



## **Council Agenda**

Tuesday, August 1, 2017

3:00 p.m.

Council Chambers

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act</b>	
<b>3. Minutes of Previous Meeting</b>	
a. Regular Council Minutes of July 18, 2017	1
<b>4. Additional Items Disclosed as Other Business</b>	
<b>5. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business</b>	
<b>6. Public Meeting</b>	
<b>7. Delegations</b>	
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<b>8. Public Question Period</b>	
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1.	Facilities Manager, Tuff Truck Event	70
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9.	Treasurer, Approval of Accounts	100
d.	Other Business Disclosed as Additional Item	

<b>11.</b>	<b>Motion to Return To Regular Council</b>	
<b>12.</b>	<b>Notices of Motion</b>	
<b>13.</b>	<b>Resolution Adopting Proceedings of Committee of the Whole</b>	
<b>14.</b>	<b>By-laws</b>	
	a. 2017-63, Policies and Procedures Respecting the Procurement of Goods and Services	102
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	c. 2017-65, Amendment to Parking By-law	127
	d. 2017-66, Water Restrictions Bylaw	130
	e. 2017-67, Confirming Proceedings of August 1, 2017 Committee of the Whole/Council Meeting	133
<b>15.</b>	<b>Adjournment</b>	



**Council Minutes**  
**Tuesday, July 18, 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

**Staff Present for all or part of meeting:**

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff Treasurer	Belinda Wick-Graham, Business & Economic Manager
Wayne Metzger, Water Foreman	Mark Robertson Sewer Foreman
Terry Kuipers, Chief Building Official	Mike McIsaac, Roads & Drainage Foreman

**1. Call to Order - 2:30 p.m.**

**2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**

Mayor Bridge declared a pecuniary interest

**3. Motion to Convene into Closed Session**

**RESOLUTION 2017-145**

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

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

- Previous Minutes of the June 20 2017 Closed Session
- Labour relations or employee negotiations; Facilities and Building Departments

Carried

**4. Motion to Convene into Open Session**

**RESOLUTION 2017-146**

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

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

Carried

**5. Minutes of Previous Meeting**



- a. Regular Council Minutes of July 4, 2017

**RESOLUTION 2017-147**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott  
THAT the minutes of the July 4, 2017 Council Meeting be approved.**

**Carried**

**6. Additional Items Disclosed as Other Business**

Mayor Bridge, Deputy Mayor Faulkner, and Councillor Turton identified 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 2017-148**

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

**Carried**

**8. Public Meeting**

**9. Delegations**

**10. Public Question Period - None**

**11. Correspondence Received for Information or Requiring Direction of Council**

- a. Ontario Human Right Commission, 2016 - 2017 Annual Report - A Bold Voice
- b. Canadian Association of Nuclear Host Communities, Municipal Support for Deep Geologic Repository
- c. Randy Pettapiece, M.P.P., Municipal Fire Service Recognized as Critical Infrastructure resolution response

Council discussed Items 11 b) and c).

**MOTION: COW 2017-179**

**Moved By: Councillor Anderson; Seconded By: Councillor Turton  
THAT Council receives the correspondence 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. Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee Minutes of February 3, 2017

**MOTION: COW 2017-180**

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

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee Minutes of February 3, 2017 be received for information.**

**Carried**

- b. Committee Minutes for Approval

- 1. Economic Development and Planning Committee Minutes of June 8, 2017

Belinda Wick-Graham advised Communities in Bloom judges had positive feedback from their July 16 – 17 visit. In the minutes she noted the fall Joint Economic Development Committee meeting will be rescheduled. “Filipino Night” in Palmerston was a success, employers support the program, and work continues grow this community to enhance workforce. \$15,000 of \$25,000 Wellington County BRE funding is allocated to LaunchIt.

**MOTION: COW 2017-181**

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

**THAT Council receives the Economic Development and Planning Minutes of June 8, 2017 and approves any recommendations contained therein.**

**Carried**

- c. Staff Reports

Having previously declared a pecuniary interest Mayor Bridge left his chair. Deputy Mayor Faulkner assumed the Chair.

- 1. Business & Economic Manager, Palmerston Industrial Agreement of Purchase & Sale – Lot 1A

The Business and Economic Manager stated owners of Grant’s Service Centre put in an offer for the one acre west of their existing storage buildings.

**MOTION: COW 2017-182**

**Moved By: Councillor Anderson; Seconded By: Councillor Elliott**

**THAT Council receives the July 7, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 1A in the Palmerston Industrial Park and authorizes the Deputy Mayor and the Clerk to sign the Agreement of Purchase & Sale.**

**Carried**

Mayor Bridge returned to the Chair

- 2. Business & Economic Manager Palmerston Industrial Land Sale - Krosinski

Belinda Wick-Graham noted the conditional land sale is for 3 acres for growing and processing medical cannabis with a first right of refusal on a 3 added acres. Rezoning is needed which involves a public meeting. Staff researched similar facilities in nearby communities. The C.A.O. Clerk explained the rezoning process. Council discussed the proposal the need for input during the rezoning process.

**MOTION: COW 2017-183**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT the Council of the Town of Minto receives the July 7, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 4 in the Palmerston Industrial Park and authorizes the Mayor and the Clerk to sign the Agreement of Purchase & Sale.**

**Carried**

**3. Deputy Clerk, Lease Agreement – County of Wellington Library**

Deputy Clerk McRobb noted a further report will come forward in the fall regarding the sub-lease with the groups.

**MOTION: COW 2017-184**

**Moved By: Councillor Colwell; Seconded By: Councillor Turton**

**THAT Council receives the July 11, 2017 report from the Deputy Clerk regarding Lease Agreement – County of Wellington Library and that a Council considers a By-law in open session authorizing the Mayor and Clerk to sign the lease.**

**Carried**

**4. C.A.O. Clerk, Minto Secondary Plans**

C.A.O. Clerk White explained secondary plans and why they will be useful in Clifford and Palmerston to ensure infrastructure work addresses growth areas. He noted the County report which states new Provincial Planning documents link boundary adjustments to five year official plan reviews. The secondary plan will help the County deal with growth management work during their five year review beginning in 2019

**MOTION: COW 2017-185**

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell**

**That Council receive the C.A.O. Clerk's July 13, 2017 report Minto Secondary Plans and the County of Wellington Provincial Plan Updates and directs staff to start a secondary planning process in northwest Clifford and west Palmerston.**

**Carried**

Councillor Turton assumed the Chair

**5. C.A.O. Clerk, Wastewater Foreman Update Clifford Sanitary Sewers, Ultra Rib Pipe**

Wastewater Foreman Robertson noted video inspection of the sewer system showed little infiltration and only a few areas of concern. \$150,000 is not needed to line sewers, but \$30,000 should be spent on Clifford SCADA. The Ultra-Rib policy is amended so regular sewer lining is removed in favour of regular inspections.

**MOTION: COW 2017-186**

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

**THAT Council receives the report from the Public Works Wastewater foreman Clifford Ultra Rib Pipe Sanitary Sewer Mains Strategy and approves the updated policy attached to the report and \$30,000 be reallocated from Clifford sewer lining to Clifford SCADA System.**

**Carried**

**7. C.A.O. Clerk, Overall Responsible Operator Bulk Water Policy**

C.A.O. Clerk White noted that bulk water facts were placed on the Town website and in social media. Staff requests the policy to give direction to the Overall Responsible Operator on limits to bulk water taking. Council discussed the merits of a policy and public feedback.

**MOTION COW 2017-187**

**Moved by: Councillor Colwell; Seconded Councillor Anderson**

**THAT the Bulk Water policy presented state that only Minto residents use the water coming out of our system**

**Defeated**

**MOTION: COW 2017-188**

**Moved By: Mayor Bridge; Seconded By: Deputy Mayor Faulkner**

**THAT Council receives the C.A.O. Clerk and Overall Responsible Operator's July 13, 2017 report Recommended Bulk Water Policy, approves the policy as presented, and directs staff to bring forward a by-law to implement a charge of \$3 per m<sup>3</sup> plus \$100 administration and remove water restrictions for all Minto customers except as may be required during emergency, drought or other conditions identified by the Overall Responsible Operator.**

**Carried**

**A recorded vote was called with Councillors Elliott and Turton, Mayor Bridge and Deputy Mayor Faulkner in favour, and Councillors Anderson, Dirksen, Colwell opposed**

**9. Roads & Drainage Foreman, Cremation Options Minto Cemeteries**

Roads & Drainage Foreman McIsaac stated all three cemeteries require design work to identify and cost options to inter cremated remains. Council talked about future reserves.

**MOTION: COW 2017-189**

**Moved By: Councillor Anderson; Seconded By: Councillor Dirksen**

**THAT Council receive the Road & Drainage Foreman and CAO Clerk's July 7, 2017 report Minto Cemeteries, Cremation Gardens and Columbariums, that staff proceed with**

contracting design work to develop internment options for cremation gardens, columbariums, cremation walls or similar features as may be desired in Harriston, Clifford and Palmerston cemeteries, and that options include costing and financing of new installations over time, and that work on the access road and plots northeast of the chapel in Harriston and re-alignment of plots in Clifford continue using existing budgeted funds.

Carried

Councillor Colwell assumed the Chair

8. Treasurer, Approval of Accounts

Treasurer Duff noted payments for work on Jane and Inkerman, engineering, new utility pick-up, lagoon blowers, heating system at the Harriston arena and rail bridge improvements.

**MOTION: COW 2017-190**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for July 14, 2017 as follows: Administration \$ 169,592.77, Building \$18,513.16, Economic Development \$3,081.58, Incubator \$1,871.00, Tourism \$1,719.99, Fire \$19,344.01, Roads \$372,727.45, Cemetery \$ 5,392.93, Waste Water \$78,948.71, Streetlights \$8,161.16, Water \$14,819.84, Town Landscaping Care \$18,967.44, Recreation \$5,239.97, Clifford \$3,273.38, Harriston \$26,692.75, Palmerston \$27,838.51, Norgan \$ 4,533.73.**

Carried

Mayor Bridge assumed the Chair

6. C.A.O. Clerk, Draft Succession Plan

C.A.O. Clerk presented on the 2017 -2022 succession plan, a living document designed to prepare staff for new opportunities as they are available in the organization. 22% of Minto's workforce retires in five years. The plan calls for training and development to retain and attract talent. Council noted the benefits of succession planning and suggested an option where people take "acting positions" to see if a new role suits both parties.

**MOTION: COW 2017-191**

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

**THAT Council receives the CAO Clerk's presentation on the 2017-22 Succession Plan.**

Carried

a. Other Business Disclosed as Additional Item

Deputy Mayor Faulkner invited Council and staff to his home for a BBQ after the meeting.

Councillor Turton noted the Jimmy Keys show at the Harriston Legion is Friday night with proceeds going to the Kinsmen Flood Relief fund.

Mayor Bridge thanked everyone for pulling together to prepare for Communities in Bloom. He noted the Ministry of Municipal Affairs has not determined whether Disaster Relief Funding will be available to property owners although they have all Minto's information.

Belinda Wick Graham confirmed the Harriston Kinsmen Club has started a flood relief fund through RBC. More information will follow from the Kinsmen.

C.A.O. Clerk White stated a flood debrief is later this month and more information will come to Council and to the community. The Conservation Authority and Town will engage in public sessions this fall. Councillor Turton noted that Province meets with the Conservation Authorities this week. Mayor Bridge a report on municipal drains is coming August 1.

### **13. Motion to Return To Regular Council**

#### **RESOLUTION 2017-149**

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell**

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

**Carried**

### **14. Notices of Motion - None**

### **15. Resolution Adopting Proceedings of Committee of the Whole**

#### **RESOLUTION 2017-150**

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

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

**Carried**

### **16. By-laws**

Having previously declared a pecuniary interest Mayor Bridge vacated the Chair and Deputy Mayor Faulkner assumed Chair.

#### **a. 2017-59, Sale of Palmerston Industrial Lands to 2380681 ONTARIO LIMITED**

#### **RESOLUTION 2017-151**

**Moved By: Councillor Dirksen; Seconded By: Councillor Turton**

**THAT By-law 2017-59; to Authorize the Sale of Industrial Lands and first right of refusal for additional lands on Minto Road Palmerston Industrial Park to 2380681 ONTARIO LIMITED; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

Mayor Bridge returned to the Chair

- b. 2017-60, County of Wellington Harriston Library Lease Agreement

**RESOLUTION 2017-152**

**Moved By: Councillor Colwell; Seconded By: Councillor Anderson**

**THAT By-law 2017-60; to Authorize the Mayor and Clerk to execute An Agreement between the Corporation of the Town of Minto and the Corporation of the County of Wellington; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- c. 2017-61, Sale of Palmerston Industrial Lands to Krosinski Enterprises Ltd

**RESOLUTION 2017-153**

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

**THAT By-law 2017-61; to Authorize the Sale of Industrial Lands and first right of refusal for additional lands on Minto Road Palmerston Industrial Park to Krosinski Enterprises Ltd; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- d. 2017-62, Confirm Proceedings July 18, 2017 Committee of the Whole/Council Meeting

**RESOLUTION 2017-154**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

**THAT By-law 2017-62; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held July 18, 2017; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**17. Adjournment 5:02 p.m.**

**RESOLUTION 2017-155**

**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**

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

# The Truth About Youth

An initiative that demonstrates the positive impact that intergenerational programs have on building strong communities.



# Project Goals

- ▶ “Teenagers and alternative education students, especially, have a reputation of being bad people and the truth is we are good people capable of doing good things in our community” – Program Participant
- ▶ To connect youth with their local community through projects that respond to community identified needs. By being involved in these projects, youth will develop new skills, meet new people, and gain valuable experiences all the while giving back to their community.
- ▶ Target populations: at-risk youth and seniors



# Community Impact

- ▶ There are common ageist stereotypes about youth and seniors. However, intergenerational programs like this one allow both groups to look beyond the stereotypes and focus on the person in front of them

*“People will forget what you said. People will forget what you did, but people will never forget how you made them feel.” - Maya Angelou*

# 1<sup>st</sup> Project: Raking Leaves in Mount Forest

- ▶ October 18, 2016 from 9am–11:30am
- ▶ Participating Organizations:
  - ▶ Seniors' Centre for Excellence
  - ▶ North for Youth Community Group
  - ▶ Wellington Heights Secondary School
  - ▶ Ian Turner– Community Champion!
- ▶ 18 students from Wellington Heights Secondary School participated
  - ▶ Gr. 11 Geography class
  - ▶ Alternative Education Program
- ▶ 16 seniors signed up to participate
  - ▶ Although we set out to rake leaves at 16 homes, a total of **21 homes** were supported by this project!











# Feedback from youth and seniors

## ▶ Youth:

- ▶ 100% of the youth involved said they would like to participate in an initiative like this again
- ▶ “I enjoyed helping people in need.”
- ▶ “I enjoyed helping the elderly.”

## ▶ Seniors:

- ▶ “It was a blessing to have the help! Since I have started using a walker, I can’t rake my leaves anymore.” – Joyce
- ▶ “I really appreciated the help”– Shirley
- ▶ “The kids did a great job with all of those leaves. It is great to have them raked up; their help is greatly appreciated”– Irene

1) What did you like/enjoy about the Yard Clean Up Day?

The cookies that the nice lady had made  
for us. The friendly people.

I felt good after

2) What did you dislike? What should we change?

That there should be more people in the  
community, to get involved. Be more out in the  
open.

1) What did you like/enjoy about the Yard Clean Up Day?

helped out the community

we got to contribute positively

2) What did you dislike? What should we change?

that some groups missed  
big spots of leaves



# Looking to this fall...

- ▶ We would like to offer this support to Minto residents!
  - ▶ Seniors have expressed interest
  - ▶ MYAC has agreed to help rake leaves
  - ▶ The alternative education class at Norwell has also agreed to help rake leaves
- ▶ What we ask of you:
  - ▶ Promote this Leaf Cleanup project to your networks: seniors who need the help and youth willing to provide muscle!
  - ▶ Do you offer a leaf pick up day? Can we combine our efforts 😊



# Additional Projects Completed in Minto



# Feedback from staff and students

- ▶ Dave Griffiths, Alternative Education Teacher:
  - ▶ “I saw an improvement in attendance and the students experiencing their ability to make a difference in someone else’s life. The students took ownership of the projects they were involved in.”
- ▶ One student shared when asked about his improving attendance **“this project (ramp) is real and it is improving the life of someone else”**

# THANK YOU!

- ▶ These projects would not have been possible without the support of the Town of Minto!
- ▶ From offering ideas for projects for these youth to work on, to providing positive encouragement and feedback, and lastly for assisting us in receiving the appropriate permits for the ramp..... none of these projects would have happened
- ▶ Thank you for your support! Please connect with us if you have ideas for any future projects



**Questions**

**Comments**

**Suggestions**



# AUGUST 2017

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER



On behalf of the Clifford Homecoming Committee 2017, we want to welcome all family, friends and former residents back to town. This event is possible due to the hard work and dedication of many individual volunteers. Take a look at what is in store for the weekend in Clifford!

— Bill Smith, Chairman

**HOMECOMING TICKETS, SOUVENIRS and DECORATIONS** will be available at the **Homecoming Store, 15 Elora Street N** every **Saturday in July** from 10:00 am to 1:00 pm.

**"MEMORIES THAT LAST 150 YEARS" HISTORY BOOKS AND HOMECOMING COOKBOOKS ARE GOING FAST!**

**So much to see and do all weekend!**

Visit our website, Facebook, Twitter, give us a call, or check out our Schedule of Events pamphlet for a full list of all the terrific things going on **August 4-7!**

**Only days left until Homecoming**  
**August 4th to 7th!**

A limited supply of tickets will be available for the **BREAKFASTS** and **DINNERS** during the weekend event. To order, please email **TODAY!**  
[tickets@clifford2017.ca](mailto:tickets@clifford2017.ca)

**Hot air balloon rides!**

Sat., August 5, 7am-7pm \$20/person, 15 minute rides, maximum 4 people per ride.

Call, text or Facebook message  
Brett Uhrig to book a time **519-497-5180**

Sunday, August 6, 1-4 pm,

**Longest Drive/Mini Putt** at Wicked Sticks.  
Wicked Sticks Family Restaurant and Golf Centre would like to welcome everyone to the Clifford Homecoming.



@Clifford Homecoming 2017



@2017Clifford

**519-327-2017**

**[www.clifford2017.ca](http://www.clifford2017.ca)**

Join us at **Miller Insurance** as we get ready to celebrate Clifford's Homecoming 2017! We're hosting a BBQ lunch with all proceeds going to Clifford Homecoming 2017.

**Thursday, August 3 from 11 am-2 pm. By donation.**

Grab your friends, family and co-workers and join us for lunch as we get ready for the biggest weekend of the summer!



**Magician**

**Scott Dietrich**

Friday, August 4th

2:00 to 3:00 pm

Clifford Public Library

**FREE!**

*All ages welcome!*



*Needed: children ages 4 to 12 who like to have fun, make friends and want to follow Jesus.*

### Come to Knox United Church

11 Allan Street East, Clifford, for

## VACATION BIBLE SCHOOL

**August 21 to 25, 2017,**

9:00 am to 11:45 am

Bring a friend to...

### "CANADIAN CRITTERS CLUB"

*Mornings will be filled with stories, songs, drama, games, crafts, activities and snacks. For more information, please leave a message at the church at 519-327-8378*

Moms, dads and caregivers are invited to join us on Friday at 11:15 am for a hot dog lunch.

### Sunday, August 27, 10 am, Knox Church

Family and friends of all the Vacation Bible School "Canadian Critters" are encouraged to join the VBS leaders and helpers as we share what we experienced throughout the week.



## Join us at the... CLIFFORD LIBRARY!

**STORY TIME, EH?** (3-5 yrs) Aug. 1 & 8, Tues., 2:30-3:30 pm

**HOMECOMING MAKE & TAKE** Aug. 1-5, during Branch hours.

**MAPLE LEAF, MOOSE & MORE** (gr1-6) Wed., Aug. 2, 3-4 pm

**TECHNOLOGY OPEN HOUSE** (all ages) Fri., Aug 4, 10-6 pm;  
Sat., Aug 5, 10-3 pm.

**MAGICIAN SCOTT DIETRICH** (all ages) Fri., Aug. 4, 2-3 pm

**EVENING BOOK CLUB** (adult) Aug. 10, 6:45-8 pm, discussing "The Forgotten Garden" by Kate Morton.

**COAST TO COAST** (gr1-6) Wed., Aug. 9, 3-4 pm

**CODE BREAKERS** (10-15 yrs) Wed., Aug. 2 & 9, 6:30-7:30pm

**CURIOUS CANADIAN FACTS SCAVENGER HUNT** (all ages) Tues.,  
July 25-Aug. 12, during Branch hours.

**TWEEN CLUB** (preteen) Wed., Aug. 30, 6:45-7:30 pm

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

## MINTO YOUTH ACTION COUNCIL

Presents

### Outdoor Movie Night — "Spy Kids"

**Thursday, August 24, 2017** at sunset.

All youth and families welcome to attend!

**John Hobelman Rotary Park**

Bring your lawn chairs and blankets.

(Event will take place in arena if there is inclement weather.)



Follow Minto Youth Action Council on

Instagram or Like us on Facebook!



**MYAC**



## CLIFFORD HOMECOMING

### Free Make-and-Take

**August 1st to 5th**

During Clifford Public  
Library Branch hours

## Smokey and the Bandit 40th Anniversary Tribute

CAR SHOW & MOVIE (PG13)

**Friday, July 28, 2017**

Meet at Harry Stone's parking lot 5:30 pm

Movie at The Crown Harriston 7:30 pm

Admission: \$5.00

### SMOKEY AND THE BANDIT TRIBUTE RUN

**SATURDAY, AUGUST 5, CLIFFORD**

Diablo Sandwich and Music  
Trans Ams,  
replica Sheriff car...

...replica  
Truck 2  
and more!

**SEPTEMBER 2017 CRA Newsletter Deadline  
is Tuesday, AUGUST 22, [randy@ruetz.ca](mailto:randy@ruetz.ca)**

**Please include complete information: event  
name, date, time and contact information.**

July 19, 2017

*Sent via Regular Mail*

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

Dear Premier Wynne:

**Re: Support Resolution – Request for Economic Impact Analysis**

City Council, at its meeting held on July 17, 2017 considered the above noted matter and the following Resolution No. R-170717-014 was adopted:

**"WHEREAS the Province of Ontario has recommended changes to the Employment Standards Act; and**

**WHEREAS the Province of Ontario has many municipalities with differing and unique economic circumstances; and**

**WHEREAS to protect jobs against unintended consequences that may come about as a result of implementing these changes;**

**BE IT THEREFORE resolved that the Council of the Corporation of the City of Owen Sound supports the Ontario Chamber of Commerce's request that an Economic Impact Analysis be done of the proposed reforms prior to implementation."**

The City of Owen Sound appreciates your attention to the important matter.

Sincerely,



Briana Bloomfield, B.A. (Hons.)  
Deputy Clerk  
/bb

c: New Democratic Party Leader, Andrea Horwath  
Progressive Conservative Party Leader, Patrick Brown  
Bruce-Grey-Owen Sound M.P.P., Bill Walker  
Association of Municipalities of Ontario  
All Ontario Municipalities

**From:** AMO Communications [<mailto:communicate@amo.on.ca>]  
**Sent:** July-19-17 4:32 PM  
**To:** Bill White  
**Subject:** AMO Policy Update - AMO Submission on Bill 148 - Fair Workplaces, Better Jobs Act, 2017

July 19, 2017

## **AMO Submission on Bill 148 – *Fair Workplaces, Better Jobs Act*, 2017**

AMO has [submitted](#) to the Ontario Standing Committee on Finance and Economic Affairs as they review Bill 148 - *Fair Workplaces, Better Jobs Act*, 2017 draft legislation that would change workers entitlements, union rights, and the minimum wage.

The AMO submission is available on AMO's web site [www.amo.on.ca](http://www.amo.on.ca). The deadline for comment to the Standing Committee is **by 5:30 p.m. on Friday, July 21, 2017**. Submissions can be sent to the Committee Clerk, Eric Rennie, at [erennie@ola.org](mailto:erennie@ola.org).

- the Bill creates uncertainty regarding the primacy of other statutory obligations, particularly health and safety, that municipal governments need to manage;
- refusal of shifts not scheduled 4 days in advance may impair the ability to address emergencies;
- fiscal impacts of proposed payment rates for on-call may reduce local services;
- additional clarity is needed regarding entitlements for Personal Emergency Leaves;
- calculating equal pay for casual and seasonal workers may prove difficult and result in fewer programs;
- composite fire departments may be disproportionately impacted which may require council review of service levels;
- requirements to share personal information with organizing unions is counter to legal trends; and
- municipal contracts may be swept up in the proposed successor rights proposal.

This Bill has the policy intent to reduce precarious employment. However, if not amended appropriately, it will greatly affect municipal operations, even though municipal employment is not precarious. Improving workers' entitlements must be balanced with being able to provide all the legislated municipal obligations. It should not reduce the ability of local governments to provide critical daily and emergency services to our communities.



**AMO Contact:** Cathie Brown, Senior Advisor, E-Mail: [cathiebrown@amo.on.ca](mailto:cathiebrown@amo.on.ca), 416.971.9856 ext. 342.

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**PLEASE NOTE:** AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record



The Corporation of  
**THE TOWNSHIP of The Archipelago**

9 James Street, Parry Sound, Ontario P2A 1T4  
Email: [mweaver@thearchipelago.on.ca](mailto:mweaver@thearchipelago.on.ca)  
Phone: 705-746-4243 ext. 301 • Fax: 705-746-7301

July 26, 2017

The Honourable Bill Mauro  
Minister of Municipal Affairs  
777 Bay Street – 17<sup>th</sup> Floor  
Toronto, Ontario M5G 2E5

Email: [bmauro.mpp.co@liberal.ola.org](mailto:bmauro.mpp.co@liberal.ola.org)

Dear Sir,

**RE: Reconsider Proposed Changes Under Bill 86. Re: Out of Court Payments**

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Please be advised that this matter was heard by Council at its Council meeting held on July 21, 2017, and in this regard Council enacted the following resolution:

**17-091**

**Moved by Councillor French  
Seconded by Councillor Walker**

**WHEREAS** Council for the Township of The Archipelago has received a request for support of a resolution enacted by the Municipality of Killarney regarding the proposed changes under Bill 68 pertaining to out of court payments;

**NOW THEREFORE BE IT RESOLVED** that Council for the Township of The Archipelago supports the Municipality of Killarney in their request to the Minister of Municipal Affairs to reconsider the proposed changes under Bill 68 pertaining to out of court payments;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be forwarded to the Premier of Ontario, Minister of Municipal Affairs, local MPP's, FONOM, AMO and all Ontario Municipalities.

Carried.

Regards,

A handwritten signature in dark ink, appearing to read "Maryann Weaver".

Maryann Weaver  
Clerk

cc Hon. Kathleen Wynne, Premier of Ontario  
Norm Miller, MPP Parry Sound - Muskoka  
Tony Clement, MP Parry Sound - Muskoka  
FONOM  
AMO  
All Ontario Municipalities



***The Corporation of the Municipality of Killarney  
32 Commissioner Street  
Killarney, Ontario  
P0M 2A0***

**MOVED BY: Pierre Paquette**

**SECONDED BY: Nancy Wirtz**

**RESOLUTION NO. 17-198**

**BE IT RESOLVED THAT** the Municipality of Killarney appeal to the Minister of Municipal Affairs to reconsider the proposed change to the Municipal Act, 2001 as a result of Bill 68 regarding tax registration procedures which would end payments out of court for municipalities. The proposed amendment to Section 380 (8) and (9) would see out of court payments revert back to the Crown;

**FURTHER THAT** tax sale proceedings involve a significant amount of staff time which is an expense to a municipality and it is only fair that municipalities continue to be eligible for these payments out of court;

**FURTHER THAT** tax sale revenues assist municipalities with various expenditures which to some extent alleviate the burden of the reduction of revenues of various Provincial grants/programs and the continual "downloading" upon small municipalities.

**FURTHER THAT** this resolution be forwarded to the Premier of Ontario, the Minister of Municipal Affairs, our local MPP's, FONOM, AMO, Ontario Small Urban Municipalities as well as all Ontario municipalities.

**CARRIED**

**I, Candy K. Beauvais, Clerk Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #17-198 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 17<sup>th</sup> day of May, 2017.**

  
Candy K. Beauvais  
Clerk Treasurer

### **Opportunity to Participate in Research on Home Care: Your Help is Needed!**

Justine Giosa is a PhD student at the University of Waterloo who is researching ways to improve care planning in Ontario home care. She is looking for individuals age 65+ who are receiving health care services at home AND/OR their family members/friends who support them to participate in a 30-60 minute interview about their experiences. Participants will receive a \$25 visa gift card. Please refer to the flyer included in this month's mail out for more information about how you can get involved!

**Drayton Fall Fair Friday August 11<sup>th</sup> to Sunday August 13<sup>th</sup>** – This is an event to bring your grandchildren along for lots of fun. Saturday includes a bubble zone, pet and baby show as well as face painting and tattoo on Sunday you can watch or participate in a pie eating contest, yum! Livestock, baking and flower displays just to name a few!

**Palmerston Fall Fair Friday August 25<sup>th</sup> to Sunday August 27<sup>th</sup>** – Theme is "Planes, Trains and Grains" again lots of stuff for all ages to do! New this year pony rides and a bouncy castle. Come and see the livestock baking and flower displays, just to name a few!

### **New programs coming in September!**

**Arthur Writers Group Thursday September 7<sup>th</sup> 6 p.m. Arthur Public Library, lower level;** Doris Cassan will facilitate this writing group that will meet the first Thursday of the month. If you like to write fiction, short stories, poems or memoirs this is the group for you. Please email [Arthur.writers@outlook.com](mailto:Arthur.writers@outlook.com) to register or call 519.638.1000

**Gentle Yoga Monday September 11<sup>th</sup> 10 a.m. Palmerston United Church 8 week session ;** - Join local instructor Kerry Ammerman as she leads you through a series of gentle stretching that may increase your range of motion and overall strength. Please register as space is limited. Cost per class is \$5.

**Living with Loss: Wednesday, August 2<sup>nd</sup> Birmingham Retirement Community, Mount Forest @ 7-9 p.m.** This free peer-support group is for adults grieving the death of a loved one, meetings will be held on the first Wednesday evening of each month. Come and connect with other people who are grieving, have an opportunity to share your thoughts and feelings and hear new perspectives and coping strategies. Registration is suggested but not required. For more information please call 519.603.0196.

**Tastes for Life: Thursday August 10<sup>th</sup> Mount Forest Pentecostal Church@ 11:30-1:30p.m.** –this cooking program offers an opportunity to try different recipes, with ingredients you may have not cooked with before. Each month has a different theme, with a healthy twist, facilitated by Mount Forest Family Health Team dietitian, Sarah Pink. Please call 519.323.0255 ext. 5085. **FREE**

**Art Workshop: Wednesday, August 9<sup>th</sup> Harriston Library @ 2:00pm-** Donna Hirtle will bring out your artistic flair by working with clay participants will make the elements of a simple wind chime. \$5

**Cards and Games Afternoon Thursday, August 17<sup>th</sup> at CRNA building Palmerston @ 2p.m.** - Cost is \$2 and all playing abilities are invited to attend.

**Euchre; Friday, August 18<sup>th</sup> Drayton Legion @ 7:30 p.m.** – Cost is \$5 and everyone is welcome!

**Art Workshop Wednesday August 23<sup>rd</sup> Studio Factor in Drayton @2 p.m.** - Working with clay and producing the elements to make a simple wind chime is the theme of this workshop. Cost is \$5 please call to register at 519.638.0888

**Friendship Circle; each Tuesday Mount Forest Pentecostal Church @ 10:30-11:30 a.m.** -this coffee group takes place each Tuesday morning @ 259 Fergus Street South. A great venue to learn about other community events and health programs available in Mount Forest and surrounding area. On the 3<sup>rd</sup> Tuesday, June 20, is the Golden Hearts Luncheon, with speaker and delicious hot lunch.

**Seniors' Month Tea on Thursday, August 24<sup>th</sup> Drayton Reformed Church at 2 pm-** all are welcome at this tea honouring the ongoing contributions that seniors make to their communities. Light refreshments will be served as well as entertainment provided. Come and go or stay for the whole event.

**Friendship Circle Wednesday August 30<sup>th</sup> Palmerston United Church @ 10-11 a.m.** - the coffee and the conversation flow with this group. This friendly group welcomes anyone who is interested in chatting while enjoying a cup of hot coffee or tea and a delicious cookie or two. **FREE**

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

**People of all faiths welcome! Presentations are free and begin at 12:30pm; if you would like to stay for lunch the cost is \$12. Please register by calling 519-638-1000 or toll free 1-866-446-4546**

**Palmerston United Church Wednesday August 9<sup>th</sup> 12 p.m.** "Al What? Alpacas" Join Suelaine Poot from Pootcorners, who raises alpacas, the producers of the softest, warmest, natural, hypo-allergenic, animal fibre in the world. See what they produce and meet the cuddliest livestock on the farm. Wool products will be available for purchase.

**Drayton Reformed Church Friday August 11<sup>th</sup> 12 p.m. "Musical Entertainment";** back by popular demand, Tonia-Joy Skipper as she performs your favourite songs. Enjoy a wonderful hot catered meal and then sit back and relax. Guaranteed to get your toes tapping and hands clapping.

**Clifford United Church Friday August 18<sup>th</sup> 12 p.m. "Arabian Horses?"** Join local horsewoman Doris Woolner of Woolhaven Farm as she shares her lifelong love of horses and her experiences breeding, raising and entering her Arabians into competitions, and why they are known as the foundation breed.

**Harriston Legion Wednesday August 30<sup>th</sup> 12 p.m. "Crochet Corner"** -join local Harriston resident Kathy Carter as she shares her story; how after being unable to work she used her crochet talents to start her own business. Kathy will have some items for purchase for those who are interested.

**Arthur United Church Thursday August 31<sup>st</sup> 12 p.m. "Barns: A Disappearing Landscape"** join local photographer Elske deGroot as she shares her slide show presentation and try to see if you can spot the local barns – This meal is catered by the Arthur United Church Women for only \$6.00 per person.

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

Mon	Tue	Wed	Thu	Fri
<div>August 2017</div> <div>SENIORS' CENTRE for EXCELLENCE</div> <div></div>	<div>1 9:00 SMART Exercise - PUC 9:00 Drayton Walking - PMD 10:00 SMART Exercise - Palmerston United Church 10:30 Friendship Circle - Mount Forest Pentecostal Church 3:15 Smart Exercises -VON office Mount Forest 7:00 Pickleball—Harriston Arena \$2. all skill levels welcome</div>	<div>2 9:00 Palmerston Walking Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercises - CUC 9:30 SMART Exercises - DRC 1:00 Games Afternoon - Mt Forest &amp; District Sportsplex 2:00 Hooks &amp; Needles - Arthur Library 7:00 Bereavement Group— BHR</div>	<div>3 9:00 Palmerston Walking-Arena 9:00 Arthur Exercise-ASH 9:00 Drayton Walking—PMD 10:00 Coffee Morning-Clifford Community Hall 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2. all skill levels welcome</div>	<div>4 9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise - Palmerston United Church 9:30 SMART Exercise - DRC 10:00 SMART Exercise - Palmerston United Church 1:00 Bridge - Arthur Seniors Hall</div>
<div>7</div> <div>AUGUST CIVIC HOLIDAY</div>	<div>8 9:00 SMART Exercise - PUC 9:00 Drayton Walking -PMD Arena 10:00 SMART Exercise - Palmerston United Church 10:15 Book Club- Palmerston Public Library 10:30 Friendship Circle -Mount Forest Pentecostal Church 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2.all skill levels welcome</div>	<div>9 9:00 Palmerston Walking -Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercises - CUC 9:30 SMART Exercises - DRC 12:00 Palmerston Dining Alpacas—see what they produce &amp; meet the cuddliest livestock 1:00 Games Afternoon - Mt Forest DSP 2:00 Art Workshop- Harriston Library simple wind charms -\$5</div>	<div>10 9:00 Palmerston Walking-Arena 9:00 Arthur Exercise-ASH 9:00 Drayton Walking—PMD 10:00 Coffee Morning-Clifford Community Hall 11:00 Tastes for Life -Mt Forest Pentecostal Church 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2. all skill levels welcome</div>	<div>11 9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise - PUC 9:30 SMART Exercise - Drayton Reformed Church 10:00 SMART Exercise - PUC 12:00 Drayton Dining: Musical Entertainment - Tonia-Joy Skipper</div>
<div>14 9:00 Palmerston Arena Walking 9:00 Harriston Arena—Walking 9:00 SMART Exercises—CUC 9:00 Euchre—Drayton United Church 9:30 SMART Exercise—DRC 1:00 Social Bridge- Mt Forest Legion 1:30 Euchre Harriston Senior Bldg</div>	<div>15 9:00 SMART Exercise - PUC 9:00 Drayton Walking - PMD 10:00 SMART Exercise - Palmerston United Church 10:30 Golden Hearts Lunch -MFPC 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2. per person</div>	<div>16 9:00 Palmerston Walking -Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercises - Clifford United 9:30 SMART Exercises - DRC 1:00 Games Afternoon - Mt Forest &amp; District Sportsplex 2:00 Hooks &amp; Needles - Arthur Public Library</div>	<div>17 9:00 Palmerston Walking-Arena 9:00 Arthur Exercise-ASH 9:00 Drayton Walking—PMD 10:00 Coffee Morning-Clifford Community Hall 2:00 Cards &amp; Games Palmerston CNRA Building 3:15 Smart Exercises VON 7:00 Pickleball—Harriston Arena \$2.</div>	<div>18 9:00 Palm Walking—Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise - PUC 9:30 SMART Exercise - DRC 10:00 SMART Exercise - PUC 12:00 Clifford Dining—Arabian Horses—Doris shares her experiences with these beautiful animals</div>
<div>21 9:00 Palmerston Arena Walking 9:00 Harriston Arena—Walking 9:00 SMART Exercises—CUC 9:00 Euchre—Drayton United Church 9:30 SMART Exercise—DRC 1:00 Social Bridge- Mt Forest Legion 1:30 Euchre Harriston Senior Bldg</div>	<div>22 9:00 SMART Exercise - Palmerston United Church 9:00 Drayton Walking - PMD 10:00 SMART Exercise -Palmerston United Church 10:30 Friendship Circle - Mount Forest Pentecostal Church 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2. per person all skill levels welcome</div>	<div>23 9:00 Palmerston Walking -Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercises - CUC 9:30 SMART Exercises - DRC 1:00 Games Afternoon - Mt Forest DSP 2:00 Hooks &amp; Needles - Arthur Library 2:00 Art Workshop— Studio Factor in Drayton make simple wind chimes \$5.00</div>	<div>24 9:00 Palmerston Walking-Arena 9:00 Arthur Exercise-ASH 9:00 Drayton Walking—PMD 10:00 Coffee Morning-Clifford Hall 2:00 Seniors Tea—celebration Drayton Reformed Church—all welcome 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2.</div>	<div>25 9:00 Palmerston Walking -Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise - Palmerston United Church 9:30 SMART Exercise - Drayton Reformed Church 10:00 SMART Exercise - Palmerston United Church</div>
<div>28 9:00 Palmerston Arena Walking 9:00 Harriston Arena—Walking 9:00 SMART Exercises—CUC 9:00 Euchre—Drayton United Church 9:30 SMART Exercise—DRC 1:00 Social Bridge- Mt Forest Legion 1:30 Euchre Harriston Senior Bldg</div>	<div>29 9:00 SMART Exercise - PUC 9:00 Drayton Walking - PMD 10:00 SMART Exercise - Palmerston United Church 10:30 Friendship Circle - MFPC 3:15 Smart Exercises—VON 7:00 Pickleball—Harriston Arena \$2. per person all skill levels welcome</div>	<div>30 9:00 Palmerston Walking -Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercises - CUC 9:30 SMART Exercises - DRC 1:00 Games Afternoon - Mt Forest DSP 10:00 Friendship Circle—PUC 12:00 Harriston Dining Crochet Corner—Kathy Conrad will share how she turned her talent into a business</div>	<div>31 9:00 Palmerston Walking-Arena 9:00 Arthur Exercise-ASH 9:00 Drayton Walking—PMD 10:00 Coffee Morning-Clifford Hall 12:00 Arthur Dining Barns: A Disappearing Landscape photographer Elske deGroot 7:00 Pickleball— Harriston Arena \$2.</div>	<div>DRC Drayton Reformed Church PUC Palmerston United Church CUC Clifford United Church MFPC Mt Forest Pentecostal Church ASH Arthur Seniors Hall VON SMART 392 Main St N Mt Forest BHR Birmingham Retirement Mt Forest</div>



July 27, 2017

Mike McIsaac, Road Foreman,  
Bill White, CAO Clerk,  
Town of Minto,  
5941 Hwy. #89,  
Harriston, ON N0G 1Z0

**“One can tell the morals of a culture by the way they treat their dead” – Benjamin Franklin**

Dear Mr. McIsaac and Mr. White,

I was going to write a quick letter to summarize my concerns regarding the proposed placement of a Columbarium in Harriston Cemetery and request clarification of some contents of the Minto Cemeteries, Cremation Gardens and Columbariums report presented at Minto Council on July 18, 2017. That plan has changed as I have returned from repairing my Father's grave and now will include a formal complaint.

First of all let's address the proposal to place a Columbarium in the Center Circle of Harriston Cemetery. Take a look at a map of the old part of Harriston Cemetery, it's a thing of beauty, a work of art. While maybe not the most practical design it is esthetically pleasing.

I strongly oppose, no, I vehemently oppose the construction of a Columbarium in the Center Circle. When the decision was made to sell a select few interment rights in the center circle I was the Deputy Reeve of Harriston and a large component of the decision making process was the preservation of the historic design feature. The center area and 4 “spokes” or “radial pathways” were intentionally left intact to retain the designer's vision and at the same time provide adequate access to the section. On a personal note, my family and I purchased our interment rights in the Center Circle (as did others) because of the design features and historic value of the section. I have gone to great expense to specifically design and create my monument to blend in with and compliment the beautiful monument designs of yesteryear. Just the fact there is some open space doesn't make it “a good site for a columbarium”. Please give this potential action more thought. If you are having difficulty in the decision making process, take a site visit, enjoy the beauty, tranquility and historic character of the Center Circle. I would be glad to accompany you to enhance your appreciation of what should be considered a Minto treasure. After your visit I'm sure you'll decide against defiling this key design element of the Harriston Cemetery.

Secondly, I am having difficulty understanding parts of the Minto Cemeteries, Cremation Gardens and Columbariums report as presented on July 18, 2017. It starts out in the very first sentence under Strategic Plan. I skip to the Recommendation and there it is again. The Town of Minto plans to enhance internment options. That's a novel idea, combination prison and cemetery, now I'm intrigued. I read on and that's not the case. It appears the words interment and internment are used interchangeably. A definition of inter is: place (a corpse) in a grave or tomb, typically with funeral rites and a definition of intern is: confine (someone) as a prisoner. After seeing the interment/internment issue I felt impelled to read the report more thoroughly. Let me share some of my findings and thoughts.

In the Strategic Plan it mentions increase use as a place to learn about the history of the community. It should be encouraged to use the Cemeteries for education, enjoyment of nature and recreation but at the same time they are places of beauty and memorialization used for quiet reflection and grieving which demand to be treated with a high degree of dignity and respect. The recent hunt for historical

information in the Cemetery was a good exercise but also was a teaching opportunity missed to educate everyone on the true purpose of a cemetery and the proper decorum required when you are present in a cemetery.

The idea of a Cremation Garden in Clifford Cemetery may be a reasonable idea in the future. However I would promote the Columbarium at the present time and not dilute the market for disposition of cremated remains.

If a Columbarium is placed in Harriston Cemetery in the very near future it will stifle sales of Cremation Garden Plots and you'll be left with an underutilized facility. Immediate expansion of the Cremation Section of the Harriston Cemetery in the vicinity of the Chapel and existing Cremation Garden would be an acceptable practice. I've already stated what I think of constructing a Columbarium in the Center Circle just for the sake of filling in empty space. As for preparing land for future interment rights sales, it should be done and in the near future. I'm not sure what's meant by "pre-construct" but an access road should be constructed and the section mentioned should be brought to grade and the soil and turf prepared to industry standards now so it will be suitable for burials and placement of memorials in 3 – 5 years.

Palmerston Cemetery doesn't facilitate Cremated Remains options at the present time. The Harriston Cremation Garden hasn't been really successful, why not incorporate a Columbarium in Palmerston Cemetery (I see it's mentioned in the Comments). I'm sure people have gone to Bethesda or Listowel to access a Columbarium niche rather than buy full burial interment rights in Palmerston.

Your recommendations include mention of "cremorials" and memorial walls but doesn't mention Scattering Gardens which are an excellent revenue stream and economical for the client. The catch with Scattering Gardens is they are usually exquisitely kept areas to attract families to scatter the ashes of their loved one and pay to have a plaque placed.

Under Comments it's mentioned you wish to "develop cost estimates for installations including a financial plan for costing plot sales and perpetual care". I trust you meant "sales of interment rights and ongoing operation". Sale of real property and perpetual care no longer exist. In fact in the Funeral, Burial and Cremation Services Act and Regulations the words "perpetual care" never appear. I hope "perpetual care" isn't being confused with the "Maintenance and Care Fund" which is a totally different entity and serves a different purpose than the obsolete "perpetual care".

It's encouraging to see you've studied the population demographics however you will find information on Bereavement Sector trends to be more helpful. Cremation and "Flameless" cremation now make up over 50% of the final dispositions of remains in some jurisdictions.

In Financial Considerations the term "perpetual care" is used again and that's concerning. In the context used I'm interpreting that to mean tax dollars are used to subsidize the ongoing operation of the Cemeteries.

In Recommendation it mentions financing of new installations over time. I hope the Municipality explores self-financing before they get involved with Financing Companies that provide Columbariums. Some of these companies provide Columbariums as a secondary activity to promote their primary goal of creating a financing revenue stream. Why shouldn't Minto take advantage of a larger revenue stream? You may find higher quality, less expensive products on the open market.

The Minto Cemeteries, Cremation Gardens and Columbariums report does show a rudimentary understanding of the Cemetery industry.

Why should we pay attention to this guy you may ask.

I'm a Bereavement Sector Professional:

- Class 1 Licensed Funeral Director and Preneed Funeral Funding Specialist
- Former owner of a monument retail and manufacturer. I've done business with 100's of Cemeteries.



- Former Member of the Advisory Board to the Board of Governors of Humber College (Funeral Services Program).
- Personally met with Mr. Norm Sterling, Minister of Consumer and Commercial relations to provide information to help formulate the Funeral, Burial and Cremation Services Act.
- Helped small Cemeteries with volunteer Boards interpret and implement the Funeral, Burial and Cremation Services Act and Regulations.

Now for the third and last part of this letter. I would like to place a formal complaint regarding the condition of my Father's grave. On July 26, 2017 I attended my Father's grave and first noticed the rotting flowers left against the monument. Wes was buried on July 14. As I approached the grave I noticed the deep ruts caused by lawn mowing equipment. The grave was torn up and the grass nearby was damaged by what appears to be mowers spinning their wheels. I questioned the young man with a "Culps" t shirt if he cut the grass in the Center Circle. He was less than diplomatic and denied responsibility. The grass cutters disrespected my Father's grave and disrespected me. Harriston Cemetery has not been kept to a high standard as of late. Granted, quite often people are in a state of heightened sensitivity when they visit the Cemetery but that's why Cemetery standards should be maintained at the highest level. I have also been buzzed by a grass cutter while visiting my Mother's grave. I shouldn't have to dodge lawn mowing equipment when I'm paying my respects. As I've mentioned in my letter above, when you're in a Cemetery a certain dignity and respect are a necessity.

I'll be sending a copy of this letter to Councillor Dave Turton, Chairman of Public Works Committee and Deputy Mayor Ron Faulkner who expressed his passion for Cemeteries during the Council meeting.

Respectfully Submitted,



Ken Porter  
61 George St. N., Harriston  
519-338-2365



**Board of Directors Meeting #6/17**

**June 21, 2017**

**DIRECTORS PRESENT:**

Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Roger Watt, Matt Duncan, Paul Gowing, Bob Burtenshaw, David Blaney

**ABSENT WITH REGRETS:**

Wilf Gamble

**STAFF PRESENT:**

Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator

**COMMUNITY ATTENDEES:**

Bryan Gilvesy, CEO, ALUS Canada  
Cliff Evanitski, GM, Long Point Region Conservation Authority

**1. Call to Order**

Chair Jim Campbell called the meeting to order at 7:00 pm.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

**3. Minutes**

The minutes from the Board of Directors meeting #5/17 held on May 17, 2017 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



**Motion FA #50/17**

**Moved by: Deb Shewfelt**

**Seconded by: Alison Lobb**

**THAT** the minutes from the Board of Directors meeting #5/17 held on May 17, 2017 be approved.

**(carried)**

**4. Presentations**

- a) Bryan Gilvesy, CEO, Alus Canada

At the March 15, 2017 meeting the Board passed this motion.

**THAT** a follow up letter be written to ALUS expressing MVCA's concerns; **AND THAT** Mr. Gilvesy, Chair of ALUS be invited to attend a MVCA Board of Directors meeting to address the concerns.

Following receipt of Chair Jim Campbell's letter sent on March 21, 2017, Mr. Gilvesy accepted the invitation to attend tonight's meeting.

Mr. Gilvesy addressed the Board and outlined the ALUS program background, projects undertaken future goals, and the relationship with its community partners. Following his presentation, Mr. Gilvesy introduced GM Cliff Evanitski, from the Long Point Region Conservation Authority to provide an overview of Long Point's experience working with the ALUS program and then invited questions from the Director's.

After gaining further understanding of the program, this motion was made.

**Motion FA #51/17**

**Moved by: Deb Shewfelt**

**Seconded by: David Blaney**

**THAT** the ALUS program be tabled for further discussion and added to the September meeting agenda.

**(carried)**

- b) 2017 Work Plan Update: **Report #34/17**

Jayne Thompson, Communications Coordinator presented this report to outline the progress made on the activities and projects in each of the service areas 2017 work plan.

The Director's commented that the report was well done.

**5. Business Requiring Direction**

- a) Proposed Revisions to Regulation Policies: **Report #35/17**

This report was presented to outline the proposed changes to MVCAs regulation policies that were removed by the Board in 2016 in compliance with the Divisional Court's ruling. Steve advised that the

Court of Appeal has overturned the Divisional Court's decision and that the policies related to public safety may now be reinstated.

Flood and Erosion Safety Coordinator Steve Jackson reviewed the proposed revisions with the Board. The Board agreed with the reinstatement of the public safety policies therefore the following motion was made.

**Motion FA #52/17**

**Moved by: Alison Lobb**

**Seconded by: Dave Turton**

**THAT** the Board approves the MVCA'S Regulation Policies recommended for reinstatement subsequent to the Court of appeal ruling.

**(carried)**

**Motion FA #53/17**

**Moved by: David Blaney**

**Seconded by: Art Versteeg**

**THAT THAT** the Board approves the two additional shoreline polices recommended for adoption.

**(carried)**

**b) Conserving Our Future: A Modernized Conservation Authorities Act: Report #36/17**

Phil Beard, General Manager/Secretary-Treasurer provided an overview of the Province's proposed changes to the Conservation Authorities Act and partnership as outlined in Bill 139 and the report "Conserving Our Future: A Modernized Conservation Authorities Act.

Phil asked the Board if they had any comments/questions regarding the proposed changes that they would like to have addressed at the June 26<sup>th</sup> Conservation Ontario meeting. The Director's provided this feedback.

- Communicate that MVCA supports the Minister of Municipal Affairs and Housing as well as the Minister of Natural Resources and Forestry in their endeavours with changes to the act.
- Suggest that more rural support to enhanced funding is needed.
- Express MVCA's gratitude to Conservation Ontario for moving our requests for changes to delegates along.

**c) Proposed Follow up Actions: Board Governance Review: Report #37/17**

Phil Beard presented this report to gain further direction from the Board following the internal governance review and survey that took place in May.

The Director's discussed the two items that were identified for follow up further and made this motion.

**Motion FA #54/17**

**Moved by: Deb Shewfelt**

**Seconded by: Dave Turton**

**THAT** staff develop a succession policy for the General Manager/Secretary-Treasurer to be reviewed by the personnel policy committee and then presented to the Board at the October meeting.

**(carried)**

d) In Camera Session: Legal Matter

All attendees except the Board Members, the GM/ST, the Flood and Safety Coordinator and the Administrative/Financial Services Coordinator were excused from the meeting at this time.

**Motion FA #55/17**

**Moved by: Paul Gowing**

**Seconded by: Bob Burtenshaw**

**THAT** the Board of Directors move in camera for a legal matter.

**(carried)**

**Motion FA #56/17** to resume regular session was made in-camera

**(carried)**

**6. Reports**

a) Chair's Report

There were no reports from Chair Jim Campbell at this time.

b) Director's Committee and Municipal Reports

Director Deb Shewfelt attended the WPSC meeting on June 16, 2017 and toured in the ABCA watershed. While in the Bayfield area, some of the same problems were apparent there as in MVCA. Cottagers see the effects of flooding from farmlands and there aren't consistent practices of stormwater management.

Director Art Versteeg added that it was a good tour and that the County deals with natural heritage issues and erosion along the lakeshore is a concern.

Director Paul Gowing took this opportunity to comment to staff about the conditions of the Morris Tract Conservation Area on Cardiff Road. Conservation Areas staff will follow up with Paul.

## **7. Consent Agenda**

- a) 2017 Budget Update **Report #38/17**
- b) Revenue/Expenditure Report for May: **Report #39/17**
- c) Agreement Signed: **Report #40/17**
- d) Correspondence Received for Information:

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

The following motion was made.

### **Motion FA #57/17**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT** reports #38/17 through #40/17 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

## **8. Review of Meeting Objectives/Follow-up Actions/Next meeting:**

Chair Jim Campbell reviewed the meeting objectives and reminded the Directors that the August meeting will be a tour of the Garvey Glenn Watershed Restoration Project.

Jim advised that he decided to postpone the tour to Wawanosh due to the amount of business to be discussed at tonight's meeting and asked the Board to set a date for touring the Wawanosh Nature Centre Facility. It was decided to hold this tour on July 19, 2017.

The Director's discussed changing the August and September meetings due to conflicts. August 23, 2017 and September 27, 2017 are the postponed dates of these two meetings.

## **9. Adjournment**

The meeting adjourned at 9:12 pm with this motion.


### **Motion FA #58/17**

**Moved by: Paul Gowing**

**Seconded by: Art Versteeg**

**THAT** the meeting be adjourned.

(carried)

  
Jim Campbell  
Chair

  
Danielle Livingston  
Administrative/Financial  
Services Coordinator



**Board of Directors Meeting #7/17**

**June 26, 2017**

**DIRECTORS PRESENT:** Dave Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Matt Duncan, Paul Gowing, David Blaney

**ABSENT WITH REGRETS:** Jim Campbell, Roger Watt, Bob Burtenshaw, Wilf Gamble

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

**1. Call to Order**

Vice-Chair Dave Turton called the meeting to order at 7:30 pm and announced that Chair Jim Campbell is unable to attend the meeting tonight.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

**3. Overview of June 23/24<sup>th</sup> flood event in the Maitland/Nine Mile Watersheds and follow-up actions with municipalities with flood damage centres: Steve Jackson, Flood/Erosion Safety Services Coordinator.**

Stephen Jackson, Flood/Erosion Safety Coordinator debriefed the Director's outlining the chronology of events, the mitigation actions that staff took in response and the impacts of the flooding event that began in the early morning hours on June 23, 2017.



**4 a) Proposed delineation of the flood in Harriston: Steve Jackson, Flood/Erosion Safety Services Coordinator.**

In the Harriston area, this event exceeded the previous record by 40% causing excessive sewage discharge that resulted in a boil water advisory in Minto. A preliminary assessment by MVCA staff indicates this was in excess of the 1:100 year flood event.

Harriston has an approved special policy area where the 1:100 year flood elevation is the minimum flood proofing standard.

Staff are recommending that MVCA retain a consultant to determine the magnitude of the event and a land surveyor to identify the flood elevations throughout the town to determine the areas affected by the June 23<sup>rd</sup> flood event and compare them to the elevations for the existing 1:100 year flood.

The Board agreed with the proposed follow up actions and passed the following motion.

**Motion FA #59/17**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT** staff be authorized to proceed with the retention of a consultant and surveyor to delineate the flood plain and to determine the magnitude of the flood event.

**(carried)**

**b) Proposed process and policy for handling emergency repairs to crossings/culverts: Steve Jackson, Flood/Erosion Safety Services Coordinator.**

The rainfall event caused extensive damage to roads and culverts along the Lake Huron shoreline and along watercourses across the watershed. Staff anticipates that many roads and culverts will require emergency repairs to these structures in order to re-establish access ensure to their homes and/or farms. Staff are proposing that the Board consider waiving the requirement for permits to repair these structures as we do not have the resources to review them all. Delays in repairing these structures may result in additional erosion and pollution downstream as well as lengthy delays in being able to access or leave their developments. The proposed procedure for dealing with these calls is that staff would request that the work being documented by the applicant and that pictures be taken before and after the work has been completed. Staff would ask them to replace the structure with one that is at least as large as what was there before and if possible larger. The Board agreed that the authority should provide some leniency for emergency repairs and decided that they should review this decision at the July 19<sup>th</sup> Board meeting.

The following motions were made.

**Moved by: Art Versteeg**

**Seconded by:**

**THAT** the emergency repairs to culverts and roads damaged during the June 23, 2017 flood be permitted as outlined Report #41/17.

This motion wasn't seconded and therefore didn't carry.



The following motion was passed.

**Motion FA #60/17**

**Moved by: David Blaney**

**Seconded by: Paul Gowing**

**THAT** the emergency repairs to culverts and roads damaged during the June 23, 2017 flood be permitted as outlined Report #41/17 with an open-ended date, to be reviewed at the July 19<sup>th</sup> Board Meeting.

**(carried)**

**5. Conservation Areas: Stewart Lockie, Conservation Areas Coordinator.**

Following the assessment of MVCA Conservation Areas, Coordinator Stewart Lockie provided an update to the Board of the conservation areas most affected by the flood event.

**a) Wawanosh Campground Evacuation/follow up assessment required.**

Trailers that were at risk were evacuated before dark on June 23, 2017, approximately 30. Damages are expected to be minimal and site clean-up will begin when the area is dry and suitable for entering.

**b) Overview of impact of flood on Gorrie/Pioneer Conservation Areas & actions taken.**

The emergency spillway was eroded away by flood flows. The extent of damage to the picnic shelter will be assessed when water levels have receded. The pedestrian bridge was swept away by floodwaters. The mill building has sustained some damage at the back of the structure but the foundation has minimal damage. Permanent barriers will be put in place as soon as possible and the conservation area has been closed to the public. Staff will contact MNRF to determine what process we need to follow in terms of identifying options with respect to the dam. MNRF regulates the construction, repair and operation of dams in Ontario. Staff will report back to the Board once they have had a chance to meet with MNRF. The cleanup of the debris will take time as we need to assess the damage first. The remaining logs will be removed in order to help direct the flow away from the emergency spillway.

The Bluevale Dam has a lot of tree debris piled up against it but the structure held up well. Staff advised the Board that it is critical to remove debris and repair the boards.

Following discussion, these motions were made.

**Motion FA #61/17**

**Moved by: Alison Lobb**

**Seconded by: Deb Shewfelt**

**THAT** staff be authorized to proceed with removal of any safety hazards at Gorrie Conservation Area; **AND THAT** staff investigate the OMNRF's requirements for dealing with the Gorrie Dam and report back to the Board.

**(carried)**

**Motion FA #62/17**

**Moved by: Deb Shewfelt**

**Seconded by: Art Versteeg**

**THAT** staff be authorized to proceed with the clean up of debris and the repair and replacement of the boards in the Bluevale Dam.

**(carried)**

**Motion FA #63/17**

**Moved by: Paul Gowing**

**Seconded by: Matt Duncan**

**THAT** staff be authorized to proceed with the cleanup of debris at the Brussels Dam.

**(carried)**

**6. Stewardship Demonstration Projects: Garvey Glen Rural Stormwater Management project/Scott Municipal Drain Rural Stormwater Management Project: Geoff King, Watershed Stewardship Services Coordinator: Impacts/Follow Up actions**

Geoff King, Stewardship Services Coordinator provided an overview of his assessment of the storms impact on the Garvey Glenn rural storm water management watershed project and the Scott Municipal Drain Rural Stormwater project following the weekend flooding event. There was evidence that the infrastructure put in place through past MVCA initiatives did work well in terms of handling the runoff from this storm event even though the flows exceeded the design of the system.

**7. Communications Follow-up: Jayne Thompson, IT/GIS/Communications Coordinator**

- a) Proposed information that would be covered in follow up communications re: flood event and process for determining next steps with respect to the flood event (Harriston flood delineation, policy for dealing with emergency repairs, assessment of damages/options for conservation areas, posting of Gorrie/Pioneer/Wawanosh Campground until safe to reopen. Magnitude of flood event, and increasing probability for similar and greater flood events due to changing climate.

Communications Coordinator Jayne Thompson outlined the information and messaging that has been issued to municipalities and the public to date in Report #42/17. The Director's discussed follow up communication and made this motion.

**Motion FA #64/17**

**Moved by: Paul Gowing**

**Seconded by: Matt Duncan**

**THAT** communications messages outlined in Report #42/17 be distributed to target audiences, **AND** **THAT** updates be provided to target audiences as required.

**(carried)**

+

**8. Review of Meeting Objectives/Follow-up Actions/Next meeting-tour of Wawanosh Nature Centre Facility: July 19, 2017 at 7:00pm.**

Vice-Chair Dave Turton reviewed meeting these objectives;

- *To provide direction on follow up actions from June 23/24<sup>th</sup> flood event*
- *To provide direction follow up actions for conservation area damages*
- *To provide direction on communications follow up re: flood event and next steps*

A reminder was given to the Directors that the next meeting and tour of the Wawanosh Nature Centre Facility will be held on July 19, 2017 at the Wawanosh Nature Centre at 7:00 pm.

**9. Adjournment**

The meeting adjourned at 9:10 pm with this motion.


**Motion FA #65/17**

**Moved by: Alison Lobb**

**Seconded by: Paul Gowing**

**THAT** the meeting be adjourned.

carried)



Dave Turton  
Vice-Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator

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**Minutes of Parks & Recreation Advisory Committee Meeting**

**Meeting Date: Monday, June 26, 2017**

**Meeting Location: Harriston**

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

**Staff Present:** Matthew Lubbers, Recreation Services Manager  
Allan Carr, Recreation Facilities Manager  
Greg Mallett, Recreation and Facilities Assistant

**Regrets:** Dorothy Grotenhuis

**Call To Order:**

Councillor Elliott called the meeting to order at 5:00 p.m.

**Review of Minutes:**

P.R.A.C. minutes from April 29, 2017 were reviewed.

**MOTION:**

Moved by: Geoff Gunson and Seconded by: Bill Raynard

THAT:

The P.R.A.C. minutes of April 29, 2017 be approved as circulated.

CARRIED

**Council Follow-Up:**

The minutes from the April 29, 2017 meeting were accepted by council.

**Services Manager's Reports:**

*Council Recognition Night*

At Council Recognition Night, the Palmerston Terminators Broomball team and Minto resident Chayse Herrfort of the Listowel Junior B Cyclones were recognized. Due to availability issues, Todd Norman of the Listowel Junior B Cyclones was unable to attend.

*Norgan Theatre Board Minutes*

Services Manager Lubbers reported that the Norgan Theatre loan is officially paid off. The Board attended the June 20<sup>th</sup> meeting of Council to celebrate this achievement as well as promote the 70<sup>th</sup> anniversary celebrations taking place August 19<sup>th</sup> and 20<sup>th</sup>. Party in the Park went well and was well attended. Services Manager Lubbers reported that the terrazzo floors in the front entrance have been refinished and brought back to their original state.

*Program Progress Report*

Services Manager Lubbers reported that the pool is open for the season and that the Swim 2 Survive program is going well. Session 1 of swim lessons has also started and the day camp program begins on July 3<sup>rd</sup>. Many other sports programs for children, youth and seniors have started or will be starting shortly.

## **Minutes of Parks & Recreation Advisory Committee Meeting**

**Meeting Date: Monday, June 26, 2017**

**Meeting Location: Harriston**

### **Facilities Manager's Report:**

#### *Facilities Maintenance*

Facilities Manager Allan Carr reported tenders have been awarded for the new dressing room floors and ice resurfacer in Palmerston. Palmerston Pool received a new tiger shark, an office renovation and new washroom partitions. A leaky return line was detected and arrangements are made to repair it and add some new valves in the filter room. The Lions Club has almost completed a new retaining wall at the pool. Repairs have also been made to the Palmerston Splash pad.

The Harriston Pool was drained, pressure tested, and had its received liner repaired. The most concerning leak is in the main drain that has not been pinpointed yet. One small leak was detected in one skimmer and 4 return lines are leaking; an epoxy has been applied to these leaks and is helping save water at this point. Once again the heaters at the Harriston Pool are causing problems. We will budget for new ones next year. A new tiger shark was received at the pool and new covers and rollers are ordered.

#### *Facility and Sports Field Usage*

Palmerston hosted a children's safety day and the 91Run, both of which were run by Minto Fire. Party in the Park and the Handcar Races were hosted at Heritage Park over the past weekend. Minto Fire had both a Touch a Truck event and a Firefighters Breakfast at the Harriston Arena. In Clifford, there was Volunteer Appreciation Night and a community yard sale. Ball and soccer fields are well used and busy most nights.

#### *Staff*

Staff have been hired and trained for positions within Facilities Department. Job descriptions and maintenance schedule made for the Palmerston Train Museum. New staff has been hired and they have received their HR training. Christian Feldskov has received his Pool Operators certificate, Shawn Mabb has been trained in Legal Awareness and Duane Voll has taken a Leadership course.

### **Naming of the Clifford Sports:**

Facilities Manager Allan Carr reported that the Clifford Recreation Association will be putting the naming of the Clifford Sports Fields on hold and will be discussing it at a future meeting.

### **Harriston Kinsmen Inquiry**

Facilities Manager Allan Carr reported Mick Wick and Paul Hope attended Council on behalf of the Harriston Kinsmen Club. The club holds a Tuff Truck event annually at the Harriston Fairgrounds. They are inquiring about installing some permanent obstacles that can be used annually for their event. This would make setup each year easier and allow them to grow the event. Al Carr will speak to Agricultural Society president Bruce Shannon to confirm that they are aware of the Kinsmen's plan and are alright with them.

Furthermore, the subject of insurance was brought up and Facilities Manager Allan Carr will speak to Stephen Wylie about any insurance issues. Geoff Gunson expressed some concern about people using the grounds on its off time.

**Minutes of Parks & Recreation Advisory Committee Meeting**  
**Meeting Date: Monday, June 26, 2017**  
**Meeting Location: Harriston**

**MOTION:**

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

THAT:

P.R.A.C. recommends that Council proceed with permitting the Kinsmen to install permanent Tuff Truck features at the Harriston Fairgrounds, pending a review of the request from the Town insurer and pending Harriston-Minto Agricultural Society approval of the location of such features

AND FURTHER THAT:

The Town of Minto be named as additional insured on the Kinsmen's insurance policy for all Tuff Trucks events.

CARRIED

**New Business:**

None.

**MOTION:**

Moved by: Geoff Gunson

THAT:

P.R.A.C. adjourn at 6:15 p.m.

The next meeting is September 25<sup>th</sup> at 5:00 p.m. at the Palmerston Lions Clubhouse.

Greg Mallett  
Recreation and Facilities Assistant  
Parks & Recreation Advisory Committee



## CULTURAL ROUNDTABLE Minutes of July 24, 2017

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The Cultural Roundtable held its regular meeting on Monday July 24, 2017 at the Town of Minto Office. Roundtable members in attendance were Chair Peggy Raftis, Councillor Jean Anderson, Megan Raftis, Raïssa Rogers, Brooke McLean, John Cox, Councillor Mary Lou Colwell, Gordon Duff, Andrew Gowan. Members of staff present were Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Keunen. Regrets were received from Caitlin Hall and Mayor George Bridge.

Guest in attendance: Ella Henderson, Guelph-Wellington Local Immigration Partnership

Chair Peggy Raftis welcomed everyone and opened the meeting at 6:04 p.m.

The Committee reviewed the previous meeting minutes.

### **MOTION**

**Moved By: Jean Anderson    Seconded By: Megan Raftis**

**THAT The Cultural Roundtable approve the minutes of the May 29, 2017 meeting.**

**CARRIED**

The Committee reviewed the Minto Youth Action Council minutes from June 7, June 21 and July 6, 2017 attached as Schedule "A". Keunen highlighted that MYAC had chosen the following Outdoor Movies in Minto dates/locations: Thursday August 24 in Clifford, Friday September 15 in Harriston, and Friday September 29 in Palmerston. Keunen shared that MYAC had received funding and SWAG from Guelph-Wellington-Dufferin Public Health and that the youth were enjoying this partnership. She also highlighted that the youth were busy planning the Amazing Race for the Harriston Street Party and that there were 10 businesses who were enthusiastic about participating. Keunen also informed the Committee about the Social Enterprise that the North for Youth Committee has been working on, which would consist of a hub for youth to provide social media, graphic design and marketing services to local businesses/groups for resume and experience building, while being beneficial to Minto businesses/groups. Keunen also highlighted that she had spoken to Marion Price from Play Works Ontario about the new criteria for the Youth Friendly Community Application and that the application would be posted either at the end of August or early September.

### **MOTION**

**Moved By: Megan Raftis    Seconded By: Raïssa Rogers**

**THAT The Cultural Roundtable approve the Minto Youth Action Council minutes from the June 7, June 21 and July 6, 2017 meeting.**

**CARRIED**

The Committee reviewed the Railway Heritage Museum Meeting minutes from June 13 and July 11, 2017. These minutes are attached as Schedule "B". Wick-Graham highlighted that there were fifteen people in attendance for the Live History shows at the Museum on July 12, 2017. She also shared that the museum student, Kathryn Franck, had been working on bringing in groups for museum tours and that so far Birmingham and the Royal terrace were





## CULTURAL ROUNDTABLE Minutes of July 24, 2017

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signed up. Wick-Graham reported that there were 6 teams for the Handcar Races in June and that they would be taking place again next year on the same weekend. She shared that the Museum Committee was working with Stenski Kelly and associates to design a new museum entrance, parking lot and landscaping. Lastly, Wick-Graham announced that the Communities in Bloom reception had taken place at the Railway Museum on Sunday July 16, 2017 and was a well attended event to meet the judges.

### **MOTION**

**Moved By: Jean Anderson    Seconded By: Andrew Gowan**

**THAT The Cultural Roundtable approve the Railway Heritage Museum Committee minutes from June 13 and July 11, 2017 meeting.**

**CARRIED**

Wick-Graham welcomed Ella Henderson to the meeting at 8:18 pm. Henderson explained that she works for the Guelph-Wellington Local Immigration partnership (LIP) which is funded by the federal government, which addresses socioeconomic issues in the area and provides research to discover priorities in the area. She highlighted that the LIP has been active for the past nine years and has been providing language training and interaction for immigrants; however, they do not focus on immigrant attraction or settlement services. Henderson shared that the organization has a big picture view and as a coordinating body they come together to improve local services for immigrants. She noted that there are a lot of income, language and job barriers for local immigrants; therefore, the LIP is working on a map for Wellington County that is searchable to find needed services such as school, housing, etc., to help with settlement. Henderson added that down to road they would like to add a cost of living filter. She also highlighted that the Global Advantage Business Awards (GABA) is an event hosted by LIP that recognizes businesses/employers hiring international talent. Henderson noted that a full report of research is located on their website: [guelphwellingtonlip.ca](http://guelphwellingtonlip.ca).

Wick-Graham informed the Committee that there was a Filipino Night that took place in Palmerston at the CNRA Clubhouse on June 28<sup>th</sup>, 2017 with 30 people, authentic Filipino food, and discussions surrounding settlement challenges, transportation, jobs, etc. She highlighted that 20% of The Royal Terrace's workforce is Filipino, that they have been integrated into the church community, and that they are keen to attract more Filipino's to Palmerston/Minto. Wick-Graham also shared that OSiM Interactive filmed some footage for an attraction video to bring immigrants from within Ontario. Henderson shared that she would love to be a resource for inclusion moving forward.

Wick-Graham reported that there was an application for the Community Event Development Fund from the Harriston-Minto Agricultural Society for the Fall Fair on September 15-17, 2017. The application is attached as Schedule "C". She highlighted that they would like to



## CULTURAL ROUNDTABLE

Minutes of July 24, 2017

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add entertainment to the fair by booking local band, Big Wheels, for \$500.00, which would include radio, website, social media and newspaper advertisement.

### **MOTION**

**Moved By: Andrew Gowan    Seconded By: Megan Raftis**

**THAT The Cultural Roundtable approve the Harriston-Minto Agricultural Society's Community Event Development Fund Application.**

**CARRIED**

Wick-Graham highlighted that last year, the Cultural Roundtable sponsored \$1000.00 and 10 tickets towards the Live2Lead Conference. She noted that last year they asked for nominations for individuals to win tickets, but received no nominations. Wick-Graham shared that the event would be taking place again this year on October 6<sup>th</sup>, 2017 with new speakers, John Maxwell, Dave Ramsay, Cheryl Band Warrick Dunn, and that it would take place from 8:30 am – 1:00 pm at the Norgan. She also noted that there would be two showing to follow in Erin and Hanover. The Committee decided to try to do nominations again for the tickets and to sponsor another \$1000.00 this year.

### **MOTION**

**Moved By: Mary Lou Colwell    Seconded By: Jean Anderson**

**THAT The Cultural Roundtable to sponsor \$1000.00 towards Live2Lead event on October 6, 2017.**

**CARRIED**

Duff reported that he and Keunen had arranged two dates for a SPARC Regional Hub follow-up meeting; however due to conflicting schedules and the flood, the meeting was postponed, a poll will be sent to look at the possibility of a September meeting. Duff also highlighted a blog writing opportunity offered by SPARC, paying \$100.00 per post and open to anyone. He also shared that the 2018 Conference was being held in Cobalt on May 22-24, 2017.

Wick-Graham shared a document that she and Keunen had created highlighting potential ideas for Culture Days events. She noted that in terms of insurance, it would be possible to have some events at Dave and Jean Anderson's property. The Committee reviewed the list and Wick-Graham shared that she and Keunen would finalize the events within the next week and look into having rack cards made for early September. She also noted that she would email the schedule once it was fine-tuned.

### Roundtable:

Jean Anderson shared that the Harriston-Minto Horticultural Society installed a new bee pollinator houses on Mill Street and at the Railway Museum. She also shared that the first



## CULTURAL ROUNDTABLE Minutes of July 24, 2017

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two months of the Gardens of the Month had gone extremely well and they were still receiving nominations.

John Cox announced that the Chamber of Commerce Annual BBQ would once again be held at his cabin on Thursday August 17, 2017 and that all are welcome.

Megan Raftis reported that the Youth play took place last weekend which was successful with approximately 200 people in attendance.

Brooke McLean highlighted that the Clifford Library would be hosting a magician on the Friday afternoon of Clifford Homecoming and that the tech open house would also take place. She also shared that Magician Brad Toulouse would be at the Harriston Street Party on August 12, 2017 and that the library will be one of the participating locations for the MYAC Amazing Race.

Raïssa Rogers announced that the Smokey & Bandit movie screening and car show would be taking place on Friday July 28, 2017 starting at 5:30 pm. She noted that she was working on a café in her building but that it is not quite ready.

Gordon Duff shared that the Basement Café posters for October 14, 2017 had arrived with Rose & Thorns headlining and Juanita Wilkins returning as an opening act. He also highlighted that the fall movie for the Film Fest had been confirmed and he would send them to Keunen.

Chair Peggy Raftis reported that the theatre casting would be taking place on Wednesday July 26, 2017 for Beauty & the Beast. She also shared that they are in need of a pianist.

In other business, Brooke announced that the libraries now have a new screening service called Kanopy which is accessible to the public through their library card numbers. She said that she would send details to the committee by email.

Adjournment at 7:28 pm

Next Meeting:  
August 28<sup>th</sup>, 2017  
6:00 p.m.  
LaunchIt Minto

Taylor Keunen  
Economic Development Assistant

**Minto Youth Action Council**  
**June 7<sup>th</sup>, 2017**  
**5-6:30pm at LaunchIt Minto**  
**Meeting Minutes**



**Members present:** Lola, Caitlyn, and Tyler

**Regrets:** Ian, Kathleen, Sabrina, Charlotte, Gabby, Megan & Grace

**Adult Allies Present:** Taylor

**Special Guest(s):** Meghan Wiles – Public Health (Smoke-Free Movie)

Agenda Item	Discussion	Roles and Responsibilities
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Tonight, we welcomed Meghan to the meeting and introduced ourselves</li> </ul>	
<b>Smoke-Free Movie</b>	<ul style="list-style-type: none"> <li>Meghan Wiles from Guelph-Wellington-Dufferin Public Health in the Tobacco/Smoking Prevention sector, explained what a Smoke-Free Movie Night entails</li> <li>Meghan shared that the purpose of the Movie Night is to educate the public about the negative effects of smoking and fight against making it “normalized”</li> <li>Meghan showed MYAC various activities that they could play, along with samples of all kinds of free giveaways they could give out at the movie (i.e. pens, stickers, tattoos, sunglasses, bookmarks, colouring sheets, pins, information cards, etc.)</li> <li>Caitlyn, Tyler &amp; Lola played a Kahoot trivia game to learn more about interesting facts about smoking</li> <li>MYAC played a Disney DVD guessing game to see if they knew what movies had smoking scenes in them</li> <li><b>BUDGET</b> – Meghan informed MYAC that they have a budget to be used for snack (popcorn &amp; pop) and for the cost of promotions</li> <li>Taylor said that MYAC would discuss possible dates for the movie at the next meeting and discuss a rain date as well</li> <li><b>MOVIE</b> – options discussed were: Cheaper by the Dozen and Finding Dory</li> <li>A list of movie can be found at <a href="http://scenemarking.org">scenemarking.org</a></li> </ul>	<ul style="list-style-type: none"> <li><b>Everyone:</b> come up with a potential date &amp; a rain date (include Megan in process)</li> </ul>

**Next meeting: June 21<sup>st</sup>, 2017**

**Minto Youth Action Council**  
**Meeting Minutes**  
**June 21<sup>st</sup>, 2017**  
**5:00 pm - 6:30 pm**  
**LaunchIt Minto**



**Members present:** Lola, Caitlyn, Tyler, Ian, Sabrina, Charlotte & Sammy

**Regrets:** Kathleen

**Adult Allies Present:** Taylor, Gabby & Megan

Agenda Item	Discussion	Roles and Responsibilities
<b>Welcome and Minutes</b>	<ul style="list-style-type: none"> <li>MYAC participated in an ice breaker</li> <li>Lola recapped the last meeting with Meghan Wiles from Public Health and reviewed the minutes from last meeting</li> <li>Highlights: they participated in Kahoot trivia game, DVD game and filled out a short quiz. Lola shared that MYAC could visit <a href="http://scenismoking.org">scenismoking.org</a> to find which movies has smoking in them</li> </ul>	
<b>Smoke-Free Movie Nights</b>	<ul style="list-style-type: none"> <li>Taylor shared that Meghan Wiles said that the budget would be \$1,200.00 and asked MYAC what they thought about splitting the budget into 3 movies in all 3 towns in Minto</li> <li>MYAC was in favour of this idea</li> <li>MYAC suggested the following movies: Beauty &amp; the Beast, Finding Dory, Moana, Spy Kids, Zootopia</li> <li>The top 3 movies voted were: Beauty &amp; the Beast, Moana &amp; Spy Kids</li> <li>The final selections were made:</li> <li><b>Thursday August 24: CLIFFORD – Spy Kids – John Hobelman Park (Rotary)</b></li> <li><b>Friday September 15: HARRISTON – Beauty &amp; the Beast – Arena</b></li> <li><b>Friday September 29: PALMERSTON – Moana – Railway Museum</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Taylor &amp; Gabby:</b> Contact Meghan Wiles about the chosen movies/dates</li> <li><b>Megan:</b> Book movie equipment for chosen dates</li> </ul>
<b>Amazing Race</b>	<ul style="list-style-type: none"> <li>Amazing Race from 12:00 pm – 2:00 pm at the Harriston Street Party on <b>Saturday August 12<sup>th</sup>, 2017</b></li> <li>Caitlyn &amp; Lola indicated that they would be able to attend</li> <li>Charlotte and Tyler confirmed that they would be able to attend</li> <li>The rest of MYAC would confirm by next meeting</li> <li><b>Prizes:</b> Gift Bags with glasses from Smoke Free Movie Nights, market bucks,</li> </ul>	<ul style="list-style-type: none"> <li><b>Lola:</b> Write letter to businesses and send to MYAC via email</li> <li><b>Everyone:</b> Visit stores downtown Harriston about potentially</li> </ul>



	<p>gifts cards to local stores, MYAC brochures and donations from participating businesses</p> <ul style="list-style-type: none"> <li>• <b>Businesses to ask:</b> Harriston Bakery, Crown Theatre, Acheson's Pharmasave, Old Post, Harriston Library, Harry Stones, Elora St. Flowers, Leslie Motors, Harriston Fire Station, Town Hall Theatre</li> <li>• Once letter is written MYAC will go visit the stores</li> <li>• Sign-up sheet on Eventbrite or Sign up at LaunchIt/The Town of Minto Office</li> </ul>	<p>participating in Amazing Race at next meeting on <b>July 6<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• <b>Everyone:</b> confirm Amazing Race attendance by next meeting</li> <li>• <b>Ian &amp; Caitlyn:</b> Create Poster and bring to next meeting for MYAC approval</li> </ul>
<b>Community Updates</b>	<ul style="list-style-type: none"> <li>• <b>Summer Meetings:</b> MYAC informed the Adult Allies that meeting on Thursdays would be better during the summer. MYAC also decided to meet earlier, with the meeting running from 4:30 pm – 6:00 pm. Summer meeting dates: <b>July 6, July 20, August 3 &amp; August 17</b></li> <li>• <b>Youth Community Boards</b> – Gabby asked if MYAC would be interested in putting up youth community boards in Palmerston, Harriston &amp; Clifford so that youth would have a designated space to see what was happening in the community for them</li> <li>• The youth really liked this idea and suggested placing boards in the following locations: convenience stores, libraries or arenas</li> <li>• <b>Social Media</b> – Keep posting regularly to the Instagram account</li> <li>• <b>Leaf Clean Up</b> – Gabby shared that he has been contacted on behalf of MYAC about a Fall leaf clean up for seniors in Palmerston and the youth were interested in more details</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tyler:</b> Post to Instagram account regularly until July 5<sup>th</sup>, 2017</li> </ul>

**Next meeting: THURSDAY July 6<sup>th</sup>, 2017 from 4:30 pm – 6:00 pm**

**Minto Youth Action Council**  
**Meeting Minutes**  
**July 6<sup>th</sup>, 2017**  
**4:30 pm - 6:00 pm**  
**LaunchIt Minto**



**Members present:** Caitlyn, Tyler, Ian, Sabrina, Charlotte, Erin, Kathleen & Sammy

**Regrets:** Lola

**Adult Allies Present:** Taylor, Gabby & Megan

Agenda Item	Discussion	Roles and Responsibilities
<b>Amazing Race Letters to Downtown Businesses</b>	<ul style="list-style-type: none"> <li>• <b>Businesses that said yes:</b> Library, Home Hardware, Leslie Motors, Harry Stones, Legion, Davie's Antiques, Beyond the Rock, Scoop It, Old Post, Theatre</li> <li>• <b>Prizes:</b> Gift Bags with glasses from Smoke Free Movie Nights, market bucks, gifts cards to local stores, MYAC brochures and donations from participating businesses (hats from beyond the rock as prize so far)</li> <li>• <b>Donations:</b> All donations will go towards the Minto Flood Relief (Kinsmen Bank Account)</li> <li>• <b>Teams:</b> 2-4 people with one teammate needing to be over age 12</li> <li>• <b>Deadline to Sign Up:</b> Wednesday August 2<sup>nd</sup> @ 5:00 pm</li> <li>• <b>Forms available to be picked up at Town of Minto Office or download on Town website</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Caitlyn:</b> send poster to Taylor</li> <li>• <b>Everyone:</b> confirm Amazing Race attendance by next meeting</li> <li>• <b>Charlotte:</b> Contact Old Post about participating</li> <li>• <b>Gabby:</b> Bring Registration form to next meeting</li> </ul>
<b>Smoke-Free Movie Nights</b>	<ul style="list-style-type: none"> <li>• The final selections were made with an update to the Harriston location:</li> <li>• <b>Thursday August 24: CLIFFORD – Spy Kids – John Hobelman Park (Rotary) with Arena as Rain Location</b></li> <li>• <b>Friday September 15: HARRISTON – Beauty &amp; the Beast – Train Station with inside Train Station as Rain Location</b></li> <li>• <b>Friday September 29: PALMERSTON – Moana – Railway Museum with under Pavilion as Rain Location</b></li> <li>• <b>Snacks:</b> Popcorn &amp; assorted chocolate bars</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Taylor &amp; Gabby:</b> Contact Meghan Wiles about the posters and swag</li> <li>• <b>Taylor:</b> research SWAG options</li> </ul>

<b>Community Updates</b>	<ul style="list-style-type: none"> <li>• <b>Youth Community Boards Locations:</b></li> <li>• Palmerston: Lions Park</li> <li>• Harriston: Tannery Park</li> <li>• Clifford: Rotary Park (New)</li> <li>• <b>Social Media</b> – Keep posting regularly to the Instagram account</li> <li>• <b>SWAG:</b> V-Neck T-Shirts in Royal Blue with Myac Logo on front &amp; "Empowering youth in the community since 2016" on back in lime green font</li> <li>• <b>Drawstring bags</b></li> <li>• Lanyards: Green writing on blue</li> <li>• <b>Available for Amazing Race Day:</b> Sammy, Ian, Tyler &amp; Charlotte (Need to ask: Caitlyn, Sabrina &amp; Kathleen) (Away: Lola &amp; Erin)</li> <li>• <b>Team Bonding Ideas:</b> Laser tag, Escape Room, Murder Mystery</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tyler:</b> Post to Instagram account regularly until August 31, 2017</li> </ul>
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**Next MYAC Meeting: THURSDAY July 21<sup>st</sup>, 2017 from 4:30 pm – 6:00 pm**

Minutes of June 13, 2017  
Palmerston Railway Heritage Museum  
Railway Museum 1:00 pm

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

Special Guests in attendance were Stasia Stempski and Nicola Moffat from Stempski Kelly & Associates (SKA).

Wick-Graham welcomed Stempski and Moffat to the meeting and introduced them to the Committee. Wick-Graham highlighted that Moffat is an intern at SKA and will be assisting in the landscape plan for the entrance to the Museum and the immediate area around the Museum. The Committee walked the site and provided Stempski and Moffat with information to assist them in the creation of a plan. A draft plan will be provided at the next meeting for review and comments.

Mayor Bridge officially opened the meeting at 1:30 pm

Those in attendance reviewed the previous meeting minutes.

**MOTION**

**Moved by: Wayne Martin and Seconded by: Councillor Judy Dirksen**

**THAT the Palmerston Railway Heritage Museum Committee approves the minutes of the May 10, 2017 meeting.**

**CARRIED**

Al Carr reported that Dan McMullen had been working on an inventory of the items in the baggage room/work shed. Once this is completed Dan McMullen will plan to take the bench to Komoka and have an idea of what we have duplicates of and what we may need from the Komoka Railway Museum. Wick-Graham will connect with the Komoka team to find out if they need the bench by a certain day.

Once the inventory is completed the Committee will need to decide how accessible the baggage room/work shed will be to the public as upgrades may need to be done to the building. An exhibit plan will also need to be created for the baggage room/work shed (signage, labels and displays).

Wick-Graham reported that Kathryn Franck officially started working on June 5<sup>th</sup>. Her hours for the month of June will be Wednesday – Saturday 7:30 am – 5:00 pm and Sunday 1:00 pm – 5:00 pm. Wick-Graham demonstrated the Google Doc that would house the list of priority activities, daily activity log and attendance log. The Committee discussed the projects and agreed that the inventory of the books should be completed by the end of the summer but that it was a project that could be done in downtimes. Everyone agreed the

Minutes of June 13, 2017  
Palmerston Railway Heritage Museum  
Railway Museum 1:00 pm

priority should be the development of tours and reaching out to groups to partake in them. It was also discussed that a tiered education program should also be created. Chad Martin offered his wife Sarah Martin to assist Franck in the development of an education program. Chad Martin also offered to assist Franck in the creation of an interpreter's script so that she could confidently provide tours as well as to provide our volunteers with the proper information. Martin suggested that Franck keep a list of "Frequently Asked Questions" so that we can have that on file for the volunteers as well.

Carr reported that a grade 11 high school student, Kyle will begin working at the Museum as the "outdoor student" once school lets out at the end of June. McMullen will provide Kyle with direction on the outdoor displays. Kyle will also be responsible for painting, clean-up around the Museum and Heritage Park, and running the handcars and train. Franck will also be trained on handcars and train so she can operate them when Kyle is not there,

Wayne Martin requested that the handcars and train be available on July 8<sup>th</sup> from 5:00 pm – 7:00 pm to provide those attending the Canadian Fast Pitch Championships to ride them while attending their pool and pizza party. It was suggested that train tickets are created for events that people can redeem a ticket for a train ride.

Wick-Graham reported that on June 10, 2017 the Volunteer Showcase event and dedication of the Library to Drs. Carol and Viola Homuth took place. A great crowd turned out. 20 volunteer packages were created but many people visiting were from out of town so not a lot of packages were handed out. The packages are ready and will remain at the Museum for Franck to hand out to potential volunteers.

Wick-Graham reported that the Live History Day was quickly approaching on July 12, 2017. Wick-Graham will connect Franck and Delanie Toner to go over the details and begin promotions. It was also suggested that Franck be asked to create a Handcar Rally/Scavenger Hunt that people could participate in over the summer month.

McEachern noted that a battery operated light is needed in the Handcar Shed as it is really dark when you first enter. Carr will look into this.

The Committee reviewed the Action Plan. In terms of marketing materials the Committee discussed a brochure and the creation of a video. It was suggested that we speak to Wightman about working with us on the creation of a video. McEachern suggested filming Mr. Tout on the telegraph machine.

Next meeting: July 4, 2017 or July 11, 2017 at 1:00 pm at the Railway Museum.



Minutes of July 11, 2017  
Palmerston Railway Heritage Museum  
Railway Museum 1:00 pm

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

Special Guests in attendance were Stasia Stempski and Nicola Moffat from Stempski Kelly & Associates (SKA).

Mayor Bridge officially opened the meeting at 1:02 pm.

Mayor Bridge announced to the Committee that Wayne Martin had stepped down from the Committee but was keen to still act as a volunteer for the museum.

Mayor Bridge welcomed Stempski and Moffat to the meeting and shared that Moffat would be presenting a draft plan for the museum. Moffat presented a slideshow of several landscape design options for the museum attached as Schedule "A" and noted that she would send Keunen a PDF copy. Mayor Bridge asked McEachern if he would be able to connect with the Lions Club to get their feedback on the designs. Moffat noted that there is room to combine several options to make a good fit for the museum.

McEachern pointed out that option #5 and #6 in the Concept Theming section would not work on the Handcar Tracks as they are still in use, but it would be something to consider by the box car tracks. He also pointed out that vendor parking access for the Minto Farmers' Market is a key factor to include in the design. Welsh highlighted that keeping the design and entrance as simple as possible for parking would be key for the older demographic. Mayor Bridge suggested implementing design concept #1 (honeycomb brick) for the Market vendor parking that could be installed behind the box car tracks and connected through the front parking lot entrance and the dead end street and would still be aesthetically and environmentally pleasing. He noted that they would connect with the County of Wellington to look into the land and dead end. Mayor Bridge also noted to access maps and blueprints of the museum's property lands and send them to Nicola so that she can plan around property lines, fire hydrants, etc.

The Committee agreed that Concept Option B would be the best option.

Keunen said that she would send the information to all members of the Committee via email within the next two weeks to gather feedback about moving forward for Moffat to make new designs based on their comments and suggestions. Moffat noted that she would come up with a more detailed plan and include some approximate pricing for the Committee to review and discuss.

The Committee thanked Stempski and Moffat for attending the meeting.

Those in attendance reviewed the previous meeting minutes.

Minutes of July 11, 2017  
Palmerston Railway Heritage Museum  
Railway Museum 1:00 pm

**MOTION**

**Moved by: Bob McEachern and Seconded by: Hailey Johnston**

**THAT the Palmerston Railway Heritage Museum Committee approves the minutes of the June 13, 2017 meeting.**

**CARRIED**

Al Carr presented the budget to date for the Committee. He shared that he was hoping that Dan McMullen would be able to go to Komoka the following week to switch the railway benches and that he would look into the possibility of renting a truck and trailer in order to transport everything in one trip. McEachern said that he was not sure about the progress with the new wheels but that he would be in contact with Andy Pridham shortly. Carr listed the following budget items:

- UV filters were almost complete and would be coming in close to the allocated budget
- The research room has been completed with shelving under budget
- Kids handcars: small expense this year but would be looked into more for next year
- New LED lights had been installed on the pedestrian bridge
- Three new bistro tables had been ordered and delivered to the museum with tables clothes on their way

McEachern informed the Committee that he had been approached by Stratford to pick up a free 15 foot rail light from their old railyard. Mayor Bridge suggested that Dan McMullen be contacted to look into the transportation of the rail light based on its condition and if it is worth it to relocate to the Railway Museum.

**MOTION**

**Moved by: Susan Welsh and Seconded by: Bob McEachern**

**THAT the Palmerston Railway Heritage Museum Committee approves the budget as of July 11, 2017 meeting.**

**CARRIED**

Keunen provided an update on the museum student, Kathryn Franck's, progress to date. She highlighted that Franck was keeping logs of museum visitors, her daily duties, souvenir sales, as well as various Museum activities. Keunen shared that Franck was doing a fantastic job on social media, Facebook and Instagram specifically, and provided them with analytics attached as Schedule "B".

Keunen presented Franck's Student Update document to the Committee attached as Schedule "C". She also noted that four Thomas the Train DVD's had been purchased for children's viewing at the museum and that Franck was working on coming up with ideas for events and children's birthday parties at the museum. Mayor Bridge expressed that he saw a lot of value in the children's activities and that it would be a good idea to pursue the ideas that Franck had

Minutes of July 11, 2017  
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suggested. Welsh agreed with Mayor Bridge and suggested creating a budget for the items. Mayor Bridge suggested allocating \$250.00 towards museum activities and clothing for children, with another \$250.00 towards souvenirs to sell at the museum. Keunen said that she would inform Kathryn of the budget and send the committee a list of the purchases she would propose for the museum with the meeting minutes. Keunen also shared that she and Franck were looking into pricing for a large, authentic 81 train cut out for photo opportunities for tourists and families to enjoy. The Committee enthusiastically agreed that this should be pursued. McEachern presented Keunen with a sketch of a train to take to Andy Pridham for a quote.

Carr raised the issue of staffing and that the outdoor student was unable to work on weekends. He shared that having a student working weekends was crucial to be able to give handcar rides and drive the train. Mayor Bridge and Carr agreed to connect with youth by word of mouth and connect with Bob to find another student for August.

Mayor Bridge shared that Grant Habermehl had the train running and that he predicted the cause of the smoke was due to spilled oil inside the tractor. He shared that Habermehl had suggested looking into replacing the lawn tractor by next year since its usage had exceeded its initial purpose and capabilities. Mayor Bridge announced that it would be able to be used at the Communities in Bloom Judge's reception on Sunday July 16<sup>th</sup>, but the Committee should budget for a new one for 2018.

McEachern reported on the baggage room, storage shed and the out building clean up/inventory progress to date and said that it was going along well but slowly. He mentioned that there was still a lot of inventory upstairs as well, and that it was a timely process to identify products and group them into inventory. Mayor Bridge suggested that the Committee tour the building after the meeting's adjournment.

In other business, Mayor Bridge announced that Dean Robinson, a history author who had a railway book in the museum research room's library, had signed his book dedicated to the Railway Museum. McEachern informed the Committee that more book holders need to be ordered for the research room. Carr told McEachern to connect with him and Franck.

Adjournment: 2:23 pm

Next meeting: TBD at 1:00 pm at the Railway Museum.

Taylor Keunen  
Economic Development Assistant

Minutes of July 11, 2017  
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**Schedule "A"**

*PDF to be emailed to Committee.*

**Schedule "B"**

**PALMERSTON RAILWAY HERITAGE MUSEUM  
SOCIAL MEDIA STATISTICS**

**Instagram**

**@palmerstonrailwaymuseum**

<b>Launched Account on:</b>	<b>Current Date:</b>
June 16, 2017	July 11, 2017
6 posts	32 posts
0 followers	53 followers

**Facebook**

**@The Palmerston Railway Heritage Museum**

<b>Student took over Account on:</b>	<b>Current Date:</b>
June 15, 2017	July 11, 2017
- posts	42 posts
437 Likes	461 Likes


<b>Type of Post:</b>	<b>Average Reach:</b>	<b>Average Engagement: Likes, Reactions &amp; Shares</b>
Link	814 people	33
Photo	685 people	25
Video	243 people	9
Status	189 people	5

**Schedule "B"**

**July 11 Museum Student Update**

<b>Activity</b>	<b>Status</b>
Railway Books	Bob and I started organizing the books thematically. A couple has now volunteered to help with the library with the wife organizing the books and the husband writing

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	reviews. Once the books are organized in themes, I will start cataloguing them in a spreadsheet so they are numbered according to themes.
Tours	I have contacted several retirement homes, child care centres, and libraries to set up tours. We have two tours booked with the Birmingham Retirement Community on August 16 and 23. We will give them a tour and have a light lunch of tea and sandwiches, charging \$5 per person. Both the Seniors' Centre for Excellence and the Royal Terrace are interested and will get back to us with dates or more details. I have mentioned to the coordinators at the retirement homes that we could have a story telling time during the tour if seniors are interested in sharing their stories and memories. The Harriston Library will get back to us for more information as well.
Social Media	Instagram is launched and both the Facebook page and Instagram feed are active with posts going out every day. I have scheduled posts till the end of July. Content covers the railway both in Palmerston and the surrounding area, museum artifacts, Palmerston history, and upcoming events.
Live History Day	Posters are up around Palmerston and Harriston and tickets are being sold for the theatre event on July 12 at 6 pm and 8 pm. The group will be coming around noon on July 12.
Kids' Museum Activities	<p>Taylor and I are looking into getting a train cut-out made for the children's photo booth. Several of us are interested in getting more children's activities for the museum, such as train dress-up clothes, train videos, and some souvenirs. I have also made up a scavenger hunt for around Palmerston for both children and adults to participate in for a prize.</p> <p>Clothing: I think we should get one of each engineer costume set so that children can play together and there is more stuff for them to do. Engineer hats and whistles have sold well in the past, I've been told. The Conductor's hat would be last priority in my mind as it is expensive.</p> <p>Items Available: One Melissa &amp; Doug Train Engineer Role Play Set for \$35. We can order it from Tiny Tots and it will arrive in about a week. Ages 3+.</p>  <p>Twelve Engineer Hats for children for \$49.12 with free shipping. Ships in 2-3 days.</p>

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This is the cheapest I can find in Canada. We can keep one for play and sell the rest.



One Conductor Hat \$17.61 plus \$12.58 for shipping. Ships in 5-7 days. Conductor hats were all very expensive online, this was the cheapest one that would ship to Canada.



One Train Engineer Outfit \$22.99 plus \$12.99 for shipping. Size 4-6, ships in 4-7 business days.



Souvenirs:

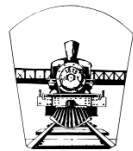
We have ordered from Puce Creek Hobby Distributors in the past and attached is a



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list of available souvenirs with their prices. The engineer hats look like they are better quality, but they are \$7.46 each.

There are several different types of whistles available and we can have our logo printed on all whistles. The regular Four Chime 6" whistles are \$3.94 each. There are One Chime 4" keychain whistles for \$3.48 and One Chime 6" whistles for \$2.81. Two Chime whistles are \$2.91. The company also sells Whistle Painting Kits for \$6.67. Bandanas are \$2.21 each. Here is the logo we could use on the whistles.



**PALMERSTON**  
RAILWAY HERITAGE MUSEUM

**Videos:**

We have looked for train videos from different stores and haven't been able to get any. I have found some online, but we wonder if it is better to get a Netflix subscription, which will give us more variety and is easier. There are many children's train videos on Netflix, such as Thomas the Train, Bob the Builder, and more that we can play while kids are here or if they rent the space out for birthday parties. Netflix's basic package is \$7.99, the standard is \$9.99, and premium is \$11.99. The first month is free for any package. The subscription can then be cancelled in the off-season. If there is another town operation that could use or has a Netflix account, we could also share with them. Here is the breakdown of what each package offers. If Netflix is not an option, we can order some Thomas the Train videos from Tiny Tots and some railway videos from Puce Creek, which range in prices.

	BASIC	STANDARD	PREMIUM
Monthly price after free month ends on 2017-08-04	\$7.99	\$9.99	\$11.99
HD available	x	✓	✓
Ultra HD available	x	x	✓
Screens you can watch on at the same time	1	2	4
Watch on your laptop, TV, phone and tablet	✓	✓	✓
Unlimited movies and TV shows	✓	✓	✓
Cancel anytime	✓	✓	✓
First month free	✓	✓	✓

**Toys and Activities:**

Tiny Tots can order in a bunch of toys and interactive train activities from Melissa and Doug. The company can personalize many of the toys and add either the

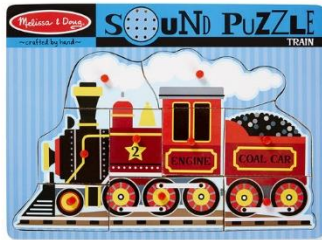
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museum name or simply Palmerston to the toys.

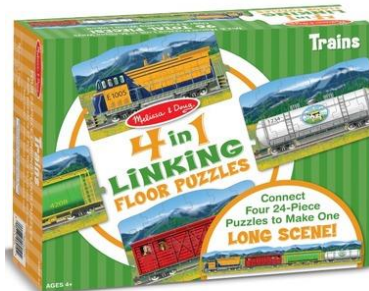
Train Rug is approximately \$40. It is 39.4" x 35.4". We may not have space for something this large, but it's an idea for birthday parties or special events.



Train Sound Puzzle is about \$15.



Train Floor Puzzle is about \$15-17.



They also have other trains for tracks and train crafts for sale.

Upcoming  
Events

July 12 – Live History Day

July 20 – A group from Waterloo is wanting to come run their motorized jiggers on our track and they want advertise it to gain publicity for us - Tentative

July 29 – Trucks with rail wheels coming at 2 pm, using the track as a photo op for

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	<p>the family</p> <p>August 16 and 23 – Birmingham Retirement Community Tour and Lunch</p> <p>June 2018 – University of Guelph, Ontario Genealogical Society is holding a conference at the University of Guelph and is considering a tour of the museum for railway genealogy. Contact: James Deverell</p>
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## Culture Days 2017 Proposed Events

What	Who	Where	When	Cost
Photography Session	<del>Mark &amp; Connie Robinson</del> Kurt Faris	Palmerston Lions Park	Sunday October 1	TBD
Museum Scavenger Hunt	Kathryn & Bob	Palmerston Railway Heritage Museum	All Weekend	No Cost
Railway Storytelling	Kathryn & Bob	Palmerston Railway Heritage Museum	Sunday October 1	No Cost
Apple Picking / Apple Pie Making	Jean Anderson	Anderson Property	Saturday September 30	?
Storytelling around Bonfire	Jean Anderson	Anderson Property	Saturday September 30	No Cost
Astronomy Event	Gordon Duff	Anderson Property	Saturday September 30	No Cost
Concert(s) in the Park	Taylor & Belinda	TBD	TBD	TBD
Arts Council Workshop	Belinda & Gordon	Art Gallery in Harriston Library	TBD	TBD
Métis Council Activity	Jennifer Zienstra	TBD	TBD	TBD
Writer's Workshop	Kathryn Edgecomb	Library	TBD	TBD
Sky Buffalo (Drums & Songs)	John Somosi	TBD	TBD	\$100.00
Minto Outdoor Movie	Taylor & Megan MYAC	Harriston Train Station	Friday September 29	No Cost



## TOWN OF MINTO

DATE: July 25<sup>th</sup>, 2017  
REPORT TO: Mayor and Council  
FROM: Al Carr, Facilities Manager  
SUBJECT: Tuff Truck Event

### STRATEGIC PLAN:

7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

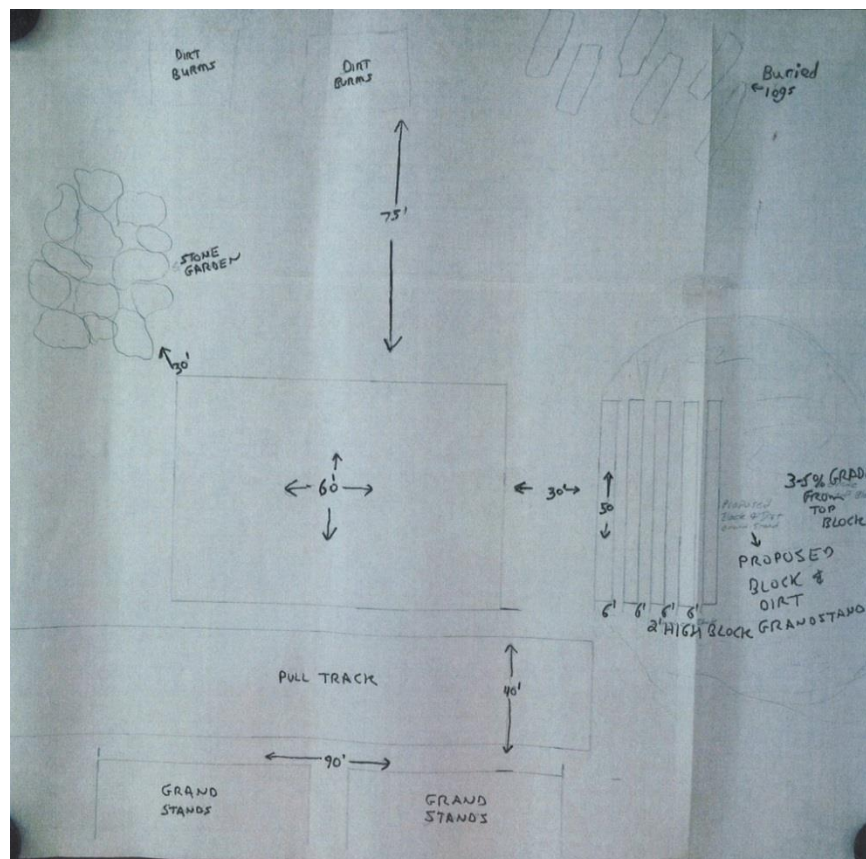
### BACKGROUND:

The Harriston Kinsmen ran their first annual Tuff Truck Event at the Harriston Fairgrounds on Saturday October 1<sup>st</sup>, 2016. Considerable effort was required to set up obstacles and features for the monster truck track. The Kinsmen have approached the Town and the Harriston-Minto Agricultural Society about placing permanent obstacles on the grounds.

### COMMENTS:

At the Kinsmen's delegation to Council May 16<sup>th</sup>, 2017, Council approved the request in principal and referred the matter to PRAC for review and recommendation. At their meeting on June 26<sup>th</sup>, PRAC made a recommendation that Council finalize their approval of the request so long as Town insurer was advised and that the Harriston-Minto Agricultural Society approves of the location

Comments from the insurer were positive and it is recommended that the Town enter into an agreement with the Kinsmen to clarify the specifics of the ongoing care and maintenance of these obstacles. The general location relative to other site features is shown on the air photo below.





They also recommended that the Town be named as additional insured on the Kinsmen's liability policy for all Tuff Trucks events. Staff will work on an agreement which will be forthcoming at the future meeting of Council.

#### **FINANCIAL CONSIDERATIONS:**

None.

#### **RECOMMENDATION:**

That Council receives the July 25<sup>th</sup>, 2017 report from the Facilities Manager entitled Tuff Truck Event, and authorizes the Harriston Kinsmen to proceed to place permanent features at the Harriston Fairgrounds in a location satisfactory to the Facilities Manager and that an agreement be signed regarding maintenance and insurance for the installations.

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Al Carr  
Facilities Manager





## TOWN OF MINTO

**DATE:** July 25, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Al Carr, Facilities Manager  
Mike McIsaac, Roads Foreman  
**SUBJECT:** Trails Maintenance

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### STRATEGIC PLAN:

7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

### BACKGROUND:

In 2016 the Town assumed ownership and responsibility for maintenance of the 6km White's Junction Trail from Palmerston to Harriston. The Town also ensures that maintenance is undertaken on the 4.5km trail from Clifford to the 13<sup>th</sup> Line. Part of the annual trails operating budget includes hiring contractors to cut back the overgrowth and canopy as part of our maintenance program.

As a side note Council should be aware that the rail bridge damaged by fire on White's Junction Trail is set to be complete before the end of July. There were delays with some of the structural elements which impacted on the decking and safety railing. The railing was the last item to be installed last week. Also the June 23 flood severely damaged a bridge on the White's Junction side trail. This bridge is to be inspected and evaluated for replacement, but in the meantime the side trail is closed.

### COMMENTS:

Completing this maintenance with Town staff and without the use of a contractor has been reviewed. Staff from Facilities and Public Works attended a boom flail mower attachment



demonstration on Wednesday May 31<sup>st</sup> on White's Junction Trail near the 3<sup>rd</sup> Line entrance. The mower is affixed to one of the existing sidewalk snow removers. It does a good job cutting back growth on the sides of the trails and with the height of the canopy overhead. The mower would also be useful reaching mowing lagoon slopes due to its reach, which has also been a maintenance challenge in the past.

**FINANCIAL CONSIDERATIONS:**

A refurbished unit would cost \$15,500. One set of new dual tires and rims for stabilization would cost \$5,100.00. Currently, there are no refurbished units available for purchase, but this could change any time. The demonstration on one refurbished unit but it was purchased by another party before this could be brought forward to Council.

The cost for a demo unit is \$25,000 and a new unit \$29,950. Staff is comfortable waiting as long as spring of 2018 to see if a refurbished unit becomes available, but would be prepared to negotiate on the demo unit if Council instructs.

Hiring outside contractors in 2016 alone cost around \$15,000. Staff feels this purchase will not only save the Town financially over the long term, but having this equipment on hand allows it to be deployed more frequently to ensure a high level of care is given to our trails systems. Funding for this purchase would come from the trails capital budget and the County's Trail Funding Programme.

**RECOMMENDATION:**

That Council receive the Facilities Manager and Roads Foreman July 25, 2017 report Trails Maintenance and authorizes the purchase of a demonstrator/refurbished flair attachment and dual tires and rims from Trackless Vehicles Ltd. at a maximum cost of \$21,0000 plus HST to be funded from the 2017 trails capital budget and County Trail Funding Programme.

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Al Carr  
Facilities Manager

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Mike McIsaac  
Roads Foreman



## TOWN OF MINTO

DATE: August 1, 2017

REPORT TO: Mayor and Council

FROM: Cam Forbes, By-law Enforcement Officer

SUBJECT: Amendments to the Parking By-law

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### STRATEGIC PLAN:

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



### BACKGROUND:

The current parking by-law was passed in 2005, with schedules amended most recently in 2015, restricts parking to the west side of Jane Street Palmerston between Main and Inkerman. This report considers a potential amendment to restrict parking to the west side of Jane St. from Inkerman to about 415 metres further north to the end of Jane St. at the urban boundary.

### COMMENTS:

This is a very narrow street, even after reconstruction. Part of Jane Street is one way near Main. While parking has not been restricted in these blocks before staff is suggesting the change be implemented before construction is finished. Limiting parking to the west side of Jane St. by prohibiting it on the east side will allow more room for two way traffic and enhance public safety by allowing sufficient space for emergency vehicles to respond.

### FINANCIAL CONSIDERATIONS:

The cost involved in amending this by-law will be the cost of installing no parking signs, and some additional enforcement by current staff and the OPP as needed.

### RECOMMENDATION:

That the Council receives the By-law Enforcement Officers August 1, 2017 report regarding the amended Parking By-law, and consider the by-law in open session to implement no parking on the east side of Jane St. from Main St. to the current end of the road at the urban area boundary.

Cam Forbes, Property Standards /By-Law Enforcement Officer





## TOWN OF MINTO

DATE: July 19, 2017  
TO: Mayor and Council  
FROM: Stacey Pennington, Building Inspector  
SUBJECT: Site Plan Approval, North Wellington Coop,  
56 Margaret Street, Harriston

### STRATEGIC PLAN

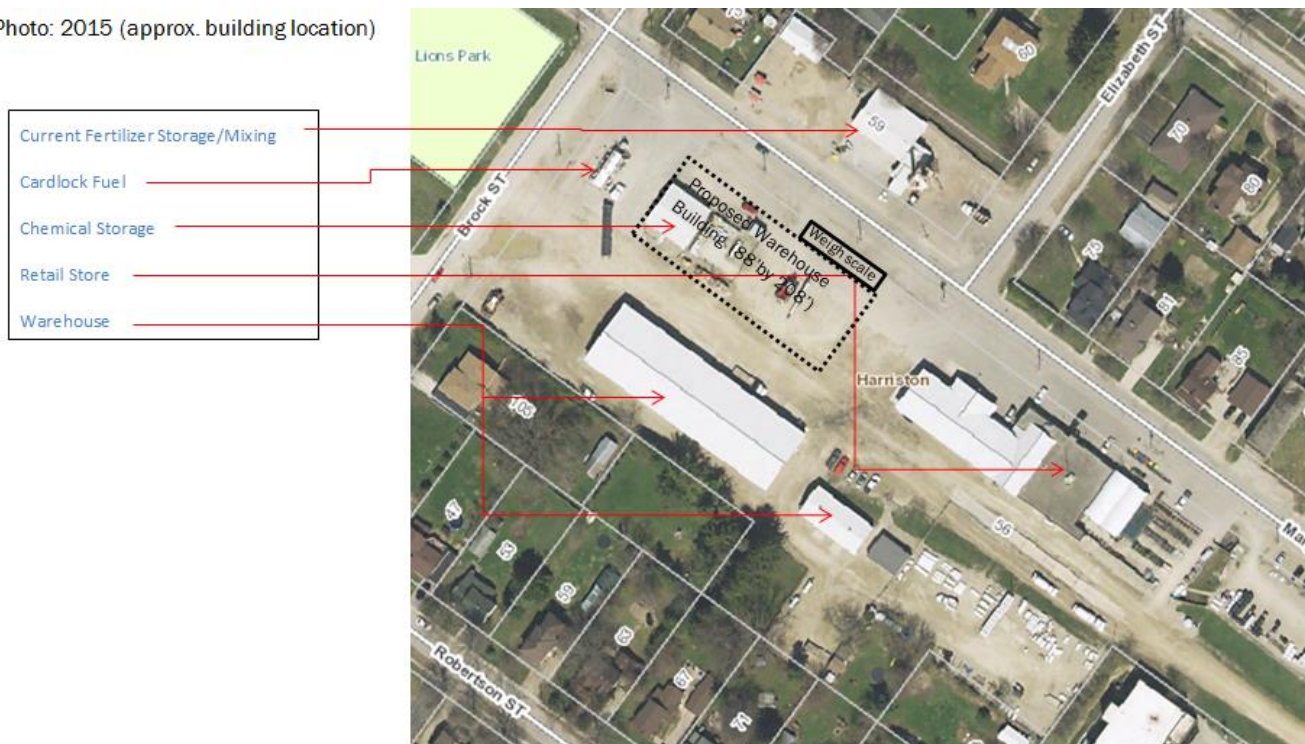
Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial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

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

### BACKGROUND

North Wellington Co-op applied for site plan approval to construct a new fertilizer storage and blending building approximately 1,552 m<sup>2</sup> (16700 sf) in size on the main site located in Harriston. The new facility will include a storage area complete with a dry fertilizer mixing facility, electrical room and office, a covered drive through, an extension of the existing chemical storage area, shipping scale and overhead hopper, liquid fertilizer storage tanks and associated containment areas. The site plan is attached to the end of this report. The air photo shows key buildings and approximate warehouse and weigh scale location.

Arial Photo: 2015 (approx. building location)

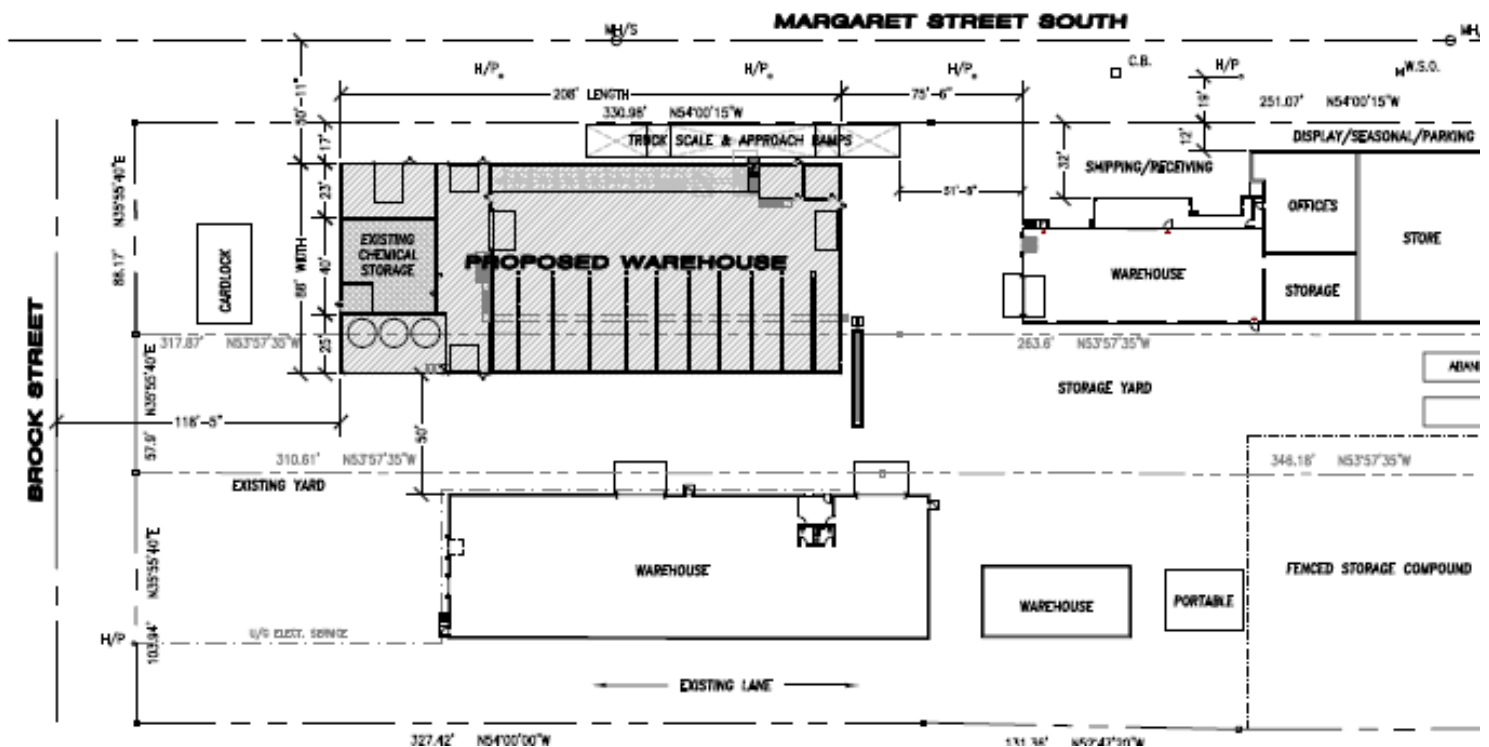


The existing site contains warehousing, offices and a retail outlet store. Currently the fertilizer storage occurs across Margaret Street. Although the chemical components and mixing associated with the process will remain about the same, the new building will have about six times the capacity of the existing mixing facility. Once the new building is in place the old bulk mixing facility will be converted to just storage.

## COMMENTS

Clerks, Building and Public Works staff along with Triton Engineering met to review the site plan submitted with a preliminary proposal of the project. The site sketch below and the more detailed plan at the end of the report outlines the following development details:

- New proposed Warehouse complete with chemical storage
- A new truck scale on the north of the building,
- An exterior drop off pit on the southeast side of the building
- Existing buildings and structure



## Building

The property is zoned M1-25 along Margaret Street and M1 on the rest of the property. This is a general industrial zoning allowing warehousing, storage, spreaders and unloading equipment associated with the bulk fertilizer operation north of Margaret Street. The M1 zoning does not allow fertilizer manufacturing.

Staff confirmed the Co-op does not manufacture fertilizer, but mixes finished dry products such as nitrogen, phosphorous and potassium into the farm product. On that basis staff is satisfied zoning permits mixing and storage of fertilizers and associated shipping and receiving. The building location appears to meet applicable site and building regulations.

### *Public Works*

The subject lands have access to municipal services but the proposed new building will not be connected to sewer and water. A Geotechnical Investigation was completed by CMT Engineering on behalf of North Wellington Co-op. It identifies a number of underground services on-site including: existing sanitary, water and storm drain services. Public Works also advised there are known drainage and municipal services and tile drainage not identified on the site plan.

The Geotechnical Investigation states:

- “Any existing service pipes that are no longer deemed necessary should be removed. This includes any existing tile drains or existing sub drains...[Any drains] within the proposed building envelope and truck scale areas must be completely removed to a minimum distance of 15.0m...outside the building envelope and truck scale area.”
- “All drains that are terminated must be completely sealed...to prevent the migration of soils into the pie voids resulting in potential settlement.”

A condition of site plan approval is recommended to ensure the applicant’s engineer identify existing infrastructure on-site, and ensure it is removed to the satisfaction of Public Works. Final grading and drainage details will be required to ensure dry and liquid materials have appropriate containment areas to prevent run-off into the municipal storm sewer system. This would include ensuring any senior agency approvals are in place.

Traffic patterns around the Co-op will be impacted by the proposed building. Staff is aware that spring time traffic is very busy and from time to time Margaret Street is blocked when there is loading and unloading at the current bulk facility. Kelly Boyle of the Co-op advised that while the facility increases from 400 tonne to 2500 tonne, operationally traffic will be much more manageable. The increased storage will allow the Co-op to spread shipping and receiving through three seasons instead of just the spring.

One issue relates to the Westario poles along Margaret Street and truck maneuvering on the street around these poles. Mr. Boyle advised they have discussed pole relocation and alternate supply means with Westario to improve safety, and are willing to implement solutions that are a reasonable cost. A condition of site plan approval is recommended to ensure the final site plan design allows for safe traffic movement on and off site.

### *Fire/Emergency Management*

The property has been identified as a high risk property in relation to the storage of propane and the storage of chemicals with close proximity to the river. The property has a Risk Safety Management Plan in relation to the newly relocated propane storage containing requirements for the chemical storage warehouse. The diking system in this warehouse is currently only large enough to contain the chemicals in that building, and will have to be expanded in relation to the bulk liquid storage planned for the northeast corner of the



building. The Fire Safety will need to be amended in relation to the chemical storage as the existing chemical storage warehouse will be completely contained within the new building.

Linda Dickson Emergency Manager/CEMC was contacted by Town Staff advise on the implications of this designation and how the new proposed development impacts Emergency Management and Response. The Town would like to reserve the right to formally comment on this at a later date.

A section in both plans acknowledging the existence of both plans and how they would relate to each other would be a good idea. The section should address any conflicts the two plans might have and which one would take precedence over the other.

#### *Source Water Protection*

The property is located entirely within the Wellhead Protection Area B/C (2/5 year time of travel) for the Harriston wells. The subject property is approximately 500 metres south of the nearest municipal well. The groundwater vulnerability score is 8/6 or moderate/high for the Wellhead Protection Area 8/6.

For this property handling or storage of dense non-aqueous phase liquids (DNAPLs) within the Wellhead Protection Area B/C, is considered a significant drinking water threat as defined by the *Clean Water Act* and associated regulations. A number of other activities, are considered moderate or low threats including, but not limited to: hazardous or subject waste storage, fuel storage, road salt storage and / or application, other chemical/oil storage and handling, pesticides and fertilizer storage/handling.

County wide Risk Management Official Kyle Davis and Minto Risk Management Inspector Pennington met a few times to discuss requirements under the *Clean Water Act* and the *Local Source Protection Plan*. A Risk Management Plan has been drafted for the applicant's review. This plan must be signed and a notice issued as a condition of site plan approval.

Under Section 4.9.5.4 Drinking Water Disclosure Reports, of the Official Plan, the submission of a Drinking Water Threat Disclosure Report can be required as part of a complete application under the Planning Act for development, redevelopment or site alteration of non-residential uses within a Wellhead Protection Area, Intake Protection Zone or Issue Contributing Area. The report is to disclose whether any of the prescribed drinking water threats identified in subsection 4.9.5.2 are expected to occur on the property, as well as the handling and storage of any other chemicals, fuel and wastes, and related volumes, types, storage, handling, disposal, etc. The report must outline proposed management programs associated with using chemicals at the site, including risk management/reduction measures, emergency response response/prevention plans, plans, spill employee awareness training, and best management practices and monitoring programs.

Since staff met with the applicants, the requirement under Section 4.9.5.2 for disclosure of the prescribed drinking water threats or any other handling and storage of any other chemicals, fuel and wastes can be waived. Staff completed verification site visits and confirmed the activities on site as defined in Section 4.9.5.2. It is understood that the applicant already has a spill response plan / emergency management plan for the site. This should be submitted for review to determine if it meets the management requirements of 4.9.5.4 of the County Official Plan. The Town would like to reserve the right to formally comment on this at a later date, especially as it relates to the requested Management, Operation and Maintenance Plan, possible Environmental Compliance Approval, Emergency Management Plan updates and Fire Safety Plan updates discussed above.

## **FINANCIAL CONSIDERATIONS**

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

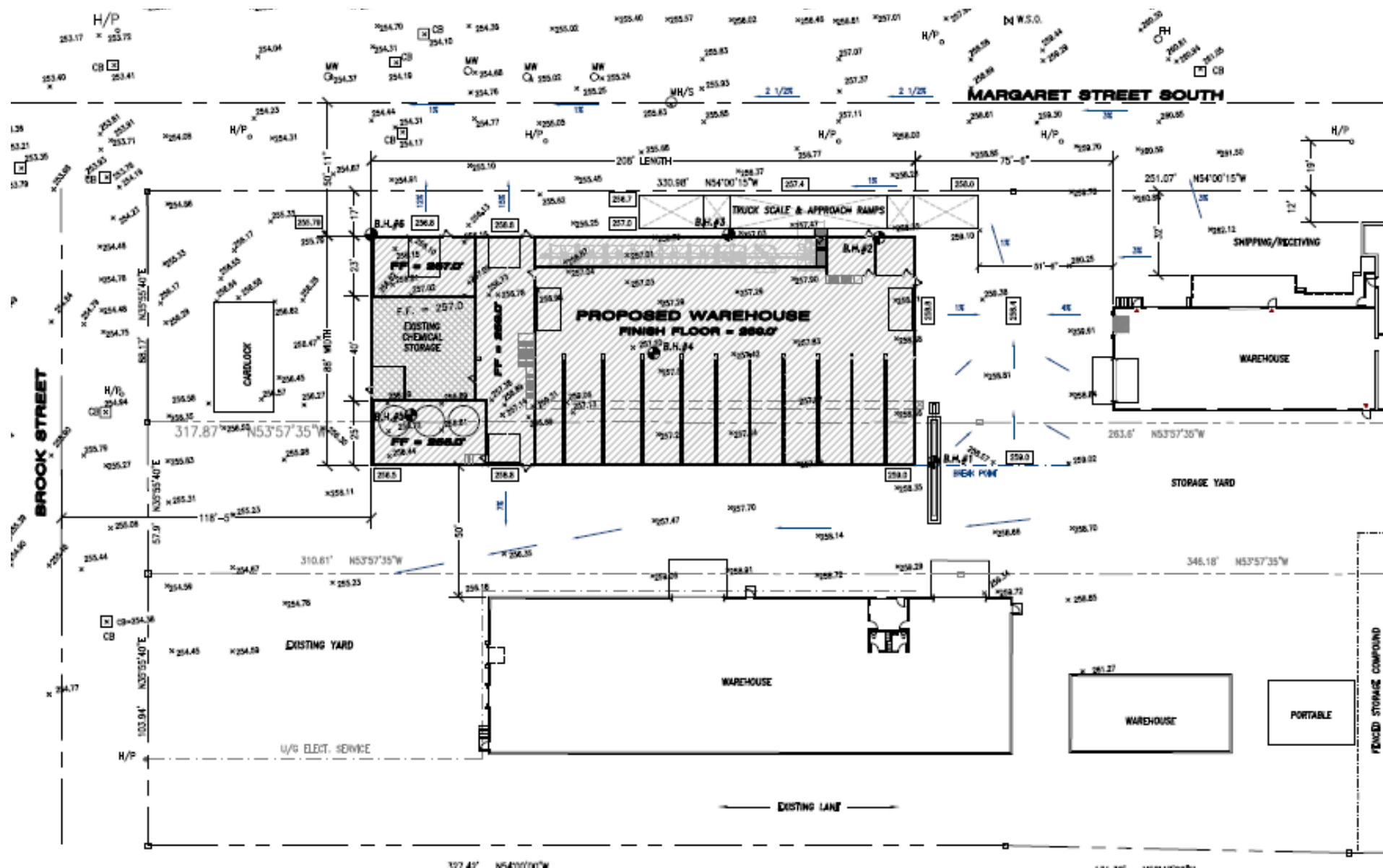
## **RECOMMENDATION:**

That Council receives the report from the Building Inspector dated July 19, 2017 Site Plan Approval, North Wellington Coop, and approves in principal the proposed Site Plan (dwg A-1b), prepared by Nelson Dawley, P. Eng. submitted July 10, 2017 subject to the execution of a site plan agreement with the Town requiring, among other matters, the following:

1. Confirmation of grading and drainage, site servicing details as well as the applicant's engineer identifying and overseeing removal of any existing unnecessary infrastructure related to the project all to the satisfaction of Public Works.
2. Verification that on and off-site traffic movement details in relation to existing Westario poles and other infrastructure on municipal streets are satisfactory to the Town.
3. Advice from Minto Fire and County Emergency Manager that the Fire Safety Plan and Risk Safety Management Plan are up to date and consistent with regard to the new buildings and infrastructure proposed.
4. The Risk Management Plan required under the Clean Water Act is signed and filed to the satisfaction of the County Risk Management Official and Town Risk Management Inspector, and any other requirements under Section 4.9.5.2 of the Official Plan regarding the Drinking Water Threat Disclosure Report are met.
5. The bulk fertilizer operation across Margaret Street is decommissioned and converted to storage to the satisfaction of the Town.
6. Any and all approvals from any senior level of government or agency as the case may be are obtained at the applicant's sole cost and expense.
7. That the Mayor and C.A.O. Clerk to sign the site plan agreement once a final site plan acceptable to Town staff and Triton Engineering has been filed addressing the conditions outlined in this approval are addressed.

Stacey Pennington, Building Inspector

supported by Bill White C.A.O. Clerk



# Building Department Monthly Review



June 2017



# June 2017/2016 Permit Activity

- The Construction Sector is on par with June of 2016
- June– 26 Permits issued resulting in \$1.4 Million constructed value vs. 24 Permits in 2016 worth \$2.4 Million

PERMIT TYPE	2017		2016	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	0	\$ -	3	\$ 871,000.00
Multiple Family Dwelling	0	\$ -	1	\$ 250,000.00
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	6	\$ 241,000.00	5	\$ 108,000.00
Residential Accessory Structures	0	\$ -	5	\$ 82,000.00
Residential Pool Enclosures/Decks	10	\$ 26,000.00	3	\$ 29,000.00
Commercial Permits	0	\$ -	0	\$ -
Industrial	3	\$ 850,000.00	1	\$ 400,000.00
Institutional	0	\$ -	1	\$ 490,000.00
Agricultural	4	\$ 244,000.00	3	\$ 106,000.00
Sewage Systems	1	\$ 11,000.00	0	\$ -
Demolitions	2	\$ 35,000.00	2	\$ 20,000.00
Monthly Total	26	\$ 1,407,000.00	24	\$ 2,356,000.00
Total Year to Date	121	\$ 18,074,000.00	92	\$ 8,266,000.00



# Year To Date 2017/2016 Permit Activity

- Year to Date - 121 Permits resulting in \$18.0 Million constructed value vs. 92 Permits in 2016 worth \$8.2 Million
- 32% higher Permit volume and 119% higher Construction value

PERMIT TYPE	2017		2016	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	16	\$ 4,290,000.00	11	\$ 3,035,000.00
Multiple Family Dwelling	9	\$ 5,735,000.00	3	\$ 900,000.00
Accessory Apartments	0	\$ -	1	\$ 40,000.00
Residential Additions/Renovations	22	\$ 1,217,000.00	17	\$ 1,024,000.00
Residential Accessory Structures	10	\$ 193,000.00	14	\$ 221,000.00
Residential Pool Enclosures/Decks	19	\$ 81,000.00	13	\$ 93,000.00
Commercial Permits	2	\$ 165,000.00	1	\$ 200,000.00
Industrial	10	\$ 2,100,000.00	4	\$ 650,000.00
Institutional	3	\$ 132,000.00	4	\$ 665,000.00
Agricultural	18	\$ 4,029,000.00	13	\$ 1,350,000.00
Sewage Systems	8	\$ 81,000.00	7	\$ 65,000.00
Demolitions	4	\$ 51,000.00	4	\$ 23,000.00
<b>Total</b>	<b>121</b>	<b>\$ 18,074,000.00</b>	<b>92</b>	<b>\$ 8,266,000.00</b>



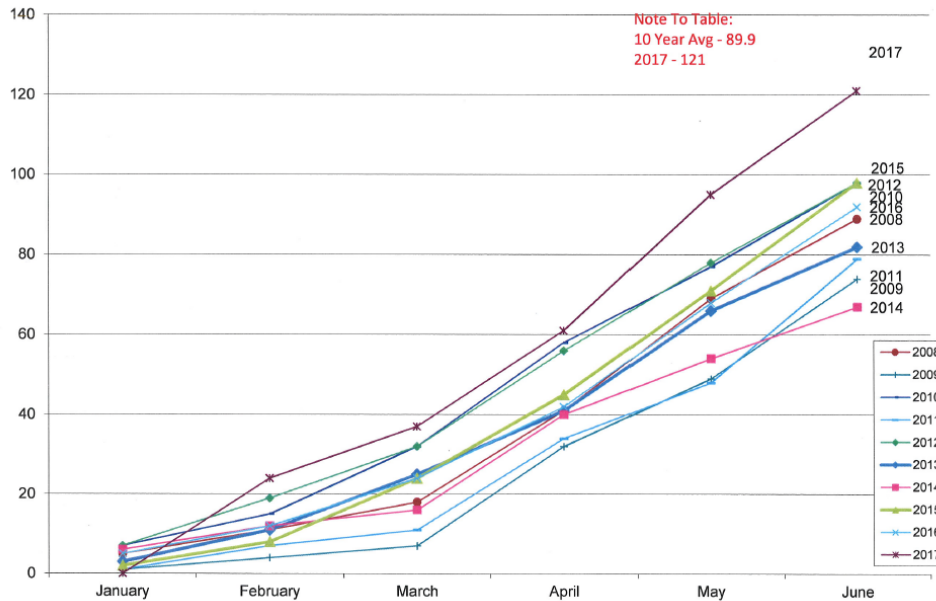
# June's Highlights

- Highlights include:
  - 3 new Industrial Buildings, 2 in recently sold lots in the Palmerston Industrial Park, and 1 on an existing Industrial Lot in the Harriston Industrial Park



# 10 Year Permit Numbers

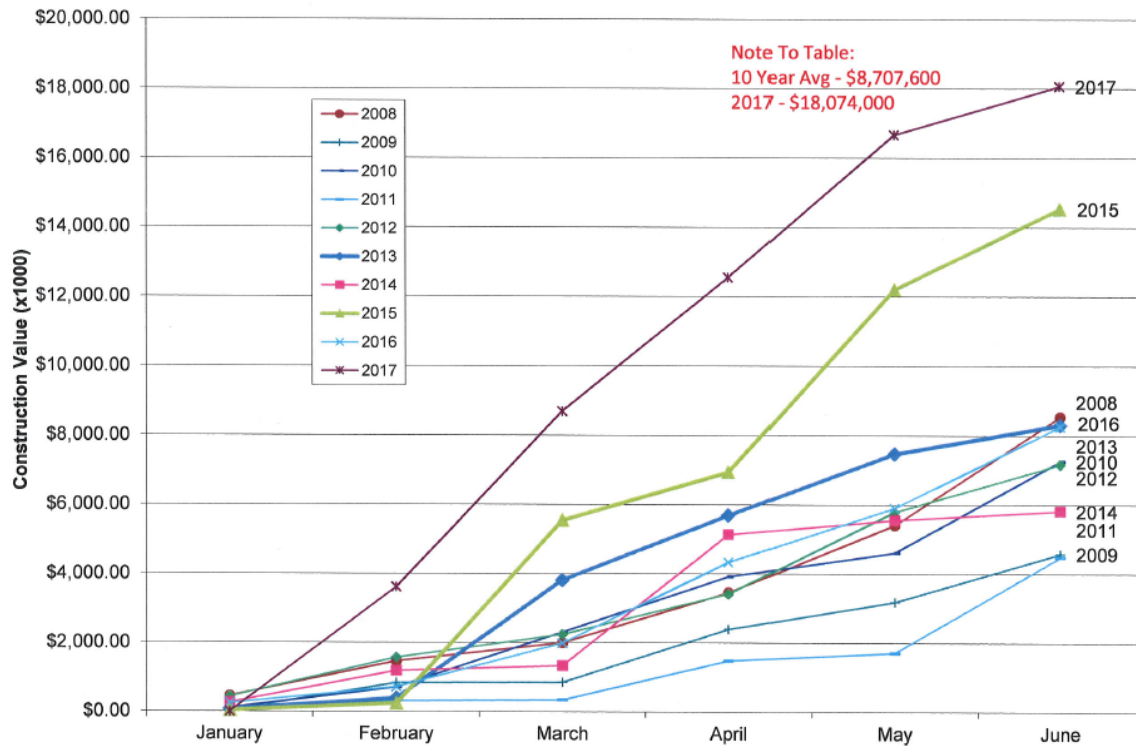
- 10 Year Average – 89.9
- Year To Date – 121 Permits





# 10 Year Construction Value

- 10 Year Average - \$8,707,600
- Year To Date - \$18,074,000



# Questions/Comments





## **TOWN OF MINTO**

**DATE:** July 17, 2017

**REPORT TO:** Mayor and Council

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

**SUBJECT:** New Purchasing By-law

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### **STRATEGIC PLAN:**

5.2 Work with neighbouring municipalities and the County to create mutually-beneficial cost-sharing arrangements including but not limited joint purchasing of equipment, sharing capital expenses on common projects and sharing personnel and expertise where possible.

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:**

Section 270(1) of the Municipal Act requires municipalities have a policy for procurement of goods and services, and Section 5(3) of the Act states that municipalities' capacities, rights, powers and privileges must be stated in bylaw. Regulation 191/11 requires incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practical to do so. At the June 20, 2017 Council meeting a new draft purchasing by-law was reviewed and the following resolution adopted:

### **MOTION: COW 2017-161**

**THAT the Council of the Town of Minto receive the C.A.O. Clerk's report regarding the Draft Purchasing By-Law and agree to pass a By-law at a future Council Meeting.**

Council directed that Town legal counsel review the by-law, and comments from Michael A. van Bodegom of Duncan Linton were obtained July 12. The by-law on the agenda for adoption includes changes recommended by legal counsel summarized as follows:

- Preamble and Bylaw Purpose Section 1.0 minor technical changes to authorities under Municipal Act and Integrated Accessibility Standard
- Section 2.0 clarification around exemptions for disposition of land and purchasing of consulting services
- Expanded definition of "best value" to include capacity, skill, ability and other qualities in Section 9.1, refine other definitions and remove several not referenced in body of by-law
- Section 4.0 clarifications around CAO Clerk authority during elections, confirming decision on procurement limits (\$10,000 and \$50,000) are based on budget or estimates, and cleaning up wording regarding Treasurer paying accounts
- Clarify Section 5.0 authority to cancel contracts "where appropriate" so that issues are first resolved where possible, Section 6.0 and 7.0 minor wording corrections

- No change Section 8.0 Sole Source Purchases
- Section 9.0 various minor wording changes, clarify 9.2(iv) and (vii) that bids assessed “based on best value to the Town”, improved wording around one year extensions in 9.5(iv), require Council approval to negotiate in all cases under 9.5, and allow more discretion as to who may buy in emergencies under 9.6.
- As recommended by legal counsel new Section 9.7 regarding disposal of surplus assets requires bid include terms for disposal and Council approval to add assets; references Disposal of Surplus Equipment policy and ensures “best value” achieved
- Section 10.0 remove specific mention of local suppliers due to avoid conflict with Business Practices Act; Town “best value” for small purchases by credit card is local
- Section 11.0 allows Bid Review Committee to deal with errors in bids but still decision must be unanimous
- Section 12.0 no change; Section 13.0 CAO and Treasurer authorized to award contracts budgeted during “Lame Duck” Period; Section 14.0 minor wording changes
- Rewrite with proper legal wording Section 15.0 Refusal of Responses
- Section 16.0 minor wording, but not changes to 17.0, 18.0 or 19.0
- Section 20.0 clarify legal wording around Freedom of Information Act; no changes with Section 21.0 or 22.0
- Schedule A (Standard Bid, Quotation, Tender) the following changes:
  - clarify on title page around late bids which are to be rejected
  - proper legal wording of privilege clause section f)
  - revised legal wording of claims or litigation clause section o)
  - Section 6.0 clarify legal entitlement to “liquidated damages” which the Town may be entitled to as opposed to “penalties”
  - clarify wording around written agreements in Section 7.0, and remove redundant clauses in subsequent sections plus correct wording
  - clarify acceptance dates for quotes in Bid Submission increasing from 10 to 30 days or more depending on bid purpose

#### **COMMENTS:**

The proposed new purchasing bylaw has updated title references and responsibilities for Council, the C.A.O. position, Treasurer and Department Heads. The new bylaw is clearer, includes one standard form document that can be used for all purchasing and has the following additional clarifications:

- 1) The C.A.O. Position may buy up to \$5,000 goods and services one-time urgent basis
- 2) Up to \$10,000 the C.A.O. position and Treasurer may approve a sole source purchase that meets special circumstances in Section 8.0, otherwise Council approval needed.
- 3) Informal Quotes are required of CAO position or Department Head for purchases up to \$10,000 provided “best value” is achieved for Town
- 4) Formal Quotations are required of CAO position or Department Head for purchases between \$10,000 and \$50,000 - involves minimum three written, emailed or faxed quotes and “best value” must be achieved with report to Council where there are equal bids, bids are over budget, or where clarification is required



- 5) Tendering for goods that can be “clearly identified and quantified” is required of CAO position or Department Head for purchases over \$50,000 - involves full tender process as per standard document (Schedule “A”) and “best value” achieved with report to Council prior to award
- 6) Requests for proposals required for goods that cannot be “clearly identified and quantified” is required of CAO position or Department Head for purchases over \$50,000 - involves same process as a tender (standard document Schedule “A”) and “best value” must be achieved with report to Council prior to award.
- 7) To negotiate or sole source purchases over \$10,000 Council approval is required and specific rules under Section 9.5 are to be met.
- 8) The CAO position and Department Head may purchase in an emergency where there is a threat to public property, services, health etc.
- 9) Surplus Assets are to be disposed of to ensure “best value” and in accordance with Town policy with Council approval needed to add assets that might otherwise have been disposed
- 10) Credit card purchases to be limited to incidental goods and services primarily maintenance related.
- 11) New provisions for Bid Review Committee with requirement that award be unanimous or it refers back to Council
- 12) The CAO position and Treasurer authority for budgeted purchases during “Lame Duck” period.
- 13) New references to Fiscal Accountability and Transparency policies, Code of Conduct and other applicable legislation to ensure fair and equitable process
- 14) Proper accommodation requirements for persons with disability as required by Integrated Standard under the Accessibility for Ontarians with Disabilities Act.
- 15) Reference to environmental conditions in determining “best value” for Town.

While it has been several years in preparation, staff is comfortable the bylaw is an effective replacement for the original purchasing bylaw passed in 2004.

#### **FINANCIAL CONSIDERATIONS:**

The bylaw was developed “in-house” with incidental legal expenses to review draft and clarify legislation and legal wording.

#### **RECOMMENDATION:**

That Council receives the C.A.O. Clerk’s July 17, 2017 report on the New Purchasing By-law, and that the By-law and Schedule “A” be approved in regular session.

Bill White C.A.O. Clerk



**TOWN OF MINTO**

**DATE:** July 26, 2017

**REPORT TO:** Mayor and Council

**FROM:** Mike McIsaac, Roads & Drainage Foreman; Bill White  
C.A.O. Clerk

**SUBJECT:** Municipal Drain Update; Watershed Master Plan

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**STRATEGIC PLAN:**

- 9.7 Promote environmentally friendly development through subdivision and site plan control such as naturalized stormwater management, low maintenance landscaping using native species, and energy and water preservation techniques that enhance design and improve the cosmetics of the community.
- 10.0 Support programs that maintain Minto's strong agricultural identity, enhance agricultural work, and protect and restore the natural environment given Minto's location in the heartland of Ontario surrounded by farmland and acknowledging that farming and a healthy natural environment are inextricably linked,

**BACKGROUND:**

The impact of the June 23, 2017 flash flood on Harriston has been at the forefront of discussion due to the number of homes and businesses damaged and unprecedented rainfall received. Results of the agency debriefing July 26 will be reported to Council and the public in the weeks to come. Based on rainfall amounts and flow data from the watershed, only minor impacts were likely if the rain stopped at 4:00am. In the two hours after 4:00am rainfall was more than double what had previously occurred. This appears to have caused the initial storm sewer backup followed by overland flooding later in the morning.

The Town and the Conservation Authority will reach out to the public with information on the event and the resulting response this fall. Both agencies briefed the Province on the flood and are hopeful it will be designated so that landowners can apply for Disaster Recovery Assistance for Ontarians. The public response to the event has been fantastic as people take action to repair their homes and businesses, and the prospect of Provincial relief of some will keep momentum building.

If designated, the Disaster Recovery Assistance for Ontarians can apply to "the main premises and key equipment and inventory" of small owner operated farms for items not covered by insurance. The kinds of costs covered can include emergency evacuation/relocation, farmland clean-up/restoration and disinfection/disposal, certain equipment, feed, seed and livestock losses. Details are found at this link <http://www.mah.gov.on.ca/Page13744.aspx>.



The impact of the June 23 rainfall on farmland was dramatic. The wet spring and early summer coupled with unprecedented rain that day caused water flow at a volume that damaged fields, woodlots, streams and drains. Damage is likely in road side catchbasins, hickenbottom drains and other drainage features within 115 consecutively named municipal

drains, and between 30 and 40 named drains. A few farmers have come forward with specific problem areas but a lot of damage may not be seen until fall and spring when crop and grass cover on fields and roadside ditches is clear. The adjacent picture shows a tile inlet which would have originally been at grade in the ditch. Undermining from heavy flows eroded away the ditch bottom so that the inlet is now well above grade so that water will no longer flow into the tile. In addition, water pressure bent the tile upwards inside so that it will need replacement.



The Town's Drainage Engineer Dietrich Engineering advises repairing municipal drains from flood damage will likely be normal maintenance work for which all the assessed owners will be responsible.

This report provides a summary of the status of municipal drains under process through the Drainage Act, and looks at the Maitland Watershed with a view to improved planning to attempt to mitigate flood risk.

#### **COMMENTS:**

Some landowners are frustrated that municipal drain work under the Drainage Act was not finished, and are concerned flooding impact on farmland was worsened as a result. Municipal drains are typically designed for 1:2 year storm, so a 1:100 year storm like that experienced June 23 will likely overwhelm and damage these systems whether maintenance work was complete or not. However, this has not been proven by engineering analysis on individual drains. In some cases floodwaters could have flowed over the system and did not damage underlying infrastructure.

The Drainage Act is one of the oldest laws in Ontario. Municipal Drains are not owned by the Town, but are owned by landowners' subject of a drain assessment. When maintenance or repairs are needed, the Drainage Act is designed to bring this forward in a fair way allowing input by owners who pay for the work. Agencies like the Conservation Authority and Department of Fisheries also have permit and approvals processes to be followed. The Town is required to follow procedures set in the Act, and to abide by the advice of its Engineer. The following summarizes the status of current active municipal drains in Minto:

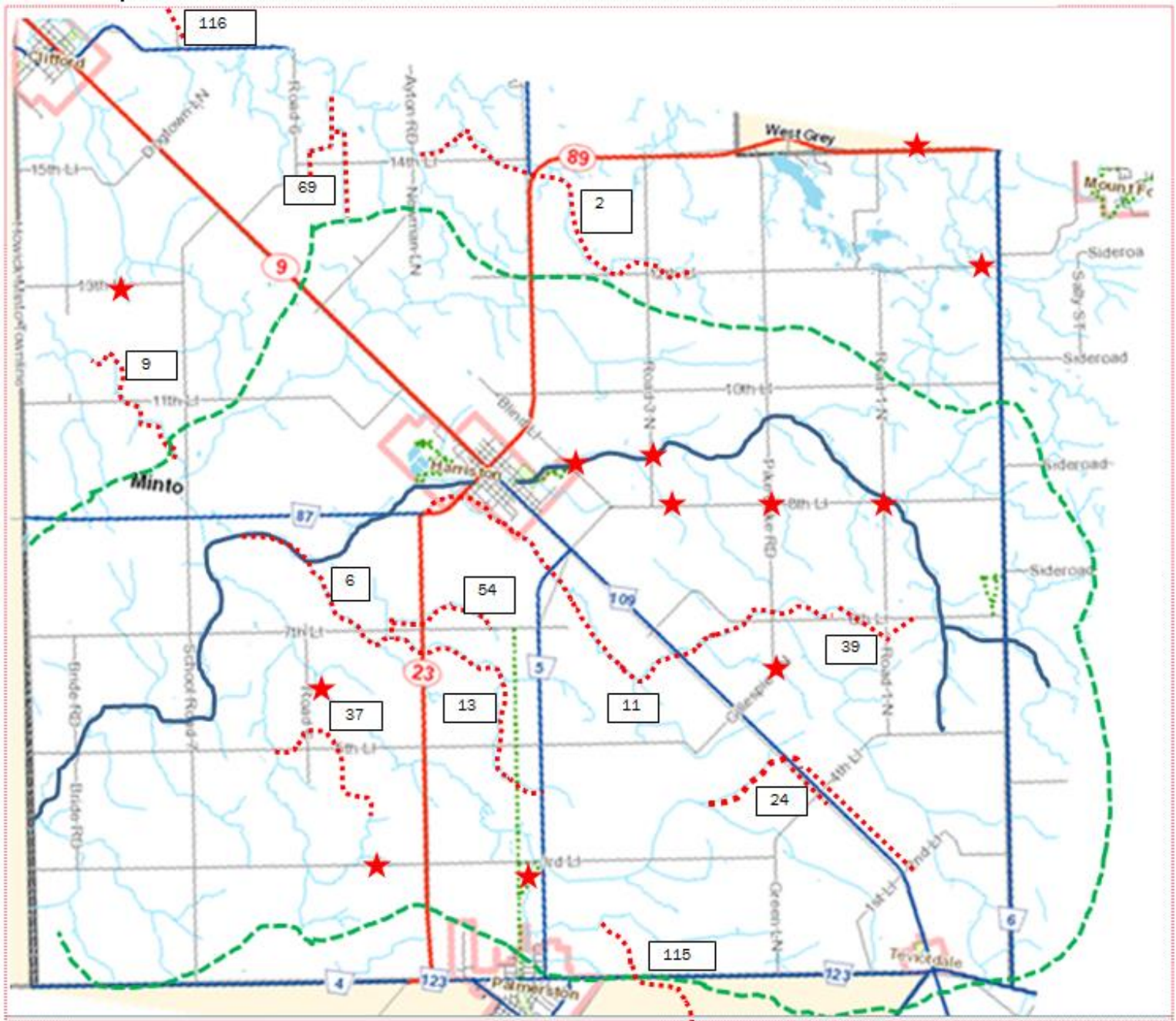
- Drain 11 (Dredge Creek and Maitland River south of Harriston) was submitted in November 2011 by Harold Fisher. There have been numerous on-site meetings and meetings at the Town office over the years. This is a Section 4 Drainage Act approval as there is no municipal drain technically serving upper stream landowners. Dietrich Engineering has been assessing this design for many months because it involves the main channel of the Maitland River to achieve a proper outlet for the area. The Conservation Authority, Ministry of Natural Resources and Department of Fisheries all have issues to be addressed during this work. Staff met with Dietrich Engineering and the Conservation Authority on flooding and drainage issues in Minto July 14. For Drain 11 we set a process by which the engineer's report will be available this fall. In light of the recent flood, agencies are cooperating with Dietrich and the Town to see if work can be added, outside the municipal drain requirements, to improve the downstream flooding situation for Harriston. This has been a long on-going issue, but is very complex due to rules surrounding work in the Maitland River.
- Drain 24 (CR 109 2<sup>nd</sup> Line to 4<sup>th</sup> Line and beyond) petition submitted March 2012, Dietrich hired as engineer; Work still pending
- Drain 69 (13<sup>th</sup> and 14<sup>th</sup> Concessions; from Ayton Road to Road 6 North) is subject to a Section 78 drain upgrade starting in 2014. The engineer's report was completed and design prepared and presented to property owners in January of 2016 but some property owners had issue with amounts assessed to them, and the design was modified to try to resolve this. Issues have come forward from the Department of Fisheries and Ministry of Natural Resources regarding the red sided dace minnow which is an endangered species. Dietrich Engineering plans to have a revised report and assessment schedule ready for this fall for circulation to affected owners, agencies, and then approval by Council if there are no concerns. It is the Town's hope this work will be ready to go ahead between July and September of 2018.
- Drain 39 (6<sup>th</sup> Line at Road 1N) went to Council May 3, 2016 when Dietrich Engineering was engaged to prepare the required report under the Drainage Act.
- Drain 116 (Part Lot 23, Concession 18) started with complaint letter August 2015 then formal petition in September 2016; went through the entire court of revision process in 2016 with work tendered last fall and to be completed this year. The process under the Act took about two years.
- Drain 2 (Road 3 North, 12<sup>th</sup> Line to 12<sup>th</sup> Line, Ayton Road) went to Council September 6, 2016 when Dietrich Engineering was again engaged to prepare the engineer's report.
- Drains 37 (5<sup>th</sup> Line and Road 6) and 115 (CR 123 Concession 1 Lots 16, 17 & North Perth) went to Council with revised assessment January 24, 2017; work is now done
- Drains 6, 13 and 54 (County Road 5 to School Road 7; 7<sup>th</sup> Line to County Road 87) were subject to an on-site meeting March 17, 2017 and a meeting at the Town office May 19, 2017 both of which were well attended by various landowners. At the June 6, 2017 Council meeting Dietrich Engineering was appointed to deal with this Section 78 drain upgrade. The next step is the engineer's report which we expect to see this fall. Under



Drainage Act procedures this report will be circulated to assessed landowners before it goes to Council.

- Drain 9 (School Road 7 to Lot 39 Concession 11) went to Council May 2, 2017 when Dietrich Engineering was again engaged to prepare the engineer's report.

Preliminary calculations are that about 27,725 acres of land are contributing to the water flows of this section of the Maitland River, approximately 9,500 acres of this is Wellington North. The map below shows the Maitland River watershed and the approximate location of each of the drains noted above with formal processes underway or just completed. Other locations known to have flood damage are shown as stars.



There are nearly 115 municipal drains within rural boundaries and 24 active or recently completed Drainage Act procedures underway. Flood damage could take some time to move through Drainage Act procedures and to complete repairs under the act.

The Town should clarify with the Province whether the cost for flood repairs to municipal drains for farmers would be eligible under the Disaster Recovery Assistance for Ontarians. If there is major damage to municipal drains, the Town and the County would be assessed significant cost for municipal drain maintenance as the road authority. It is not clear whether this would be eligible under Provincial relief programs for municipalities.

### *Watershed Planning*

With the possibility of damage in many drains it is an opportune time to assess the North Maitland Watershed to look at rural flood retention options that might help reduce flooding in Harriston. For example perhaps a municipal drain could be re-designed or a road or bridge structure altered to store water upstream of Harriston during a flood. This would protect the urban area, while ensuring farming can continue and/or is compensated if damage occurs. The National Disaster Mitigation Program may be a potential source of funding for this kind of study, including any capital work the study would identify.

The NDMP is a 5-year, \$200 million federal program intended to reduce the impact of natural disasters on Canadians by focusing investment on significant recurring flood risk and cost, and advancing work to facilitate private residential insurance for overland flooding,

Under the program, the federal government funds up to 50 per cent of the costs of eligible flood mitigation projects in four streams:

1. Risk Assessments
2. Flood Mapping
3. Mitigation Planning
4. Investments in Non-structural and Small Scale Structural Mitigation Projects

By assessing the North Maitland River Watershed in Minto and Wellington North a watershed management plan could involve all four elements of the program.

The Province can apply to the federal government for this funding, but Ontario “welcomes proposals from municipalities and conservation authorities”. A North Maitland Watershed Plan would include flood plain mapping in Harriston (and now perhaps the entire watershed), and projects that might be completed upstream and downstream of Harriston to mitigate flooding. Some of these projects will tie into municipal drains.

There are six current municipal drain projects that feed into the Maitland, including Drain 11 and Drain 6 south of Harriston that could include work within the flood plain, beyond that normally required for a drain, to possibly help water flow out of the urban area quicker.



**FINANCIAL CONSIDERATIONS:**

The 2017 budget includes \$32,000 for flood plain mapping for Harriston. In 2014 the Town spent over \$20,000 on additional flood monitoring equipment in the Maitland Watershed so that there was better data to feed into the eventual flood plain model. Having the added monitoring in place produced a tremendous amount of data from June 23 that can be fed into the flood plain model.

Triton Engineering finished survey field work in 2016 to tie in with new Provincial aerial mapping released in 2016 (SWOOP) to create an accurate base map to apply the flood plain model. Test modelling earlier this year by the Conservation Authority found discrepancies between the SWOOP mapping and the infield survey work. Unfortunately this means the flood plain model would have to include a large margin of error producing a flood line on base maps that is still not accurate.

Before the June 23 flood, Triton obtained quotes on aerial photography, including lidar scanning, to produce an accurate base map to tie in the survey work and then apply flood modelling. The flood lines will be very accurate because they calibrate with in field survey work and now data from the actual storm. To assist with a North Maitland Watershed Plan it is a suggested quote is obtained to include the entire Maitland within Minto limits. The new aerial photography with lidar, expanded modelling and the North Maitland Watershed Plan all may be eligible under the National Disaster Mitigation Program.

The total ballpark cost for all the aerial photography, modelling and watershed plan could be in the range of \$120,000 to \$150,000.

**RECOMMENDATION:**

That Council receives the Road and Drainage Foreman and C.A.O. Clerk's July 26, 2017 report Municipal Drain Update; Watershed Master Plan and approves an application to the Province for Flood Mapping with lidar scanning, Mitigation Planning analysis within the North Maitland River Watershed under the National Disaster Mitigation Program subject to Council receiving a terms of reference and approximate costing for the Master Plan before submission.

Mike McIsaac Roads & Drainage Foreman

Bill White C.A.O. Clerk



## TOWN OF MINTO

**DATE:** July 27, 2017

**REPORT TO:** Mayor and Council

**FROM:** Bill White, CAO/Clerk

**SUBJECT:** Zoning Medical Cannabis Production Facility  
Palmerston Industrial Lands

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### STRATEGIC PLAN:

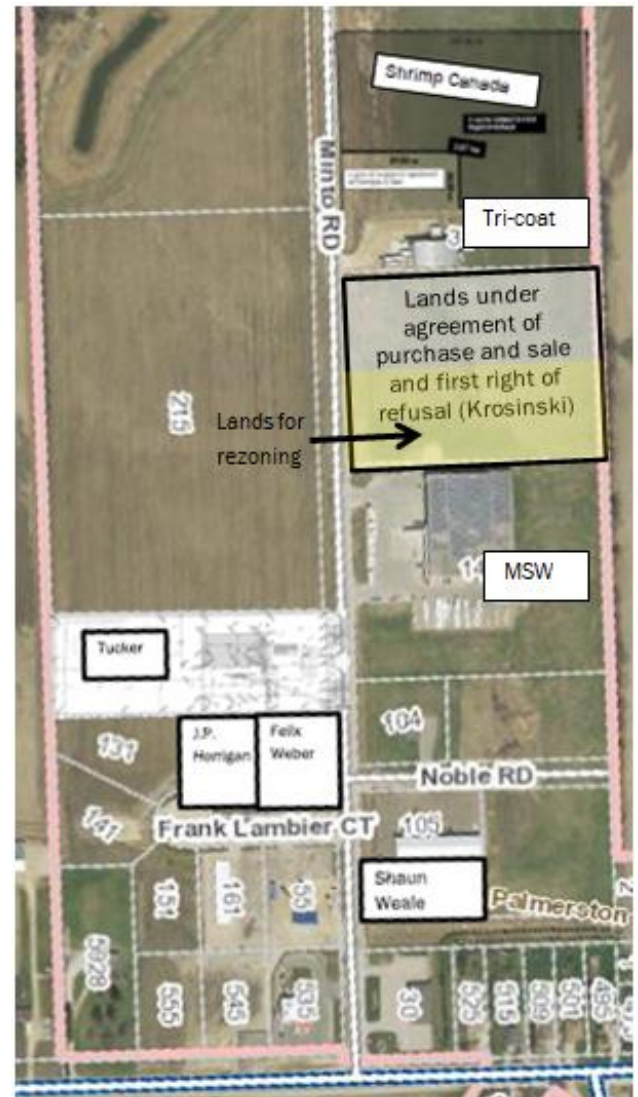
4.3 Ensure there is sufficient serviced/serviceable land for a variety of uses in Minto's three urban areas, and maintain a supply of municipally owned serviced industrial land for sale to business in accordance with Town policies.

### BACKGROUND:

Council signed an agreement of Purchase and Sale with Krosinski Enterprises Inc. to permit a sale of land to allow construction of a medical cannabis production facility on three acres between Tri-coat to the north and MSW Plastics to the south. Under the purchase and sale agreement the Town is to initiate a zoning amendment to permit construction of a 5,000 sq. ft. processing head house and three 5,000 sq. ft. cultivation greenhouses. It is the greenhouse portion of the proposed use that requires rezoning. Processing product is typically allowed under a general industrial zone.

The subject lands are shown on the adjacent map. The lands are in a M1-30(H) category in the zoning by-law (see map page 2). This holding zone allows limited agricultural use pending a report on the availability of municipal services, stormwater management and compatibility with lands to the south zoned residential. The M1-30(H) zone was amended earlier this year to allow aquaculture north of Tri-coat so that the Shrimp Canada proposal can go ahead.

If rezoning is approved for cannabis cultivation within the greenhouse portion of this facility, the holding provision (H) would be removed and the general industrial zone provisions apply. The 100 foot setback from the natural environment area to the north can be met by this proposal.



Below is a map showing zoning of the lands and the current rules for the M1-30(H) zone. It is proposed that only the three acres being purchased be considered in the rezoning. The first right of refusal lands would remain in the M1-30(H) zone.



The three acre parcel to be considered for rezoning has access to sanitary sewer and water services. If the rezoning proceeds a detailed site plan is needed to set building location, grade, access and servicing requirements. Tri Coat to the north is at the end of the Minto Road waterline, and has a private pump for sanitary sewer to a location on Minto Road in front of MSW. It is not expected sewage pumping will be needed for the proposed development, although this will be confirmed at the site plan approval stage.

#### COMMENTS:

When bringing forward the idea of a Northwest Palmerston secondary plan and during discussion of Shrimp Canada's rezoning, it was suggested Council consider the sewage lift station on Minto Road in the 2018 capital budget. This sewage lift station would be on Minto Road in front of MSW and this development if it proceeds. The lift station will open additional lands in the Palmerston Industrial Park for development.

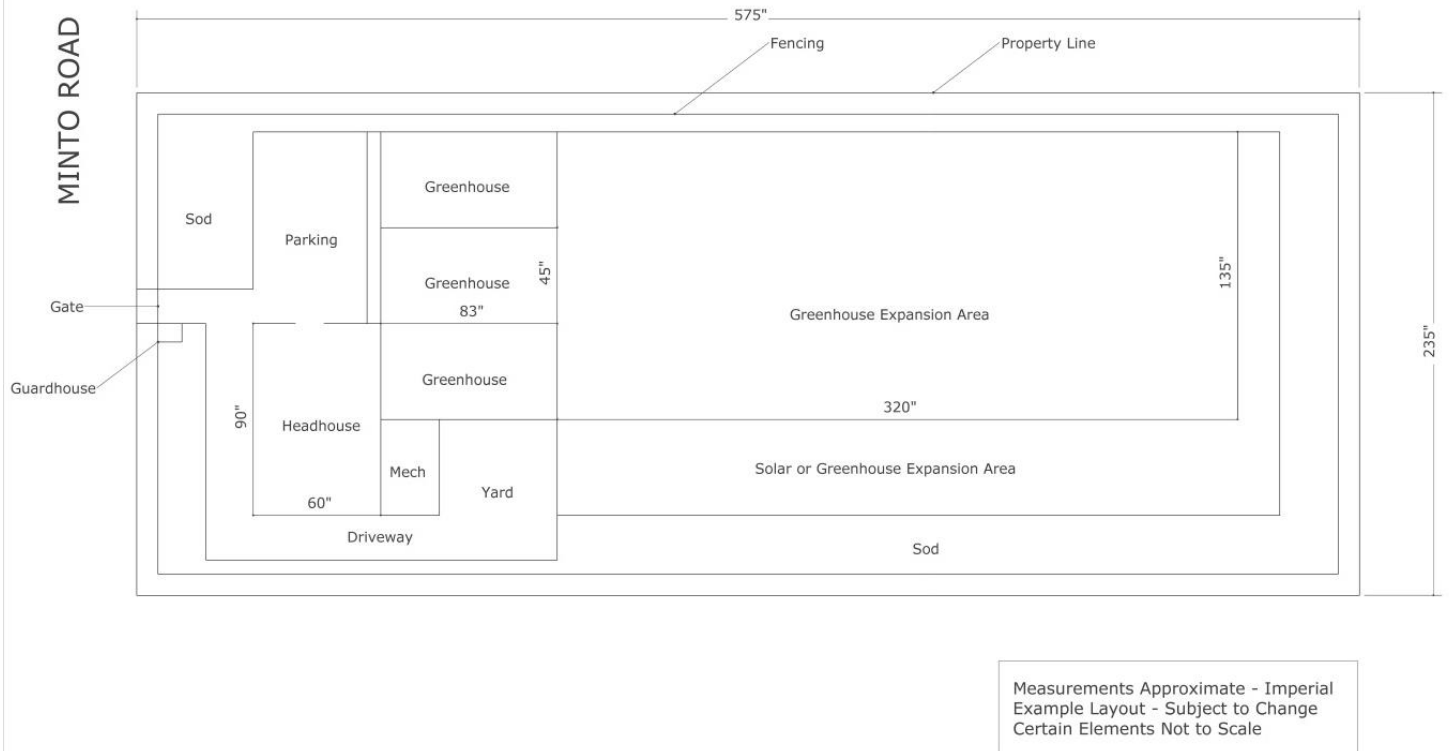
There is adequate capacity within the sanitary collection system and the treatment plant to accommodate the proposed facility. The applicant has suggested the greenhouse operation would involve considerable re-cycling of water which will help reduce call on treatment plant capacity. Additional servicing details for the project will be required through rezoning and site plan approval.

The purchaser must obtain all Provincial and Federal approvals for the proposed use. Staff was advised Mr. Krosinski has worked with Heath Canada in this regard since 2013. His initial application was for a distribution license but due to legislative and marketplace changes the Purchaser amended the application to a distribution and cultivation license and is currently in stage 5 of 7 of the review stage.

The site plan on the next page is very preliminary and will require considerable more detail during the rezoning process so that the compatibility of the use with surrounding property

can be confirmed. Hanover, Owen Sound and Kincardine were contacted because they have similar operations in different stages of approval. The purchaser should also provide information on required security for the operation including shipping and receiving.

County Planning Staff will review the proposal in more detail and will provide a full report on the rezoning consideration at the public meeting if Council agrees to proceed to that step.



#### RECOMMENDATION:

That Council receives the July 27, 2017 report from the C.A.O. Clerk regarding Zoning Medical Cannabis Production Facility Palmerston Industrial Lands, and approves initiating a zoning by-law amendment to permit cannabis cultivation within a medical cannabis production facility proposed on three acres of land located on Minto Road between Tri-coat and MSW Plastics.

Bill White  
C.A.O. Clerk

**TOWN OF MINTO**

**DATE:** July 28, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** Approval of Accounts

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**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 July 28, 2017

Administration	\$ 254,676.43
People & Property	443.94
Health & Safety	
Health Services	
Building	3,929.31
Economic Development	14,363.97
Incubator	219.52
Tourism	1,975.49
Fire	17,316.80
Drains	
Roads	32,566.00
Cemetery	4,808.15
Waste Water	18,714.74
Streetlights	766.12
Water	19,192.64
Town Landscaping Care	731.15
Recreation	13,461.50
Clifford	27,951.25
Harriston	21,358.96
Palmerston	63,225.10
Norgan	3,588.14

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\$ 499,289.21

**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 receives the Treasurer's report dated July 28, 2017 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for June and July 2017.

Gordon Duff, Treasurer



## The Corporation of the Town of Minto By-law 2017-063

### A By-law to Establish Policies and Procedures Respecting the Procurement of Goods and Services for the Town of Minto

**WHEREAS** section 270 (1) of the *Municipal Act, 2001* S.O. 2001, c. 25 (the “Act”) provides that a municipality shall adopt and maintain policies respecting the procurement of goods and services; and

**AND WHEREAS** section 5 (3) of the Act provides that a municipal power shall be exercised by by-law unless it is specifically authorized to do otherwise; and

**AND WHEREAS** section 5 (1) of the Integrated Accessibility Standards, Ontario Regulation 191/11, provides that municipalities shall incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so; and

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

#### 1.0 By-law Purpose

This by-law shall be known as the Purchasing By-law for the Town of Minto and is adopted for the following purposes:

- (a) to encourage competition among contractors, bidders and service providers;
- (b) to obtain best value in the procurement of deliverables;
- (c) to ensure fairness, objectivity, accountability and transparency in the procurement process consistent with Town policies regarding fiscal accountability and transparency;
- (d) to ensure goods and services are procured by the Town in a manner consistent with its code of conduct and conflict of interest legislation;
- (e) to encourage environmentally responsible and sustainable procurement while maintaining fiscal prudence; and
- (f) to promote and implement procurement practices that support the principles of the *Accessibility for Ontarians with Disabilities Act, 2005*.

#### 2.0 Applicability

This by-law shall apply to the purchasing or disposing of goods and services with the following exceptions:

- a) Purchase, sale or disposition of real property;
- b) Purchase of goods or services needed by the City Clerk to carry out the requirements of the *Municipal Elections Act*;
- c) All public or private utilities used by the municipality including repairs, service or upgrades to same;
- d) Legal and other consulting or professional services
- e) General corporate expenses including employee documentation such as function abilities forms, debentures, claim settlements, legal advice, arbitrators, historical experts, damage claims, Workplace Safety and Insurance (WSIB) remittance, or customs brokerage services;
- f) Council and Staff training, professional development, accreditation or membership in professional organizations and related travel, accommodation or meal expenses;
- g) Sole providers of goods or services supplied by any level of government or their agencies;
- h) Payment or remuneration to staff, Council members or honorariums for volunteers.

### 3.0 Definitions

In this by-law the following definitions shall apply:

- i. “Agreement” means a formal written legal agreement or contract for supply of goods, services, equipment or construction;
- ii. “Authorized purchaser” means the CAO Clerk , Department Head, Supervisor, Lead Hand or other person authorized to acquire goods and services for the Town;
- iii. “award” means the authorization to proceed with the purchase of deliverables;
- iv. “best value” means, in relation to a purchase, that the purchase represents the optimal balance of high quality and financial terms considering requirements of this by-law and applicable Town policies, and without limiting the generality of the foregoing suppliers have the capacity, skill, ability, past performance, accessibility, quality, service, availability, affordability, reliability, best practices, environmental benefit, proximity and similar as the case may be to supply such goods, services and/or supplies.
- v. “bid” means a submission received in response to a call for bids, and includes a request for proposal or quotation as well as a tender;
- vi. “Bid Review Committee” means the committee established under Section 11 of this bylaw;
- vii. “bidder” means any legal entity that submits a bid in response to a call for bids and includes a proponent;
- viii. “CAO Clerk” means the Chief Administrative Officer of the Town or designate, or subsequent position or title representing the administrative head of the municipality;
- ix. “Construction” means construction, reconstruction, demolition, repair or renovation of a building or structure and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures to a building or structure;
- x. “Consulting and professional services” means those services requiring the skills of a professional for a specialized service and includes the services of architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydrogeologists, transportation planners and engineers, communications consultants and any other consulting services which may be required by the Town;
- xi. “Contract” means any form of binding agreement between the Town and a contractor for the purchase of deliverables and includes a purchase order;

- xii. "Contractor" means any legal entity to whom a contract is awarded and includes a vendor, supplier, service provider and consultant;
- xiii. "Council" means the Municipal Council of the Town;
- xiv. "Department Head" means the head of a specific Department of the Town;
- xv. "Designate" means the person or persons assigned the duties and responsibilities on behalf and in the absence or incapacity of the person charged with the principal authority to take the relevant action or decision;
- xvi. "Disability" shall have the same meaning as set out in the Accessibility for Ontarians with Disabilities Act, 2005 or any successor legislation.
- xvii. "goods" means personal property, including raw materials, products, supplies, equipment and other physical objects of every kind and description;
- xviii. "Mayor" means the Mayor of the Town or in absence of the Mayor the Deputy Mayor
- xix. "Proposal" means a submission received in response to a request for proposals;
- xx. "Purchase Order" means the purchasing document used to formalize a purchasing transaction with a vendor.
- xxi. "Purchase Requisition" means a request for goods and/or services for which budget is approved prepared by a Department Head or designated and sent to the Treasurer.
- xxii. "Quotation" means a bid received as a result of a written or verbal request by the Town for the supply of goods and services;
- xxiii. "Request for proposals" means a request for proposals issued under this bylaw
- xxiv. "Request for quotations" means a request for quotations issued under this bylaw
- xxv. "Request for tenders" means a request for tenders issued under this bylaw;
- xxvi. "Responsible" means a bidder or offerer who is deemed to be fully technically and financially capable of supplying the goods or services requested in the solicitation.
- xxvii. "Services" may include, but are not limited to, telephone, gas, water, hydro, janitorial and cleaning services, consultant services, legal surveys, medical services, insurance, and the rental, repair or maintenance of equipment, machinery or other personal property, and includes consulting and professional services;
- xxviii. "Sole Source" shall mean a non-competitive process to acquire goods and/or services from a specific supplier whether or not there is another supplier able to provide the same goods and/or services.

- xxix. "Supplies" include goods, wares, merchandise, materials, and equipment used or required by the Town.
- xxx. "Tender" a written sealed offer from a bidder to supply goods, services and/or supplies to the Town
- xxxi. "Treasurer" means the Treasurer of the Town or Designate.
- xxxii. "Town" shall mean the Corporation of the Town of Minto and its legally appointed or elected representatives.

#### **4.0 Purchasing Authority, Practices**

- a) The CAO Clerk and the Treasurer shall have all the necessary authority to administer this By-law and to carry out their duties on behalf of the Town.
- b) The authority to award a contract is subject to identification and availability of sufficient funds in appropriate accounts within the budget.
- c) Upon approval of a policy requiring purchase requisitions, before purchasing goods or services over \$10,000 value, Department Heads shall complete an electronic purchase requisition form for approval by the CAO Clerk and Treasurer describing the nature of the goods and services requested, available budget in the current year, account number for all billing, and whether the purchase will be by quotation, call for proposal, quotation, tender or other such manner. Once the purchase requisition is approved it shall become an electronic purchaser order which Department Heads shall use to acquire the approved goods or services, monitor payments, and document the conclusion of the transaction including substantial completion, final delivery, and proof of payment.
- d) Subject to the exclusions set out herein, the policies and procedures outlined in this by-law shall be followed for the purchase of all good and or services by the Town or its officers, servants and employees.
- e) This by-law does not apply to the purchase of goods, services and equipment considered necessary or advisable by the CAO Clerk to carry out the requirements of the *Municipal Elections Act*.
- f) In determining which procurement method is to be employed, the amount of sales taxes, excise taxes, goods and service taxes and duties shall not be a consideration when determining the price of a contract for the supply of any goods or services. Budgeted or estimated amounts shall be used in determining the appropriate procurement method to use.
- g) The CAO Clerk may procure goods or services on a one time basis for urgent or pending matters at his/her sole discretion if the amount required is less than \$5,000. This authority may not be delegated except where the CAO Clerk is on vacation in which case the Treasurer shall hold the same powers provided for in this section.
- h) Department Heads are authorized under this bylaw to:
  - (i) provide procurement advice, in consultation with the Town legal counsel or consulting engineering firm, if required, including, but not limited to, preparing calls for bids;

- (ii) subject to any procedure that may be required under 4.0 c) administer calls for bids and ensuring compliance with the terms and conditions of the calls for bids;
  - (iii) review statements of work and specifications for compliance with the terms of this bylaw;
  - (iv) develop co-operative purchasing arrangements with other levels of government, municipalities, boards, agencies, commissions, or private sector entities, as the case may be, where such arrangements are determined to be in the best interests of the Town;
  - (v) standardize procurement procedures;
  - (vi) maintain purchasing practices consistent with this by-law and the Town's code of conduct, accessibility and transparency policy, fiscal accountability policy and other applicable policies
  - (vii) dispose of surplus assets in accordance with Section 9.7 of this by-law and applicable Town policy; and
  - (vii) prepare reports to Council when required under this bylaw to recommend awards or develop policy as appropriate.
- h) The Treasurer is authorized to pay for any goods or services purchased by the CAO Clerk, Department Heads, and Supervisor, Lead Hand, or other authorized purchaser in accordance with this by-law, upon receipt of:
- (i) a request for payment endorsed by the C.A.O. CAO Clerk, Department Head or Designate acknowledging receipt of the good or services on behalf of the Town;
  - (ii) an invoice signed by the authorized purchaser and their immediate supervisor provided the price and appropriate Town account number is accurately and clearly indicated on the said invoice prior to signing;
  - (iii) an approved electronic purchase requisition and completed electronic purchase order are filed documenting the required work, Town account number, certification of work completion, and any other such information as may be required by policy;
  - (iv) verification of payment by the Town Engineering Consultant for work authorized by contract where the work required under the contract or any portion of the contract has been fully executed by the contractor and received all required approvals, and the contractor has provided any insurance policies, performance or other bond required by contract, and until all required payment certifications are filed with the Treasurer;
  - (v) a request to pay accounts of ordinary business transactions of the Town incurred between the last regular meeting of Council in any year and the approval of the following year's budget.
- i) Good or services required by any member of Council shall be acquired under this policy through the CAO Clerk or designate.

## **5.0 Inspection of Supplies and Services**

- (a) The CAO Clerk, Department Head or designate shall inspect all deliveries of supplies to determine whether they meet the specifications set out in the purchase agreement or formal contract.
- (b) The CAO Clerk, Department Head or designate shall return of all supplies and, where appropriate, terminate all formal contracts in writing which do not meet specifications set out in the purchase agreement or formal contract documents.
- (c) The CAO Clerk, Department Head or designate shall review all services procured by the Town to ensure compliance with specifications set out in the formal agreement, contract or other document verifying award.

- (d) Where services provided under Section 5.0 (b) or (c) are deemed not to be adequate based on the specifications set out in the formal agreement, contract or other document, the CAO Clerk, Department Head or designate shall advise the service provider in writing of the inadequacy of the service provided and take steps to ensure compliance with the agreement between the Town or service provider or restitution is made such as non-payment of invoices or repayment as may be required, or cancellation where contract is breached or repudiated.

## **6.0 Co-operative Purchasing**

Department Heads are authorized to participate in co-operative purchasing arrangements with other municipalities, County, local boards and public agencies within the Province where such participation has been approved by Council.

## **7.0 Council Authorization Required**

Except as herein provided, no Committee established by Council, no member of Council and no employee of the Town shall enter into any contract to purchase goods or services on behalf of the Town without Council approval.

## **8.0 Sole Source Purchases**

Council may pass a resolution permitting certain goods and/or services to be procured without issuing a call for bids where:

- (a) compatibility of a purchase with existing equipment, facilities or service is the paramount consideration;
- (b) only one entity is reasonably capable of providing the goods or services;
- (c) due to market conditions, required goods or services are in short supply, or when urgent acquisition of required goods or services is necessary due to unexpected circumstances;
- (d) the procurement relates to relocation of utilities associated with a Town contract, including but not limited to telecommunications, electrical, gas, cable, or telephone works;
- (e) there is merit in purchasing at a public auction;
- (f) procurement relates to the purchase of services where the Town provides subsidies or funding to the service provider or to the recipient under programs approved by Council; or
- (g) services are purchased to comply with eligibility criteria rather than a competitive process, and where multiple contractors may provide the same or similar services.

8.1 Council approval under section 8.0 shall not be required for goods or services under \$10,000 in value provided approval is given by the CAO Clerk and the Treasurer or designate.

8.2 In no case shall any goods or services be sole sourced to any employee of the Town or member of Council that would be considered a violation of the Town's code of conduct, policies regarding fiscal accountability and transparency, applicable conflict of interest legislation, or any other similar rules or requirements in place to ensure fair procurement policies.

## **9.0 Purchasing Procedures**

Subject to the provisions of this by-law, the Town shall use the following procedures to purchase goods, services and/or supplies:

- a) Informal Quotations
- b) Formal Quotation
- c) Tendering



- d) Request for Proposals
- e) Negotiation and sole source
- f) Emergency procurement
- g) Asset disposal

**9.1 Informal Quotations** are required to purchase goods, services and/or supplies with a total value not to exceed \$10,000 whereby the CAO Clerk, Department Head or designate is satisfied that such purchase represents “best value” to the Town considering requirements of this by-law and applicable Town policies, and without limiting the generality of this section suppliers have the capacity, skill, ability, past performance, accessibility, quality, service, availability, affordability, reliability, best practices, environmental benefit, proximity and similar as the case may be to supply such goods, services and/or supplies.

**9.2 Formal Quotations** are required for purchases of goods, services and/or supplies with an individual value exceeding \$10,000 up to a total of \$50,000 whereby the CAO Clerk, Department Head or designate applies the following process:

- (i) ensure sufficient budgeted funds are available;
- (ii) communicate equally to all potential bidders specifications, terms and conditions by which such goods or services shall be purchased so as to ensure fair and equitable access for bidders;
- (iii) solicit a minimum of three written, emailed, or faxed quotations which contain sufficient details and a final price plus Harmonized Sales Tax if applicable;
- (iv) evaluate bids based on the “best value” to the Town;
- (v) report to Council as needed to obtain direction regarding equal bids, bids exceeding budget or where any other clarification is required;
- (vi) award the bid in writing or email in accordance with the terms of this bylaw and other applicable policies and regulations including ensuring all WSIB, insurance, guarantees, warranties, service requirements, and other commitments and requirements are met and secured by a written agreement between the Town and the supplier;
- (vii) inspect, monitor, document, report, follow up as needed with all purchased goods, services and/or supplies prior to authorizing any payment. Copies of all quotations will be submitted with payment requests complete with any vendor invoices and packing slips duly authorized by the Department Head; and
- (viii) apply the purchase requisition process of the Town if applicable.

**9.3 Tendering** is required for purchases of goods, services and/or supplies where deliverables can be clearly identified and quantified and two or more sources are available to supply deliverables with an individual value exceeding \$50,000 whereby the CAO Clerk, Department Heads or designate applies the following process:

- (i) ensure sufficient budgeted funds are available and market conditions are such that bids are likely to be submitted on a competitive pricing basis;
- (ii) prepare a tender using the procedures and standard form attached to this bylaw as Schedule A wherever possible to ensure consistency and continuity ;
- (iii) give notice of the tender as required by applicable municipal bylaws as well as in local newspapers, Town website, direct email, or other such method at the discretion of the CAO Clerk or Department Head so as to afford fair and transparent access to qualified bidders;
- (iv) advise of the location for receiving and safekeeping of sealed tenders, and arrange for a tender opening attended by representatives of the Treasury Department, CAO Clerk’s Department, and the Department wishing to purchase goods, services and/or supplies.
- (v) ensure purchasing notices issued by the Town communicate that information is available upon request to persons with disabilities, and that upon request the

Town will accommodate such persons during the bidding process to ensure persons with disabilities have equal opportunity to submit bids and participate in the process.

- (vi) at any public tender opening state the name of the bidder, the good or service being bid for, the amount shown on the bid, and confirming that bids will be reviewed and assessed as to completeness and accuracy and analysis made available to all bidders prior to award;
- (vii) review and analyze tenders to assess “best value” to the Town;
- (viii) report to Council as needed to obtain direction regarding equal bids, bids exceeding budget or where any other clarification is required;
- (ix) communicate Council’s award of the tender in writing or email in accordance with the terms of this bylaw and other applicable policies and regulations including ensuring all WSIB, insurance, guarantees, warranties, service requirements, and other commitments and requirements are met and secured by a written agreement between the Town and the supplier;
- (x) maintain records of all submitted bids, evaluation material, and other information used to review and/or score bids;
- (xi) inspect, monitor, document, report, follow up as needed with all purchased goods, services and/or supplies prior to authorizing any payment. Copies of all tenders will be submitted with payment requests complete with any vendor invoices and packing slips duly authorized by the Department Head; and
- (xii) apply the purchase requisition process of the Town if and when approved.

**9.4 Request for Proposals** are required for purchases of goods, services and/or supplies where deliverables cannot be clearly identified and quantified and two or more sources are available to supply deliverables with an individual value exceeding \$50,000 whereby the CAO Clerk, Department Heads or designate applies the following process:

- (i) the same steps outlined in Section 9.3 (i) to (xii) of this by-law that apply to tendering shall apply to requests for proposals;
- (ii) a request for proposals may be conducted using a two (2) envelope system whereby one (1) envelope contains the technical proposal and one (1) envelope for the financial proposal; where the two (2) envelope system applies generally only the envelope containing the technical information is opened first to assess qualifications, skills and abilities of the bidder, and the second envelope containing the financial proposal is not opened unless the bidder technically qualifies under applicable criteria to be used for weighing and reviewing submissions as outlined below; and
- (iii) where possible and practical requests for proposals shall contain specific criteria to be used for weighing and reviewing submissions to assist bidders with formulating submissions and make decision-making as transparent as possible.

**9.5 Negotiation and sole source** purchasing may only occur in the case of values of \$10,000 or more in accordance with Section 8.0 of this by-law whereby the CAO Clerk, Department Heads or designate applies the following process:

- (i) a strong business case is made to extend a contract beyond its initial term, such as when additional work is required that pertains to a current or recently completed project;
- (ii) the project is a pilot with the understanding that, if successful, further work will be subject to a bid process;
- (iii) required supplies must be compatible with equipment presently being used;
- (iv) a contract is being renewed for an additional fixed period of one year or less, and the exact same prices and terms will apply; or
- (v) tenders or bids received fail to meet specifications or terms and conditions, and it is impractical to recall tenders or formal quotations; and

- (vi) a report is prepared to Council outlining reasons for negotiation and/or single source purchasing and Council has passed a resolution approving this means of procuring goods and service.

**9.6 Emergency procurement** may apply when an event occurs that is determined by the CAO Clerk and Department Head to be a threat to public health, the maintenance of essential Town services, the welfare of persons or of public property, the protection of the Town's physical assets, or the security of the Town's interests or financial liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of goods, services and/or supplies and time does not permit normal Purchasing activities to acquire such goods, services and/or supplies. In such cases the following shall apply:

- (i) The CAO Clerk or Department Head shall advise the Mayor or Deputy Mayor of the need to may make such purchases without the bidding or tendering process, and is authorized to do so in the most expedient and economical means possible keeping in mind budget availability, and potential for cost recovery.
- (ii) Where such goods or services are purchased without the bidding or tendering process the CAO Clerk, Department Head or designate shall create a record of all goods, services and/or supplies so acquired and provide a report to Council.

**9.7 Disposal of Surplus Assets** resulting from a purchasing procedure under this by-law shall be conducted in accordance with the following provisions:

- (i) Where a bid or quotation is conducted to replace a Town owned asset the document shall state the terms by which the surplus asset is to be disposed, and without limiting the generality of the foregoing may include a trade-in, auction, private sale or other such process that will result in disposal of the asset in a fair and transparent way;
- (ii) Council approval shall be required prior to a proceeding to any bid procedure that would result in adding assets that would normally be replaced such as aging vehicles, equipment or similar to ensure that annual maintenance costs are not inadvertently increased by retaining a surplus asset.
- (iii) Surplus assets shall be disposed in such a way as to ensure the Town receives "best value" and in accordance with the Town's applicable Disposal of Surplus Equipment Policy.

#### **10.0 Credit Card Purchases or Purchases on Account**

The Mayor or staff members with corporate credit cards may purchase goods, services and/or supplies using their corporate credit card within the limits and requirements of the Town Corporate Credit Card Policy, the code of conduct, fiscal accountability and transparency policies, conflict of interest legislation, or any other similar rules or requirements in place to ensure fair and transparent procurement as well as the following requirements:

- (i) purchases must represent best value to the Town and are keeping with the general principals of this by-law;
- (ii) purchases not subject to the exclusions in this by-law are primarily acquired for incidental goods, services and/or supplies needed for general maintenance, on-going operations or other such similar reasons within expenditures allowed by the current year budget; and
- (iii) small capital or material purchases for which tenders or quotations would not be of benefit.

**10.1** Purchases by invoice or on account shall adhere to the requirements outlined in Section 10.0 (i) to (iii)

#### **11.0 Bid Review Committee**

Where timing of regular Council meetings is such that a tender or request for proposal cannot reasonably be awarded by resolution of Council, a Bid Review Committee may be formed consisting of the following members appointed by Council:

- (a) the CAO Clerk or Department Head responsible for the area for which the proposal or tender was established;
- (b) the Mayor or Chair of the Committee responsible for the area for which the proposal or tender was established;
- (c) a representative of the consulting engineering firm or other such advisor that assisted with preparation of the tender or proposal where applicable
- (d) the Treasurer or designate;
- (e) any other person appointed by resolution of Council that would be of assistance in reviewing and awarding a bid.

11.1 The Bid Review Committee shall consider all the same matters as would apply to Council and staff outlined in this by-law when awarding any contract and without limiting the generality of the foregoing shall ensure that such purchase represents “best value” to the Town and suppliers have the capacity, skill, ability, past performance, accessibility, quality, service, availability, affordability, reliability, best practices, environmental benefit, proximity and similar as the case may be to supply such goods, services and/or supplies. The Bid Review Committee is hereby delegated the authority to approve the award of contracts.

11.2 If the “best value” bid as determined by the Bid Review Committee contains an informality or irregularity, or if there is a challenge to the call for bids process, the Bid Review Committee shall not make the decision and the matter must be determined by decision of Council who may, at the call of the Mayor, arrange a special meeting pursuant to the Procedural By-law in order to facilitate a timely decision.

11.3 If the Bid Review Committee does not agree unanimously on awarding a bid, the Bid Review Committee shall not make the decision and the matter must be determined by decision of Council who may, at the call of the Mayor, arrange a special meeting pursuant to the Procedural By-law in order to facilitate a timely decision.

11.4 Where a Bid Review Committee is established and a contract is awarded, a report shall be submitted to Council to advise of the award of the contract.

## **12.0 Negotiation**

Notwithstanding that Negotiation may be a component of another procurement process, Negotiations may be used for the Purchaser of Good and/or Services when any of the following criteria apply:

- (a) the required goods and or services are in short supply;
- (b) competition is precluded due to the existence of any patent right, copyright, technical secret or control of raw material;
- (c) a sole source is being recommended;
- (d) two (2) or more identical bids are received under any process under this by-law;
- (e) the lowest compliant bid received under any process under this by-law exceeds the budgeted amount;
- (f) the extension of an existing contract with the Town would be cost effective and keeping with the intent of this by-law and other policies and procedures of the Town;
- (g) a call for proposal, tender or any other bid process is cancelled without an award; or

- (h) Council authorizes negotiation in the process of considering any award.

### **13.0 Authority of Chief Administrative Officer and Treasurer Suspension of Council Meetings or “Lame Duck” Period**

Despite any other provision of this bylaw, during any period that regular Council meetings are suspended either during the summer recess or for any other reason, or during the period that the acts of Council are restricted under Section 275 of the Act the CAO Clerk and Treasurer shall jointly be authorized to award any contract.

13.1 The process and requirements outlined in Sections 9.1 through to 9.6 shall apply to any contract awarded under Section 13.0.

### **14.0 Specification Development**

Where the Town requires a vendor(s) or potential vendor(s) to expend time, money or effort on design or developing specifications for a bid or otherwise to help define a requirement beyond the normal level of service expected from vendors, a fee may be paid for an amount agreed upon between the parties keeping in mind limits established in this by-law.

14.1 Where such services are provided under Section 14.0, the specifications shall become the property of the Town and may be used in obtaining competitive bids.

14.2 A vendor who has assisted in developing specifications and has been paid for services pursuant to Section 14.1 shall be entitled to bid on the goods or services prescribed by the specifications in accordance with this by-law, unless Council directs otherwise.

### **15.0 Refusal of Responses**

The Town shall reject all bids submitted by a bidder if that bidder (or a related person, as determined by Council) is engaged in a legal action (including arbitration) with the Town unless this provision is waived by Council, in its sole and absolute discretion.

Any potential supplier with an unsatisfactory record of performance may be disqualified. The offer of gratuities to any councillor, official or employee of the Town is grounds for disqualification.

### **16.0 Financial Securities and Insurance**

The Town may require, at its sole discretion, that a bid be accompanied by a bid deposit or other similar security to guarantee that the successful bidder enters into a written contract with the Town.

16.1 In addition to the security referred to in Section 16.0 a successful supplier may be required to supply:

- (a) a performance bond to guarantee performance of the contract;
- (b) a labour and materials bond to guarantee payment for labour and materials to be supplied in connection with a contract; and
- (c) any such security as the Town may require and has been specified in the bid requirements for the goods or services to be acquired.

16.2 Prior to commencing any work awarded under this by-law the supplier may be required to provide to the Town proof of insurance as specified in the bid requirements for the goods and or services to be acquired.

16.3 Prior to commencing any work awarded under this by-law the supplier may be required to provide to the Town a Certificate of Clearance from the Workplace Safety and Insurance Board as specified in the bid requirements for the goods and or services to be acquired.

16.4 Failure to comply with the terms of a bid including but not limited to provision of insurance, performance bond, labour or material bond, or certificate of clearance under Section 16.0 through 16.3 shall be just cause for cancellation of the award.

#### **17.0 Division of Contracts Prohibited**

Contracts shall not be divided in order to avoid the requirements of the Formal/Informal Quotation, Tender or Proposal procedures.

#### **18.0 Authority to Execute Contracts**

Subject to statutory requirements and where all the requirements of this by-law have been met, the Mayor and Clerk are authorized to execute contracts and any ancillary documents that have been prepared in a form satisfactory to Council, except where otherwise excepted in the by-law and the schedules thereto.

#### **19.0 Lobbying**

No person involved in any segment of the purchasing process shall engage in any form of political or other lobbying to seek to influence the outcome of any bid process under this by-law, including but not limited to suppliers contacting elected officials, consultants or any employee of the Town to attempt to seek information in order to influence an award, or any person associated with the Town, political or staff, unduly attempting to direct an award to any supplier for any reason other than those outlined in the bid as provided for under this by-law.

#### **20.0 Access to Information**

Disclosure of information received under any bid process provided by the by-law shall be made by the responsible officials in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, c. M 56 as amended or other relevant legislation that may be enacted and in effect from time to time.

20.1 All suppliers contracted by the Town shall also adhere to the standards outlined in Section 20.0 as well as any such legislation that may specifically apply to private corporations as the case may be, and when conducting work on behalf of the Town shall protect privacy and confidentiality and shall disclose information as if were an agent of the Town as it relates to confidential information, disclosure of personal health or other confidential information including records that a supplier may come in contact with during the course of completing their contract with the Town.

#### **21.0 Severability**

If any Section or Sections of this by-law or parts thereof are found by a court or other body of competent jurisdiction to be invalid or beyond the authority of Council only those sections identified shall be deemed invalid and separate from the remainder of the by-law and all other such remaining sections shall remain in full force and effect.

#### **22.0 Repeal and Effective Date**

This by-law shall be effective on final passing thereof and shall repeal all predecessor by-laws and amendments except however that any purchasing processes underway prior to passage of this by-law shall be concluded in accordance with the applicable predecessor by-law.



Read a first, second and third time and finally passed this      day of July 2017.

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**Mayor George Bridge**

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**C.A.O. Clerk Bill White**

Schedule “A”

Title Page



REQUEST FOR <Quotation, Proposal, Tender>

Town File Number <Department, Year, Number ie. PW2017-01

Title

<list one line title for quotation, proposal or tender>

The Town of Minto is requesting <quotation, proposal, tender> for the following work:  
<describe in one paragraph or less the nature of the work>

Proposals must be received by <insert time \_:00 a.m/p.m; insert date mm/dd/year>

In a sealed package marked

<Town File Number and one line title from above>

Delivered to:

<Primary Town Contact and Department>

5941 Highway 89

Harriston ON NOG 1Z0

There will <or will not> be public opening for this Request for <quotation, proposal, tender>. Any award of the <quotation, proposal, tender> is subject to approval of the Town of Minto Council.

If <quotation, proposal, tender> arrive after the above deadline, the Town reserves the right, entirely at its discretion, to give or not give such <quotation, proposal, tender> consideration.

Should a contract result from this <quotation, proposal, tender> the name(s) of the successful bidder will be available to anyone upon request. The staff report to Council, if applicable, may bear the name of the bidders for the project and their respective bid amount. Submissions by bidders become records of the municipality and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

This document consists of a Title Page (page 1), Form of <quotation, proposal, tender> (page 2), Bid Document (page 6), and Bid Submission (Page 10). Bidders must review all four sections and confirm by initialing all pages that they have read and understand the contents. Please make sure all relevant forms and documents are signed and completed to ensure your bid is complete.

## Form of <Quotation, Proposal, Tender>

### **a) Definitions**

The following definitions shall apply throughout the Quotation:

“Agreement” refers to the agreement between the Town of Minto and a bidder.

“Award” refers to the selection by the Town of Minto a successful <quotation, proposal, tender> for the provision of the goods, services and/or supplies under this process.

“Bidder” refers to any person or corporation participating in this <quotation, proposal, tender>.

“Town” refers to Corporation of the Town of Minto.

### **b) Qualification**

The bidder has carefully examined the provisions, plans, specifications and conditions attached to this <quotation, proposal, tender> and has carefully examined the site and/or locations of the goods, services and supplies to be provided, where applicable, and the bidder understands and accepts the said provisions, plans, specifications and conditions, and for the prices set forth in this <quotation, proposal, tender>, hereby offers to furnish all expertise, equipment, machinery, tools, apparatus, personnel, and other means of construction or production, needed to furnish all the goods, services and/or supplies, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, plans, specifications and conditions attached to this <quotation, proposal, tender>.

### **c) Instruction**

All pages of this document shall be returned with the <quotation, proposal, tender> submission, and all pages of this document shall be initialed and completed in full by the bidder in the space provided, and included in a sealed envelope, or in the envelope supplied if applicable.

### **d) Warranty**

I/We the Bidder (s) hereby certify that I/we will provide the goods, services and/or supplies as outlined in this <quotation, proposal, tender> A, and to diligently perform in accordance with the terms of this bid, upon award by the Town, without undue delay.

(Name of Firm or Individual – Bidder): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I have authority to bind the company.

\_\_\_\_\_  
(Name of Signatory)

\_\_\_\_\_  
(Signature)

**e) Process for Receipt and Opening of <Quotation, Proposal, Tender>**

- i. The Form of tender and other documents that make up the bid shall be placed in a sealed envelope, along with any bid deposit or security outlined in the <quotation, proposal, tender> and delivered to the Town office where the sealed envelope will be date stamped and a list compiled of sealed bids received for the provision of goods, services and/or supplies.
- ii. On the Closing Date sealed bids received and marked will be opened and the names of the bidders will be recorded by the Opening Committee at the Town of Minto Municipal Office. In some cases the gross bid amount may be read, except however such amount shall not be the final bid amount until such time as the bids have been reviewed and checked for accuracy and confirmed by the Town, at its sole discretion, as accurate.
- iii. The Opening Committee will consist of the C.A.O. Clerk or Department Head responsible for the area of work requiring the goods, services and/or supplies, and staff from the Treasury Department and Clerk's Department, or designate. Unless specified otherwise, opening of the <quotation, proposal, tender> shall be public so that bidders recorded at the Town office may observe the opening. Following public opening, bids will be assessed to determine adherence to the terms of this document prior to a recommendation to Council for award.
- iv. Unless specified otherwise the Town will not accept a response to this <quotation, proposal, tender> by facsimile or other electronic means.
- v. All bids must be clear and readable. Erasures, overwriting or strike-outs shall be initialed by the person signing the bid.
- vi. Late bids will be rejected.

**f) Privilege Clause**

The Town reserves the right, in its sole discretion, to accept or reject any bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted. The Town may, at its sole discretion, reject bids that are non-compliant or irregular; and the Town may, at its sole discretion, accept a bid that is non-compliant or irregular. Without limiting the generality of the foregoing, the Town shall not be required to award or accept a bid, or may recall the <quotation, proposal, tender> at a later date:

- i. When only one bid has been received;
- ii. Where the lowest responsive and responsible bidder exceeds the budgeted cost of the goods, services and/or supplies;
- iii. When all bids received fail to comply with the specifications of the <quotation, proposal, tender> terms and conditions;
- iv. Where a change in the scope of work or specifications is warranted.

Further the Town reserves the right to accept any portion of a bid. Award of the successful bid shall be subject to approval by the Council of the Town of Minto.

**g) Communications**

Any communications regarding this Quotation must be addressed to the Primary Town Contact listed on the Title Page of this document.

**h) Withdrawal or Revision of Bids**

A bidders may withdraw or revise all or part of a bid at any time up to the Closing Date and Closing Time by submitting a letter requesting removal of the previously submitted bid to the C.A.O. Clerk or Department Head responsible for the <quotation, proposal, tender> who will exchange the original sealed bid with the replacement sealed bid (if any) which will be marked and identified in accordance with part e) above. Requests made by telephone or fax will not be considered. The previously submitted bid will be returned unopened to the bidder.

**i) Alterations or Variations**

No alterations or variations of the <quotation, proposal, tender> shall be valid or binding upon the Town of Minto unless authorized in writing or other means specified in the bid documents.

**j) Accuracy of Bid Document and Related Material**

The Town has provided herein specific technical, background and other information as accurately as possible, but assumes no responsibility for the completeness of the information presented in this document, or otherwise distributed or made available formally or informally during this procurement process. Without limiting the generality of the foregoing, the Town will not be bound by, or be responsible for, any explanation or interpretation of the bid documents other than those prepared in writing. In no event shall bidders rely on any oral statement by the Town or its agent, advisors or Consultants. All the information contained in this document, or from a separate written request or transmission from the Town is subject to the provisions of this section.

**k) Oral Explanation or Interpretation**

No oral explanation or interpretation by the Town shall modify any of the requirements or provisions of the bid document.

**l) Due Diligence**

Bidders are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their submission. It is the bidder`s responsibility to clarify with the Town any questions with respect to the bid documents in accordance with the procedure set out in herein before submitting a bid.



**m) Addendum**

By the issuance of a cancellation or addendum, the Town may cancel the <quotation, proposal, tender>, revise, delete, add to or substitute any part of the bid document, extend the Closing Date, or provide an explanation or interpretation.

**n) Quotation Costs**

The Town is not responsible for any costs incurred by a bidder to prepare and submit a bid.

**o) Claims or Litigation**

The Town shall reject all bids submitted by a bidder if that bidder (or a related person, as determined by Council) is engaged in a legal action (including arbitration) with the Town unless this provision is waived by Council, in its sole and absolute discretion.

**p) Freedom of Information**

The information collected will be used solely for the purpose stated herein. Submissions by bidders become records of the municipality and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

**q) Non-Lobby**

If any employee, agent or other representative of any bidder makes any representation or solicitation to any elected representative of the Town, committee or staff member or any other officer, employee or agent of the Town, the media, or consultants to the Town, with the exception of the contact listed under any communications above, whether before or after the submission of the bid, the Town will be entitled to reject the bid. The requirement does not extend to any public deputation that may be made to Council or any Town committee.

**s) Town of Minto Purchasing By-Law**

This <quotation, proposal, tender> is subject to the Town of Minto's Purchasing By-Law in affect at the time of the call goods, services and/or supplies.

## **Bid Document**

### **1. BACKGROUND**

<one page or less description of the reason for the <quotation, proposal, tender >

### **2. SUBMISSIONS**

<quotation, proposal, tender> submitted in envelopes clearly marked as to contents, will be received at the

Town of Minto Administration Office

5941 Highway 89

Harriston, ON N0G 1Z0, until \_\_:\_\_ a.m./p.m., local time on: day/month/date/year

### **3. SCOPE OF WORK**

<one page or less description of the scope of work subject of the <quotation, proposal, tender >

### **4. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Submissions by bidders become records of the municipality and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

### **5. QUALIFICATIONS**

No bidder shall submit under this <quotation, proposal, tender > unless they have the skills, ability and qualifications to provide the goods, services and/or supplies in accordance with applicable federal or provincial law, and shall demonstrate such skills, abilities or qualifications explicitly in the <quotation, proposal, tender > if required to do so in the bid documents, or prior to the award if requested to do so by Town representatives at their sole discretion.

### **6. COMPLETION DATE**

The completion date for the provision of all goods, services and/or supplies required under this <quotation, proposal, tender> shall be \_\_:\_\_ a.m./p.m., local time on: day/month/date/year

Failure to provide goods, services and/or supplies under this <quotation, proposal, tender> shall result in the following liquidated damages, if applicable:

<identify added cost to bidder, if any, for each day, week, month beyond the completion date that will apply>

### **7. AGREEMENT**

Prior to proceeding with the work required by this proposal, the successful bidder shall be required to enter into a written agreement with the Town, on terms directed by the Town, for providing the goods, services and/or supplies under this <quotation, proposal, tender>.

## 8. EVALUATION

Bids submitted for goods, services and/or supplies under this <quotation, proposal, tender> shall be reviewed using the following general criteria:

1. The Town is satisfied that such purchase represents “best value” to the Town considering requirements of its purchasing by-law and applicable policies.
2. Bidders or suppliers have the capacity, skill, ability, past performance, accessibility, quality, service, availability, affordability, reliability, best practices, environmental benefit, proximity and similar as the case may be to supply such goods, services and/or supplies.

Without limiting the generality of the foregoing the specific criteria used to assess this <quotation, proposal, tender> shall be:

<list specific criteria and applicable percentage or weighting that may apply particularly applicable when procuring by proposal for consulting services; typically percentages and weighting would be approved by Council or the C.A.O. Clerk where applicable>

## 9. APPLICABLE LAW

This <quotation, proposal, tender> and any award that may develop as a result call shall be governed by and construed in accordance with the laws of the Province of Ontario.

## 10. NO TOWN OBLIGATION TO AWARD

Publication of this <quotation, proposal, tender> and the resultant receipt of any submission do not imply a reciprocal obligation on the part of the Town to award a contract to provide goods, services and/or supplies to any bidder. The Town may at its sole discretion award <quotation, proposal, tender> or split the award where such actions would be in the best interest of the municipality keeping in mind the criteria in outlined in Part 9 Evaluation.

The Town of Minto reserves the right to cancel this <quotation, proposal, tender> for any reason without any liability to any bidder, or to waive irregularities at their own discretion. <Quotations, proposals, tenders> shall be irrevocable for <\_\_> days until the Town of Minto awards a contract, or cancels this <quotation, proposal, tender>, whichever first occurs.

The Town of Minto reserves the right to reject any or all <quotation, proposal, tender>, to negotiate with any firm submitting a <quotation, proposal, tender> and to accept the <quotation, proposal, tender> deemed most favourable in the interests of the Town of Minto.

The lowest or any <quotation, proposal, tender> may not necessarily be accepted. The Town of Minto or its agents do not accept any responsibility for costs or expenses incurred by the bidder in preparing the <quotation, proposal, tender>.

### **13. WSIB/INSURANCE**

In response to any requirement in any <quotation, proposal, tender>, or upon request, bidders shall provide to the Town proof of WSIB certificate of clearance, and a copy of their insurance policy prior to the award of the <quotation, proposal, tender>.

### **14. INSURANCE**

Prior to award of any <quotation, proposal, tender>, or upon request, bidders shall, at their expense provide certificate(s) of insurance satisfactory to the Town of Minto, as set forth below. In the event that the certificate(s) of insurance is/are not satisfactory, the Town of Minto may require the successful bidder to provide a certified copy of the policy. The certificate(s) in the amounts listed below are to be provided:

- a) \$5 million – commercial general liability

Such policy shall contain:

- a) A “Cross Liability” clause or endorsement.
- b) An endorsement certifying that the Town of Minto is added as an additional insured.
- c) An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Town of Minto.

### **15. HEALTH AND SAFETY**

The Town of Minto is serious in its application of Health and Safety protocols. Bidders are expected to adhere to all legislated and regulated health and safety regulations. Failure to adhere to these practices may result in termination of any contract without financial penalty to the Town. Bidders shall provide to the Town a copy of their Health and Safety policy upon request, or a written statement that they have a Workplace Health and Safety policy in effect.

### **16. ENVIRONMENT AND ENERGY EFFICIENCY**

When procuring goods, services and/or supplies, the Town of Minto supports methods that protect the environment and use energy in an efficient and affordable manner. The Town supports innovation and initiative that promotes energy efficiency and improving the quality of the natural environment keeping in mind issues of affordability, maintenance and operating costs.

### **17. PAYMENT**

The Town of Minto agrees to pay for such goods, services and/or supplies provided for in this bid, once awarded, in accordance with the terms of this bid document and/or the agreement signed upon approval by Town of Minto Council

### **18. INDEMNITY**

The successful bidder shall indemnify and hold the Town harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions including in negligence or nuisance whether willful or otherwise by the

successful bidder, its agents, officers, employees or other persons for whom the successful bidder is legally responsible.

## **19. INQUIRIES**

For further information regarding this <quotation, proposal, tender> contact:

<Identify C.A.O. Clerk, Department Head or other staff designated to answer questions>

By appointment at the Town office during normal business hours at

5941 Highway 89

Harriston, ON N0G 1Z0, or

Phone: 519-338-2511 ext. \_\_\_\_; Fax 519-338-2005 or email at \_\_\_\_\_@town.minto.on.ca

**Bid Submission**

**Contractor Information**

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HST #: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

**REFERENCES**

List 2 references for which you have completed prior work.

\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, declare that we have carefully examined the General Instructions and the Scope of Work. We declare that if this bid is accepted within <30\_\_\_\_> days of the date of the <quotation, proposal, tender>, we will execute a contract to provide all the material and perform all the work described in those documents within the project completion schedule for the sum of:

\_\_\_\_\_

\_\_\_\_\_ (\$\_\_\_\_\_) Canadian Dollars, including all applicable taxes and charges, excluding HST.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



The Corporation of the Town of Minto  
By-law Number 2017-XX

To Temporarily Close Roads in Harriston  
on September 17, 2017 for a Community Event

**WHEREAS** Section 11 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may pass by-laws, respecting matters within the sphere of jurisdiction of highways, including parking and traffic on highways;

**AND WHEREAS** pursuant to the said *Municipal Act*, Section 8 (1) and 9 provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** pursuant to the said *Municipal Act*, Section 35 authorizes municipalities to pass by-laws removing or restricting the common law right of passage by the public over a highway;

**AND WHEREAS** the Council of the Town of Minto has been delegated the authority to temporarily close a Highway;

**AND WHEREAS** the Council of The Town of Minto deems it advisable to temporarily close certain streets within the municipality to restrict unauthorized traffic in order to facilitate the Harriston-Minto Agricultural Society Soap Box Derby;

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

1. That Elora Street South from Arthur Street to Mill Street be temporarily closed to traffic from 8:00 a.m. on Sunday September 17, 2017 until .- 12:00 p.m. noon on Sunday September 17, 2017
2. This By-law shall come into force and effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 1<sup>st</sup> day of August, 2017.

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Mayor George A. Bridge

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Bill White C.A.O. Clerk

The Corporation of the Town of Minto  
By-law 2017-65

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

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

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

**AND WHEREAS** Council proposes to amended By-law 5000-05 to prohibit parking/stopping and to regulate parking on Jane Street within the former Town of Palmerston, Town of Minto.

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

- 1 That Schedule “E” of By-law 5000-05 is hereby amended by changing the word “Inkerman” in the first row and third column for Palmerston to the words “urban boundary” so that part of Schedule “E” reads generally as follows:

Palmerston				
Street	From	To	Side	Time
Jane	Main	urban boundary	east	anytime

- 2 Schedule “E” of Bylaw 5000-05” shall appear generally as shown in Schedule “A” to this By-law.
- 3. This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third and finally passed in open Council this 1st day of August, 2017.

\_\_\_\_\_  
Mayor George A. Bridge

\_\_\_\_\_  
CAO/Clerk Bill White

Schedule “A” to By-law 2017-65  
Generally showing Schedule E to By-law 5000-05

Schedule “E”

No Parking

Clifford

Highway	Side	From	To	Times or Days
Elora	Both	Allen	15 metres north	any time
Elora	Both	Allen	15 metres south	any time
Allan	south side	east of Elora	off street parking	any time
Allan	north side	east of Elora	42 metres east	any time
Allan	south side	west of Elora	37 metres west	any time
Allan	north side	west of Elora	16 metres west	any time
Allan	south side	William St. North	Brown St. North	any time

Harriston

Highway	Side or sides	From	To	Time
Arthur Street	Both	John Street	Wilson Street	any time
	Both	King Street	Lawrence Avenue	any time
Elora Street N	Both	Arthur Street	City Limit	any time
Elora Street S	Both	Young Street	Jessie Street	any time
Young Street	Both	Elora Street	King Street	any time

Palmerston

Street	From	To	Side	Time
Jane	Main	urban boundary	east	anytime
Queen	William	King	east and west	anytime
William	north set of CNR tracks	Queen	east and west	anytime
King	Mill Lane	Toronto	north	anytime
Inkerman	Jane	Henry Lane	north	anytime
Main	Cumberland	York	south	anytime
York	Main	Raglan	east	anytime
Cumberland	Main	Raglan	west	anytime
Norman	Main	Daly	east	anytime
Cavan	Queen	Albert	north and south	anytime
Albert	Cavan	Yonge	east and west	anytime
Raglan	York	Toronto	north	anytime
Raglan	York	Cumberland	south	anytime
Henry	Inkerman	Main	west	anytime
Queen	Minnie	Prospect	west	anytime
Queen	Main	Raglan	east	anytime
Queen	Main	60 metres south	west	anytime
Queen	Minnie	80 metres north	west	anytime
Prospect St.	Queen St. North	York Street	north	anytime

<b>Queen St.</b>	<b>King St.</b>	<b>North Perth Boundary</b>	<b>north and south</b>	<b>anytime</b>
<b>Main</b>	<b>Minto</b>	<b>210 metres west</b>	<b>north</b>	<b>anytime</b>
<b>Miller Cres</b>	<b>Inside Curb</b>	<b>Toronto</b>	<b>Toronto</b>	<b>anytime</b>
<b>Minto</b>	<b>Frank Lambier</b>	<b>Main Street West</b>	<b>east and west</b>	<b>anytime</b>
<b>Prospect</b>	<b>York</b>	<b>90 metres east</b>	<b>north and south</b>	<b>anytime</b>
<b>Prospect</b>	<b>Toronto</b>	<b>100 metres west</b>	<b>north</b>	<b>anytime</b>
<b>Prospect</b>	<b>Toronto</b>	<b>190 metres west</b>	<b>south</b>	<b>anytime</b>
<b>Milton Seller Cres.</b>	<b>Inside Curb</b>	<b>Toronto Street</b>	<b>Toronto Street</b>	<b>anytime</b>

**Corporation of the Town of Minto**  
**By-law No. 2017-066**

To permit the Overall Responsible Operator to establish water restrictions in  
any municipal water system within the Town of Minto to prohibit non-  
essential water use

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

**AND WHEREAS** a municipality may, at reasonable times, enter on land, to which it supplies a public utility, to determine whether the public utility has been or is being lawfully used. Municipal Act 2001, c.25, s80 (3)

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

**1.0 SHORT TITLE**

This By-law may be cited as the “Water Restrictions By-law” which is a by-law to restrict or prohibit non-essential use of municipal water during a defined period identified herein.

**2.0 RESTRICTIONS**

a) The Town's Licensed Overall Responsible Operator appointed under the Safe Drinking Water Act and associated regulations, at his or her sole discretion, may establish a period during which water restrictions shall be in place in one or more municipal water distribution system within the Town, which without limiting the generality of the foregoing may include the following conditions:

- (i) During periods of prolonged drought where the Overall Responsible Operator has concerns with water supply to users for consumption, essential services and other regular operations for which users require water;
- (ii) System maintenance or main breaks where water supply must be directed, disconnected or interrupted to the point where non-essential water use may impact water supply to users for consumption, essential services and other regular operations for which users require water;
- (iii) During emergencies of any kind such as fires, floods, or other catastrophes that may impact water supply to users for consumption, essential services and other regular operations for which users require water; and
- (iv) Any other situation that may arise which the Overall Responsible Operator is concerned that non-essential water use may impact water supply to users for consumption, essential services and other regular operations for which users require water.

b) Where the Overall Responsible Operator establishes a period when water restrictions are to apply notice shall be given on the municipality's website, by social media as available, media release and any other means by which the Overall Responsible Operator deems necessary to communicate the need for water restrictions. Where water restrictions may be for a prolonged period advertisement in a local paper may be placed.

c) Where a period when water restrictions are to be in place has been identified by the Overall Responsible Operator or his or her designate, no person shall use any water supplied in the municipal system for non-essential purposes which shall be any purpose

except for consumption, essential services and other regular operations for which users require water.

d) Without limiting the generality of Section 2.0 c) no person shall use water during a water restriction period for non-essential purposes including taking bulk water for business use, spraying, sprinkling, streaming, leaking or otherwise applying water supplied from a municipal water distribution system through a hose or other attachment to a street, driveway, lawn, garden, vehicle, equipment or similar, and filling a pool, hot tub, pond or other recreational or cosmetic containment device, or any similar such purpose.

e) No person shall use the municipal water system at any time to fill a recreational pool or pond in the Minto Pines Water System whether or not a restriction period has been establish by the Overall Responsible Operator.

f) Whether or not a water restriction period is in effect or not, no person shall apply municipal water to a lawn, garden or flowers except by means of a hand held sprinkler except however a newly seeded or sodded lawn which may be watered using a mechanical sprinkler between the hours of 6:00 p.m. and 11:00 p.m.

g) Even where the Overall Responsible Operator has not established a period when water restrictions apply, watering of lawns, flowers and gardens is recommended between the hours of 6:00 p.m. to 9:00 a.m. including newly seeded or sodded lawns.

### **3.0 ENFORCEMENT**

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

b) The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty on the person convicted.

### **4.0 VALIDITY, SEVERABILITY AND REPEAL**

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

b) All by-laws, or provisions or any other by-law inconsistent with this by-law, are hereby repealed including but not limited to By-law 99-46.

c) The Mayor and Clerk are hereby instructed to execute this by-law and affix the corporate seal thereto

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

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

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

TOWN OF MINTO

BY-LAW NUMBER 2017-066

WATER RESTICTIONS BY-LAW

SCHEDULE “A”

Part I Provincial Offences Act  
Set Fines

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1.	Use municipal water for non-essential purposes during water restrictions	Section 2.0 (c)	\$200.00
2.	Taking bulk water for business purposes or non-essential purposes during water restrictions	Section 2.0 (d)	\$200.00
3.	Filling a pool or pond at any time in the Minto Pines Water System	Section 2.0 (e)	\$200.00
4.	Applying water to lawn, garden or flowers other than with a hand held sprinkler	Section 2.0 (f)	\$100.00
5.	Applying water to newly seeded sodded lawn outside hours of 6:00 p.m. and 11:00 p.m.	Section 2.0 (f)	\$100.00



The Corporation of the Town of Minto  
By-law No. 2017-67

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held August 1, 2017

**WHEREAS** the Council of the Town of Minto met on August 1, 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 August 1, 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 1<sup>st</sup> day of August, 2017.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White