to staff.

Town staff and Wellington Senior Planner, Linda Redmond identified no concerns. Building Inspector Pennington noted the variance is minor, desirable for appropriate development, and maintains the intent of the Official Plan and zoning by-law.

Chair Bridge called upon the applicant; Mr. Dunlop came forward and clarified information on the placement of the garage. Council had no questions

Chair Bridge requested that any persons wishing to speak to the application to come forward. There were no others present on the application.

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 2017-003

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

THAT Town of Minto Committee of Adjustment approves the application by Ernest Dunlop Jr. for property Part Lot 21 RP 60R2593 Part 1, Concession 10, Town of Minto with a civic address of 9354 Blind Line; to permit the construction of an attached garage with a rear yard setback of 5.3 metres (17.4 ft), whereas as per Section 8.5.2.4 of the Town of Minto Zoning By-law 01-86 as amended 7.6 metres (24.9 ft) is required.

Carried

Chair Bridge adjourned the Public Hearing at 5:15 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 May 2, 2017 5:00 pm Council Chambers
Minor Variance Application File No. MV-2017-04, McLaughlin.

Having declared a pecuniary interest Councillor Colwell vacated her seat.

Chair Bridge called the Public Hearing to order at 5:17 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

The Secretary-Treasurer stated the subject lot is legally described as Part Lot 18 RP 61R6983 Part 1, Part 2 Together With Right of Way 7, Part 15, Concession 5, with an address of 6178 5th Line. The proposed variance is to permit construction of two detached residential accessory structures with a combined ground floor area of 556.2 square metres (5984 sf). Section 6.1.4 of the Zoning By-law as amended requires maximum ground floor area of 176.5 square metres (1900 sf); and to permit a 2-storey building height of 8.3 metres (27 ft), whereas as per Section 6.1.3 of the Zoning By-law requires a single storey accessory structure with a maximum height of 6.7m (22 ft). Other zoning relief may be considered for the proposal where appropriate. Notice was mailed April 21st to property owners within 200 feet or 60 metres of the subject lands, applicable agencies, posted on-site, and circulated to staff.

Comments from Town staff and Wellington Senior Planner, Linda Redmond had no serious concerns. The Building Inspector clarified notice was sent for a larger variance on floor area than technically required for the building given definitions in zoning. The County report and decisions reflect more accurate variances.

Chair Bridge called upon the applicant; Mr. McLaughlin was in attendance and noted that the larger building will be housing recreational vehicles.

Chair Bridge requested that any persons wishing to speak to the application to come forward. There were no others present on the application.

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 2017-004

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

THAT the Town of Minto Committee of Adjustment approves the application by Jim McLaughlin for property Part Lot 18 RP 61R6983 Part 1, Part 2 Together With Right of Way 7, Part 15, Concession 5, Town of Minto with a civic address of 6178 5th Line; to permit the construction of two detached residential accessory structures with a combined ground floor area of 314.4 square metres (3384 sf) whereas as per Section 6.1.4 of the Town of Minto Zoning By-law 01-86, a maximum ground floor area of 176.5 square metres (1900 sf) is permitted; and to permit a 2-storey building height of 8.3 metres (27 ft), whereas as per Section 6.1.3 of the Town of Minto Zoning By-law 01-86, permits a single storey accessory structure with a maximum height of 6.7m (22 ft).

Carried

Chair Bridge adjourned the Public Hearing at 5:24 p.m.

Mayor George A. Bridge
(Chair)

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



May 12, 2017

Town of Minto Council:

We are proposing the permanent placement of grandstands, between the derby ring and the river at the Harriston Arena, for our annual Tuff Truck event. We would build it out of large concrete blocks (that have been donated), and dirt/fill (possibly from George Street when it is torn up). Our plan is to make it wheelchair accessible as well, and also build it so it is lawnmower friendly. It would save moving the bleachers in from Drew for other events as well.

We'd also like to permanently place a couple of our event obstacles, as it would save a lot of work, and lower our costs. We think we have found areas on the grounds to put everything where it would not interfere with any other events hosted there.

Thanks for your time

Paul Hope

President – Harriston Kinsmen Club



MAY 2017

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

MAY 16: CRA NEWSLETTER DEADLINE

MAY 8 & 22: EUCHRE or SOLO, Community Hall (small room), 7:30 pm

Visit town.minto.on.ca website and click on the Clifford Arena & Community Hall for up to date online booking and scheduling.
Visit CRA on FaceBook for more events and updates...
<https://www.facebook.com/CliffordRecreationAssociation>

GRASSROOTS SOCCER

...is back again in 2017 starting June 13!

The program will run Tuesday nights at Clifford



Tuesday Nights
6:30-7:15 pm

CLIFFORD ROTARY PARK

Call Town of Minto Recreation Dept
(519) 338 2511 ext 243 or email
grace@town.minto.on.ca to register
or for more information.



\$35
/child

Clifford Recreation Association is looking for new members!

If you would like to become more involved in our community through volunteerism, please contact Randy at randy@ruetz.ca.



join now!



SAVE THE DATE:
August 4 to 7, 2017

Next HOMECOMING MEETING
Saturday, May 13 at 9 am,
Knox United Church Basement

Check our WEBSITE Clifford2017.ca for order forms (Beautification Contest, Engraved Plaque, Parade, Craft Show Vendor, Camping Pre-Registration, etc), souvenir pictures, added events, and soon, tickets and passes, etc.

HOMECOMING SOUVENIRS, COOKBOOKS and DECORATIONS will be available at the Homecoming Store will be open Saturday May 6 and 20, 10-1pm.

HOMECOMING BEAUTIFICATION CONTEST: three prizes awarded to residential, business and rural properties in Clifford with the best gardens and decorations.

Calling kids from 4-12 years...

Come and join a morning of stories, crafts and fun activities.

Knox United Church, Clifford



KID'S WORSHIP EVENT



on Saturday mornings: May 20 and June 17.

10 am until 1 pm. Lunch included.

Please call Jennifer (519) 335-3544 to register or the Church (519) 327-8378 for more information.

Deadline for JUNE 2017 CRA Newsletter is Tuesday, May 16, randy@ruetz.ca
Please include event name, date, time and contact information.

Clifford Community Kids Club

THURSDAY EVENINGS starting October 6th
at Clifford Community Hall

○ 6:45 pm to 8:00 pm ○

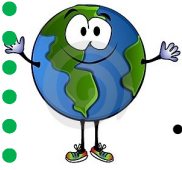
For children 4 to 12 years

Come and enjoy a fun time with a Bible lesson, games, crafts, snacks and fun time together. For more information call Stephanie 881-1159; Pat 327-8748 or the Botts 327-8157



CLIFFORD EARTH DAY

MAY 6, 2017



Calling all Clifford residents!
Please help clean up your community.

- Youth and adults age 5 and older.
- Hot dog lunch after cleanup.

Please meet Bonnie Whitehead at the
John Hobelman Rotary Memorial Park Pavilion

(across from arena) at **10 a.m.**

Dress appropriately for the weather.

Bags, gloves and vest will be supplied.

Sponsored by the Town of Minto and
Clifford & District Horticultural Society

Clifford & District Horticultural Society

May 12 SPRING PLANT & BAKE SALE

2:00-7:00 pm, Rotary Pavilion. **NEW:** annuals, shrubs
and donated gardening hand tools and accessories.

May 23 SPRING FLOWER SHOW

6:30 pm, Community Hall.

Guest speaker is Joanna Steckle from Steckle's Produce
who will be talking about "Planting a Container"

Everyone is welcome.

Join us at the...



CLIFFORD LIBRARY!

BEDTIME STORIES (all ages) May 3, 10, 17, Wed., 6:30-7 pm

TWEEN CLUB (pre-teen) May 24, Wed., 6:45-7:30 pm

EVENING BOOK CLUB (adult) May 11, 6:45-8 pm, discussing "The
Nightingale" by Kristin Hannah.

CARNEGIE CAFÉ (adult) May 10, Wed., 2-3 pm

INTERNET BASICS (adult) May 16, Tues., 2-3 pm

MOTHER'S DAY MAKE&TAKE (all ages) May 9-13, during Branch
hours.

CRICUT CREATIONS (all ages) May 9, Tues., 2:30-3:30 pm and May
31, Wed., 6:30-7:30 pm.

BOOK SALE (all ages) May 2-13, during Branch hours.

For more information about Wellington County Library programmes, please call
the Clifford Branch (519) 327-8328 or visit www.wellington.ca/library



Clifford Meals On Wheels Annual

Clifford Community Yard Sale

Sat., June 3, 7 a.m. to 7 p.m.

ROTARY PARK PAVILION

(across from arena)

Bargains for everyone! Come join the fun!

BAKE SALE (Clifford United Church)

REFRESHMENTS (Clifford Rotary)

**Donations gratefully accepted Friday,
June 2 from 7 am to 8 pm.**

For more information regarding donations or to volunteer,
please call **Frank and Sheila Dickinson at 519 327-3719**

**The Minto Cultural Roundtable
invites you to the**

Minto Community Group and Events Gathering

- ◆ Opportunities to collaborate and cross promote events
- ◆ Presentation to learn more about how the Cultural roundtable
can benefit your group through grants, media and more!
- ◆ Learn about how your group can participate in **Culture Days**
(create, participate & share... Sept 29, 30 & Oct. 1, 2017)
- ◆ Networking with other engaged members in the community.

**THURSDAY, MAY 11, 2017, 6:30-7:30 PM
HARRISTON LIBRARY COMMUNITY ROOM**

Please RSVP to Taylor Pridham by May 5, 2017 by email
belinda@town.minto.on.ca or by phone (519) 338 2511 Ext. 241.

Clifford Firefighters Association
— **ANNUAL CO-ED** —



SLOW PITCH TOURNAMENT



June 9 & 10, 2017

Clifford Ball
Diamond

Proceeds go
back into the
community.

**ENTRY
FEE:
\$250/team**



Food booth
Beer Gardens
Prize Money

For further info contact fdykstra@sonicwaves.ca
or call **Kurt 519 321 1252**

This is a chance to have your voice heard!

If you are aged 13 to 19, want
to initiate change in your
community, and want to plan
awesome events...

**MINTO YOUTH
ACTION COUNCIL
is for you!**

MYAC's next meetings are on... **Wednesday, May 3 and 17**
from 5:00 pm - 6:30 pm at LaunchIt Minto in Harriston.
Contact Taylor Pridham youth@town.minto.on.ca





May 5, 2017

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

Please be advised that Council, at their meeting held on April 19, 2017, passed the following resolution:

Resolution No: CR084-2017 Moved by: Macdonald Seconded by: Smith

Whereas Alisa Vegter made a presentation to Council outlining her proposed sign for "New Driver" Safety Initiative for G1 and G2 drivers; and

Whereas Council for the Township of Essa hereby supports the endeavours of Alisa Vegter in pursuing the recognition of the "New Driver" Sign;

Now therefore be it resolved that this motion be forwarded to the Prime Minister of Canada, the Premier of Ontario and Ontario municipalities for their support.

Carried

The attached illustrates the sign which would be displayed on the vehicles being driven by new drivers.

Yours truly,

Bonnie Sander

Clerk

Att.

- c. Premier of Ontario, Kathleen Wynne
MP Kellie Leach
MPP Jim Wilson
Ontario Municipalities

RECEIVED MAY 02 2017

May 2, 2017

Att'n Town/Twp of Minto Council -

On re: horse manure

Dear Councillors -

First let me say I like horses very much, tended some and a bit years - and years! - ago. However, I strongly object to horse manure soiling our highways and byways. Surely our roads ought not to serve also as barnyards. I feel walkers, bikers, motorcyclists and vehicles should not have to deviate from their course to avoid contact with it. This 'soiling' can easily be prevented by bagging it as it leaves the horse.

As the horse population of the area is growing I believe the time has come to make the use of manure bags mandatory for horses using the roads.

I hope serious consideration will be given to this concern before it becomes a major problem.

Sincerely,

Jane Gibson
6230 16th Line
Clifford, Ont
N0G 1M0

RECEIVED MAY 05 2017

Perth Office
59 Lorne Avenue East, Unit A
Stratford, Ontario N5A 6S4
Tel: 519-273-1400
Fax: 519-273-9045

Wellington Office
39 Elora Street South, Unit 1
P.O. Box 464
Harriston, Ontario N0G 1Z0
Tel: 519-338-3589
Fax: 519-338-5615



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

John Nater

Member of Parliament
Perth—Wellington

Ottawa Office
House of Commons
Ottawa, Ontario K1A 0A6
Tel: 613-992-6124
Fax: 613-998-7902

Online
E-Mail: John.Nater@parl.gc.ca
Website: johnnater.ca

April 27, 2017

The Honourable Amarjeet Sohi, PC MP
Minister of Infrastructure and Communities
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Sohi:

I am contacting you on behalf of the Town of Minto, located in my riding of Perth—Wellington. The Town of Minto applied to the Ontario Ministry of Infrastructure for assistance under the Clean Water and Wastewater Fund (CWWF).

The town submitted their application approximately six months ago. I understand the program requires successful applicants to complete all capital projects by March 2018. Due to the length of the construction season in Ontario, which is already well underway, it is becoming increasingly difficult for any municipality to meet this fast-approaching deadline.

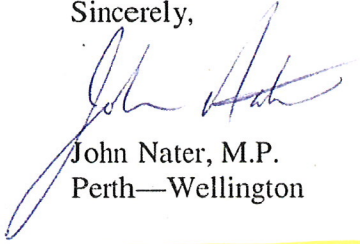
In September 2016, your government signed a bilateral agreement with the provinces on CWWF, and it was established that the federal government would provide up to 50 per cent of project funding. The Parliamentary Budget Officer has reported that there is currently \$860 million in funding under the CWWF, which has not been allocated by the Federal Government. I strongly encourage you to allocate this funding to the appropriate provincial authorities as soon as possible in order to ensure applications received from municipalities, such as the Town of Minto, move forward, and are processed by the province, as quickly as possible.

...2/

There are significant infrastructure needs in rural Ontario and the slow pace at which the Federal Government is progressing with regard to funding, threatens the ability of many municipalities to complete much-needed projects within the required time frames.

I look forward to your response on this important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Nater', is written over the printed name.

John Nater, M.P.
Perth—Wellington

c. The Town of Minto Council and CAO

c. Randy Pettapiece MPP for Perth—Wellington

From: Eddy, Sara [<mailto:Sara.Eddy@dfo-mpo.gc.ca>]
Sent: May-09-17 12:19 PM
Cc: Thomas, Jennifer; Ming, Debbie; Balint, David; Staton, Shawn; Curtis, Martyn
Subject: Federal Listing of Redside Dace as Endangered under SARA
Importance: High

SUBJECT: Federal Listing of Redside Dace as Endangered under SARA

As you may be aware, Redside Dace was added to Schedule 1 of the federal *Species at Risk Act* (SARA) as Endangered on May 3rd, 2017. Within Ontario, the Redside Dace is now protected under sections 32 and 33 of SARA. A Recovery Plan will be developed, which will include identification of the species' critical habitat. The Redside Dace and its habitat already receive protection under the federal *Fisheries Act*. In addition, the species is currently listed under the provincial *Endangered Species Act*, and receives both species and "regulated habitat" protection.

Fisheries and Oceans Canada (DFO) **will be holding meetings and webinars with affected agencies and stakeholders over the coming weeks** to clarify implications of the Redside Dace listing under SARA and describe how a coordinated approach to project review will be taken with the Ontario Ministry of Natural Resources and Forestry. Further details will be provided on specific dates and locations.

Prohibitions under SARA

Once an aquatic species is added to Schedule 1 as threatened, endangered or extirpated, the general prohibitions under sections 32 and 33 of the Act apply, making it an offence to

- kill, harm, harass, capture or take an individual of a listed species;
- possess, collect, buy, sell or trade an individual of a listed species, or any part or derivative of a listed species; and
- damage or destroy the residence of one or more individuals of a listed species (for species listed as extirpated, this prohibition only applies if a recovery strategy has proposed its reintroduction into the wild in Canada).

Listed species benefit from SARA program funding and required recovery planning. Species listed as threatened, endangered or extirpated require the development of a recovery strategy and one or more action plans. For species listed as threatened or endangered — or any listed extirpated species if a recovery strategy has recommended the reintroduction of the species into the wild in Canada — their critical habitat must be protected. Although species listed as special concern are not subject to the prohibitions, there is a requirement under SARA for the development of a management plan, which must include measures for the conservation of the species that the competent minister considers appropriate.

The Minister of Fisheries and Oceans is the competent minister for aquatic species, other than for those individuals found in or on federal lands administered by the Parks Canada Agency, in which case the minister responsible for that Agency (currently the Minister of the Environment) is the competent minister.

For additional information or inquiries about federally-listed aquatic species at risk in Ontario, please contact the undersigned.

Yours sincerely,

Sara Eddy

Sara Eddy

905 336-4535 | Fax/télécopieur: 905 336-6285

Sara.Eddy@dfo-mpo.gc.ca

A/Team Leader, Triage and Planning

Fisheries Protection Program | Programme de Protection des Pêches

Central and Arctic Region | Région du Centre et de l'Arctique

Fisheries and Oceans Canada | 867 Lakeshore Road, Burlington ON L7S 1A1

Pêches et Océans Canada | 867, ch. Lakeshore, Burlington ON L7S 1A1

Government of Canada | Gouvernement du Canada

Spring Flooding Appeal

Dear members,

Over the past few days, we've watched our colleagues in communities in Quebec, Eastern Ontario, New Brunswick and British Columbia deal with relentless spring flooding. We've seen rising waters damage homes, overwhelm neighbourhoods and upend lives.

FCM and Canada's municipal sector want to express support for our colleagues in the flood-affected areas. Municipalities are on the front lines of extreme weather. When the worst hits, we need to be there for one another — just like we have in the past.

The Canadian Red Cross is already at work in impacted communities, and has set up a fund to help. We're asking municipalities to consider [making a donation](#) to support these critical efforts.

In moments like these, we're reminded of why it's so important for all orders of government to work together. FCM will continue to work with our federal partners to ensure municipalities have sufficient financial support in a disaster. And we continue to stand in solidarity with municipal leaders, local first responders and residents working tirelessly to protect our communities.

Sincerely,

Clark Somerville
FCM President

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF UNION GAS LIMITED

Union Gas Limited has applied to dispose of certain account balances and for approval of the amount of its earnings that it must share with customers.

Learn more. Have your say.

Union Gas Limited has applied to the Ontario Energy Board for approval to dispose of amounts recorded in certain 2016 deferral and variance accounts and for approval of the amount of its 2016 earnings that it must share with customers. If its application is approved, Union Gas Limited says that it would have the following impact on typical customers over the six month period from October 1, 2017 to March 31, 2018:

- For residential customers in Southern Ontario (Windsor to Hamilton), a charge of \$13.34
- For residential customers in all other areas, a charge of \$35.06

Other customers, including businesses, may also be affected.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Union Gas. We will question Union Gas on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Union Gas. At the end of this hearing, the OEB will decide whether the amounts and the charges or credits requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Union Gas on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **May 19, 2017** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

The OEB intends to consider cost awards in this proceeding that are in accordance with the *Practice Direction on Cost Awards* and only in relation to the following issues:

1) The proposed balances for recovery / refund recorded in the following deferral and variance accounts:

- Unabsorbed Demand Costs (UDC) Variance Account (Account No. 179-108)
- Upstream Transportation Optimization (Account No. 179-131)
- Short-Term Storage and Other Balancing Services (Account No. 179-70)
- Conservation Demand Management (CDM) (Account No. 179-123)
- Normalized Average Consumption (Account No. 179-133)
- Unaccounted for Gas (UFG) Volume Variance Account (Account No. 179-135)
- Parkway West Project Costs (Account No. 179-136)
- Brantford-Kirkwall / Parkway D Project Costs (Account No. 179-137)
- Parkway Obligation Rate Variance (Account No. 179-138)
- Unaccounted for Gas (UFG) Price Variance Account (Account No. 179-141)
- Lobo C Compressor / Hamilton-Milton Pipeline Project Costs (Account No. 179-142)
- Unauthorized Overrun Non-Compliance Account (Account No. 179-143)
- Lobo D / Bright C / Dawn H Compressor Project Costs (Account No. 179-144)
- Burlington-Oakville Project Costs (Account No. 179-149)
- Greenhouse Gas Emission Impact Deferral Account (Account No. 179-152)

2) The proposed 2016 utility results and earnings sharing amount.

3) The proposed method for allocating and disposing of the 2016 deferral account balances and 2016 earnings sharing amount, if any.

4) The evidence filed with respect to Union Gas' Data Centre Consolidation.

LEARN MORE

Our file number for this case is **EB-2017-0091**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2017-0091** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **May 19, 2017**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



From: Minister MMA [mailto:CSC_Minister.mma@ontario.ca]

Sent: May-11-17 8:56 AM

Subject: Message from Minister Mauro - RE: Proposed Building Code - Septic System Pump Out Requirement

This email is being sent to all Heads of Council. A hard copy will follow.

Dear Heads of Council:

I am writing today to inform you that the Ministry of Municipal Affairs will not be moving forward with the proposals requiring regular inspections, pumping out of septic tanks and keeping of the septic tanks and treatment units' maintenance records put forth in Phase One of the Building Code consultation.

The consultation process provided municipalities, industry, subject matter experts and members of the public with an opportunity to offer their input and views on the proposed changes. The Ministry welcomed the feedback and I was pleased with the frank responses with respect to septic systems.

I have always felt that there are sufficient protections in place to mitigate against septic system failures. Since 1997, there has been a requirement for owners of septic tanks and treatment units to clean out their systems when the working capacity is one-third full. This will continue to be in effect.

I value the input of our municipal partners. I've heard from many of you on this issue and I thank you for your input.

Sincerely,

Original signed by

Bill Mauro
Minister

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, April 24th, 2017

Meeting Location: Drew Community Hall

Present: Councillor Ron Elliott, Councillor Dave Turton
Bob McEachern, Bill Raynard, Geoff Gunson,
Ryan Fisk, Dorothy Grotenhuis

Staff Present: Matthew Lubbers, Recreation Services Manager
Grace Wilson, Recreation and Facilities Assistant
Allan Carr, Recreation Facilities Manager

Guests: Gerald Koeslag

Councillor Elliott called the meeting to order at 5 p.m.

Review of Minutes:

P.R.A.C. minutes from March 27, 2017 were reviewed.

MOTION:

Moved by: Ryan Fisk and Seconded by: Geoff Gunson

THAT:

The P.R.A.C. minutes of March 27, 2017 be approved as circulated.

CARRIED

Council Follow-Up:

The minutes from the March 27, 2017 meeting were accepted by council.

Services Manager's Reports:

Council Recognition Night

At Council Recognition Night, the Minto Minor Hockey Midget Rep team and Minto residents of the Mount Forest Patriots were recognized. Due to availability issues, a second Council Recognition Night is scheduled for May 16, where the Palmerston Terminators and two members of the Listowel Junior B Cyclones have been invited to be recognized.

Norgan Theatre Board Minutes

Services Manager Lubbers reported that the Norgan Theatre loan is officially paid off. The Board would like to attend the June 20th meeting of Council to celebrate this achievement as well as promote the 70th anniversary celebrations taking place August 19th and 20th. Planning for Party in the Park and the Hand Car Races is going well. Both groups worked together on a joint sponsorship package, as well as a joint marketing plan.

Program Progress Report

Services Manager Lubbers reported that the Try It Sports Program is half over and has had strong weekly attendance. Both Grassroots Basketball and Ball Hockey League started at the beginning of April and have been running well. A babysitter course is set to run on April 28th and has a full roster. Hometown Ball is scheduled to start in June with teams in Fordwich, Drew and Harriston. Grassroots Soccer in Clifford starts in June as well and already has 50 kids on the roster. Pickleball is set to begin the first week of

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, April 24th, 2017

Meeting Location: Drew Community Hall

May and a good turnout is expected. Shuffleboard at the Harriston Train Station will begin at the end of May. A weekly open (drop-in) tennis program in Palmerston is being explored.

Outdoor Fitness

Linda Thompson from Saugeen Fitness contacted Services Manager Lubbers regarding outdoor fitness classes. The classes would be run out of the pavilions in Minto, similar to what Thompson currently runs in the Harriston Arena during non-summer months. Members of P.R.A.C. felt this was another great program to offer the community and asked Lubbers to speak with Thompson regarding a similar rate to the current program, and what she would require from the facilities staff.

Drew Board Insurance

Councillor Elliott thanked Gerald Koeslag, a past P.R.A.C. member and an existing member of the Drew Community Board, for hosting the meeting. Koeslag reported that the Drew Community Board is happy to host a P.R.A.C. meeting once a year and requested that the Town of Minto cover half of the Drew Community Board's insurance premium at \$162.

MOTION:

Moved by: Bill Raynard and Seconded by: Councillor Dave Turton

THAT:

The Town of Minto covers half of the Drew Community Board's insurance premium at \$162.

CARRIED

Facilities Manager's Report:

Facilities Maintenance

Facilities Manager Allan Carr reported that all three arenas are officially changed over for spring and summer events. The ice has been removed, header trenches oiled, refrigeration equipment shut down, arena boards cleaned and Olympias cleaned and stored for the summer. Spring cleaning has also been done in the storage and mechanical areas in all facilities. Tenders have been posted for the new dressing room floors and ice resurfer in Palmerston. The furnace on the community centre side of the Harriston Arena broke down and requires a major repair. Parts have been ordered and the furnace will be repaired in early May. All parks have been raked and graded, and sports fields have been rolled. Pool maintenance will begin late May. Efforts are being put forth to ensure that the necessary maintenance is being done at the Harriston Pool to locate areas where it is losing water.

Facility and Sports Field Usage

Spring has been steady with ball hockey, card parties, March Break programs and buck and does. Several large events are lined up to take place this summer and facilities staff have begun preparations. Some of the events taking place this year are the Hand Car Races, Party in the Park, Clifford Homecoming and the 2017 U14 Boys Canadian Fast

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, April 24th, 2017

Meeting Location: Drew Community Hall

Pitch Championship. Usage at the Clifford Ball Diamond should increase due to the addition of a boys fastball team, as well a Friday youth group. Facilities Manager Carr also reported that he attended a Minto Minor Hockey meeting along with the Lead Hands to review the ice allocation policy, maintenance, dressing rooms, arena lighting and concessions.

Staff

Greg Mallet will temporarily cover the position of Recreation and Facilities Assistant in June, as well as maintain some Lead Hand responsibilities in Palmerston. Duane Voll will assume the role of Lead Hand in Palmerston, and a posting for a temporary Facilities Operator has been posted. Job descriptions for two part-time positions for the Palmerston Train Museum were also created and posted last week, along with a part-time operator position.

Tree Removal

Facilities Manager Carr was in consultation with the Town's TLC Coordinator about problem trees. Carr asked P.R.A.C. for direction on what to do with the maple trees located by the main entrance of the Harriston Arena. The trees have been causing issues to the roof, the sewer lines below it as well as the flagpole. There are also trees located near the large soccer pitch at the Palmerston Arena and in Clifford Rotary Park that are causing issues. The committee was in agreement that although these trees should be removed, other trees should be planted in lieu of in another location.

MOTION:

Moved by: Bob McEachern and Seconded by: Geoff Gunson

THAT:

Recreation staff remove the problem trees as outlined in Facilities Manager Carr's report and that other trees be planted in lieu of these removals at the discretion of staff.

CARRIED

Animal Waste Concerns

Council is seeking input from P.R.A.C. regarding ways to decrease the amount of animal waste being left in Town-owned parks and green spaces. Councillor Elliott suggested placing 2-3 animal waste containers within Heritage Park in Palmerston this summer as a pilot.

New Business

Upcoming Events

Councillor Turton reminded everyone that the Town's Volunteer Appreciation Night takes place on Wednesday at the Clifford Hall and that the Green Legacy tree giveaway takes place on Saturday at the Town of Minto Office.

Baseball Program

Councillor Elliott reported that Minto Minor Ball will be trying a new baseball program for kids ages 15 and up this summer on Wednesday nights.

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, April 24th, 2017

Meeting Location: Drew Community Hall

Recreation Master Plan

Members of P.R.A.C. asked staff about the time line regarding a recreation master plan. They feel the process of reviewing the future direction of recreational program and facilities in Minto should begin soon as considerable time is required in a master planning process.

MOTION:

Moved by: Geoff Gunson and Seconded by: Bob McEachern

THAT:

Recreation staff look to begin the recreation master plan process.

CARRIED

MOTION:

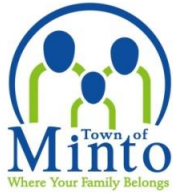
Moved by: Geoff Gunson

THAT:

P.R.A.C. adjourn at 6:45 p.m.

The next meeting is Monday, May 29th at 5:00 p.m. at the Clifford Rotary Pavilion.

Grace Wilson
Recreation and Facilities Assistant
Parks & Recreation Advisory Committee

**TOWN OF MINTO**

DATE: May 12th, 2017
REPORT TO: Mayor and Council
FROM: Allan Carr, Recreation Facilities Manager
SUBJECT: Tender Results for Ice Resurfacer

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:

The ice resurfacer at the Palmerston Arena has been in operation since 2002 and is in need of replacement.

COMMENTS:

Tender packages were prepared and posted to the Town of Minto website. Two bids were received as follows:

Company	Model	Total With Trade In (Excluding HST)
Resurfice Corp.	Millennium H	\$73,910
Zamboni	526	\$82,000

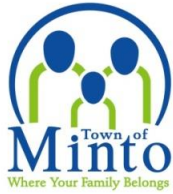
FINANCIAL CONSIDERATIONS:

Both bids are close to the capital budget allotment of \$80,000 for this replacement. Resurfice Corp. may have issues meeting the delivery date of August 17, 2017 and in this instance, facilities staff are prepared to keep using the existing ice resurfacer. Resurfice Corp. has committed in writing to provide a machine on loan at no charge should there be any issues with the existing ice resurfacer.

RECOMMENDATION:

That Council of the Town of Minto receives the May 12th, 2017 report from the Recreation Facilities Manager entitled Tender Results for Ice Resurfacer and approves the purchase of the Millennium H from Resurfice Corp. at a price of \$73,910 plus HST.

Allan Carr
Recreation Facilities Manager

**TOWN OF MINTO****DATE:** May 12th, 2017**REPORT TO:** Mayor and Council**FROM:** Allan Carr, Recreation Facilities Manager**SUBJECT:** Tender Results for Dressing Room Flooring

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:

The dressing room and corridor flooring at the Palmerston Arena is in need of replacement.

COMMENTS:

Tender packages were prepared and posted to the Town of Minto website. Seven bids were received as follows:

Company	Total Excluding HST
Gym-Con Ltd.	\$35,000
Welmar Rec Products	\$37,980
Advantage Sport	\$38,210
Garden City Groundskeeping	\$39,841
Adidas Impex	\$40,001
Stradwick's	\$41,250
Sound Barriers	\$46,900

FINANCIAL CONSIDERATIONS:

Most bids are below the capital budget allotment of \$40,000 for this replacement.

RECOMMENDATION:

That Council of the Town of Minto receives the May 12th, 2017 report from the Recreation Facilities Manager entitled Tender Results for Dressing Room Flooring and approves the purchase of flooring from Gym-Con Ltd. at a price of \$35,000 plus HST.

Allan Carr
Recreation Facilities Manager

Building Department Monthly Review



April 2017



April 2017/2016 Permit Activity

- The Construction Sector in Minto continues to be very active
- April – 24 Permits resulting in \$3.9 Million constructed value vs. 18 Permits in 2016 worth \$2.4 Million

	2017		2016	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	4	\$ 1,160,000.00	2	\$ 500,000.00
Multiple Family Dwelling	1	\$ 250,000.00	1	\$ 400,000.00
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	7	\$ 368,000.00	3	\$ 290,000.00
Residential Accessory Structures	1	\$ 15,000.00	1	\$ 6,000.00
Residential Pool Enclosures/Decks	4	\$ 41,000.00	3	\$ 16,000.00
Commercial Permits	0	\$ -	1	\$ 200,000.00
Industrial	3	\$ 995,000.00	0	\$ -
Institutional	0	\$ -	1	\$ 70,000.00
Agricultural	4	\$ 1,029,000.00	3	\$ 846,000.00
Sewage Systems	0	\$ -	3	\$ 25,000.00
Demolitions	0	\$ -		
Monthly Total	24	\$ 3,858,000.00	18	\$ 2,353,000.00
Total Year to Date	61	\$ 12,551,500.00	42	\$ 4,345,000.00



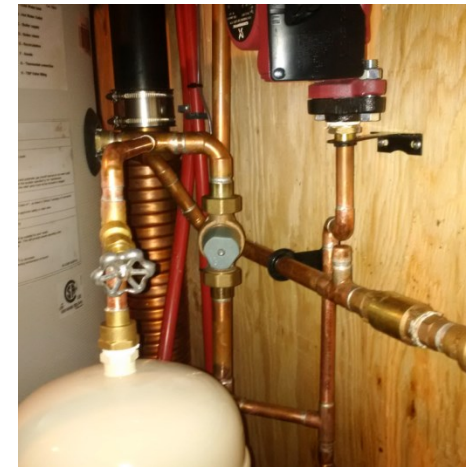
April 2017/2016 Permit Activity

- Year to Date - 61 Permits resulting in \$12.6 Million constructed value vs. 42 Permits in 2016 worth \$4.3 Million

PERMIT TYPE	2017		2016	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	10	\$ 2,749,000.00	5	\$ 1,379,000.00
Multiple Family Dwelling	5	\$ 4,285,000.00	1	\$ 400,000.00
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	14	\$ 823,000.00	10	\$ 811,000.00
Residential Accessory Structures	2	\$ 17,500.00	4	\$ 60,000.00
Residential Pool Enclosures/Decks	4	\$ 41,000.00	4	\$ 23,000.00
Commercial Permits	2	\$ 165,000.00	1	\$ 200,000.00
Industrial	6	\$ 1,250,000.00	3	\$ 250,000.00
Institutional	2	\$ 52,000.00	1	\$ 70,000.00
Agricultural	11	\$ 3,114,000.00	7	\$ 1,114,000.00
Sewage Systems	5	\$ 55,000.00	4	\$ 35,000.00
Demolitions	0	\$ -	2	\$ 3,000.00
Total	61	\$ 12,551,500.00	42	\$ 4,345,000.00

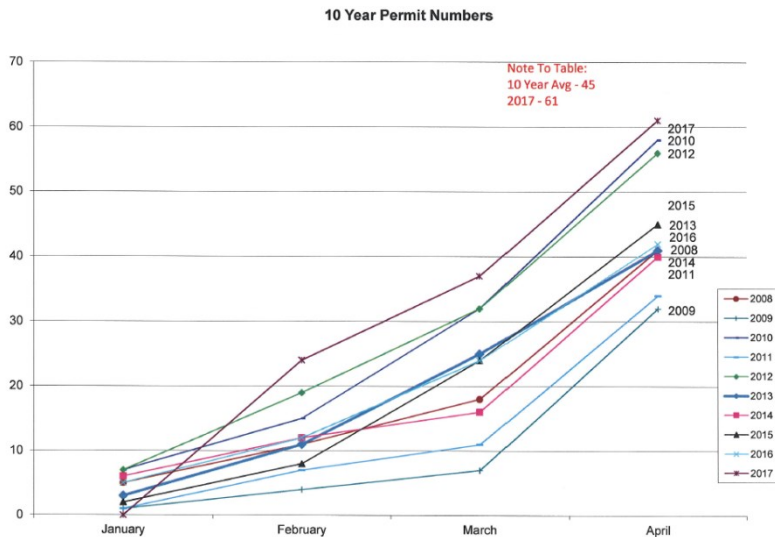
April's Highlights

- **Highlights include:**
 - 4 new Single Family Detached Dwellings worth \$1,160,000
 - 1 new Semi-Detached Dwelling, worth \$250,000
 - Totaling 6 new units
 - Year To Date – 29 new residential units
 - A new substantial addition to an industrial building in Palmerston



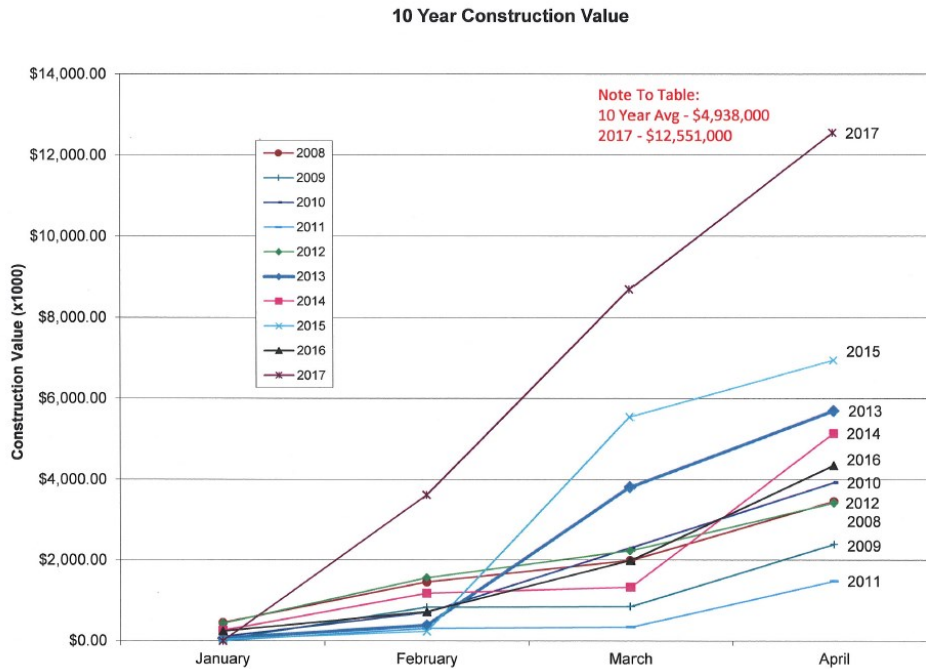
10 Year Permit Numbers

- 10 Year Average - 45
- Year To Date – 61 Permits



10 Year Construction Value

- 10 Year Average - \$4,938,000
- Year To Date - \$12,551,000



Questions/Comments





TOWN OF MINTO

DATE: May 11, 2017
REPORT TO: Mayor and Council
FROM: Terry Kuipers, Chief Building Official
SUBJECT: Property Standards Order – 450 Victoria St

STRATEGIC PLAN:

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

BACKGROUND:

In November of 2016, the dwelling on the subject property was damaged by fire and the owner passed away. From November to March 2017, the Building Department worked with the insurance company to resolve the status of the building to have it repaired or demolished and the site restored.

Due to the circumstance of fire, the insurance company has not yet settled the matter and has not been able to proceed on the property. Due to the lack of action, this department issued an Order to Comply under the Property Standards By-law March 29, 2017. The service of the Order was completed in consultation with our lawyers due to this unusual circumstance. No person has made contact with the Town regarding the Order.

COMMENTS:

The appeal period and compliance date have passed Order to Comply so the Building Department can now commence action to rectify the status of the property.



The Order contains two options to achieve compliance, the first is repairing the dwelling and the second is demolition and site restoration. A meeting is scheduled with an engineer next week to review the property and confirm which method of compliance is to

be undertaken. The review will assess the cost to repair the structure versus the value of the property once the renovations are complete. If the cost exceeds the value, then the only option is to demolish the house. It is important that this process be rational and justifiable in the event of future legal action in this regard.

Neighbours have been extremely understanding of the situation. Timelines required to achieve compliance were communicated. They are concerned about the loose debris that flies around in heavy winds, and the odour starting to come out of the house.



This report is to make Council aware of the unbudgeted expense that this department will be encountering, and the timing around the work. These expenses will be recovered in a like manner to taxes. Cost estimates will be confirmed by the engineer, but staff expects \$250,000 is needed to complete minimal renovations (repairing water, smoke and structural/cosmetic damage) and \$30,000 to demolish and restore the site.

FINANCIAL CONSIDERATIONS:

There will be no final costs to the Municipality, but the Town will pay contractors up front and then place the same amount owing on taxes.

RECOMMENDATION:

That Council receives as information the Chief Building Official's report dated May 11, 2017 Property Standards Order – 450 Victoria Street.

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

**TOWN OF MINTO****DATE:** May 9th, 2017**REPORT TO:** Mayor Bridge & Members of Council**FROM:** Gordon Duff, Treasurer
Janet Klemp, Tax Collector**SUBJECT:** 2017 Tax Rating By-Law

STRATEGIC PLAN:

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.

BACKGROUND:

Council passed its budget April 4th which requires the Town raise \$4,904,577 in lower tier levies including street lighting. Section 312 of the Municipal Act, 2001 requires municipalities to collect levies sufficient to fund the adopted budget. Lower tier municipalities also collect levies on behalf of the Upper Tier and local School Boards. These levies are included as part of the Town of Minto's Tax Rating By-law.

COMMENTS:

The Lower tier must wait until the Upper Tier has passed by-laws for the Upper Tier budget, tax ratios and property tax reductions, tax capping options, and the Upper Tier tax rating by-law. These by-laws were passed as of April 27th, 2017 by the County. The Province of Ontario establishes tax rates for education purposes. These rates have now been set by regulation.

FINANCIAL CONSIDERATIONS:

The tax levies contained in this by-law will enable the Town to raise sufficient monies to fund the requirements set out in the 2017 budget by-law.

RECOMMENDATION:

That the Council receives the May 9th, 2017 report from the Treasurer and Tax Collector regarding the Final Tax By-Law and consider passing By-Law 2017-43 in open session.

Gordon Duff CPA, CGA

Janet Klemp, AMCT

Treasurer

Tax Collector

**TOWN OF MINTO****DATE:** May 5, 2017**REPORT TO:** Mayor and Council**FROM:** Gordon Duff, Treasure**SUBJECT:** Infrastructure Ontario Debenture – Ann & James 2017

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:

In September of 2015, Council accepted a report to request financing of \$660,000 to fund sanitary sewer and water installations on a section of Ann Street in Clifford and James Street in Palmerston. Staff applied to Infrastructure Ontario for the funds and received authorization late 2015. Due to a late start in construction, funds were not advanced in 2015, but most of the work was completed in 2016. The full \$660,000 was advanced by Infrastructure Ontario to the Town as construction financing. The work for this project is substantially completed and it is time to convert this advance to a fixed term debenture.

COMMENTS:

Lot sales and building on Ann Street in Clifford is proceeding at a much faster pace than originally forecast. In 2015, it was intended to complete paving for the section of Ann Street in question, but now all the servicing on the street will be finished with the paving occurring after all services have been installed. Infrastructure Ontario has agreed to complete the debenture conversion even though the original section will remain in gravel for a longer period. Our solicitors, Weir Foulds LLP who acts on financing matters prepared a Debenture By-Law for Council's consideration. Supporting documentation has been forwarded to Infrastructure Ontario and legal counsel.

FINANCIAL CONSIDERATIONS:

Servicing costs for this loan will switch from monthly interest payments for the construction financing to semi-annual payments under the serial debenture for a period of twenty years with equal principal and diminishing interest amounts. The first payment is due December 1, 2017. All of the debt servicing cost is recovered from water and wastewater rates.

RECOMMENDATION:

The Council accepts the Treasurer's May 5th 2017 Infrastructure Ontario Debenture report and considers the passage of the related By-law in Regular Session.

Gordon Duff, Treasurer



TOWN OF MINTO

DATE: May 9, 2017
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: March 31, 2017 Financial Review

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 winter was relatively normal although February was warmer than March. Machine time has only been partially entered so winter control expenses will end up being higher than indicated in the attached figures. This will affect individual departments although there will be no effect on overall results. Two fire vehicles and engineering work accounted for the bulk of capital spending in this quarter. No reserve transfers have been entered at this time. Most online payments such as hydro bills have been entered covering the bills paid by March 31st. The operating budget shows a positive variance of \$287,802 while the capital budget shows a negative variance of \$1,210,201.

COMMENTS:

OPERATING

Admin

- budgeted reserve transfers have not yet been entered; in general, this makes expenditures seem understated on a YTD basis;
- first quarter's OMPF payment has been received;
- Council expenses are running slightly over budget trend but should level out following winter/spring conference season;
- total budgeted cash and facility donations are \$49,000 with approximately \$13,010 granted to date;
- the annual insurance premium of \$257,000 has been paid, and has been allocated to various departments;
- computer maintenance costs are lower to date, although this could change as the year progresses;
- other interdepartmental allocations to be made later in the year;

Fire

- inter-municipal services fees have not yet been received;
- most wages to firefighters have not yet been paid as at March 31, 2017;
- Volunteer firefighter accident insurance has been paid for the year;
- a few public education/fund-raisers took place during this quarter;
- other expenses on track;

People and Property

- most dog licence revenue is not yet posted and will be included in next quarter's report;
- fortunately no major emergency expenses have been incurred to date in this quarter with minimal generator maintenance costs incurred;
- most of the Conservation Authority levies have been paid and this leads to the usual up front YTD variance;

Public Works

- gravel pit royalties and fees for service are generally not received until later in the year so YTD revenue variances are still yet to be realized;
- overall public works wages are within budget; water and sewer trending 5% and 2% under budget, while winter control 80% of 2017 wages spent; leaves 20% for November and December
- through first quarter salt and sand expenses totaled \$75,000 or 52% of the total annual budget; late billing may add to this expense in next quarter, but \$20,000 added to this line item in 2017 should ensure it remains within budget;
- Overall winter so far in 2017 has been expensive from a wages perspective as heavier snow events were prolonged over a few days resulting in some overtime;
- road loose top and hardtop maintenance expenses not usually incurred until the summer season;
- equipment & vehicle repairs and fuel & maintenance costs are also up this year; for example general equipment repairs are \$10,000 over budget due to un-expected repairs for minor accidents
- a small amount of tree-cutting work was performed this winter during the milder times;
- more work on the Asset Management Road-Map continued in this quarter with costs being shared between the primary departments affected;

Sewer

- sewer revenue is running close to forecast based on the revised rates;
- the bulk of the debt payments are not be expensed in budget until last quarter of the year;
- annual reserve transfers, which are the largest expense in department, not yet entered;
- other expenses running close to forecasts;

Water

- water revenue has improved over the previous two years, thanks to the new rate schedule;
- other operating expenses have been in line to date;
- the large budgeted reserve transfers have not yet been made;

Cemeteries

- as expected, cemetery revenue is normally very low during the first quarter;
- expenses are also minimal until warmer weather arrives;

Recreation

- recreation ice time revenues are running as expected with another busy winter season;
- licensed events in Clifford and Harriston during the first quarter trending below budget;
- this will pick up in the second and third quarter;
- most hall rentals are usually booked and/or invoiced later in the last quarters;
- events in Clifford (Homecoming) and Palmerston (Canadian Championship) should increase rentals later in the year;
- overall recreation YTD wages are a bit below budget as staffing levels are lower until summer staff are hired;
- annual debt servicing costs will be incurred later in the year;
- the Norgan Theatre is on track for another positive year, with good attendance for many features and expenses in line;
- other small facilities running as expected;

Building

- the department is off to a busy start on both the residential and non-residential side; revenues are trending well above budget; fee increase will help decrease net taxpayer subsidy to this areas
- training and further source water plan implementation continued in the winter months;
- staffing of maternity leave will be addressed later in the year which may result in some salary savings

Economic Development

- economic development busy with Committee meetings and public engagement;
- significant activity in the industrial parks also occurred in the first quarter;
- the business incubator contribution was made and the focus is now on outreach programs;
- most costs inline although large debt servicing payments will not be incurred until late in the year;

Tourism

-fairly minimal activity in this department during the winter except for planning for Farmers' markets, advertising campaigns and signage projects;

CAPITAL

Admin

- expenditures for the expanded work order and service request system amounted to about \$13,000 in the first three months of the year;
- no other expense was incurred during the quarter;

Fire

- the tanker truck and SUV were both received in this quarter;
- this accounts for approximately 85% of budgeted capital expenditures for 2017;
- the Town's share of the bunker gear washer was also incurred in February;
- approximately \$2,200 in revenue from various fund-raisers were received during this quarter;

Emergency Measures

- no expenditures as at March 31, 2017;

Public Works

- formula-based OCIF funding of \$74,000 was received – this money is earmarked for various road projects including Ann Street in Clifford and George Street in Harriston;
- \$967,000 in Connecting Link funding for the final phase of the Clifford project was received in January;
- the Roads share of the Works system was \$4,200 for this quarter;
- over \$18,000 in engineering and design work paid in this quarter;
- other than the above there were very few capital expenditures in the first part of the year;

Sewers

- the Roads share of the Works system was \$4,200 for this quarter;
- some engineering and design work for the George Street project of about \$6,000 was carried out;
- inflow and infiltration work on manholes in Harriston and sewer lining in Clifford also took place during the mild spells; inspection of contractor's work to date is complete and being reconciled with invoicing; successful test of alternate supplier successful and RFP for this work could result in more competitive pricing

Waterworks

- a few small equipment purchases amounting to under \$3,000 were made;

- an upgrade to Well #4 in Clifford for \$8,400 was spent;
- as with sewers and roads, the Water department had expenses relating to the Works software and engineering design work which account for the remaining expenditures;

Cemeteries

- minimal engineering costs spent during this period;

Recreation

- galvanized eliminators for \$5,300 were installed at the Harriston arena;
- about \$31,000 in costs related to the replacement of the Palmerston pedestrian trail bridge have been incurred;
- all but \$10,000 of the costs will be covered by insurance;
- no other capital expenditures in this quarter;

Economic Development

- the only capital expenditures during this quarter were for engineering work for both the Harriston and Palmerston Industrial Parks;

FINANCIAL CONSIDERATIONS:

Budget variances as indicated above will continue to be monitored during the rest of 2017.

RECOMMENDATION:

THAT Council receive the Treasurer's March 31, 2017 Financial Review report as information.

Gordon Duff
Treasurer

Town of Minto

Department		Previous YTD Actual	Previous YTD Budget	Variance	YTD Actual	YTD Budget	Variance	Total Budget
Monthly Operating YTD Financial Summary								
COUNCIL								
	Revenue	\$0	\$7,250	-\$7,250	\$0	\$7,500	-\$7,500	\$0
	Expenditure	<u>36,372</u>	<u>39,175</u>	<u>2,803</u>	<u>43,656</u>	<u>39,550</u>	<u>-4,106</u>	<u>158,200</u>
	Dept Total	<u>-36,372</u>	<u>-31,925</u>	<u>-4,447</u>	<u>-43,656</u>	<u>-32,050</u>	<u>-11,606</u>	<u>-158,200</u>
ADMIN & GENERAL								
	Revenue	472,136	523,925	-51,789	494,169	546,077	-51,908	2,184,308
	Expenditure	<u>502,678</u>	<u>307,944</u>	<u>-194,734</u>	<u>303,340</u>	<u>313,650</u>	<u>10,310</u>	<u>1,254,600</u>
	Dept Total	<u>-30,542</u>	<u>215,981</u>	<u>-246,523</u>	<u>190,829</u>	<u>232,427</u>	<u>-41,598</u>	<u>929,708</u>
MINTO FIRE DEPT								
	Revenue	2,143	875	1,268	5,943	33,544	-27,601	134,176
	Expenditure	<u>111,122</u>	<u>249,969</u>	<u>138,847</u>	<u>160,828</u>	<u>260,576</u>	<u>99,748</u>	<u>1,042,304</u>
	Dept Total	<u>-108,979</u>	<u>-249,094</u>	<u>140,115</u>	<u>-154,885</u>	<u>-227,032</u>	<u>72,147</u>	<u>-908,128</u>
PROTECTION								
	Revenue	7,507	3,975	3,532	1,999	5,725	-3,726	22,900
	Expenditure	<u>114,061</u>	<u>42,625</u>	<u>-71,436</u>	<u>128,517</u>	<u>45,175</u>	<u>-83,342</u>	<u>180,700</u>
	Dept Total	<u>-106,554</u>	<u>-38,650</u>	<u>-67,904</u>	<u>-126,518</u>	<u>-39,450</u>	<u>-87,068</u>	<u>-157,800</u>
ROADWAYS								
	Revenue	157,143	280,770	-123,627	17,266	265,980	-248,714	1,063,920
	Expenditure	<u>739,568</u>	<u>782,250</u>	<u>42,682</u>	<u>765,717</u>	<u>822,933</u>	<u>57,216</u>	<u>3,291,732</u>
	Dept Total	<u>-582,425</u>	<u>-501,480</u>	<u>-80,945</u>	<u>-748,451</u>	<u>-556,953</u>	<u>-191,498</u>	<u>-2,227,812</u>
SEWERS								
	Revenue	408,849	526,125	-117,276	436,643	506,450	-69,807	2,025,800
	Expenditure	<u>215,579</u>	<u>526,125</u>	<u>310,546</u>	<u>199,021</u>	<u>506,450</u>	<u>307,429</u>	<u>2,025,800</u>
	Dept Total	<u>193,270</u>	<u>0</u>	<u>193,270</u>	<u>237,622</u>	<u>0</u>	<u>237,622</u>	<u>0</u>

WATERWORKS							
Revenue	382,799	448,362	-65,563	399,267	500,520	-101,253	2,002,080
Expenditure	<u>353,731</u>	<u>448,362</u>	<u>94,631</u>	<u>257,038</u>	<u>500,520</u>	<u>243,482</u>	<u>2,002,080</u>
Dept Total	<u>29,068</u>	<u>0</u>	<u>29,068</u>	<u>142,229</u>	<u>0</u>	<u>142,229</u>	<u>0</u>
CEMETERIES							
Revenue	7,734	17,375	-9,641	7,550	14,200	-6,650	56,800
Expenditure	<u>2,493</u>	<u>22,325</u>	<u>19,832</u>	<u>6,271</u>	<u>22,505</u>	<u>16,234</u>	<u>90,020</u>
Dept Total	<u>5,241</u>	<u>-4,950</u>	<u>10,191</u>	<u>1,279</u>	<u>-8,305</u>	<u>9,584</u>	<u>-33,220</u>
HEALTH SERVICES							
Revenue	11,624	7,650	3,974	7,934	7,650	284	30,600
Expenditure	<u>18,150</u>	<u>14,838</u>	<u>-3,312</u>	<u>20,714</u>	<u>16,088</u>	<u>-4,626</u>	<u>64,352</u>
Dept Total	<u>-6,526</u>	<u>-7,188</u>	<u>662</u>	<u>-12,780</u>	<u>-8,438</u>	<u>-4,342</u>	<u>-33,752</u>
RECREATION							
Revenue	288,360	238,787	49,573	311,330	281,027	30,303	1,124,108
Expenditure	<u>411,332</u>	<u>529,669</u>	<u>118,337</u>	<u>526,793</u>	<u>577,788</u>	<u>50,995</u>	<u>2,311,152</u>
Dept Total	<u>-122,972</u>	<u>-290,882</u>	<u>167,910</u>	<u>-215,463</u>	<u>-296,761</u>	<u>81,298</u>	<u>-1,187,044</u>
BUILDING & ZONING							
Revenue	16,791	51,587	-34,796	78,570	49,250	29,320	197,000
Expenditure	<u>54,785</u>	<u>92,456</u>	<u>37,671</u>	<u>75,396</u>	<u>86,794</u>	<u>11,398</u>	<u>347,176</u>
Dept Total	<u>-37,994</u>	<u>-40,869</u>	<u>2,875</u>	<u>3,174</u>	<u>-37,544</u>	<u>40,718</u>	<u>-150,176</u>
ECON DEV & TOURISM							
Revenue	23,890	45,550	-21,660	7,203	41,950	-34,747	167,800
Expenditure	<u>116,808</u>	<u>185,303</u>	<u>68,495</u>	<u>82,621</u>	<u>157,684</u>	<u>75,063</u>	<u>630,736</u>
Dept Total	<u>-92,918</u>	<u>-139,753</u>	<u>46,835</u>	<u>-75,418</u>	<u>-115,734</u>	<u>40,316</u>	<u>-462,936</u>
ALL DEPARTMENTS							
Revenue	1,778,976	2,152,231	-373,255	1,767,874	2,259,873	-491,999	9,009,492
Expenditure	<u>2,676,679</u>	<u>3,241,041</u>	<u>564,362</u>	<u>2,569,912</u>	<u>3,349,713</u>	<u>779,801</u>	<u>13,398,852</u>
	<u>-897,703</u>	<u>-1,088,810</u>	<u>191,107</u>	<u>-802,038</u>	<u>-1,089,840</u>	<u>287,802</u>	<u>-4,389,360</u>
YTD TAXATION	<u>1,144,775</u>	<u>1,144,775</u>	<u>0</u>	<u>1,178,174</u>	<u>1,178,174</u>	<u>0</u>	4,712,696
NET OPERATING RESULTS	<u>\$247,072</u>	<u>\$55,965</u>	<u>\$191,107</u>	<u>\$376,136</u>	<u>\$88,334</u>	<u>\$287,802</u>	<u>\$323,336</u>

Capital Monthly YTD Financial Summary

COUNCIL								
	Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Dept Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ADMIN & GENERAL								
	Revenue	0	4,500	-4,500	0	3,750	-3,750	15,000
	Expenditure	<u>0</u>	<u>31,750</u>	<u>31,750</u>	<u>13,321</u>	<u>25,000</u>	<u>11,679</u>	<u>100,000</u>
	Dept Total	<u>0</u>	<u>-27,250</u>	<u>27,250</u>	<u>-13,321</u>	<u>-21,250</u>	<u>7,929</u>	<u>-85,000</u>
MINTO FIRE DEPT								
	Revenue	0	93,750	-93,750	2,195	42,500	-40,305	170,000
	Expenditure	<u>361,604</u>	<u>165,000</u>	<u>-196,604</u>	<u>287,744</u>	<u>85,000</u>	<u>-202,744</u>	<u>340,000</u>
	Dept Total	<u>-361,604</u>	<u>-71,250</u>	<u>-290,354</u>	<u>-285,549</u>	<u>-42,500</u>	<u>-243,049</u>	<u>-170,000</u>
PROTECTION								
	Revenue	0	0	0	0	7,500	-7,500	30,000
	Expenditure	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>32,000</u>
	Dept Total	<u>0</u>	<u>-15,000</u>	<u>15,000</u>	<u>0</u>	<u>-500</u>	<u>500</u>	<u>-2,000</u>
ROADWAYS								
	Revenue	130,960	543,138	-412,178	1,042,288	433,724	608,564	1,734,896
	Expenditure	<u>388,568</u>	<u>795,525</u>	<u>406,957</u>	<u>18,199</u>	<u>659,000</u>	<u>640,801</u>	<u>2,636,000</u>
	Dept Total	<u>-257,608</u>	<u>-252,387</u>	<u>-5,221</u>	<u>1,024,089</u>	<u>-225,276</u>	<u>1,249,365</u>	<u>-901,104</u>
SEWERS								
	Revenue	0	160,125	-160,125	0	223,650	-223,650	894,600
	Expenditure	<u>148,472</u>	<u>289,975</u>	<u>141,503</u>	<u>32,986</u>	<u>363,063</u>	<u>330,077</u>	<u>1,452,250</u>
	Dept Total	<u>-148,472</u>	<u>-129,850</u>	<u>-18,622</u>	<u>-32,986</u>	<u>-139,413</u>	<u>106,427</u>	<u>-557,650</u>
WATERWORKS								
	Revenue	0	213,413	-213,413	0	199,635	-199,635	798,540
	Expenditure	<u>168,695</u>	<u>372,425</u>	<u>203,730</u>	<u>21,967</u>	<u>254,937</u>	<u>232,970</u>	<u>1,019,750</u>
	Dept Total	<u>-168,695</u>	<u>-159,012</u>	<u>-9,683</u>	<u>-21,967</u>	<u>-55,302</u>	<u>33,335</u>	<u>-221,210</u>

CEMETERIES								
Revenue	0	0	0	0	2,500	-2,500	10,000	
Expenditure	<u>0</u>	<u>13,750</u>	<u>13,750</u>	<u>708</u>	<u>13,750</u>	<u>13,042</u>	<u>55,000</u>	
Dept Total	<u>0</u>	<u>-13,750</u>	<u>13,750</u>	<u>-708</u>	<u>-11,250</u>	<u>10,542</u>	<u>-45,000</u>	
HEALTH SERVICES								
Revenue	0	0	0	0	0	0	0	
Expenditure	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Dept Total	<u>0</u>	<u>-1,250</u>	<u>1,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
RECREATION								
Revenue	17,025	74,500	-57,475	9,784	92,625	-82,841	370,500	
Expenditure	<u>33,117</u>	<u>94,875</u>	<u>61,758</u>	<u>36,560</u>	<u>126,125</u>	<u>89,565</u>	<u>504,500</u>	
Dept Total	<u>-16,092</u>	<u>-20,375</u>	<u>4,283</u>	<u>-26,776</u>	<u>-33,500</u>	<u>6,724</u>	<u>-134,000</u>	
BUILDING & ZONING								
Revenue	0	0	0	0	0	0	0	
Expenditure	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>2,000</u>	
Dept Total	<u>0</u>	<u>-1,250</u>	<u>1,250</u>	<u>0</u>	<u>-500</u>	<u>500</u>	<u>-2,000</u>	
ECON DEV & TOURISM								
Revenue	-2,068	0	-2,068	1,000	3,750	-2,750	15,000	
Expenditure	<u>0</u>	<u>44,375</u>	<u>44,375</u>	<u>8,072</u>	<u>48,750</u>	<u>40,678</u>	<u>195,000</u>	
Dept Total	<u>-2,068</u>	<u>-44,375</u>	<u>42,307</u>	<u>-7,072</u>	<u>-45,000</u>	<u>37,928</u>	<u>-180,000</u>	
ALL DEPARTMENTS								
Revenue	145,917	1,089,426	-943,509	1,055,267	1,009,634	45,633	4,038,536	
Expenditure	<u>1,100,456</u>	<u>1,825,175</u>	<u>724,719</u>	<u>419,557</u>	<u>1,584,125</u>	<u>1,164,568</u>	<u>6,336,500</u>	
NET CAPITAL RESULTS	<u>-954,539</u>	<u>-735,749</u>	<u>-218,790</u>	<u>635,710</u>	<u>-574,491</u>	<u>1,210,201</u>	<u>-2,297,964</u>	

**TOWN OF MINTO****DATE:** May 12, 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 May 12, 2017

Administration	\$ 121,821.90
People & Property	63.24
Health & Safety	
Health Services	
Building	1,481.63
Economic Development	20,491.09
Incubator	871.90
Tourism	715.74
Fire	15,117.18
Drains	
Roads	114,356.74
Cemetery	4,781.00
Waste Water	35,762.86
Streetlights	7,633.84
Water	15,467.08
Town Landscaping Care	2,117.62
Recreation	4,995.56
Clifford	4,136.79
Harriston	10,367.81
Palmerston	23,171.67
Norgan	4,667.56

\$ 388,021.21

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 May 12, 2017 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for April and May 2017.

Gordon Duff, Treasurer



TOWN OF MINTO

DATE: May 11, 2017

REPORT TO: Mayor and Council

FROM: Bill White C.A.O. Clerk; Mike McIsaac Road Foreman

SUBJECT: Triton Engineering; Clifford Elora Street Paving; Grein's to Park Street Phase 1

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.

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 budget includes \$340,000 to complete Phase 1 of the Clifford Elora Street reconstruction. Work includes milling, shoulder excavation, grading, paving, and line painting. One lane of traffic is to move through the area at all times.



This is the first of three phases of work for Elora Street in Clifford. Phase 1 will be finished before Clifford Homecoming August 4 through 6. In 2018 the Town will proceed with Phase 2a) between Park and Allan Street, Phase 2b) Allan to James, and Phase 3 James to West Heritage (Town limits).

Triton coordinated the tender for this work and provided the attached summary of the bids received. The lowest bid is from Steed and Evans Ltd. at \$314,293.90. Their last major project in Minto was Highway 9 in Harriston from William to Adelaide in 2013-14.

COMMENTS:

The Town is pleased to have three bids for this work. The project is the first phase of work to be completed in Clifford. The entire project was introduced in March at Clifford Downtown Meeting and again at the Mayor's Breakfast May 5. The proposal to complete this first phase in 2017 before Homecoming, and the remainder of the work from Park to West Heritage in 2018 seems to have support. A full public meeting on this project will be scheduled in the fall. This will be the public's chance to review and comment on the design plans, detours and timing of the project.

The main issue for this phase of the work is ensuring adequate traffic flow through the project. Triton has confirmed with Steed and Evans that they can meet this requirement. The work does not require service installation and weather permitted should be finished within four weeks. The contractor is aware of the need to be completed before Clifford Homecoming August 4 through 7.

FINANCIAL CONSIDERATIONS:

Including engineering and contingency the total project cost is \$330,293 plus HST which is within the Town's \$340,000 budget (after HST remittance). The project is primarily funded by the Provincial Connecting Link Program.

RECOMMENDATION:

That Council receives the C.A.O. Clerk and Road Foreman's May 11, 2017 report Triton Engineering; Clifford Elora Street Paving Grein's to Park Street Phase 1, and that the tender Reconstruction of Elora Street be awarded to Steed and Evans at a price of \$314,293.90 plus HST.

Bill White C.A.O. Clerk

Mike McIsaac Road Foreman



105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

May 11, 2017

Town of Minto
5941 Highway No. 89
HARRISTON, Ontario
N0G 1Z0

ATTENTION: Bill White
Chief Administrative Officer/Clerk

RE: TOWN OF MINTO
RECONSTRUCTION OF ELORA STREET
(HIGHWAY NO. 9), CLIFFORD
CONTRACT NO.: 6614-17
OUR FILE: M6614A

Dear Sir:

Tenders for this project were received and opened in the Municipal offices shortly after 2:00 p.m. on Thursday, May 11, 2017.

Those present were Annilene McRobb, Mike McIsaac, Chris Clark and various contractor representatives.

The Tenders received were as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u>
STEED AND EVANS LTD.	ST. JACOBS	\$ 314,293.90
COX CONSTRUCTION LTD.	GUELPH	\$ 415,959.20
THE MURRAY GROUP LTD.	MOOREFIELD	\$ 323,965.20

The Tenders received have been checked for errors and omissions. Mathematical errors were found in the tender submitted by Steed and Evans Ltd. (St. Jacobs). The corrected price is shown in brackets

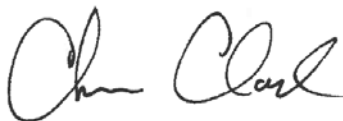
Therefore, we recommend that the contract be awarded to Steed and Evans Limited in the amount of \$314,293.90 which includes an allowance for Contingencies.

Attached for your information is a cost breakdown for the project based on the Tender prices submitted by Steed and Evans Limited.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

A handwritten signature in black ink, appearing to read 'Chris Clark', with a stylized, cursive script.

Chris Clark, P.Eng.

Encl.

cc: Gordon Duff, Treasurer, Town of Minto

May 11, 2017

TOWN OF MINTO

RECONSTRUCTION OF ELORA STREET (HIGHWAY NO. 9), CLIFFORD

CONTRACT NO. 6614-17

COST BREAKDOWN SUMMARY

BASED ON TENDER PRICES SUBMITTED BY STEED AND EVANS LTD

		TENDER PRICE
		\$ 240,443.90
<u>SECTION 1 – ROADS AND DRAINAGE</u>	-	\$ (243,443.90)
<u>SECTION 2 – MISCELLANEOUS</u>	-	\$ 6,500.00
<u>SECTION 3 – PROVISIONAL ITEMS</u>	-	\$ 39,350.00
<u>CONTINGENCY</u>	-	\$ 25,000.00
TOTAL CONTRACT PRICE (Excluding H.S.T.)	-	\$ 314,293.90
ENGINEERING (SITE INSPECTION & CONTRACT ADMINISTRATION FOR CONSTRUCTION) INCLUDING GEOTECHNICAL & MATERIAL TESTING (ESTIMATED)	-	\$ 16,000.00
TOTAL ESTIMATED COST (Excluding H.S.T.)	-	\$ 330,293.90



TOWN OF MINTO

DATE: May 10, 2017

REPORT TO: Mayor and Council

FROM: Bill White C.A.O. Clerk; Wayne Metzger Water Foreman

SUBJECT: Bulk Water Request Bright's Water Services Inc.

STRATEGIC PLAN:

11.1 Implement financial plans to ensure water distribution and treatment, and sewage collection and treatment systems are operated effectively and efficiently, costs are allocated fairly based on residential and non-residential metered rates, and operations, maintenance and future capital replacement is planned for and financed.

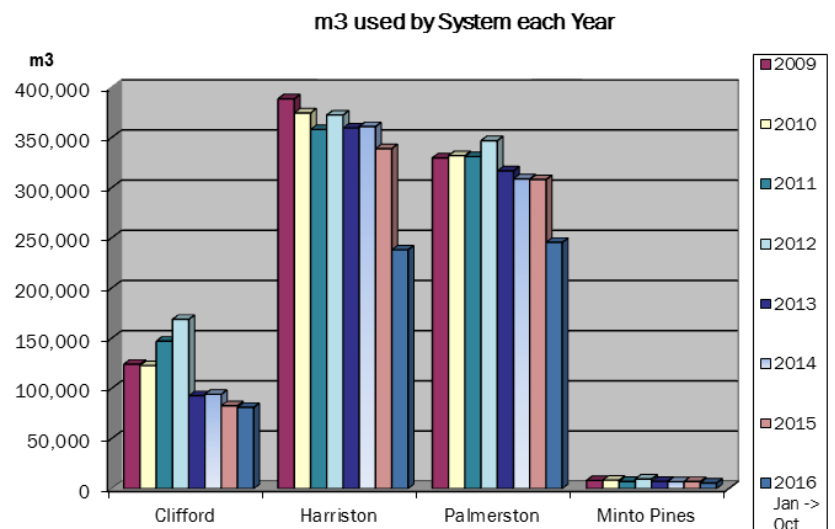
11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities 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 attached request was received from Bright's Water for access a Town's water system to acquire bulk water for transfer by tanker to their private customers for filling pools, dust control, compacting fill or watermain flushing. Bright's Water supplied IPM 2016 with bulk water for their on-site system from the Harriston Water System. Staff discussed the request and if access is to be provided the Palmerston system would be preferred. A connection system similar would be installed to monitor the volume of water taken and to control access to the water system.

Section 4.5 of the Town's new Water Use By-law regulates access to fire hydrants requiring written approval from the Public Works Director.

Otherwise there is no specific section in the bylaw regarding taking of bulk water and no policy to cover this request. The fees bylaw includes a \$75 fee per day for hook up and disconnection plus charges based on the volume used. If a bulk water contract is to be signed this fee should be reviewed. The chart shows water consumption in all four systems in Minto.



COMMENTS:

The Town permitted bulk water taking for IPM 2016 and has had occasional requests that have been accommodated over the years. Bright's has bulk suppliers in regions throughout the Province and based on their experience during IPM 2016 became interested in Minto as a permanent site to draw bulk water. Their initiative has been discussed with staff and direction is needed as to whether Council would consider a permanent agreement.

Staff believes the Palmerston Water System would have the most capacity for bulk water taking. The Palmerston System services approximately 2,579 permanent residents and 910 households services four drilled bedrock wells, two wellhouses, an elevated 2500 m³ steel storage tank. The following shows water consumption in Palmerston

System	Serviced	2016 m3	2015 m3	2014 m3	2013 m3	2012 m3	2011 m3	2010 m3	2009 m3
Palmerston	2,600	245,380	307,909	308,637	316,635	346,739	330,818	331,769	329,564

Despite more homes and businesses in Palmerston, water consumption from 2012 to 2016 dropped 32% or just over 105,000 m³. Water conservation is still important and there would need to be limits to the amount of bulk water taken to ensure adequate supply for Minto customers. At IPM 1075 m³ of bulk water was taken which is less than 0.5% of the total water used in Palmerston in 2016. 1075 cubic metres is about 36 tanker trucks full of water. There appears to be adequate supply to consider some bulk water sales.

Some municipalities actively market bulk water as a means to generate revenue for the system. Orillia built a self-service bulk water facility to provide access for companies wishing to use their system. Their rate is \$2.49 per m³. Kitchener has also built a connection system as shown below. They provide bulk water for contractors and others to use with a view to reducing illegal water use from hydrants or unapproved connections.

Bulk Water Fill Station



A permanent bulk water station is not being considered at this time. Staff could work with Bright's to establish a connection method that protects water quality and monitors water taken. Bright's has asked for exclusive access to bulk water, while most municipalities provide broader access. Legal requirements for connection, payment and use of Town water would need to be established in an agreement which would come back to Council for final

approval if there is interest in allowing this company access.

The pictures below are of the unit used by Bright's to access Town water during IPM 2016.



FINANCIAL CONSIDERATIONS:

Using Town current rates for 2017 the cost of one truckload of bulk water would be about \$61 plus one \$75 hookup and one \$75 disconnection fee for the season. A typical pool fill up would require two truckloads of water. If the company were to use 5,000 m³ of water in one season (+180 loads) at current rates total revenue to the system would be \$10,400. If access is considered a rate increase for bulk water should be considered.

RECOMMENDATION:

That Council receives the C.A.O. Clerk and Water Foreman's May 10, 2017 report Bulk Water Request Bright's Water Services Inc. and that staff be directed to negotiate a draft agreement with Bright's Water Services to provide access for bulk water in Palmerston along with a policy and updated rate for Council consideration.

Bill White C.A.O. Clerk



Prompt Bulk Water Delivery

www.brightwaterservices.ca
info@brightwaterservices.ca

1.877.696.3609
f} 519.684.7120

907168 Township Rd 12
Bright, ON N0J 1B0

May 8, 2017

Town of Minto
Public Works Department
C/O Wayne Metzger
5941 Highway 89
Harriston, ON N0G1Z0

Dear Wayne,

As per our discussions, the purpose of this letter is to formally request the use of a fire hydrant for the purpose of filling our bulk water tankers. We operate a fleet of twelve water trucks providing services for both public and private sector clients; we work with many of our public sector clients to secure temporary hydrant loading sites to ensure the efficient provision of service.

As was the case when we worked together during the 2016 International Plowing Match, we would provide an approved RPZ backflow prevention device, coupled with a water meter, and secured in a lockable stainless steel box to be attached to a hydrant. Your department would be provided with keys for the locks for the purpose of inspection and meter reading. We will pay your water rate per cubic meter as well as whatever set up/rental rates are typically charged for temporary hydrant usage.

The primary use of this water would be used for the purposes of filling pools, dust control or compaction on construction sites, as well as watermain flushing/sampling in the local area. We also work with many municipalities delivering potable water both for normal consumption as well as in emergency scenarios; an added benefit of this loading site would be possible usage in the event of a water emergency requiring our assistance.

We currently have similar loading sites exclusively for our use provided by Kitchener Utilities, the City of Waterloo, the City of Cambridge, the City of Guelph, as well as Peel Region. I would be happy to forward references if requested. Thank you for taking the time to consider my request.

Sincerely,

Wesley Rieck
Owner

- Tanks & Reservoirs
- Compaction
- Sod/Tree Watering

- Pool Filling
- Rink Flooding
- Dust Control

- Street Washing
- Watermain Flushing
- Emergency Hookup



TOWN OF MINTO

DATE: May 11, 2017

REPORT TO: Mayor and Council

FROM: Mike McIsaac, Road Foreman

SUBJECT: Asphalt Tender 2017-05

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 business has equal opportunity to submit bids.

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, minimum construction and maintenance standards.

BACKGROUND

At the April 4 meeting Council passed the following resolution regarding 2017 asphalt work:

MOTION: COW 2017-095

THAT Council receives the Roads and Drainage Supervisor March 21. 2017 report Hardtop Maintenance 2017 and approves the works outlined for 2017 and 2018 in Option 2 being 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.

The asphalt tender closed May 10 which included sand padding, surface asphalt and shoulder gravel on 3.91km of the 16th Line of Minto and gravel edging of Ayton Road from Hwy 9 to County Road 2. Also in the tender are various town street projects, previously identified in the roads needs study, which require surface asphalt or mill and pave treatment to extend the useful life. These roads are not in the 10 year plan for full reconstruction.

Harriston: King St N (Arthur St E to William St E) 2 blocks



Clifford: John St W (Elora St S to Clarke St S) 2 blocks



Arena Parking Lot; Community Center Driveway (Facilities Budget)



Palmerston: James St (Main St W to John St) 2 blocks



Palmerston: Norman St (Main St W to Deadend) 3 blocks



Tenders received are summarized below:

Contractor	Total Excluding HST
The Murray Group Limited	\$398,730.00
Steed and Evans Ltd.	\$463,313.15

COMMENTS:

Staff has reviewed the submissions and recommends awarding to the lowest bidder The Murray Group for a total cost of \$398,730.00 excluding HST. The two blocks of James Street paving completes the capital project started in 2016. In addition this tender allows for seven more blocks of paving, two more than required by the April 4 Council resolution. While the tender is \$16,327 higher than the total budget, more work is able to be completed because of good pricing.

The Clifford Arena paving requires a detailed design to address surface water drainage across the parking lot and Brown Street. The landscape island, curbing, landscaping and entrance re-design is needed to control surface water. A catch basin in the parking lot will need to be connected to the storm sewers in the area to prevent excessive surface water on residential properties across the road. Triton Engineering is assisting with this plan. Curbing and drainage work will be covered in a separate budget.

There are options to help address the contract cost such as adding the County contribution to Norman Street roadway work to patch service connections, and re-allocating unspent capital from Palmerston Parking Lot \$50,000 or 12th Line work \$40,000.

FINANCIAL CONSIDERATIONS

The combined 2017 Capital and Operating Budgets is \$382,403 including Facilities budget of \$50,000. With previous items this year coming in under budget staff is confident this project as tendered can be completed using unspent Capital and Operating dollars in 2017.

RECOMMENDATION

That Council receives the May 11, 2017 report from the Road Foreman regarding Tender 2017-05 'Asphalt' and approves the hiring of The Murray Group Limited at the combined tender price of \$398,730.00 excluding HST.

Mike McIsaac
Road Foreman

TOWN OF MINTO

DATE: May 11, 2017

REPORT TO: Mayor and Council

FROM: Mike McIsaac, Road Foreman

SUBJECT: Request for Quotation for Sidewalks

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 business has equal opportunity to submit bids.

BACKGROUND

The RFQ to Remove, Dispose, Replace Sidewalk closed May 10 for the following work:

PALMERSTON

- | | |
|----------------|---|
| A- Prospect St | Approx. 40m East of Toronto St to Grand Trunk, North side |
| B- York St | Prospect St to Derby St, East side |
| C- Main St | Whites Rd to 443 main street |
| D- Whites Rd | Main St extending north approximately 60m, East side |



CLIFFORD

- A- Clarke St N
- B- Clarke St N
North side

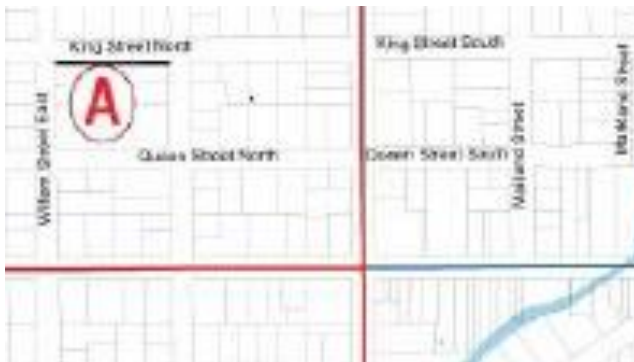
Allan St to Geddes St east side
Geddes St extending approx. 25m South towards Allan St,



HARRISTON

- A- King St N
- B- Elizabeth street
side

William St E to Union St E on the West side
Webb St extending approx. 50m towards John St S, South



Three submissions were received as follows plus HST:

• Company	Unit Price Per Square Meter	Extended Based on 1027.5 m2
Reeves Construction	\$88.90	\$91,344.75
The Mamedoff Group	\$109.52	\$112,531.80
Arbro Excavating	\$104.50	\$107,373.75

COMMENTS:

Reeves Construction Limited has completed many construction projects of various capacities over the past few decades including sidewalk installation and replacements for the Town. This sidewalk work includes an extension on Main Street Palmerston to a new apartment building and toward the future Harj Gill Subdivision, and on Prospect easterly toward no homes being built by Dan Sinclair and his future subdivision in behind.



In Harriston King Street North sidewalk replaces substandard four foot walk. A section to the northwest on William Street may be added to the extent possible within the remaining \$5,000 budget. This will help complete the link down to the new walkway to Minto Clifford School.

In Clifford a sidewalk extension beside the new parking lot from Elora Street 50 metres northeasterly on Allan Street will be completed under the downtown reconstruction budget



FINANCIAL CONSIDERATIONS

The 2017 operating budget has \$36,000 for sidewalk maintenance; plus \$60,000 is in the capital budget. The bid recommended is within budget.

RECOMMENDATION

THAT Council receives the report from the Road Foreman dated May 11, 2017, regarding RFQ #2017-06 for Remove, Dispose, Replace Sidewalk and approves the awarding to Reeves Construction Limited. at the price of \$88.90 per meter squared plus HST.

Mike McIsaac, Road Foreman

The Corporation of the Town of Minto By-law No. 2017-42

A By-law to Authorize the Borrowing Upon Serial Debentures in the Principal Amount of \$660,000.00 Towards the Cost of Certain Capital Works Described in Schedule “A” to this By-law

WHEREAS subsection 401 (1) of the *Municipal Act, 2001*, as amended (the “Act”) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

AND WHEREAS the Council of The Corporation of the Town of Minto (the “Municipality”) has passed the By-laws enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law authorizing the capital works described in column (2) of Schedule “A” (individually a “Capital Work”, collectively the “Capital Works”), and authorizing the entering into of a Financing Agreement dated effective as of the 6th day of November, 2015 for the provision of temporary and long-term borrowing from Ontario Infrastructure and Lands Corporation (“OILC”) in respect of the Capital Works (the “Financing Agreement”) and the Municipality desires to issue debentures for the Capital Works in the respective amounts specified in column (5) of Schedule “A”;

AND WHEREAS before authorizing the Capital Works and before authorizing any additional cost amount and any additional debenture authority in respect thereof, the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing each Capital Work, each such additional cost amount and each such additional debenture authority, the Treasurer determined that the estimated annual amount payable in respect of each Capital Work, each such additional cost amount and each such additional debenture authority, would not cause the Municipality to exceed the updated limit and that the approval of each Capital Work, each such additional cost amount and each such additional debenture authority by the Ontario Municipal Board pursuant to such regulation was not required;

AND WHEREAS the Municipality has submitted an application to OILC for long-term borrowing through the issue of debentures to OILC in respect of the Capital Works (the “Application”) and the Application has been approved;

AND WHEREAS to provide long-term financing for the Capital Works and to repay certain temporary advances in respect of the Capital Works made by OILC pursuant to the Financing Agreement, it is now deemed to be expedient to borrow money by the issue of serial debentures in the principal amount of \$660,000.00 dated June 1, 2017 and maturing on June 1, 2037 and payable in semi-annual instalments of combined principal and interest on the 1st day of December and on the 1st day of June in each of the years 2017 to 2037, both inclusive on the terms hereinafter set forth;

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

1. That for the Capital Works, the borrowing upon the credit of the Municipality at large of the principal amount of \$660,000.00 and the issue of serial debentures therefor to be repaid in semi-annual instalments of combined principal and interest as hereinafter set forth, are hereby authorized.

The Corporation of the Town of Minto
By-law No. 2017-42
Page 2 of 13

2. That the Mayor and the Treasurer of the Municipality are hereby authorized to cause any number of serial debentures to be issued for such amounts of money as may be required for the Capital Works in definitive form, not exceeding in total the said principal amount of \$660,000.00 (the "Debentures"). The Debentures shall bear the Municipality's municipal seal and the signatures of the Mayor and the Treasurer of the Municipality, all in accordance with the provisions of the Act. The municipal seal of the Municipality and the signatures referred to in this section may be printed, lithographed, engraved or otherwise mechanically reproduced. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.

3. That the Debentures shall be in fully registered form as one or more certificates in the aggregate principal amount of \$660,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the Municipality may agree.

4. That in accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, as security for the payment by the Municipality of the indebtedness of the Municipality to OILC under the Debentures (the "Obligations"), the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of the Obligations and to pay such amounts to OILC from the Consolidated Revenue Fund.

5. That the Debentures shall all be dated the 1st day of June, 2017, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 3.00% per annum and mature during a period of 20 years from the date thereof payable semi-annually in arrears as described in this section. The Debentures shall be paid in full by June 1, 2037 and be payable in semi-annual instalments of equal principal and diminishing interest amounts on the 1st day of December and on the 1st day of June in each of the years 2017 to 2037, both inclusive, as set forth in Schedule "C" attached hereto and forming part of this By-law ("Schedule "C").

6. That payments in respect of principal of and interest on the Debentures shall be made only on a day on which banking institutions in Toronto, Ontario, are not authorized or obligated by law or executive order to be closed (a "Toronto Business Day") and if any date for payment is not a Toronto Business Day, payment shall be made on the next following Toronto Business Day.

7. That interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the Municipality shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the Municipality as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest

The Corporation of the Town of Minto
By-law No. 2017-42
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payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

“Prime Rate” means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the “Reference Banks”) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the “Prime Rate” shall be the arithmetic mean of the rates quoted by the remaining Reference Banks.

8. That in each year in which a payment of semi-annual instalments of combined equal principal and diminishing interest amounts becomes due in respect of the Capital Works, there shall be raised as part of the Municipality’s general levy the amounts of principal and interest payable by the Municipality in each year as set out in Schedule “C” to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

9. That the Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.

10. That the Municipality shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

11. That the Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

12. That the Debentures will be transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder’s duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Mayor and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

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13. That the Mayor and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

14. That the Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.

15. That the cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.

16. That reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.

17. That except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.

18. That the Mayor and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the Municipality in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.

19. That the money received by the Municipality from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Works and to no other purpose except as permitted by the Act.

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20. That subject to the Municipality's investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the Municipality may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the Municipality may in its discretion determine.

21. 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 16th day of May, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

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Schedule “A”

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Capital Work Description	Approved Amount to be Financed Through the Issue of Debentures	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
2015-35 2015-39 2015-76	Capital costs in connection with the Palmerston James St. – Sewer Upgrades project	\$120,000.00	Nil	\$120,000.00	20
2015-35 2015-39 2015-76	Capital costs in connection with the Palmerston James St. – Water Upgrades project	\$165,000.00	Nil	\$165,000.00	20
2015-35 2015-39 2015-76	Capital costs in connection with the Clifford-Ann St. – Sewer Upgrades project	\$110,000.00	Nil	\$110,000.00	20
2015-35 2015-39 2015-76	Capital costs in connection with the Clifford-Ann St. – Water Upgrades project	\$265,000.00	Nil	265,000.00	20
	TOTAL			\$660,000.00	

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Schedule "B"

No. OILC-001

\$660,000.00

C A N A D A
Province of Ontario
THE CORPORATION OF THE TOWN OF MINTO

FULLY REGISTERED INTEREST RATE 3.00% SERIAL DEBENTURE

THE CORPORATION OF THE TOWN OF MINTO (the "Municipality"), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC")

or registered assigns, subject to the Conditions attached hereto which form part hereof (the "Conditions"), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (June 1, 2037), the principal amount of

SIX HUNDRED SIXTY THOUSAND DOLLARS

_____ (\$660,000.00) _____

by semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of December and on the 1st day of June in each of the years 2017 to 2037, both inclusive, in the amounts set forth in the attached Loan Amortization Schedule (the "Amortization Schedule") and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions, interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date, or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 3.00% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule. Interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the "OILC Act, 2011") hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of indebtedness evidenced by this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund. This debenture is subject to the Conditions.

DATED at the Town of Minto as at the 1st day of June, 2017

IN TESTIMONY WHEREOF and under the authority of By-law No. 2017-42 of the Municipality duly passed on the 16th day of May, 2017 (the "By-law"), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: June 1, 2017

(Seal)

George A. Bridge
Mayor

Gordon R. Duff
Treasurer

The Corporation of the Town of Minto
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LOAN AMORTIZATION SCHEDULE

Name.....: The Corporation of the Town of Minto
Principal: \$660,000.00
Rate.....: 03.00%
Term.....: 20 years
Paid.....: Semi-annual
Matures...: 06/01/2037

Pay # Date	Amount Due	Principal Due	Interest Due	Rem. Principal
	\$	\$	\$	\$
1 12/01/2017	26,427.12	16,500.00	9,927.12	643,500.00
2 06/01/2018	26,126.05	16,500.00	9,626.05	627,000.00
3 12/01/2018	25,930.77	16,500.00	9,430.77	610,500.00
4 06/01/2019	25,632.41	16,500.00	9,132.41	594,000.00
5 12/01/2019	25,434.41	16,500.00	8,934.41	577,500.00
6 06/01/2020	25,186.23	16,500.00	8,686.23	561,000.00
7 12/01/2020	24,938.05	16,500.00	8,438.05	544,500.00
8 06/01/2021	24,645.12	16,500.00	8,145.12	528,000.00
9 12/01/2021	24,441.70	16,500.00	7,941.70	511,500.00
10 06/01/2022	24,151.48	16,500.00	7,651.48	495,000.00
11 12/01/2022	23,945.34	16,500.00	7,445.34	478,500.00
12 06/01/2023	23,657.84	16,500.00	7,157.84	462,000.00
13 12/01/2023	23,448.99	16,500.00	6,948.99	445,500.00
14 06/01/2024	23,200.81	16,500.00	6,700.81	429,000.00
15 12/01/2024	22,952.63	16,500.00	6,452.63	412,500.00
16 06/01/2025	22,670.55	16,500.00	6,170.55	396,000.00
17 12/01/2025	22,456.27	16,500.00	5,956.27	379,500.00
18 06/01/2026	22,176.90	16,500.00	5,676.90	363,000.00
19 12/01/2026	21,959.92	16,500.00	5,459.92	346,500.00
20 06/01/2027	21,683.26	16,500.00	5,183.26	330,000.00
21 12/01/2027	21,463.56	16,500.00	4,963.56	313,500.00
22 06/01/2028	21,215.38	16,500.00	4,715.38	297,000.00
23 12/01/2028	20,967.21	16,500.00	4,467.21	280,500.00
24 06/01/2029	20,695.97	16,500.00	4,195.97	264,000.00
25 12/01/2029	20,470.85	16,500.00	3,970.85	247,500.00
26 06/01/2030	20,202.33	16,500.00	3,702.33	231,000.00
27 12/01/2030	19,974.49	16,500.00	3,474.49	214,500.00
28 06/01/2031	19,708.68	16,500.00	3,208.68	198,000.00
29 12/01/2031	19,478.14	16,500.00	2,978.14	181,500.00
30 06/01/2032	19,229.96	16,500.00	2,729.96	165,000.00
31 12/01/2032	18,981.78	16,500.00	2,481.78	148,500.00
32 06/01/2033	18,721.40	16,500.00	2,221.40	132,000.00
33 12/01/2033	18,485.42	16,500.00	1,985.42	115,500.00
34 06/01/2034	18,227.75	16,500.00	1,727.75	99,000.00
35 12/01/2034	17,989.07	16,500.00	1,489.07	82,500.00
36 06/01/2035	17,734.11	16,500.00	1,234.11	66,000.00
37 12/01/2035	17,492.71	16,500.00	992.71	49,500.00
38 06/01/2036	17,244.53	16,500.00	744.53	33,000.00
39 12/01/2036	16,996.36	16,500.00	496.36	16,500.00
40 06/01/2037	16,746.82	16,500.00	246.82	0.00
	863,092.37	660,000.00	203,092.37	

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OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____
Authorized Signing Officer

by: _____
Authorized Signing Officer

LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of serial debentures in the principal amount of \$660,000.00 dated June 1, 2017 and maturing on June 1, 2037 in semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of December and on the 1st day of June in each of the years 2017 to 2037, both inclusive, as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "Debenture") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Ontario Municipal Board over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

June 1, 2017

WeirFoulds LLP

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CONDITIONS OF THE DEBENTURE

Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “Debentures” and individually a “Debenture”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the transfers, exchanges and substitutions of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any Payment Date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding Payment Date.
7. The Municipality shall make all payments in respect of semi-annual instalments of combined equal principal and diminishing interest amounts on the Debentures on the 1st day of June and the 1st day of December commencing on December 1, 2017 and ending on June 1, 2037, as set out in Schedule “C” to the By-law, by pre-

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authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the registered holder may agree.

8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day on which banking institutions in Toronto, Ontario, are not authorized or obligated by law or executive order to be closed (a "**Toronto Business Day**"), and if any date for payment is not a Toronto Business Day, payment shall be made on the next following Toronto Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or

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Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.

15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably disappeared, stolen, or destroyed and for the replacement of mutilated, defaced, lost, stolen, mysteriously or unexplainably disappeared or destroyed principal and interest cheques may be imposed by the Municipality. Where new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the financing agreement entered into between the Municipality and OILC pursuant to which the Debentures are issued, OILC, at its discretion, shall assess any losses that it may incur as a result of the termination as follows: if on the date of termination the outstanding principal balance on the Debentures is less than the net present value of the Debentures, the Municipality shall pay the difference between these two amounts to OILC.

Notices

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Toronto Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Toronto Business Day.

Time

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

Definitions:

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by the remaining Reference Banks.

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Schedule "C"

LOAN AMORTIZATION SCHEDULE

Name.....: The Corporation of the Town of Minto
Principal: \$660,000.00
Rate.....: 03.00%
Term.....: 20 years
Paid.....: Semi-annual
Matures...: 06/01/2037

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
		\$	\$	\$	\$
1	12/01/2017	26,427.12	16,500.00	9,927.12	643,500.00
2	06/01/2018	26,126.05	16,500.00	9,626.05	627,000.00
3	12/01/2018	25,930.77	16,500.00	9,430.77	610,500.00
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8	06/01/2021	24,645.12	16,500.00	8,145.12	528,000.00
9	12/01/2021	24,441.70	16,500.00	7,941.70	511,500.00
10	06/01/2022	24,151.48	16,500.00	7,651.48	495,000.00
11	12/01/2022	23,945.34	16,500.00	7,445.34	478,500.00
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17	12/01/2025	22,456.27	16,500.00	5,956.27	379,500.00
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19	12/01/2026	21,959.92	16,500.00	5,459.92	346,500.00
20	06/01/2027	21,683.26	16,500.00	5,183.26	330,000.00
21	12/01/2027	21,463.56	16,500.00	4,963.56	313,500.00
22	06/01/2028	21,215.38	16,500.00	4,715.38	297,000.00
23	12/01/2028	20,967.21	16,500.00	4,467.21	280,500.00
24	06/01/2029	20,695.97	16,500.00	4,195.97	264,000.00
25	12/01/2029	20,470.85	16,500.00	3,970.85	247,500.00
26	06/01/2030	20,202.33	16,500.00	3,702.33	231,000.00
27	12/01/2030	19,974.49	16,500.00	3,474.49	214,500.00
28	06/01/2031	19,708.68	16,500.00	3,208.68	198,000.00
29	12/01/2031	19,478.14	16,500.00	2,978.14	181,500.00
30	06/01/2032	19,229.96	16,500.00	2,729.96	165,000.00
31	12/01/2032	18,981.78	16,500.00	2,481.78	148,500.00
32	06/01/2033	18,721.40	16,500.00	2,221.40	132,000.00
33	12/01/2033	18,485.42	16,500.00	1,985.42	115,500.00
34	06/01/2034	18,227.75	16,500.00	1,727.75	99,000.00
35	12/01/2034	17,989.07	16,500.00	1,489.07	82,500.00
36	06/01/2035	17,734.11	16,500.00	1,234.11	66,000.00
37	12/01/2035	17,492.71	16,500.00	992.71	49,500.00
38	06/01/2036	17,244.53	16,500.00	744.53	33,000.00
39	12/01/2036	16,996.36	16,500.00	496.36	16,500.00
40	06/01/2037	16,746.82	16,500.00	246.82	0.00
		863,092.37	660,000.00	203,092.37	

**The Corporation of the Town of Minto
By-Law No. 2017-43**

To set tax rates for 2017 and provide for the collection thereof

Authority: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Sections 307, 308, 312 and 329.1.

WHEREAS Section 312 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the Council of a local municipality shall, after the adoption of the estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS the Council of the Corporation of the Town of Minto has passed By-law Number 2017-32 to adopt the estimates of all sums required during 2017 for the purposes of the municipality;

AND WHEREAS the Council of the County of Wellington has passed By-Law Number 5516-17 which resets upper and lower tier revenue neutral transition ratios for the year 2017;

AND WHEREAS the Council of the County of Wellington has passed By-Law Number 5517-17 which adopts tax ratios and tax reductions for prescribed subclasses for the year 2017;

AND WHEREAS Section 329.1 of the said Municipal Act, as amended, modified Section 329 and 331 with respect to the “capped” tax classes as provided for in 2017;

AND WHEREAS the Council of the County of Wellington has passed By-Law Number 5519-17 being a by-law to provide for certain capping options with respect to property taxes for those properties in the commercial, industrial and multi-residential classes for 2017;

AND WHEREAS the Council of the County of Wellington has passed By-Laws Number 5503-17 being a by-law to adopt the estimates for the sums required during the year 2017 for general purposes for the County and Number 5518-17 being a by-law to establish tax rates for the same against the local municipalities;

AND WHEREAS the current tax rates for the applicable School Boards, are set out by Ontario Regulation under the Education Act and shall be levied upon the assessment for real property and grant in lieu in the respective tax classes as established for 2017;

AND WHEREAS the Assessment Roll compiled in 2016 and upon which taxes for 2017 are to be levied, the whole of the assessment for real property, according to the said last assessment roll is as shown on Schedule “A”;

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

In this by-law;

1. a) “Property Classes” are as prescribed under the Assessment Act, and include the residential/farm property class, the multi-residential property class, the commercial property class and appropriate sub-classes, the industrial property class and appropriate sub-classes, the pipe line class, the farmlands property class, and the managed forests property class.

b) “Town” means The Corporation of the Town of Minto.

2. That the current estimates for 2017, totaling \$4,712,577.00 as outlined in By-Law 2017-32 Schedule "A", are hereby adopted.
3. For the year 2017, the Town shall levy upon the assessment of the Property Classes tax rates for General purposes as outlined in Schedule "A", attached, and are hereby adopted.
4. For the year 2017 the Town shall levy upon the assessment of the Property Classes of property owners in the former Towns of Harriston and Palmerston, and the former Village of Clifford, Minto Pines Subdivision and the Minto Highland Subdivision, area tax rates for street lighting, as outlined in Schedule "B", attached, and are hereby adopted.
5. The rates herein imposed for the Commercial, Industrial and Multi-Residential classes shall become adjusted by the provisions of Section 329 of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended.
6. Other local improvement and special charges including tile drainage loans, sewer debenture charges, municipal drainage loans, plus any other eligible/applicable charges shall be added to the tax roll and collected in the same manner as taxation.
7. That save and except that portions of taxes and other special rates levied by the Interim Levy under Section 317 of the Municipal Act, 2001 the taxes levied on the Residential, Farmland, Managed Forest, Pipeline, Commercial, Industrial, Landfill and Multi-Residential classes, including all other rates, to be raised in 2017 shall become due and payable on the date of passing of this By-law, but may be paid in two installments as follows:

Due date of 1 st installment	September 27 th , 2017
Due date of 2 nd installment	November 28 th , 2017
8. The provisions of By-Law 2017-01 (being the by-law of The Corporation of the Town of Minto establishing the Penalty and Interest charges for non-payment of taxes) shall be applicable.
9. On all taxes in default on January 1st, 2017, interest shall be added at the rate of 1.25 percent per month for each month or fraction thereof in which default continues.
10. That where the sum of the taxes for which any person is chargeable in 2017 for municipal, county, education, and any other purpose, upon any real property assessed in one parcel to be same owner would according to the assessment thereon be less than \$20.00, the sum of such tax shall be deemed to be \$20.00.
11. The Tax Collector is hereby authorized to mail, deliver or cause to be mailed or delivered the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
12. Taxes shall be payable at the Municipal Office, or by mail to the Municipal mailing address, or through the telephone and internet banking systems of authorized financial institutions, or over the counter at most chartered banks and financial institutions, or by monthly or installment date preauthorized payments, or by credit card via eCommerce on the Town of Minto website.

13. That the Treasurer/Tax Collector be authorized to accept part payment from time to time on accounts of any taxes due. This is provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-Law Number 2017-01 in respect of non-payment of any taxes or any class of taxes or of any installment thereof.
14. That the Tax Collector appointed is hereby invested with all powers and authority provided by the Municipal Act, for the collecting of all unpaid and overdue taxes.
15. In the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the powers of the Council of the Corporation, only such provision or section, as the case may be shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.
16. This By-Law shall come into force on and take effect upon final passing.

Read a first, second, third time and finally passed in open Council this 16th day of May 2017.

Mayor – George A. Bridge

C.A.O. Clerk – Bill White

Town of Minto 2017 Tax Rates

By-Law 2017-43

Schedule "A"

Tax Class	Assessment	General Tax Rate		County Tax Rate		School Board Tax Rate		Total Rural Tax Rate	
		rate	dollar	rate	dollar	rate	dollar	rate	dollar
Residential (RT)	616,904,324	0.00544815	3,360,987.29	0.00640268	3,949,840.98	0.00179000	1,104,258.74	0.01364083	8,415,087.01
Multi-Residential (MT)	9,103,425	0.01035149	94,233.97	0.01216509	110,744.00	0.00179000	16,295.13	0.02430658	221,273.10
New Multi-Residential (NT)	0	0.00599297	-	0.00704295	-	0.00179000	-	0.01482591	-
Managed Forests (TT)	658,675	0.00136204	897.14	0.00160067	1,054.32	0.00044750	294.76	0.00341021	2,246.22
Farmlands (FT)	275,532,482	0.00136204	375,285.57	0.00160067	441,036.58	0.00044750	123,300.79	0.00341021	939,622.94
Pipelines (PT)	2,539,000	0.01225834	31,123.92	0.01440603	36,576.91	0.01390000	35,292.10	0.04056437	102,992.93
					-		-		
COM. Occupied (CT)	54,319,229	0.00812320	441,246.05	0.00954640	518,552.86	0.01025278	556,923.10	0.02792238	1,516,722.02
COM. Excess Land (CU)	275,175	0.00568624	1,564.71	0.00668248	1,838.85	0.00717695	1,974.92	0.01954566	5,378.48
COM. Vacant Land (CX)	582,200	0.00568624	3,310.53	0.00668248	3,890.54	0.00717695	4,178.42	0.01954566	11,379.49
COM. New Const Occ (XT)	9,049,075	0.00812320	73,507.46	0.00954640	86,386.05	0.01025278	92,778.18	0.02792238	252,671.69
COM. New Const Excess Land (XU)	99,600	0.00568624	566.35	0.00668248	665.57	0.00717695	714.82	0.01954566	1,946.75
			-		-		-		
IND. Occupied (IT)	9,769,975	0.01307557	127,747.99	0.01536643	150,129.66	0.01390000	135,802.65	0.04234200	413,680.30
IND. Excess Land (IU)	280,775	0.00849912	2,386.34	0.00998818	2,804.43	0.00903500	2,536.80	0.02752230	7,727.57
IND. Vacant Land (IX)	527,875	0.00849912	4,486.47	0.00998818	5,272.51	0.00903500	4,769.35	0.02752230	14,528.33
IND. Hydro (IH)	43,100	0.01307557	563.56	0.01536643	662.29	0.01390000	599.09	0.04234200	1,824.94
IND. New Const Occ (JT)	402,500	0.01307557	5,262.92	0.01536643	6,184.99	0.01140000	4,588.50	0.03984200	16,036.41
IND. New Const Excess Land (JU)	0	0.00849912	-	0.00998818	-	0.00741000	-	0.02589730	-
LG IND. Occupied (LT)	11,812,075	0.01307557	154,449.61	0.01536643	181,509.45	0.01390000	164,187.84	0.04234200	500,146.90
LG IND. Excess Land (LU)	75,575	0.00849912	642.32	0.00998818	754.86	0.00903500	682.82	0.02752230	2,080.00
TOTAL	991,975,060		4,678,262.21		5,497,904.85		2,249,178.01		12,425,345.07

PAYMENT IN LIEU

Tax Class	Assessment	General Tax Rate		County Tax Rate		School Board Tax Rate		Total Rural Tax Rate	
		rate	dollar	rate	dollar	rate	dollar	rate	dollar
Commercial - Full (CF)	2,613,425	0.00812320	21,229.38	0.00954640	24,948.79	0.01025278	26,794.87	0.02792238	72,973.04
Commercial - Gen (CG)	1,414,000	0.00812320	11,486.21	0.00954640	13,498.60	0.00000000	-	0.01766960	24,984.81
Commercial - Full Vacant Land (CR)	19,000	0.00568624	108.04	0.00668248	126.97	0.00717695	136.36	0.01954566	371.37
Landfill - Full (HF)	112,584	0.00789982	889.39	0.00928389	1,045.22	0.00953111	1,073.05	0.02671481	3,007.66
Industrial Full (IF)	0	0.01307557	-	0.01536643	-	0.01390000	-	0.04234200	-
Industrial Full Vacant (IY)	0	0.00849912	-	0.00998818	-	0.00903500	-	0.02752230	-
Multi-Residential Full (MP)	0	0.01035149	-	0.01216509	-	0.00179000	-	0.02430658	-
Residential Full (RP)	0	0.00544815	-	0.00640268	-	0.00179000	-	0.01364083	-
Residential Gen (RG)	110,125	0.00544815	599.98	0.00640268	705.10	0.00000000	-	0.01185083	1,305.07
TOTAL PIL	4,269,134		34,312.99		40,324.67		28,004.28		102,641.95
GRAND TOTAL	996,244,194		4,712,575.20		5,538,229.53		2,277,182.29		12,527,987.02

Town of Minto 2017 Street Light Tax Rates

By-Law 2017-43

Schedule "B"

Tax Class	Area Assess	St Ltg Area Tax Rate	
		rate	dollar
Residential (RT)	384,530,808	0.00036252	139,400.11
Multi-Residential (MT)	9,103,425	0.00068879	6,270.33
New Multi-Residential (NT)	0	0.00039877	-
Managed Forests (TT)	0	0.00009063	-
Farmlands (FT)	2,249,032	0.00009063	203.83
Pipelines (PT)	1,433,250	0.00081567	1,169.06
			-
COM. Occupied (CT)	39,965,843	0.00054052	21,602.23
COM. Excess Land (CU)	122,600	0.00037836	46.39
COM. Vacant Land (CX)	408,075	0.00037836	154.40
COM. New Const Occ (XT)	6,636,400	0.00054052	3,587.09
COM. New Const Excess Land (XU)	99,600	0.00037836	37.68
			-
IND. Occupied (IT)	7,633,750	0.00087005	6,641.73
IND. Excess Land (IU)	223,725	0.00056553	126.52
IND. Vacant Land (IX)	527,875	0.00056553	298.53
IND. Hydro (IH)	37,825	0.00087005	32.91
IND. New Const Occ (JT)	0	0.00087005	-
IND. New Const Excess Land (JU)	0	0.00056553	-
LG IND. Occupied (LT)	11,812,075	0.00087005	10,277.07
LG IND. Excess Land (LU)	75,575	0.00056553	42.74
TOTAL	464,859,858		189,890.62

PAYMENT IN LIEU

Tax Class	Area Assess.	St Ltg Area Tax Rate	
		rate	dollar
Commercial - Full (CF)	2,489,225	0.00054052	1,345.47
Commercial - Gen (CG)	1,414,000	0.00054052	764.29
Commercial - Full Vacant Land (CR)	0	0.00037836	-
Landfill - Full (HF)	0	0.00052565	-
Industrial Full (IF)	0	0.00087005	-
Industrial Full Vacant (IY)	0	0.00056553	-
Multi-Residential Full (MP)	0	0.00068879	-
Residential Full (RP)	0	0.00036252	-
Residential Gen (RG)	0	0.00036252	-
TOTAL PIL	3,903,225		2,109.76
GRAND TOTAL	468,763,083		192,000.38

**The Corporation of the Town of Minto
By-law No. 2017-44**

**To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held May 16, 2017**

WHEREAS the Council of the Town of Minto met on May 16, 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 May 16, 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 16th day of May, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White