



## **Council Agenda**

Tuesday, October 3, 2017

2:00 p.m.

Council Chambers

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### **Pages**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
- 3. Motion to Convene into Closed Session**
  - a. Previous Minutes of the September 19, 2017 Closed Session
  - b. Proposed or pending acquisition or disposition of land - Harriston
  - c. Proposed or pending acquisition or disposition of land - Palmerston Industrial Park
  - d. Proposed or pending acquisition or disposition of land - Palmerston
  - e. Proposed or pending acquisition or disposition of land - Clifford
  - f. Proposed or pending acquisition or disposition of land - former Minto Twp.
- 4. Motion to Convene into Open Session**
- 5. Minutes of Previous Meeting**
  - a. Regular Council Minutes of September 19, 2017
- 6. Additional Items Disclosed as Other Business**
- 7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**
- 8. Public Meeting**

## **9. Delegations**

- a. Town of Minto Heritage Association, Project Inventory
- b. Mayors Charity Golf presentation to Minto Safe Community Committee, Palmerston Imperials and Youth for Christ / Youth Unlimited of Minto

## **10. Public Question Period**

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

- a. Association of Municipalities of Ontario, Policing Policy and Bill 68 Update 9
- b. Upper Grand District School Board, Annual Partnership Meeting
- c. Crime Stoppers Guelph Wellington, Fall 2017 Newsletter 12
- d. Wellington-Dufferin-Guelph Board of Health, Highlights September 2017 14
- e. St. John Ambulance, Request for funding 15
- f. Association of Municipalities of Ontario, Health Omnibus Bill introduced with Municipal Implications 18
- g. Mapleton Seniors Centre for Excellence October 2017 Newsletter and Calendar 21

## **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 Valley Conservation Authority, July 18, 2017 Minutes 23
- b. Committee Minutes for Approval
  - 1. Economic Development and Planning Committee Minutes of September 14, 2017 29
  - 2. Parks & Recreation Advisory Committee Minutes of September 25, 2017 41
- c. Staff Reports
  - 1. Recreation Services Manager, Tuff Truck Event 44
  - 2. Business & Economic Manager & TLC Coordinator, Communities in Bloom 46

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| 3.         | Business & Economic Manager, Palmerston Industrial Land Agreement of Purchase & Sale Lot 1 B (Part 4)  | 64  |
| 4.         | C.A.O. Clerk, Proposed Parking Lot Agreement, Harriston Legion   | 66  |
| 5.         | Manager of Planning & Environment County of Wellington, Zoning By-law Amendment - Will - James Street  | 75  |
| 6.         | Tax Collector and Treasurer, Section 357 Applications  | 85  |
| 7.         | Treasurer, July 31, 2017 Financial Review  | 87  |
| 8.         | Treasurer, Approval of Accounts  | 96  |
| d.         | Other Business Disclosed as Additional Items   |     |
| <b>13.</b> | <b>Motion to Return To Regular Council</b>   |     |
| <b>14.</b> | <b>Notices of Motion</b>   |     |
| <b>15.</b> | <b>Resolution Adopting Proceedings of Committee of the Whole</b>   |     |
| <b>16.</b> | <b>By-laws</b>   |     |
| a.         | 2017-78, to Authorize the Sale of Industrial Lands Palmerston Industrial Park to J&A DeVries Construction Inc  | 98  |
| b.         | 2017-79, Execute a Public Facilities Limited Use Agreement with the Harriston Kinsmen Club and the Harriston-Minto Agricultural Society to permit permanent improvements to remain for the annual Tuff Truck Event | 111 |
| c.         | 2017-80, ZBA Will, 245 James Street Palmerston   | 116 |
| d.         | 2017-81, Confirming Proceedings of October 3, 2017 Committee of the Whole/Council Meeting  | 119 |
| <b>17.</b> | <b>Adjournment</b>   |     |



**Council Minutes**  
**Tuesday, September 19, 2017 6:30 p.m.**  
**Council Chambers**

**Council Present:**

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

**Staff Present:**

Gordon Duff, Deputy C.A.O. Clerk/Treasurer  
Terry Kuipers, Chief Building Official  
Annilene McRobb, Deputy Clerk, Recording Secretary  
Mike McIsaac, Road Foreman

- 1. Call to Order at 6:30 p.m.**
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
- 3. Motion to Convene into Closed Session**

**RESOLUTION 2017-178**

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

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

- **Previous Minutes of the September 5, 2017 Closed Session**
- **Proposed or Pending Acquisition or Disposition of Land – Unopened Road Allowance**  
**Carried**

- 4. Motion to Convene into Open Session**

**RESOLUTION 2017-179**

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

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



Carried

**5. Minutes of Previous Meeting**

- a. Regular Council Minutes of September 5, 2017

**RESOLUTION 2017-180**

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

**THAT the minutes of the September 5, 2017 Council Meeting be approved.**

Carried

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

Councillors Turton, Elliott and Dirksen and Mayor Bridge declared items.

**7. Resolution Moving Council into Committee of Adjustment**

**RESOLUTION 2017-181**

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

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

Carried

- a. Minor Variance Application MV2017-06, 6129 3rd Line , David and Angela Crispin  
See Schedule "A" for Minutes

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

**RESOLUTION 2017-182**

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

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

Carried

**9. Public Meeting**

- a. ZBA Bell; 21 William Street East, Harriston

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Part Lot 33, S/S Queen Street., municipally known as 21 William Street E.

Mayor Bridge acted as the Chair and called the meeting to order at 7:10 p.m. requesting any member of the public present to please sign the attendance record. Chair Bridge stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the

appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Deputy C.A.O. Clerk Duff stated the property subject to the proposed amendment is located on Part Lot 33, S/S Queen Street., municipally known as 21 William Street E. The Purpose and Effect of the proposed amendment is to rezone the subject lands to permit a reduced lot area and frontage for the proposed severed lot, and a reduced lot area for the retained lot. The application for rezoning is a condition of consent that will sever the vacant parcel (426.87 m<sup>2</sup> or 4594.8 ft<sup>2</sup>) from the retained parcel (549.36 m<sup>2</sup> or 5913.2 ft<sup>2</sup>) occupied by an existing residential dwelling to allow a future residential building lot. This property is zoned R1B Low Density Residential. The notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies and posted on the subject property on August 25<sup>th</sup>, 2017 Comments were received from Town of Minto staff and Wellington County Senior Planner, Curtis Marshall with no concerns.

Chief Building Official Kuipers noted that the zoning change is a condition of a severance on this property. Both lots conform to the provincial requirements; all other conditions will apply for this severance.

Chair Bridge called on the applicant or his agent who had no comments.

Chair Bridge called on anyone who wishes to comment in favour or opposition of the proposed Amendment. No one came forward.

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at [Bwhite@town.minto.on.ca](mailto:Bwhite@town.minto.on.ca) With no further comments, Chair Bridge adjourned this Public Meeting at 7: 17 p.m.

## **10. Delegations**

a. Juliane vonWesterholt and Eleanor Butt, Minto Arts Council  
vonWesterholt stated that the Minto Arts Council is a not for profit organization with 12 members. vonWesterholt provided an overview on the activities they are involved in. as well as awards provided to students in Minto by the group.  
Butt recapped the fundraising for the group, with the main funds coming from the yearly Christmas Show and Silent Auction noting that this makes them self-sufficient. Butt thanked Council for all of their support.  
Mayor Bridge thanked them on behalf of Council.

**11. Public Question Period** No one came forward.

## **12. Correspondence Received for Information or Requiring Direction of Council**

- a. City of Kawartha Lakes, Resolution Regarding Farm House Severances
- b. National Airlines Council of Canada, Airport Privatization
- c. Association of Municipalities, 2017 AMO Conference Summary

**MOTION: COW 2017-229**

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

**THAT Council receives the correspondence for information.**

**Carried**

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

- a. Committee Minutes for Receipt - None
- b. Committee Minutes for Approval – None
- c. Staff Reports

1. Chief Building Official, Building Department Monthly Review, July and August 2017  
Chief Building Official Kuipers noted that although the permits in July decreased to 14 permits, there was a value of \$1.9 million. August saw 24 permits with a value of \$1.6 million. By the end of August there were 159 Permits resulting in \$21.5 Million constructed value in 2017 vs. 138 Permits in 2016 worth \$10.8 Million. Construction activity remains very strong in September. Council thanked Kuipers for all of his work.

**MOTION: COW 2017-230**

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

**THAT Council receive the Chief Building Official's July and August Permit Review for information.**

**Carried**

2. C.A.O. Clerk, Municipal Service Corporation Update Harriston Lions Medical Clinic  
Deputy C.A.O. Clerk Duff noted that the Corporation was taken over two years ago in order to keep medical services in Harriston, Dr. Doyin has now moved her practice to the Rural Health Clinic in Palmerston and this has now allowed for alternate medical use of the space. The board consists of the Mayor, C.O.A. Clerk and Treasurer. The building is being evaluated for work that is required and prioritizing the upgrades needed.

**MOTION COW 2017-231**

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

**THAT Council receives the CAO Clerk's September 13, 2017 report regarding Municipal Services Corporation 2017 Update and approve two new positions to the Board in the 2018 appointment bylaw.**

**Carried**

**Councillor Colwell assumed the Chair**

3. Treasurer, Approval of Accounts  
Treasurer Duff highlighted payments for School Boards, County of Wellington, road work on Clifford connecting link, blower repairs at Palmerston Sewage and trackless mower purchase.

**MOTION 2017-232**

**Moved By: Councillor Dirksen; Seconded By: Mayor Bridge**

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for September 15, 2017 as follows: Administration \$ 2,002,186.01, Building \$2,214.70, Economic Development \$4,626.59, Tourism \$1,535.76, Fire \$3,300.97, Drains \$20,436.90, Roads \$350,116.38, Waste Water \$60,670.29, Streetlights \$7,123.02, Water \$14,285.24, Town Landscaping Care, Recreation \$2,043.72, Clifford \$37,722.35, Harriston \$8,909.75, Palmerston \$18,504.84, Norgan \$5,808.01**

**Carried**

**Councillor Turton assumed the Chair**

4. Roads Foreman, Winter Maintenance of Connecting Links Agreement and By-Law Road Foreman McIsaac noted that this is a housekeeping item to renew the contract for the three connecting links.

**MOTION: COW 2017-233**

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

**THAT Council receives the report from the Roads Foreman regarding the Winter Maintenance of Connecting Links agreement and approves By-Laws in regular session authorizing the Mayor and Deputy C.A.O. to sign the Agreements.**

**Carried**

**Mayor Bridge resumed the Chair**

d. Other Business Disclosed as Additional Item

Councillor Turton noted that the Canada Packers reunion will be held August 11 2018 and is inviting anyone that would like to come out

Councillor Elliott noted that the building on the corner of William and Main Street has had the outside worked on, improving the look of the downtown core. Kuipers noted that the roof line has been changed out to have the façade look like one uniform building. There are four residential units as well as one residential unit switched from commercial and a proposed coin laundry.

Councillor Dirksen thanked the Harriston-Minto Agricultural Society for a successful Fair. The changes they made this year were well received.

Mayor Bridge stated his appreciated to the Council members who attended the Fair and took part of the Escape Room as he was away at an FCM meeting in Fort McMurray.

**14. Motion to Return To Regular Council**

**RESOLUTION: 2017-183**

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

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

**Carried**

**15. Notices of Motion**

**16. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION 2017-184**

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

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

**Carried**

**17. By-laws**

**a. 2017-73, Connecting Link Snow Removal Agreement Clifford**

**RESOLUTION 2017-185**

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

**THAT By-law 2017-73; to authorize Execution of An Agreement regarding 2017-2018 Winter Maintenance of Highway 9 with Integrated Maintenance and Operations Services Inc.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**b. 2017-74, Connecting Link Snow Removal Agreement Harriston**

**RESOLUTION 2017-186**

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

**THAT By-law 2017-74; to authorize Execution of An Agreement regarding 2017-2018 Winter Maintenance of Highways 9, 89 and 23 with Integrated Maintenance and Operations Services Inc; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**c. 2017-75, Site Plan Agreement, North Wellington Co-operative Services Inc.**

**RESOLUTION 2017-187**

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

**THAT By-law 2017-75; to Authorize the Execution of a Site Plan Agreement with North Wellington Co-operative Services Inc. regarding a Bulk Fertilizer Mixing Facility at 56 Margaret Street, Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**d. 2017-76, ZBA Bell, 21 William Street E., Harriston**

**RESOLUTION 2017-188**

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

**THAT By-law 2017-76; To Amend Zoning By-law Number 01-86 for 21 William Street in the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

e. 2017-77, Confirming Proceedings of September 19, 2017 Committee of the Whole/Council Meeting

**RESOLUTION 2017-189**

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

**THAT By-law 2017-77; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held September 19, 2017; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

**18. Adjournment 7:59 p.m.**

**RESOLUTION 2017-190**

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

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

Carried

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

\_\_\_\_\_  
C.A.O. Clerk Bill White

**Schedule "A"**  
**Minutes of the Committee of Adjustment Hearing**  
**Tuesday September 19, 2017 7:00 pm Council Chambers**  
**Minor Variance Application File No. MV-2017-06, Crispin**

Chair Bridge called the hearing to order at 7:03 pm and stated any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same.

Chair Bridge called on the Secretary –Treasurer who stated the subject lands are legally described as as Part Lot 19, Concession 2, municipally known as 6129 3<sup>rd</sup> Line, Palmerston, Town of Minto. The proposed variance would permit the construction of an addition to the existing Home Industry building on the subject property with a total floor area of 577.86 m<sup>2</sup> (6220.0 sq. ft.) and a setback of 106.6m (350 ft.) to a residence on a separate lot, whereas Section 6.14 d) and g) of the Town of Minto Comprehensive Zoning By-law 01-86, as amended, permits a maximum floor area of 232.25 m<sup>2</sup> (2500 sq. ft.) and requires a minimum setback of 121.9m (400 ft.) to a residence on a separate lot. Notice was mailed to landowners within 200 feet or 60 metres of the property and to applicable agencies, posted on the subject property, and circulated to staff September 8. There were no concerns from the Town of Minto staff or County of Wellington Planning Department.

Chief Building Official Kuipers stated that the applicant plans to use a portion of the addition for personal use, but will all be covered under home industry area.

Chair Bridge called on the applicant or agent who had no comments. Chair Bridge called on persons present wishing to speak, no one came forward.

Secretary -Treasurer Duff provided resolutions for the Committee to consider in favour and in opposition to the variance. Committee members should only sign if in favour of the decision.

**MOTION: COA 2017-006**

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

**THAT The Town of Minto Committee of Adjustment approves the application by David and Angela Crispin for property Part Lot 19, Concession 2, with a civic address of 6129 3rd Line; to permit the construction of an addition to the existing Home Industry building on the subject property with a total floor area of 577.86 m<sup>2</sup> (6220.0 sq. ft.) and a setback of 106.6m (350 ft.) to a residence on a separate lot, whereas Section 6.14 d) and g) of the Town of Minto Comprehensive Zoning By-law 01-86, as amended, permits a maximum floor area of 232.25 m<sup>2</sup> (2500 sq. ft.) and requires a minimum setback of 121.9m (400 ft.) to a residence on a separate lot.**

**Carried**

Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting and officially adjourned the Public Hearing at 7:09 p.m.

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George A. Bridge, Chair

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Gordon Duff, Secretary-Treasurer

**From:** AMO Communications [<mailto:communicate@amo.on.ca>]  
**Sent:** September-22-17 11:54 AM  
**To:** Bill White  
**Subject:** AMO Policy Update - Policing Policy and Bill 68 Update

September 22, 2017

## **Policing Policy and Bill 68 Update**

### **Policing Grants**

AMO has just been provided details regarding the government's plan for policing grants in 2018-19. Earlier in September, the Ministry of Community Safety and Correctional Services (MCSCS) wrote to Police Chiefs and Police Service Board Chairs to advise that for next year, police services will again have the option to apply for funding under the old or new model.

The Ministry has also advised that 2018-19 will be the last year in which the Provincial Anti-Violence Intervention Strategy (PAVIS), Community Policing Partnership (CPP), and the 1,000 Officers grants will be offered. For the past twelve years, these three grants have funded the provincial cost share of over 2,000 front-line officers. New granting criteria for 2019-20 will not necessarily be directed to front-line officers in the future.

Questions related to this potential financial risk should be discussed locally with Boards and Chiefs. Specific questions related to policing grants should be directed to the MCSCS. If you have any questions, please contact [Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca) or [James.Y.Lee@ontario.ca](mailto:James.Y.Lee@ontario.ca).

**AMO Contact:** Matthew Wilson, Senior Advisor, E-mail: [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416.971-9856 ext. 323.

### **New Policing Bill Anticipated This Fall**

After five years of consultation through the Future of Policing Advisory Committee, a new *Police Services Act* is expected to be introduced this fall. Municipal governments are looking for three key changes to improve and modernize policing and public safety services:

- **Reforms that improve the effectiveness and efficiency of police spending, especially in smaller communities.** Increased police spending does not mean



increased public safety and security. New legislation must consider sustainability.

- **The civilianization of specific functions that do not require a police officer, to manage costs and effective use of resources.** Efforts to modernize policing must clearly allow civilians to perform some non-core policing functions that do not necessitate an armed, sworn officer.
- **Governance reforms that clarify the mandate of police services boards and provide resources to support effective civilian oversight.** Designing a successful civilian oversight system through police services boards is a critical part of the future. This must include Ministry resources for board training and support.

Ontarians pay the highest policing costs in the country. This includes both provincial and municipal spending. In 2014-2015, Ontarians spent \$347 per capita on policing, which is at least \$20 more than Albertans, \$38 more than Quebecers, and \$58 more than British Columbians. AMO is seeking to modernize policing, so that all Ontario communities can afford police services, along with all the other public programs and services that keep people safe and healthy. An updated report on emergency service costs in Ontario was provided at the 2017 AMO Conference. A copy of that presentation is available [here](#).

**AMO Contact:** Matthew Wilson, Senior Advisor, E-mail: [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416.971-9856 ext. 323.

### **Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017* (MOMLA) Timing**

- The changes made through MOMLA will come into force in phases. While some sections of MOMLA came into force on Royal Assent, many of the sections will come into force on dates to be proclaimed. A phased approach to proclamation has been confirmed, which would bring certain amendments into force on January 1, 2018 and March 1, 2019, respectively.
- The changes made through MOMLA that will come into force on January 1, 2018, include provisions respecting small business programs, open meetings, and other provisions.
- The second proclamation date is March 1, 2019, and will bring into force changes to municipal accountability and transparency framework that include provisions respecting codes of conduct, integrity commissioner, conflict of interest, mandatory policies and other provisions. This includes the requirement for a policy regarding the relationship between members of council and the officers and employees of the municipality.

- For more information about the proclamation of certain MOMLA provisions, please refer to the legislation on E-laws (<https://www.ontario.ca/laws>) where in force timing will be embedded.
- AMO will continue to monitor progress and keep members informed.

**AMO Contact:** Pat Vanini, Executive Director, E-mail: [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca), 416.971.9856 ext. 316.

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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.

It's  
YOUR  
Community  
... MAKE THE CALL!



**CRIME**   
**STOPPERS**  
GUELPH WELLINGTON  
1-800-222-TIPS (8477)



**FALL 2017**

# THE INFORMANT

**YOUR TIP** could be the missing piece of the puzzle!



## IN THE NEWS

### BOARD MEMBERS

Crime Stoppers Guelph Wellington (CSGW) is currently looking for citizens from Guelph and Wellington County to join our volunteer Board of Directors.

CSGW relies on fundraising, along with corporate and public donations to pay rewards to anonymous Tipsters and to promote awareness for our program. Therefore, we need individuals who are well connected in the community.

Visit our website at [www.csgw.tips](http://www.csgw.tips) to apply.

**WELCOME** to Ross Morrow, who recently joined the CSGW Board of Directors. Two of our members took on executive roles this year. We would like to acknowledge Bonnie Facklam as Treasurer and Laura Aston as Secretary. **Congrats ladies!**

### 100% GIVING BOARD

Our members are committed by becoming a 100% giving Board. If you wish to make a donation, visit our website for details. Tax receipts are available for donations of \$10.00 or more.

**Charitable Registration #: 13701 5491 RR0001**

Check for the latest news and events posted on our website — [www.csgw.tips](http://www.csgw.tips) and on social media— Facebook, Twitter, Instagram and YouTube.

### PROGRAM STATISTICS

*Stats since 1988 through August 2017 for  
Guelph and Wellington County*

|                         |              |
|-------------------------|--------------|
| Arrests.....            | 1,535        |
| Charges Laid.....       | 4,246        |
| Narcotics Seized .....  | \$27,306,827 |
| Property Recovered..... | \$10,180,546 |
| Authorized Rewards..... | \$164,470    |

**The numbers speak for themselves...**  
**Crime Stoppers works!**

### MEDIA

Watch for information from CSGW that is shared with the media through these platforms:

**Radio:** Magic 106.1 FM, C-Joy, Erin Radio, The Grand 101, 101.7 The One, ClassicRock945, AM920, 88.7 The River

**TV:** Rogers Cable, Cogeco Cable, Wightman TV, Eastlink TV

**Print:** Wellington Advertiser, Guelph Tribune, Arthur Enterprise, Erin Advocate, Mount Forest Confederate, Minto Express

**Online:** Guelph Today, The Fountain Pen, Puslinch Today



# FUNDRAISING AND AWARENESS

## SHREDDING EVENTS

Help protect yourself from identity theft and support our cause in making our community safer.

CSGW is holding two events this fall and we request a donation of \$5 per banker's box size—paper only.

**FILEBANK** will be onsite with their mobile truck and donating their services. All proceeds will go CSGW.



**Guelph—Saturday September 23rd, 9am–noon**

7th annual shredding event at **Stone Road Mall**. We will be located in the parking lot near Sears, off of Edinburgh Road.

**Mount Forest—Saturday October 28th, 10am–noon**

3rd annual shredding event at the **Wellington North Fire Hall**, located on Main Street.

## PRESENTATIONS

Invite us to your meeting, classroom, or place of work to educate on how Crime Stoppers can help you! We give a background on the program, how it works and answer all your questions.

In addition we now have a separate presentation that specifically targets Human trafficking. Not only will it provide education on the crime and how prevalent it is in our community, but how you can be aware of the signs and how you can help.

**Contact:** [info@csgw.tips](mailto:info@csgw.tips)

## U OF G COMMUNITY PARTNER

University of Guelph Campus Police have partnered with CSGW to erect three awareness signs on the U of G campus property. **Thank you!**



[Pictured above is Pat Martin, Manager Campus Community Police and Fire Safety & Sarah Bowers-Peter, CSGW Program Coordinator]

## IT TAKES A VILLAGE

**Saturday November 18th—9:30am—3:00pm**

**Location:** Centre Wellington District High School  
905 Scotland Street, Fergus

Wellington County OPP, Guelph Police Service, Victim Services Wellington and Crime Stoppers Guelph Wellington are joining forces to bring you this important event.



The goal is to educate youth from grade 7 through university about crimes such as Human Trafficking, Cyber Safety and Child Pornography/Exploitation.

Further details will be posted shortly on our website. Please check back — [www.csgw.tips](http://www.csgw.tips)





# WDG Board of Health

# Highlights

## Board of Health Members

Nancy Sullivan

Chair  
City of Guelph

Allen Taylor

Vice-Chair  
County of Dufferin

Dennis Lever

Secretary – Treasurer  
Warden, County of Wellington  
Mayor, Township of Puslinch

Dr. Nicola Mercer

Ex-Officio Member  
Medical Officer of Health & CEO,  
WDG Public Health

Margaret Abbink

City of Guelph

William Baxter

County of Wellington

Christine Billings

Councillor, City of Guelph

George Bridge

Warden, County of Wellington  
Mayor, Town of Minto

Cam Guthrie

Mayor, City of Guelph

Guy Gardhouse

Councillor, County of Dufferin  
Mayor, Township of East Garafraxa

June Hofland

Councillor, City of Guelph

Ken McGhee

Councillor, County of Dufferin  
Deputy Mayor, Town of Mono

Keith Perron

City of Guelph

Chris White

Councillor, County of Wellington  
Mayor, Township of Guelph-Eramosa

*Public Health is governed by a Board of Health consisting of provincially appointed local municipal councillors, mayors and community members and is mandated to support the well-being of individuals and communities.*

## Dr. Nicola Mercer, Medical Officer of Health and CEO, shared:

**Preconception Health Study:** Approximately 50% of all pregnancies are unplanned. By shifting attention to Preconception Health (PCH) it is possible to improve reproductive, maternal and child health outcomes. In partnership with Boston Medical Centre, WDG Public Health has developed a risk assessment tool for women of reproductive age called *My Health eSnapshot (MHeS)*. The results of MHeS are automatically integrated into the physician's Electronic Medical Record and a physician can discuss the results with the patient while providing a customized patient handout. Public Health conducted a study across seven local primary care sites involving 300 patients to evaluate whether the use of MHeS during primary care visits could result in a better understanding of preconception health and lead to positive behaviour change among women of reproductive age. Preliminary results indicate that a majority of participants were motivated to make positive changes and understood how their current health will impact the health of any children. The MHeS research study is the first of its kind in Ontario and contributes to the growing momentum around PCH in Canada and internationally. The Women's College Hospital has provided a grant to Public Health to present this study at various conferences and contribute to the knowledge exchange of the project results.

**Opioid Use Locally:** Public Health will continue to support community partners by providing data, surveillance, evidence and best practices based on the community picture as it develops. Locally we are seeing generally higher rates of opioid-related Emergency Department (ED) visits and opioid-related hospitalizations than the province of Ontario. Furthermore, locally the rate of opioid-related ED visits appears to be highest in the 15-24 year old age group; and, for Ontario as a whole, it is highest for the 25-44 year old age group. As new local data highlights local impacts of opioid use, Public Health and community partners are coming together to develop a coordinated and comprehensive approach to reduce harms. Opioid work in Wellington County and the City of Guelph is coordinated by the Wellington Guelph Drug Strategy and supported by Public Health. In Dufferin County, Public Health is working with the Dufferin Coalition for Kids to educate parents and students about substance misuse and mental health.

Council  
Correspondence



St. John Ambulance  
**SAVING LIVES**  
at work, home and play

RECEIVED SEP 15 2017

September 8<sup>th</sup>, 2017

Town of Minto  
5941 Highway 89  
Harriston, ON N0G 1Z0

Dear Town of Minto,

St. John Ambulance is a charitable organization and we do not receive government funds for day-to-day operations. Without the financial support of our community partners, we would not be able to maintain the high level of service that our communities rely on. ***Our 2018, fundraising goal is to replace our aging 25 year old radios used for communication between our Medical First Response volunteers while at public events.***

Communication is an essential part of successful first aid treatment; allowing our volunteers to effectively communicate during community events and disasters ensures the best possible outcome for our patients. We currently have 20 aging handheld radios in service from a variety of manufacturers utilized by our three Medical First Response Divisions. We are also planning to purchase a base radio to improve our radio communication capabilities at large events like the International Plowing Match, music festivals and sporting events.

We are asking for you to assist with this endeavor, as each handheld radio will cost \$450 to replace and the new base radio will cost \$675 for a total cost of \$9,675. Your donation of **\$250, \$500 or \$1,000** will allow us to continue to provide the highest level of care to those we treat.

If you would like a presentation regarding our local efforts at an upcoming meeting, please contact us.

Enclosed is a Medical First Responder brochure for your information on the role St. John Ambulance volunteers play in your community.

Sincerely,

Tony Alberts, CStJ  
Board Chair, St. John Ambulance  
Grey Bruce Huron Branch



sja.ca

Grey Bruce Huron Branch | 316-5<sup>th</sup> Street, Hanover ON Canada N4N 0A7  
Tel: (519) 364 - 7004 | Fax: (519) 364 - 7061 | Email: [grey.bruce@on.sja.ca](mailto:grey.bruce@on.sja.ca)

Charitable Registration No.: 10802 2237 RR0001

St. John Ambulance is an international humanitarian organization and is a foundation of the Order of St. John



## *What Exactly Do Medical 1st Responders Do?*

St. John Ambulance Medical First Response (MFR) volunteers provide on-site first aid at a variety of local community events including fairs, homecomings, races, sporting events, festivals and many others. Volunteers work in teams of two or more, to provide immediate first aid to anyone ill or injured at the events they cover. First Responders are trained to evaluate and treat a wide variety of life-threatening medical



emergencies including heart attacks, head and spinal injuries, and unconsciousness; as well as everyday injuries like

sprains, broken bones, cuts and bruises. Supplies are easily accessible to our volunteers in every Medical 1st Response vehicles or trailers which are equipped with an AED, oxygen, backboards, and other essential first aid supplies.

**Medical 1st Response  
groups meet regularly in:**

*Brussels, Hanover  
& Owen Sound*

## *“On-Site First Aid”*

**Note that all treatment photos are from practice sessions for our members.**



If you are interested in volunteering or would like more information about the St. John Ambulance Medical 1st Response Program please contact:

**St. John Ambulance**  
**Grey Bruce Huron Branch**  
316 - 5<sup>th</sup> Street,  
Hanover ON, N4N 0A7  
(519)364-7004 or 1-800-337-4228  
Fax: (519)364-7061  
[grey.bruce.huron@on.sja.ca](mailto:grey.bruce.huron@on.sja.ca)  
[www.sja.ca](http://www.sja.ca)

## *Grey Bruce Huron St. John Ambulance Medical 1st Response*



**St. John Ambulance**

**SAVING LIVES**  
at work, home and play



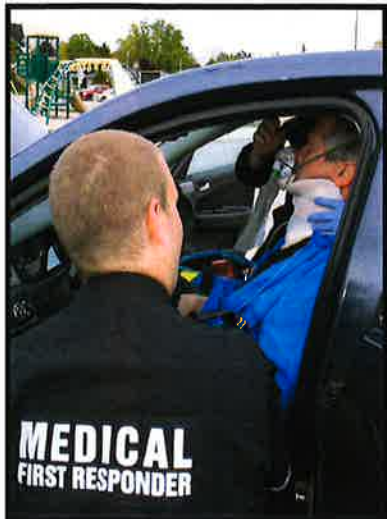
## *A History to be Proud Of*

Tracing our roots back over 900 years, St. John Ambulance is the oldest charitable humanitarian organization in the world.

Historically, St. John Ambulance volunteers in our area provided ambulance service to our communities and served in WWI and WWII as nurses and medics.



Today St. John Ambulance Volunteers serve their communities through on-site first aid services at local events, giving thousands of people the added comfort and security of knowing that we are there in the event of an emergency. Volunteers are also part of community disaster response plans, working in conjunction with other agencies to give assistance when it is needed most.



## *Proud of Our Volunteers*

Each year our dedicated 1st Response volunteers contribute over 8,000 hours of service in Grey Bruce and Huron Counties. Our group of 50 volunteers tends to over 150 casualties at over 200 events annually. Volunteers receive extensive first aid training and continually practice their skills so they are prepared for any medical emergency. Some of our members are also paramedics, nurses, firefighters and first aid instructors.



Volunteers wear a uniform identifying them as St. John Ambulance Medical 1st Response members. Volunteers must participate in a screening process that includes a police records check. Medical 1st Response volunteers commit to providing a minimum of 60 hours of service each year, and many contribute much more than that.

Anyone interested in making our community a safer place, while expanding their own first aid knowledge, should consider joining our group of exceptional volunteers. Students wishing to complete their volunteer hours are welcome to join, and it is especially helpful to those wishing to pursue a career in healthcare, policing or fire.

Our volunteers are covered by the same extensive insurance coverage that St. John Ambulance provides for all its members. Volunteers receive recognition for their contributions at an annual honours & awards ceremony.





**From:** AMO Communications [<mailto:communicate@amo.on.ca>]  
**Sent:** September-27-17 2:59 PM  
**To:** Bill White  
**Subject:** AMO Policy Update - Health Omnibus Bill introduced with Municipal Implications

September 27, 2017

## **Health Omnibus Bill introduced with Municipal Implications – including Ambulance, Fire Medic, and Long-Term Care Homes**

Later today, the Ministry of Health and Long-Term Care (MOHLTC) will introduce omnibus legislation to amend a number of acts relevant to municipal government including the *Ambulance Act*, *Long-Term Care Homes Act*, and the *Health Protection and Promotion Act*.

The government announcement with information and context about the introduction of the *Strengthening Quality and Accountability for Patients Act, 2017* is on the government newsroom [website](#).

### *Ambulance Act*

We understand that this draft *Ambulance Act* legislation will open the door to the use of the fire-medical model. The MOHLTC Minister, the Honourable Dr. Hoskins, has committed that two [pilot](#) projects will test the use of firefighters certified as paramedics to respond to low-acuity calls in willing municipalities. Appropriate regulations and program design, along with municipal council approval, will be required before any such pilot projects can begin.

Over the last two years there have been strong AMO/municipal leaders' demands for this legislation to include language to prohibit arbitrators from replicating these pilot projects to protect unwilling municipal governments, if or when they are launched. If this is not in today's draft legislation, AMO and municipal elected leaders will continue to insist that the Province must address the labour relations concerns of municipal employers prior to these pilots' introduction by concurrently amending the *Fire Protection and Prevention Act* and any other required legislation, as it amends the *Ambulance Act*.

Additionally through these *Ambulance Act* amendments, the Province is seeking to provide paramedics with increased flexibility to deliver alternative care options on-

scene to patients. If adopted, paramedics will have the ability and authority to refer patients to destinations other than hospitals, as is currently required by law. This approach should benefit patients and reduce low-acuity emergency room visits. However, there are serious municipal/DSSAB questions about standards, training, and liability that need to be worked out before proceeding with any implementation.

The proposed legislative amendments do not address all long-standing issues of municipal concern. AMO and its municipal partners will continue to urge MOHLTC to make immediate improvements to the call triaging and dispatch system, as well as addressing the current non-urgent transfer requirements on an emergency service. Both matters are part of the MOHLTC Phase 2 plan to enhance emergency services in Ontario.

### *Long-Term Care Homes Act*

The amendments to this Act are intended to enhance Ontario's quality and safety inspection program for Long-Term Care Homes. This would include new enforcement tools that the government could apply including financial penalties and new provincial offences for non-compliance with the Act and regulations.

Municipal governments are proud of our solid record in providing quality long-term care and want a system that will enhance that tradition. Analysis of the proposed amendments is required. Generally, there is support of enforcement steps to deal with homes that chronically do not meet standards as long as the response is proportionate to the action and the process is sound.

### *Health Protection and Promotion Act*

The proposed changes to the Act would enable the permitting of regulations of recreational water facilities. This would include splash pads, wading pools and other personal service settings like nail salons, barber shops and tattoo parlours.

AMO and our members will consider the impact of the proposed changes and assess their ability to better prevent infection in these settings in a cost effective manner.

### *Other*

The omnibus bill also proposed to amend the following Acts:

- *Health Sector Payment Transparency Act*
- *Retirement Homes Act*
- *Oversight of Health Facilities and Devices Act*

- *Medical Radiation and Imaging Technology Act*
- *Excellent Care for All Act*
- *Ontario Drug Benefit Act*
- *Ontario Mental Health Foundation Act.*

A high-level explanation of the proposed changes to the 10 pieces of legislation are found also on the government website in a [backgrounder](#).

AMO staff and the AMO Health Task Force will review all these legislative amendments in detail to assess the municipal impacts. Further information to members will be provided when available.

### **AMO Contacts:**

Monika Turner, Director of Policy, [mturner@amo.on.ca](mailto:mturner@amo.on.ca), 416.971.9856 ext. 318.  
Michael Jacek, Senior Advisor, [mjacek@amo.on.ca](mailto:mjacek@amo.on.ca), 416.971.9856 ext. 329.

**Gatekeeper Workshop Monday October 30<sup>th</sup> Drayton Reformed Church 1-3 p.m.** This workshop is designed for those who have regular contact with elderly adults and/or those at risk of elder abuse or neglect. The 2 hour workshop not only helps to identify those at risk, it ensures that those who come across these types of situations know where to turn to for help. A great opportunity to take care of those in your community. Please call the Seniors' Centre for Excellence to register. 519.638.1000.

**October Leaf Clean Up-** Are you a senior or older adult with a disability in the communities of Mount Forest, Drayton or Palmerston? Would you like assistance with raking and removal of your leaves from your property? The Seniors' Centre for Excellence is working with local youth and Gabby Ieropoli, Youth Resiliency Worker, to offer this service. You provide the paper bags and we will provide the muscle (if you wish the leaves removed from your property, dump charges may be applicable). We have yet to establish dates, we are unsure of when Mother Nature will decide that the leaves are going to fall, but will be in touch with those who register once the date is set. First come, first serve. Call the Seniors' Centre for Excellence at 519.638.1000 or toll free 1.866.446.4546.

**Care Partner Support Group: For family (and Friends) of people living with Alzheimer's disease and other dementias Tuesday October 2nd @ 10 a.m. Via Telemedicine** –Please register 519. 742. 1422 ext. 2090 Limited space available.

**Living with Loss, Thursday October 3rd, 7 p.m. Birmingham Retirement Community Mt. Forest @ 7 p.m.** This free peer-support group is for adults of all ages grieving the death of a loved one, meetings are 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

**Arthur Writers Group, Thursday October 4th, 6 p.m. Arthur Public Library, lower level;** Doris Cassan will facilitate this writing group, that will meet the first Thursday of every month. If you like to write fiction, short stories, poems or memoirs this group is for you. Please email [Arthur.writers@outlook.com](mailto:Arthur.writers@outlook.com) or call Doris at 519.848.2016 to register. New members are not only welcomed but encouraged to attend.

**Tastes for Life Thursday October 4th, 11a.m. Mount Forest Pentecostal Church@ 11-1** This cooking program offers an opportunity to try different recipes with ingredients you may have not cooked with before. Each month brings a different theme, with a healthy twist, facilitated by Gwen Simms, Mount Forest Family Health Team dietitian. Please call 519.323.0255 ext. 5085 to register. Free of charge please bring containers for leftovers.

**Offered through the Ontario Telemedicine Network**

**Safe Medications Tips a Basic Guide for Patients Tuesday October 17th 2 p.m.** This workshop is facilitated by Pharmacist, Gina Di Vizio, it will cover tips for safe use, storage and disposal of medications, medications and falls and herbal supplements. A question and answer period to follow. Registration is required please call 519.638.2110

**Wondering What to Do About Your Low Back Pain? Wednesday October 18th AND Thursday October 19th 1:30-3p.m.** Minto Mapleton Family Health Team Drayton Office and the Claire Stewart Medical Centre in Mount Forest. The first workshop covers pain management strategies to improve your quality of life, the second will focus on techniques that will make everyday tasks less painful to complete. To register call reception; Drayton 519.638.2110 or Mt. Forest 519.323.0255. For more information please call Karin McEachern at 519.275.7797.

**Manage your Fibromyalgia** – Wednesdays 1:15 to 3:15 register at 519 638 2110 – Telemedicine Workshop

**Art Workshop: Wednesday, October 11<sup>th</sup> @ 2:00p.m. Harriston Library-** Donna Hirtle will bring out your artistic flair by "Quilling with Leaves" \$5 per person. Please call 519 638 0888 to register.

**Cards and Games Afternoon Wednesday, October 18<sup>th</sup> CRNA building Palmerston @ 2p.m.** - Cost is \$2 all playing abilities are invited. – **Note: change–now 3<sup>rd</sup> Wednesday of the month**

**Art Workshop Wednesday, October 18<sup>th</sup> Palmerston Library @2 p.m.** - Donna Hirtle will bring out your artistic flair by "Quilling with Leaves" 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.

**Friendship Circle Wednesday October 25<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.

**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 October 11th 12 p.m.: "More Than Just Books"** Have you visited your library lately? Did you know that libraries offer a lot more services than just signing out books? Rosie will tell you about the monthly programs and specialty workshops available in your community; all Free of charge.




**Drayton Reformed Church Friday October 13th 12 p.m.: "Is the Number 13 Lucky For You?"** It will be if you attend our dining program! Join Kyle Smith from the Wellington Museum and Archives as he shares common superstitions and their origins on this Friday the 13th, the luckiest of days.

**Clifford United Church Friday, October 20th 12p.m. ""Navigating Homecare"-** Right at Home Canada will join us to discuss the changing face of home care in Ontario, the Health Ministers "Patients First Strategy" and will answer how to navigate the current health care system. This presentation has received great reviews at other venues so please don't miss it!

**Harriston Legion Wednesday, October 25th 12 p.m. " Ghost Stories and Halloween"** Kyle Smith from the Wellington Museum and archives will share some light hearted ghost stories, guaranteed to make you smile rather than raise your heart beat. Feel free to share stories or experiences at this event.

**Arthur United Church Thursday October 26th 12 p.m. "Musical Entertainment"** join Tonia-Joy Skipper as she performs your favourite songs. Music is a relaxing way to spend some time with friends. Catered by Arthur United Women \$6.

**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  |
|--|--|---|--|--|
| <b>2</b><br>9:00 Palmerston Arena Walking<br>9:00 Harriston Arena—Walking<br>9:00 SMART Exercises—CUC<br>9:00 Euchre Drayton United Church<br>9:30 SMART Exercise—DRC<br>1:00 Social Bridge—Mt Forest Legion<br>1:30 Euchre Harriston Senior Bldg  | <b>3 Good Food Box Payment Date</b><br>9:00 SMART Exercise - PUC<br>9:00 Drayton Walking -PMD Arena<br>9:00 Arthur Exercise- ASH<br>10:00 SMART Exercise- PUC<br><b>10:00 Care Partner Support Group Alzheimer Society—1st Tuesday</b><br>10:15 Book Club- Palmerston Library<br>11:00 Harriston Exercise-KCPC<br>10:30 Friendship Circle-MFPC<br>3:15 Smart Exercises VON Mt Forest<br>7:00 Pickleball—Harriston Arena \$2. | <b>4</b> 9:00 Palmerston Walking Arena<br>9:00 Harriston Walking - Arena<br>9:00 SMART Exercises - CUC<br>9:30 SMART Exercises - DRC<br>1:00 Games Afternoon - Mt Forest DSP<br>1:00 Shuffleboard- Arthur Seniors Hall<br>2:00 Hooks & Needles - Arthur Library<br><b>7:00 Bereavement Group- Birmingham Retirement Community</b>   | <b>5</b><br>9:00 Palmerston Walking-Arena<br>9:00 Arthur Exercise-ASH<br>9:00 Drayton Walking- PMD Arena<br>10:00 Coffee Morning-Clifford Hall<br>11:00 Exercises-Knox Harriston<br><b>11:00 Tastes for Life -MFPC</b><br>3:15 SMART Exercises—Mt. Forest<br><b>6:00 Writer's Group*NEW* Arthur Library</b>  | <b>6</b><br>9:00 Palmerston Walking Group - Arena<br>9:00 Harriston Walking - Arena<br>9:00 SMART Exercise - Palmerston United Church<br>9:30 SMART Exercise - DRC<br>10:00 SMART Exercise - PUC<br>1:00 Bridge - Arthur Seniors Hall  |
| <b>9</b><br>   | <b>10 Good Food Box Drop-Off Date</b><br>9:00 SMART Exercise - PUC<br>9:00 Drayton Walking -PMD Arena<br>9:00 Arthur Exercise-ASH<br>10:00 SMART Exercise- PUC<br>10:15 Book Club- Palmerston Public Library<br>10:30 Friendship Circle-MFPC<br>11:00 Harriston Exercise-KCPC<br>3:15 SMART Exercises—VON Mt Forest  | <b>11</b> 9:00 Palmerston Walking -Arena<br>9:00 Harriston Walking - Arena<br>9:00 SMART Exercises - CUC<br>9:30 SMART Exercises - DRC<br><b>12:00 Palmerston Dining -"More Than Just Books" Free services</b><br>1:00 Games Afternoon - Mt Forest DSP<br>1:00 Shuffleboard- Arthur Seniors Hall<br><b>2:00 Art Workshop- Harriston Library with Donna Hirtle Quilling with leaves \$5.00</b> | <b>12</b> 9:00 Palmerston Walking-Arena<br>9:00 Arthur Exercise-ASH<br>9:00 Drayton Walking -PMD<br>10:00 Coffee Morning-Clifford Hall<br>11:00 Harriston Exercise-KCPC<br>1:00 Bid Euchre- ASH<br>3:15 SMART Exercises—VON Mt Forest  | <b>13</b> 9:00 Palmerston Walking - Arena<br>9:00 Drayton Walking - PMD Arena<br>9:00 Harriston Walking-Arena<br>9:00 SMART Exercise - PUC<br>9:30 SMART Exercise - DRC<br>10:00 SMART Exercise - PUC<br><b>12:00 Drayton Dining: "Is The Number 13 Lucky For You?" It will be if you attend our dining program! Wellington Museum</b><br>1:00 Bridge- Arthur Seniors Hall |
| <b>16</b> 9:00 Palm Walking - Arena<br>9:00 Harriston Arena—Walking<br>9:00 SMART Exercises—CUC<br>9:00 Euchre Drayton United Church<br>9:30 SMART Exercise—DRC<br><b>10:00 Yoga -Palmerston United Church—Registration required</b><br><b>10:00 *Returning Line Dancing Harriston arena drop in class \$3 per session</b>         | <b>17</b> 9:00 SMART Exercise - PUC<br>9:00 Drayton Walking - PMD<br>10:00 SMART Exercise - PUC<br>10:00 Friendship Circle-MFPC<br>11:00 Harriston Exercise-KCPC<br><b>2:00 Safe Medication Tips-A Basic Guide for Patients— see details at back of calendar</b><br>3:15 SMART Exercises—VON Mt Forest<br>7:00 Pickleball—Harriston Arena \$2.   | <b>18</b> 9:00 Palmerston Walking -Arena<br>9:00 SMART Exercises- CUC<br>9:30 SMART Exercises - DRC<br>1:00 Games Afternoon - Mt Forest DSP<br>1:00 Shuffleboard- Arthur Seniors Hall<br><b>1:30 Low Back Pain Workshop— Please see details on back of calendar</b><br>2:00 Cards & Games \$2 CNRA<br><b>2:00 Art Workshop- Palmerston Library with Donna Hirtle Quilling with leaves \$5</b> | <b>19</b> 9:00 Palmerston Walking-Arena<br>9:00 Arthur Exercise-ASH<br>9:00 Drayton Walking -PMD<br>10:00 Coffee Morning-Clifford Hall<br>11:00 Harriston Exercise-KCPC<br>1:00 Bid Euchre- ASH<br><b>1:30 Low Back Pain Workshop- please see details at back of calendar</b><br>3:15 SMART Exercises VON Mt Forest  | <b>20</b> 9:00 Palm Walking—Arena<br>9:00 Harriston Walking - Arena<br>9:00 Drayton Walking - PMD<br>9:00 SMART Exercise - PUC<br>9:30 SMART Exercise - DRC<br>10:00 SMART Exercise - PUC<br><b>12:00 Clifford Dining—"Navigating Home Care, Patients First Strategy"</b><br>1:00 Bridge- Arthur Seniors Hall<br>7:30 Euchre Drayton Legion \$2.                           |
| <b>23</b> 9:00 Palm Walking - Arena<br>9:00 Harriston Arena—Walking<br>9:00 SMART Exercises—CUC<br>9:00 Euchre—Drayton United Church<br>9:30 SMART Exercise—DRC<br><b>10:00 Yoga -Palmerston United Church— Registration Required</b><br><b>10:00 Returning Line Dancing Harriston Arena drop in \$3</b>                           | <b>24</b><br>9:00 SMART Exercise - PUC<br>9:00 Drayton Walking - PMD<br>10:00 SMART Exercise - PUC<br>10:00 Friendship Circle-MFPC<br>11:00 Harriston Exercise-KCPC<br>3:15 SMART Exercises—VON Mount  | <b>25</b> 9:00 Palmerston Walking -Arena<br>9:00 SMART Exercises - CUC<br>9:30 SMART Exercises - DRC<br>10:00 Friendship Circle-PUC<br>1:00 Games Afternoon - Mt Forest DSP<br>1:00 Shuffleboard-Arthur Seniors Hall<br><b>12:00 Harriston Dining :Ghost Stories and Halloween" Wellington Museum</b><br><b>1:15 Manage Your Fibromyalgia register at 519 638 2110</b>                        | <b>26</b> 9:00 Palmerston Walking-Arena<br>9:00 Arthur Exercise-ASH<br>9:00 Drayton Walking -PMD<br>10:00 Coffee Morning-Clifford Hall<br>11:00 Harriston Exercise-KCPC<br><b>12:00 Arthur Dining: "Musical Entertainment" Tonia-Joy Skipper</b><br>1:00 Bid Euchre- ASH<br>3:15 SMART Exercises VON Mt Forest   | <b>27</b> 9:00 Palmerston Walking<br>9:00 Harriston Walking - Arena<br>9:00 Drayton Walking - PMD<br>9:00 SMART Exercise - Palmerston United Church<br>9:30 SMART Exercise - DRC<br>10:00 SMART Exercise - Palmerston United church<br>1:00 Bridge- Arthur Seniors Hall  |
| <b>30</b> 9:00 Palm Walking - Arena<br>9:00 Harriston Arena—Walking<br>9:00 SMART Exercises—CUC<br>9:00 Euchre Drayton United Church<br>10:00 Yoga- Palmerston United Church registration required<br><b>10:00 *Returning Line Dancing Harriston arena drop in \$3</b><br><b>1:00 Gatekeeper Workshop- Drayton Reformed Church</b> | <b>31</b><br>9:00 SMART Exercise - PUC<br>10:00 SMART Exercise - PUC<br>10:00 Friendship Circle-MFPC<br>11:00 Harriston Exercise-KCPC<br>3:15 SMART Exercises—VON Mt Forest  | <b>October 2017</b><br>  | <b>DRC</b> Drayton Reformed Church<br><b>PUC</b> Palmerston United Church<br><b>CNRA</b> Palmerston CNRA Building<br><b>CUC</b> Clifford United Church<br><b>MFPC</b> Mt Forest Pentecostal Church<br><b>ASH</b> Arthur Seniors Hall<br><b>VON</b> SMART 392 Main St N Mt Forest<br><b>BHR</b> Birmingham Retirement Community Mt Forest<br><b>KCPC</b> Knox Presbyterian Church |   |

# SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

## MINUTES

**MEETING:** Authority Meeting  
**DATE:** Tuesday July 18, 2017  
**TIME:** 7:00 pm  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** John Bell, Robert Buckle, Mark Davis, Barbara Dobreen,  
Kevin Eccles, Brian Gamble, Wilf Gamble, Stewart Halliday, Steve McCabe,  
Sue Paterson, Mike Smith

**ABSENT WITH REGRET:** Maureen Couture, Dan Gieruszak, Andrew White

**OTHERS PRESENT:** Wayne Brohman, General Manager/Secretary-Treasurer  
Gary Senior, Sr. Manager, Flood Warning & Land Management  
Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 7:02pm.

### 1. Adoption of Agenda

#### **MOTION #G17-72**

Moved by Steve McCabe

Seconded by Brian Gamble

THAT the agenda be adopted as presented.

**CARRIED**

### 2. Declaration of Pecuniary Interest

Luke Charbonneau declared a pecuniary interest relative to the Program Report.

### 3. Minutes of the Authority Meeting – May 16, 2017

#### **MOTION #G17-73**

Moved by Barbara Dobreen

Seconded by Robert Buckle

THAT the minutes of the Authority meeting, held on May 16, 2017 be approved as circulated.

**CARRIED**

#### **4. Matters Arising from the Minutes**

There were no matters arising from the Minutes.

#### **5. Correspondence**

- A letter from Kathryn McGarry, Minister of Natural Resources and Forestry commending SVCA for the 2016 Annual Report, and congratulating staff for various projects completed throughout the year was **noted and filed**.
- A copy of a letter from Leanne Martin, Clerk, Municipality of South Bruce, addressed to the Honourable Kathryn McGarry, MPP regarding the South Bruce resolution relating to the proposed amendment to the Conservation Authorities Act requiring CA Boards to have 50% of Members with scientific backgrounds was **noted and filed**.

#### **6. Presentation – June Flood Event**

Gary Senior gave a PowerPoint presentation describing the June Flood event. He told the Members that the flood was primarily in the southern part of the watershed and significantly dropped off further north. It is generally not typical to have high flows in the month of June and it is the first time historically that gauges will record June as having the highest flows of the year. The South Saugeen River had the most intense flooding in the watershed and it responded quickly with a rapid rise and drop in levels, taking only 13 hours to peak. SVCA staff issued 3 flood messages and operated on a 24 hour schedule tracking watershed stream gauges, issuing messages and receiving inquiries. Information was posted on social media, which indicated that over 12,000 people had been reached. Planning & Regulations staff were on duty to photograph flooding and damage. Chair Charbonneau thanked Gary for his informative presentation.

Gary Senior left the meeting at 7:55pm.

#### **7. Reports**

##### **a. Finance Report**

The GM/S-T reviewed the Finance Report for May 2017 and highlighted several items. The Planning & Regulations revenue is higher than last year, indicating an increase in permits and inquiries. Expenses for Flood Warning are down since the Floodwaters and You program did not run due to staff illness. Campground revenues are on target. The Horse camping is slightly below expectation due to wet weather that makes riding trails difficult. Wayne told the Members that there continues to be several large group camping reservations at the Bluffs and Durham. The Members are positive about the improved revenues at the campgrounds.

#### **MOTION #G17-74**

Moved by Mark Davis

Seconded by Dan Gieruszek

THAT the Financial Report to May 31, 2017 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$482,135.19 be approved as distributed.

**CARRIED**

**b. Program Report**

Luke Charbonneau vacated the Chair due to a pecuniary interest in the program report. Member at Large, Kevin Eccles took his place as Chair Pro Tem. The GM/S-T reviewed the program report and after discussion the following motion was passed:

**MOTION #G17-75**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Program report be received as information.

**CARRIED**

Kevin Eccles vacated the Chair Pro Tem position in favour of Luke Charbonneau who took his place as Chair.

**c. Minutes of the Executive Committee Meeting – February 17, 2017**

**MOTION #G17-76**

Moved by Kevin Eccles

Seconded by Mike Smith

THAT the minutes of the Executive Committee meeting, February 17, 2017 be received as circulated.

**CARRIED**

**d. Minutes of the Executive Committee Meeting – February 27, 2017**

**MOTION #G17-77**

Moved by Barbara Dobreen

Seconded by Sue Paterson

THAT the minutes of the Executive Committee meeting, February 27, 2017 be received as circulated.

**CARRIED**

**e. Minutes of the Agricultural Advisory Committee Meeting – March 20, 2017**

**MOTION #G17-78**

Moved by Steve McCabe

Seconded by Brian Gamble

THAT the minutes of the Agricultural Advisory Committee meeting, March 20, 2017 be received as circulated.

**CARRIED**

**f. Planning & Regulations Action Items**

The GM/S-T reviewed the Planning & Regulations Action Items chart. He pointed out that the Planning &



Regulations Policies Document had been completed and that several municipalities had requested hard copies. The Mapping Working group is no longer meeting as the Teeswater mapping is to be used as a model to other municipalities for upgrading priority areas and they should continue to be encouraged to identify areas of interest. Wayne told the Members that SVCA had sent out letters to upper and lower tier municipal governments regarding the Memorandum of Agreements for planning services and has requested comments by September 1, 2017. The Members requested consultation meetings, which will be held after comments are received.

**g. Markdale Dam Removal**

The GM/S-T reviewed the report submitted by Jo-Anne Harbinson on the Markdale dam removal. He told the Members that this project should be completed in the fall since funding has been secured. The project has been re-tendered and the scope of work is currently being adjusted to fit the budget.

**8. Other Business**

**a. 2017 Goals Review**

The GM/S-T reviewed his list of goals and initiatives for 2017 and updated the Members on the status. The Grey Bruce Forestry review has been added to the list of priorities as requested. Bruce Power funding initiatives have been delayed as SVCA is waiting for Bruce Power to complete negotiations with the department of Fisheries & Oceans. The Walkerton and Kincardine floodplain mapping has been delayed but the Members directed the GM/S-T to make it a high priority.

**b. CA Act Proposed Amendments**

The GM/S-T presented the report on the proposed amendments to the Conservation Authorities Act. He pointed out specific areas that may impact SVCA, including updating the Administration Resolutions, reviewing the fee policy, new enforcement powers for staff, and periodic reviews of municipal MoU's. Next steps include the submission of comments to the EBR posting. The Members directed the GM/S-T to submit a comment with respect to Part IV of the amended act which relates to Membership and Governance. Given that most of SVCA funding comes from the municipal level, then municipalities should be given decision making responsibility regarding composition of member representation and length of service on the Authority.

**MOTION #G17-79**

Moved by John Bell

Seconded by Mark Davis

THAT SVCA staff send comments to Conservation Ontario as discussed.

**CARRIED**

c. **Compensation Review**

The GM/S-T recommended that the Authority complete a compensation review in 2017 since it had previously been performed in 2007-2008. The Members discussed the benefits of hiring an outside consultant over performing an in-house review. The Members directed staff to issue an RFP for consulting services to complete the review and report back with the quotations.

**MOTION #G17-80**

Moved by Steve McCabe

Seconded by Barbara Dobreen

THAT SVCA staff be directed to issue an RFP for the services of a consulting firm with respect to a compensation review; and further

THAT staff report back to the Authority at the September 19<sup>th</sup> meeting.

**CARRIED**

d. **Planning & Regulations Customer Service Survey**

The GM/S-T reviewed the comments on the customer service survey. Several Members indicated that complaints were again on the rise with respect to response times.

e. **News Articles**

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority Members up to date on current events.

**9. Other Business**

a. **Woods House**

The GM/S-T reported that since receiving the Woods property donation, the Executive Committee had directed staff to sell the house by tender with the requirement to move the house by October 15<sup>th</sup> and with a minimum bid of \$20,000. The services of a local auctioneer had been retained, however, there were no tenders received, requiring further direction from the Authority. After discussion the Authority directed staff to hold a live auction for the sale of the house.

**MOTION #G17-81**

Moved by Mike Smith

Seconded by Stewart Halliday

THAT the Authority directs that a live auction be held for the sale of the Wood's house with a reserve to be determined by Staff.

**CARRIED**

**10. For the Good of the Committee**

Authority Member Robert Buckle relayed that there had been a clip on the CTV London News regarding the Greenock Swamp which was informative and interesting.

There being no further business, the meeting adjourned at 10:05pm on motion of Barbara Dobreen.

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Luke Charbonneau  
Chair

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Janice Hagan  
Recording Secretary

Minutes of September 14, 2017  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
Town of Minto Administration Office 3:00 p.m.

Present: Councillor Mary Lou Colwell, Councillor Ron Elliott, Chair Jonathan Zettler, Hope Reidt, Business & Economic Manager Belinda Wick-Graham, Harold DeVries, Kirk Brownell, Business Development Coordinator Somer Gerber, Jamie Doherty and Glen Hall.  
Regrets were received from Mayor George Bridge, Councillor Jean Anderson, CAO/Clerk Bill White, Treasurer Gordon Duff, Economic Development Assistant Taylor Keunen, Gerry Horst, Carol Simpson, Kelly Schafer and Alison Armstrong.

Chair Zettler opened the meeting at 3:00 p.m.

The Committee reviewed the previous meeting minutes.

**MOTION**

**Moved by: Harold DeVries and Seconded by: Councillor Mary Lou Colwell**

**THAT the Economic Development and Planning Committee approve the minutes of the June 8, 2017 meeting.**

**CARRIED**

LaunchIt Update

Business Development Coordinator Somer Gerber highlighted that LaunchIt Minto has changed its structure. Instead of having a Board it now has an Executive Committee comprised of Mayor Bridge, Glen Hall, Gerber and Wick-Graham. Twice a year key partners of LaunchIt will be brought together to be updated and to brainstorm future initiatives.

Live 2 Lead will once again be taking place on October 6<sup>th</sup> at the Norgan Theatre. Two recorded presentations will take place on November 2<sup>nd</sup> in Fergus and November 10<sup>th</sup> in Hanover.

Gerber highlighted a new initiative involving the Go Forth Institute. GoForth offers Canada's leading small business training program, helping entrepreneurs across the country run better businesses, become better leaders, embrace change and face the future with more confidence. The online training modules will be incorporated into LaunchIt Minto's Business Flight Program.

Gerber provided a run-down of training opportunities this fall at LaunchIt including a successful Lunch n Learn that took place assisting our agriculture based employers in finding labour.

Elevate Agriculture Update

Gerber and Wick-Graham reported that the regional profile on Farm Link is nearing completion. It was hoped that it would have been completed in August with accompanying promotional materials so the Farm Opportunities could be recruited at the Fall Fairs. It is planned to be completed at the end of the month and showcased at a Libro Credit Union event that Gerber and Wick-Graham are presenting at in London on October 14<sup>th</sup>.

Chamber of Commerce Update

Gerber also reported on behalf of the Minto Chamber. She highlighted that the Chamber is adding a Youth Community Involvement Award sponsored by the Minto Youth Action Council.

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Roundtable

Councillor Colwell thanked Harold DeVries for speaking to C&M Seeds in regards to Innovation Guelph's Fast Lane Program. DeVries explained that the Fast Lane Program provides established businesses with \$4,500 worth of free consulting if they have sales of at least \$1 million and at least 10 employees. Several Minto businesses have signed up for the program.

Hope Reidt reported that Wightman has launched their Fall mobility program and are preparing for the Bluewater Radio-thon in support of the hospitals in Hanover, Walkerton and Durham. Reidt also highlighted that the build-outs of fibre are occurring in Elora and Teaswater and that Wightman has been nominated for Customer Service Awards in both Owen Sound and North Perth.

Glen Hall highlighted that OSIM is hosting a Google Partners Luncheon and that they recently launched the Minto Chamber of Commerce's new website. Hall also introduced the upcoming Lunch N Learn Series that will be happening at LaunchIt in October featuring Liz Wizeman's book "The Multipliers".

Kirk Brownell reported that TG Minto has opened their new cafeteria, that the School Within A Factory was approved to run again and continues to do so at TG Minto. Brownell also highlighted that TG still has an employee shortage especially on afternoons and has started busing from Waterloo again. Brownell brought to the Committee's attention a program that the Four County Labour Planning Board is coordinating which involves connecting unemployable workers with skills.

Harold DeVries reported that Starter Company+ has started again with 27 people in the program. He also invited the Committee to attend the "Ground Breakers Party" on the afternoon of October 5<sup>th</sup> at the Business Centre of Guelph Wellington. Highlights of the event include a Food Truck, Open House, Pitch Presentation by Starter Company participants and Awards.

Jamie Doherty from the Saugeen CFDC reported that Hawk's Nest would be taking place June 18<sup>th</sup> at the Knights of Columbus Hall between Mildmay and Walkerton. Training sessions are currently underway. The CFDC is also working on a youth transportation initiative for the West Grey area, transporting youth to Launch Pad in Hanover. Doherty was pleased to announce the revitalization of the Regional Advisory Committee and the Saugeen Connect Program that is aiming to connect youth and immigrants with business and employment opportunities in the Saugeen area. Minto is proud to be a partner in this initiative with Hanover and Wellington North.

Filipino Project

Wick-Graham provided an update on the Filipino Project. An event was held this summer with the Filipino community in Palmerston to better understand their challenges in moving and settling here, as well as to work with them to promote Minto as a welcoming community for Filipinos. Work has begun on a promotional video highlighting the Filipino community that will then be used for targeted social media advertising. Print advertorials will be placed in Filipino publications in the GTA. Foodland in Palmerston is willing to work with the Filipino community to bring in popular Asian foods that they would like to source locally. Finally, the Filipino community is participating in Culture Days by hosting an event at the Norgan where they will highlight their foods as well as their culture in the form of a presentation.

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Industrial Land Update

Wick-Graham provided an update on the Industrial Park land sales. Since March 2017, five lots have closed, one lot will be closing shortly, one lot is at the Agreement of Purchase and Sale phase and a letter of intent on the certified site has been received. A discussion will need to be held at the next meeting on servicing requirements for 2018 budget planning.

Vacancy Rebate Program Update

Wick-Graham reported that the Wellington County program, which includes Minto's recommendations are currently being reviewed by the Minister of Finance's Office.

Downtown Revitalization Update

The Committee reviewed the Community Improvement Plan Structural Grant Component Checklist for the property owned by Jeremy Ide at 90 Elora St. S. Harriston. A copy of this document is attached as Schedule A.

**RECOMMENDATION:**

**Moved by: Jonathan Zettler and Seconded by: Councillor Ron Elliott**

**THAT the Council of the Town of Minto approves Structural Grant H04 for the property located at 90 Elora St. S. Harriston for the amount of \$10,000.**

With the approval of the above grant, \$7,200 remains in the CIP budget.

The Committee received a request from the Old Post for a grant of \$1,834.42. The Committee decided that they would wait to see if any façade or signage grants came in between now and the end of November. If not they would consider a grant to The Old Post in December.

Wick-Graham highlighted that the Harriston and Palmerston Downtown Revitalization Meetings in September focused on plans for the upcoming holiday season. The minutes of the Harriston Downtown Revitalization Committee from September 5, 2017 are attached as Schedule B and the minutes of the Palmerston Downtown Revitalization Committee from September 6, 2017 are attached as Schedule C.

The meeting adjourned at 5:03 pm.

Next Meeting: Thursday October 12, 2017 at 2:30 pm at TG Minto

Belinda Wick-Graham  
Business & Economic Manager

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

**Schedule A**

**BUSINESS NAME:** Jeremy Ide

**ADDRESS:** 90 Elora St. S.

**Community Improvement Plan Structural Component Checklist**

Under Section 4.0 of the Community Improvement Plan the Town could offer inside the urban areas for significant industrial, commercial, residential or institutional re-developments that accomplish **more than one** of the following (preference will be given to those that address multiple criteria):

- i) address structural and life safety issues to create usable and efficient floor space
- ii) improve property standards or preserve architectural significance
- iii) remediate a brownfield site, or improve the environment by planting trees, protecting habitat, or other methods to enhance the natural ecosystems,
- iv) upgrade public infrastructure such as sewer, water, storm, roadway, sidewalks
- v) preserve or enhance employment opportunities
- vi) create affordable housing in a range of occupancies
- vii) enhance fire protection such as sprinkler systems, fire separations and similar;
- viii) improve energy efficiency or reduce water and sewer needs
- ix) enhance urban design on and around the subject lands and adjacent public space as well as linkages to trails, parks, core areas and other focal points.

Below are criteria the Town seeks to address when to evaluating structural grant applications. When marking for a project indicate with a number whether the work is:

**Minor = 1**

**Moderate = 2**

**Major = 3**

**1. Building Structural integrity**

**Total 4**

Footing \_\_\_\_ Foundation \_\_\_\_ Floor joists \_\_\_\_ Ceiling joists \_\_\_\_ Rafters/trusses \_\_\_\_

Walls 2 Main beam(s) 2 Other \_\_\_\_\_

**2. Life Safety/ emergency**

**Total 4**

Exit signage \_\_\_\_ Emergency lighting \_\_\_\_ Fire/CO2 Alarms \_\_\_\_

Extinguishers \_\_\_\_

Firewall Separation 3 Fire Doors 1 Sprinkler \_\_\_\_ Siamese connection \_\_\_\_

Other \_\_\_\_\_

**3. Usable and efficient floor space**

**Total 2**

Increase ceiling height 1 Architectural restoration/retention \_\_\_\_

Accessible washroom \_\_\_\_ Main floor commercial 1 Upper floor residential \_\_\_\_

Increased density \_\_\_\_ Other \_\_\_\_\_

**4. Brownfield Remediation**

**Total 0**

Phase 1 \_\_\_\_ Phase 2 \_\_\_\_ Site Specific Risk Assessment \_\_\_\_ Record of Site

Condition \_\_\_\_

Monitoring program \_\_\_\_

Other \_\_\_\_\_

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**5. Improve Environment** **Total 0**

Landscape plan \_\_\_\_ Tree planting \_\_\_\_ Manage Stormwater \_\_\_\_ Add/Protect  
Habitat \_\_\_\_  
Windbreak \_\_\_\_ Buffer zone \_\_\_\_ Riverbank protection/enhancement \_\_\_\_  
Species at risk \_\_\_\_ Other \_\_\_\_\_

**6. Upgrade/Improve Public Infrastructure** **Total 0**

Sanitary sewer collection main \_\_\_\_ Water distribution main \_\_\_\_ Oversizing of main  
\_\_\_\_\_  
Roadway widening \_\_\_\_ Road Turning lane \_\_\_\_ Curb and gutter \_\_\_\_  
Public Sidewalk \_\_\_\_ LED Street lighting On-site Storm water retention \_\_\_\_  
Energy efficient lighting \_\_\_\_ Other \_\_\_\_\_

**7. Employment Opportunities** **Total 1**

Creates new direct jobs \_\_\_\_ Retains existing jobs \_\_\_\_ Addresses skill shortage  
\_\_\_\_\_  
Construction/Spin-off jobs 1 Fills market demand \_\_\_\_  
Other \_\_\_\_\_

**8. Housing** **Total 0**

New affordable rental housing \_\_\_\_ Affordable condominium housing \_\_\_\_  
Affordable freehold semi or townhouse \_\_\_\_ Housing for seniors \_\_\_\_  
Special needs housing \_\_\_\_ Other \_\_\_\_\_

**9. Energy Efficiency** **Total 4**

**Increased insulation 2 Window/Door upgrade 1** Passive energy benefit \_\_\_\_  
New Furnace/cooling technology \_\_\_\_ **Low flow fixtures 1** Graywater recycling \_\_\_\_  
Solar technology \_\_\_\_ Alternative energy \_\_\_\_ Rainwater harvesting \_\_\_\_  
Other \_\_\_\_\_

**10. Enhance Urban Design** **Total 0**

Professional Landscape plan \_\_\_\_ Native species \_\_\_\_ Boulevard tree planting \_\_\_\_  
LED Street Lighting \_\_\_\_ Sidewalk/trail link \_\_\_\_ Contribution to parkland \_\_\_\_  
Design consistency \_\_\_\_ Architectural rehab \_\_\_\_ Compatible Façade design \_\_\_\_  
Exterior Accessibility (ramps etc.)  
Other \_\_\_\_\_

**Total 1 through 10**

**Grand Total 15**

The leverage ratio and the total score assist provide a numerical basis to help compare applications and establish funding amounts. Final decision rests with Town Council.



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**Calculate Leverage Ratio**

| Total Project Cost \$<a><br>\$<a>/<b><br>e.g. \$200,000<br>\$26,660<br>\$2.17: \$1 | Total Funding Requested \$<b><br>\$40,000<br>\$12,253.50 | Leverage Ratio<br>5:1<br>Leverage Ratio |
|--|--|---|
|--|--|---|

**Notes:**

- Created useable space in the downtown core
- Improved the streetscape view of the building
- Energy efficient
- Hired local contractors
- Has never applied for the vacancy tax rebate

**Before**



**Staff Recommendation:**

\$10,000 through the Structural Improvement Grant Program.  
Ratio of \$2.67: \$1

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**Schedule B**  
**Harriston Downtown Revitalization Committee**  
**September 5, 2017**

The Harriston Downtown Revitalization Committee held its regular meeting on Tuesday September 5<sup>th</sup>, 2017 at Harry Stones. Committee members present for the meeting were Councillor David Turton, Geoff Gunson, Tony Tsotros, Lisa Leslie, Randy Martin, Ken Rogers, Raissa Rogers and John Mock. Members of staff present were Business and Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Keunen. Regrets were received from Cheryl Bell. Guest present was Cam Forbes representing the Harriston Firefighter's Association.

The Committee reviewed the previous meeting minutes from June 5<sup>th</sup>, 2017.

Street Party, Savour in the Street and Street Dance

Wick-Graham recapped the Harriston Street Dance, reporting that by adding a cover charge they were able to cover their costs for the dance. Bar profits were \$2,100.00 and were donated to the Legion and Kinsmen for their assistance with the dance. There were approximately 350 people in attendance at the dance. Lisa shared that they had as many cars registered as last year despite the rain, they will plan to hold the car show downtown Harriston in conjunction with the Street Party again next year. Tony shared that Harry Stones and other restaurants were very busy and benefitted from the event. Wick-Graham shared that Savour in the Street was also very well attended with 97 tickets sold and that it would likely take place again next year.

Councillor Turton updated the Committee with progress on the Harriston Packer Reunion scheduled to take place in August 2018, and that the committee consisted of 11 people with significant interest in the reunion from previous workers so far. Lisa shared that the Kinsmen would be providing a BBQ during the weekend as well. She also suggested the possibility of organizing a New Year's Eve dance to kick off the reunion and raise some funds. Councillor Turton announced that there would be a meeting at the Legion on September 21, 2017 for further planning. Wick-Graham suggested that the Reunion Committee may want to work with Savour in the Street to not duplicate efforts on the Saturday night meal but perhaps work together.

Light up the Town

Wick-Graham shared that with Remembrance Day falling on a Saturday this year, there would be a quick turnaround for Public Works to set up the Christmas street lights before Light up the Town. Cam Forbes shared that the Harriston Firefighter's association was looking into options for changing their annual Christmas Parade. He shared that they would like to make it a night parade and that they were considering moving it in conjunction with Light up the Town on Tuesday November 14, 2017. Wick-Graham added that they could Light up the Town, then the parade could start with Santa at the Fire Hall and other events taking place at the Library as per usual until 8:00 pm. The Committee agreed that this would be a nice addition to Light Up the Town and suggested having lots of family activities to break up the crowd between the Fire Hall and Library. The Committee proposed the following schedule: activities at the Library from 4:30 pm – 5:15 pm, tree lighting at 6:00pm, followed by the parade, followed by Santa and

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activities from 7:00 pm – 8:00 pm. John expressed concern over the parade taking place too early in the season. Overall, the Committee was in accordance to see what the Harriston Firefighter's would say about combining the parade. Geoff and Cam would report back the following Tuesday night after their meeting with the Fire Department.

Ladies Night

The Committee reviewed comments from last year's Ladies Night Survey results. Wick-Graham shared that due to the increasing number of holiday events in both Harriston and Minto overall, they were looking into creating a Holiday Shopping & Event Guide this season. She shared that the booklet would not cost the business owners more, and that all events, including Light up the Town, Ladies Night and the passport, the parade, etc. would be added to a booklet with other Clifford and Palmerston promotions/events and if it was too expensive, they would continue with the regular campaign. The Committee liked this idea and Wick-Graham said that they would move forward and look into pricing options. The Committee also agreed to leave the passport as it is and not add that a certain amount be spent at each business because it would not work for everyone and would potentially deter customers. Keunen highlighted that the Norwell Shopping Night has been changed to November 22, 2017.

Keunen shared that due to various suggestions from last year, they were considering having a Men's Shopping Night. She said that this would be an opportunity for women to give men their wish lists that they fill out during Ladies Night and then men can return later in the season to shop for the items. Keunen also suggested that there could be a pizza and wing night at Harry Stones and/or at the Legion, and there could be free gift wrapping, pool tables open and potential craft breweries brought in. Tony shared that he supported this idea and could look into having live music. The Committee agreed on Thursday December 21, 2017 for the Men's Shopping Night. Wick-Graham informed the Committee that she and Keunen would be contacting them soon for promotion details for a quick turnaround to get the booklet started.

Other Business

Wick-Graham shared that Paul Judge would be attending the Communities in Bloom Awards Ceremony in Ottawa in October and that they were eagerly awaiting the final results for Minto. She also shared that Ben's building downtown was fixed to the bare minimum requirements as requested by the Building Official, but he could still not have any tenants. Wick-Graham highlighted that the Old Post's Escape Room would be ready in the fall.

Lisa discussed the possibility of planning an event during International Women's Week in March 2018 with vendors, a speaker and a silent auction to promote and raise money for the Harriston Packers Reunion. She said that she would check with the planning committee about this idea and it would either replace or take place in addition to the New Year's Even Dance fundraising efforts.

Randy asked about the construction on Highway 9 and how long it would take. Wick-Graham said that she would speak with CAO Bill White and provide answers for the Committee through email later that week.

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Adjournment at 8:16 pm

NEXT MEETING:  
Monday October 2, 2017  
6:00 pm  
Harry Stones

Taylor Keunen  
Economic Development Assistant

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

**Schedule C**  
**Palmerston Downtown Revitalization Committee**  
**September 6, 2017**

The Palmerston Downtown Revitalization Committee held its regular meeting on Wednesday September 6<sup>th</sup>, 2017 at the CNRA Clubhouse. Committee members present for the meeting were Paul Brown, Tricia Norman, Scott Norman, Connie Robinson, JoAnne Caughill, Jurgen Stemmer, Wayne VandenHazel, Barb Burrows and Susan Forbes. Members of staff present were Business and Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Keunen. Regrets were received from Councillor Ron Elliott, Bob McEachern, Wayne Martin, Kim Kostal and Sherry-Lynn McRobb

The Committee reviewed the previous meeting minutes from April 5<sup>th</sup>, 2017.

Palmerston Christmas Lights & Light up the Park

Wick-Graham noted that the new Christmas street lights had been ordered through Terry at Palmerston Home Hardware, that the Palmerston Lions' new lights had been installed on the pedestrian bridge and a laser light had been purchased as well. She also revisited the idea of doing a Light up the Park holiday event in the Lion's Heritage Park. Wick-Graham said that they would be checking with the Lion's Club to see if they would like to pursue this idea. She read Wayne Martin's emailed suggestions for the event consisting of wagon rides, live music and promoting the Merchants' Open House. Paul suggested having the event on a weeknight at 7:00 pm for families and mentioned that in the past, the hospital has lit up their tree and given out hot chocolate and cookies. Wick-Graham suggested tying in the railway theme by having Santa at the Museum and making it the core meeting place for events. The committee agreed that they liked the idea of a railway theme for the event. She noted that she would wait to hear from the Lion's Club before they move further.

Palmerston Merchants Open House – November 29, 2017

The Committee reviewed comments from last year's Palmerston Merchants Open House, Pop Up Store and Living Windows survey results. Wick-Graham shared that due to the increasing number of holiday events in both Palmerston and Minto overall, they were looking into creating a Holiday Shopping & Event Guide this season. She shared that the booklet would not cost the business owners more, and that all events, including the Merchants Open House, Light up the Park, the parade, etc. would be added to a booklet with other Clifford and Harriston promotions/events and if it was too expensive, they would continue with the regular campaign. The Committee liked this idea and Wick-Graham said that they would move forward and look into pricing options. The Committee also agreed that the passport was not an effective campaign for Palmerston downtown market. Keunen suggested an alternative option, being either a "Connect 4" or "Bingo" sheet, which would have the list of all the businesses and they would receive a stamp for every purchase made from the Merchants' Night until December 31<sup>st</sup>, 2017, and afterwards there would be a draw for prizes. She said that this would encourage shoppers to continue shopping downtown during the holiday season. Keunen shared that the Pop Up Store would not run this year, as there was a lack of space for this year and

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she also highlighted that the Living Windows would take place again as they were successful and that Norwell Shopping Night will take place on Wednesday November 22, 2017.

Tricia said that she had already booked the Palmerston Scouts to sell apple cider, hot chocolate and hopefully beaver tails. She also shared that she had spoken to Brenda about having the fry wagon during the evening. The Committee suggested having the fry truck in the Foodland parking lot. The Committee also suggested looking into having gingerbread cookies, tarts, desserts and coffee for the event, along with finding someone to be Santa Claus.

Wick-Graham informed the Committee that she and Keunen would be contacting them soon for promotion details for the Merchants Night promotions and for a quick turnaround to get the booklet started.

Crosswalk Update

Wick-Graham reported that the crosswalk was moving along and that they would only lose one parking spot. It is hoped that it will be completed before the end of the year. She also shared that Mayor Bridge was looking into speeding signs to notify people of their speed.

Jurgen shared that it was dangerous crossing the street by the CIBC bank with many vehicles turning and no clear lines around the area. Tricia asked about painted lines for the parking spots downtown and Wick-Graham shared that Public Works was already working on implementing them. Tricia also asked about placing more two hour parking signs on the Main Street. Wick-Graham said that she would send out another friendly reminder to businesses and tenants in the downtown core.

Other Business

Wick-Graham updated the Committee about the following programs:

- Gurmit is currently working on improving the façade and it would be starting the following day. He is fixing it up to hold three commercial units and apartments. Wick-Graham noted that this will take some time to complete.
- Wick-Graham has been trying to contact Vinko owner of the former Palmer building about entering the property in the Renew Program but has been unsuccessful connecting with him.
- Industrial Park Updates:
  - Since March there have been 6 lots sold and 2 more offers received.
  - Properties sold include: JP Horrigan, Felix & Bernice Weber, Amy & Grant Hambermehl, Shaun Wheale, Shrimp Canada and Krosinski Enterprises.

Wick-Graham shared that she had been working with Tom Lusi from the County of Wellington to reach out to Palmerston's Filipino population to look into attraction strategies to encourage more of the community to come to Palmerston to live and work. She highlighted that an attraction video was being made as well for targeted attraction efforts.

Minutes of September 14, 2017  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
Town of Minto Administration Office 3:00 p.m.

Wick-Graham also shared that Solutions had been sold and that Dinkelman's Grappling Arts was moving back into the downtown core into the old real estate office. She also highlighted that a new daycare was being built by the Palmerston Public School.

Adjournment at 8:13 pm  
NEXT MEETING:  
Wednesday October 4, 2017  
6:30 pm  
CNRA Clubhouse

Taylor Keunen  
Economic Development Assistant

**Minutes of Parks & Recreation Advisory Committee Meeting**  
**Meeting Date: Monday, September 25, 2017**  
**Meeting Location: Palmerston Lions Clubhouse**

**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

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

**Review of Minutes:**

P.R.A.C. minutes from June 26<sup>th</sup>, 2017 were reviewed.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Councillor Turton

THAT:

The P.R.A.C. minutes of June 26<sup>th</sup>, 2017 be approved as circulated.

CARRIED

**Council Follow-Up:**

The minutes from the June 26<sup>th</sup>, 2017 meeting were accepted by Council. In July, Council directed staff to create an agreement with the Kinsmen and Agricultural Society in Harriston regarding the placement of permanent obstacles on the grounds for the Tuff Truck event.

**Services Manager's Reports:**

*Norgan Theatre Board Minutes*

Services Manager Matthew Lubbers reported that the Norgan Theatre 70<sup>th</sup> Anniversary celebrations took place August 19<sup>th</sup> and 20<sup>th</sup> went very well. There was a barbeque in Heritage Park as well as items at the museum to view. The movie, 'Carnival in Costa Rica' was played at the theatre as well. It was the first movie shown at the theatre 70 years ago. There were members in the crowd that were in attendance 70 years ago when it first opened, as well as many people who had worked at the theatre throughout the years. Dave Wilson wrote a book about George Norgan and it was on sale at all of the locations.

*Program Progress Report*

Services Manager Lubbers reported that the fall programs will be starting soon with Grassroots Hockey starting October 15<sup>th</sup> in Clifford and Grassroots Basketball starting October 10<sup>th</sup> at NDSS. Day Camp was busy this summer requiring 3 staff at each location most days. Pickleball was a great success this summer at the Harriston Curling Club with an average turnout of 20 participants per night.

**Facilities Manager's Report:**

*Facilities Maintenance*

Facilities Manager Allan Carr reported maintenance work has been done on all of the refrigeration systems. The Palmerston Arena has the ice installed and the Harriston Arena



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

**Meeting Date: Monday, September 25, 2017**

**Meeting Location: Palmerston Lions Clubhouse**

and Clifford Arena will be starting shortly. Painting has been completed at all of the facilities to get ready for the upcoming ice season.

At the Palmerston Pool, a leaky return line was repaired and parts to repair the heater were late arriving so it will be repaired for the start of the next pool season. The Lions Club installed a new retaining wall at the pool with final grading to be completed soon. The pool has been winterized.

After assessing the Harriston Pool, a recommendation will be coming to replace the return line and skimmer fittings. Staff proposes the deck be cut out approximately three feet around the perimeter of the pool to do this. Cracks in these fittings have caused leaks. Staff proposes new filters, heaters, coping and a liner for a renovation to be budgeted for in 2018. A meeting will be set up with the Harriston Kinsmen as they have expressed interest in assisting with the project. Repairs and work done in 2017 include liner repairs, leak detection, some new valves in the filter room, new rollers and new solar blankets and a new tiger shark. The pool has been winterized

A rather lengthy cleanup was completed after the flood. Washroom partitions in the outside washrooms at the Harriston Fairgrounds were replaced through the insurance claim.

Solar panels have been installed on the Clifford Arena roof. The company (Arntjen Solar) doing the installations have hired an engineer to do a pre-installation inspection of the three arena roofs with any concerns to be addressed.

*Facility and Sports Field Usage*

Facilities were busy this summer with numerous events. Clifford Homecoming was a success, even with the weather not completely cooperating. The Jeff Davie Memorial Tournament was another great weekend this year and the group is gearing up for the 10<sup>th</sup> Anniversary next year. Palmerston was site of the U14 Canadian Fastball Championships this past August. Softball Canada was impressed with how the community hosted the tournament and also with the facilities.

A new full time person has been hired. His name is Terry Wheeler and he brings seventeen years of full time experience and multiple training certificates to the Town of Minto.

**Smoke Machines:**

Facilities Manager Carr reported that there have been a couple of incidents where smoke machines have set off the fire alarm in the facilities over the summer.

**MOTION:**

Moved by: Bob McEachern and Seconded by: Councillor Turton

**THAT:**

No smoke machines are permitted in Town of Minto facilities and that this information is added to the facility rental agreement.

**CARRIED**

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

**Meeting Date: Monday, September 25, 2017**

**Meeting Location: Palmerston Lions Clubhouse**

**New Parking Lot Layouts**

New parking lot layouts at the Harriston Arena and Clifford Arena were reviewed.

**Concession Both Pricing**

Recreation and Facilities Assistant Greg Mallett reported that he will be overseeing the concession at both arenas as well as the Norgan Theatre. He will be assessing the prices of the products and making changes accordingly. Pricing will be consistent across all of the facilities.

**Mapleton-Minto 81's**

Facilities Manager Carr reported that the Mapleton-Minto 81's will be taking a one year hiatus from the WOAA Senior 'AA' Hockey League. This is due to lack of players. They plan on returning to the league next year.

**Palmerston Tennis Courts**

Facilities Manager Carr reported he had received a complaint about the state of the tennis courts in Palmerston. There have been reports of broken glass and the weeds along the fence were getting high, also that the courts were being used for things other than tennis by some of the public. Carr talked about the possibility of locking the courts and giving out keys to the members of the public that use it for tennis. Councillor Elliott noted that there are numerous people that use the courts and that locking might stop some people from being able to use them. Geoff Gunson suggested posting a sign that said for tennis use only and posting the Town number to call if there were any concerns with the court.

**Member Terms**

Services Manager Lubbers noted that the term of Dorothy Grotenhuis would expire at the end of the year. Lubbers will speak to Dorothy to see what her intentions are moving forward and he will post an ad seeking a new member from the Township.

**New Business:**

None.

**MOTION:**

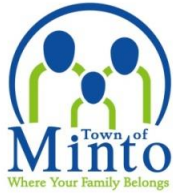
Moved by: Geoff Gunson

THAT:

P.R.A.C. adjourn at 6:55 p.m.

The next meeting is October 30<sup>th</sup> at 5:00 p.m. at the Clifford Arena.

Greg Mallett  
Recreation and Facilities Assistant  
Parks & Recreation Advisory Committee



**TOWN OF MINTO**

**DATE:** September 27<sup>th</sup>, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Matthew Lubbers, Recreation Services Manager  
**SUBJECT:** Tuff Truck Event

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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.

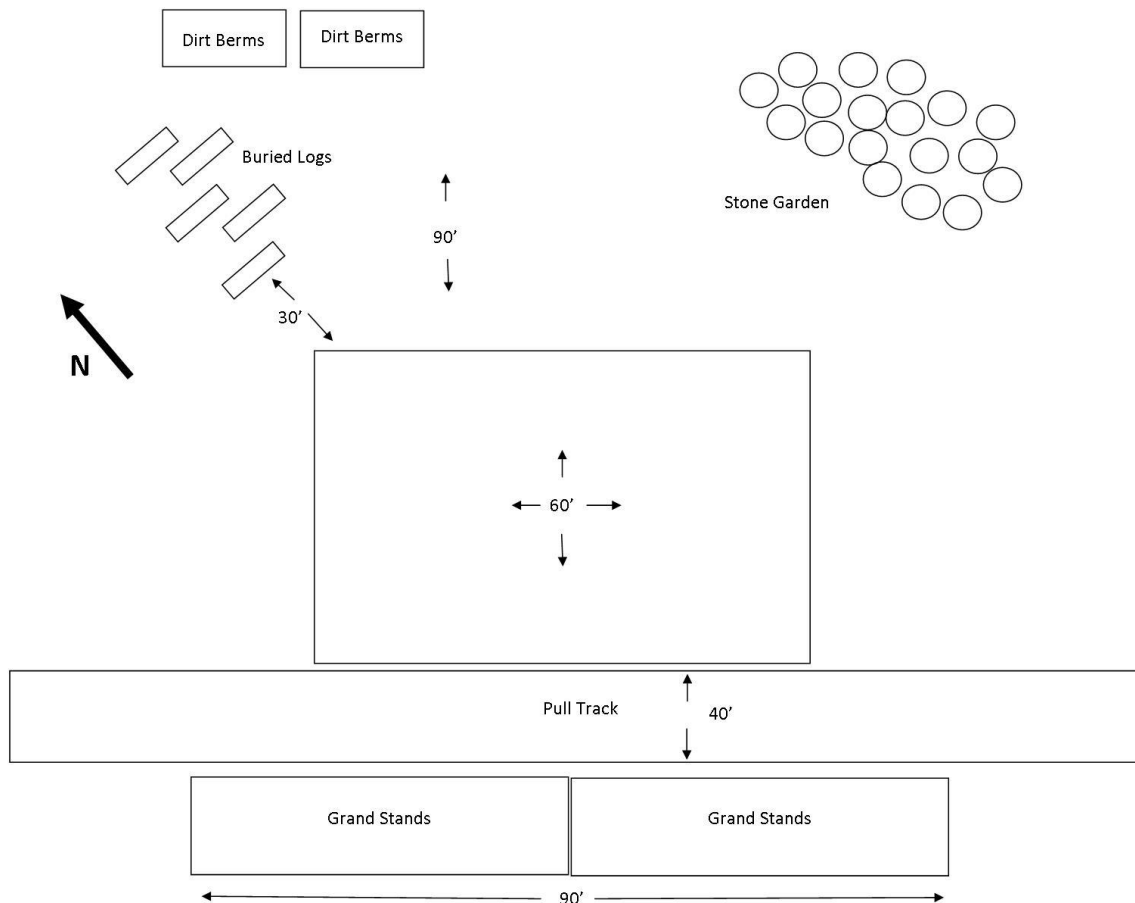
**BACKGROUND:**

The Harriston Kinsmen ran their second annual Tuff Truck Event at the Harriston Fairgrounds on September 23<sup>rd</sup>, 2017. 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:**

The Kinsmen reported to Council at their May 16<sup>th</sup>, 2017 meeting that they have verbal permission from the Agricultural Society to proceed. 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 recommended that Council finalize their approval of the request so long as a review of the request by the Town insurer was completed and that the Harriston-Minto Agricultural Society approves of the location of such features. 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. They also recommended that the Town be named as additional insured on the Kinsmen's liability policy for all Tuff Trucks events.

A staff report was received by Council at their July 25<sup>th</sup>, 2017 meeting at which time staff was directed to create a formal agreement with the Harriston Kinsmen and the Harriston-Minto Agricultural Society. An agreement has been made and signed by both parties and covers areas such as maintenance and insurance. The original site layout was modified in consultation with the Maitland Valley Conservation Authority which included elimination of the permanent bleachers.



#### FINANCIAL CONSIDERATIONS:

None.

#### RECOMMENDATION:

That Council of the Town of Minto receives the September 27<sup>th</sup>, 2017 report from the Recreation Services Manager entitled Tuff Truck Event and that a By-law be considered in open session authorizing the Mayor and C.A.O. Clerk to sign an agreement to permit certain obstacles for the Kinsmen Tuff Truck Event to remain in place at the Harriston Minto Community Complex.

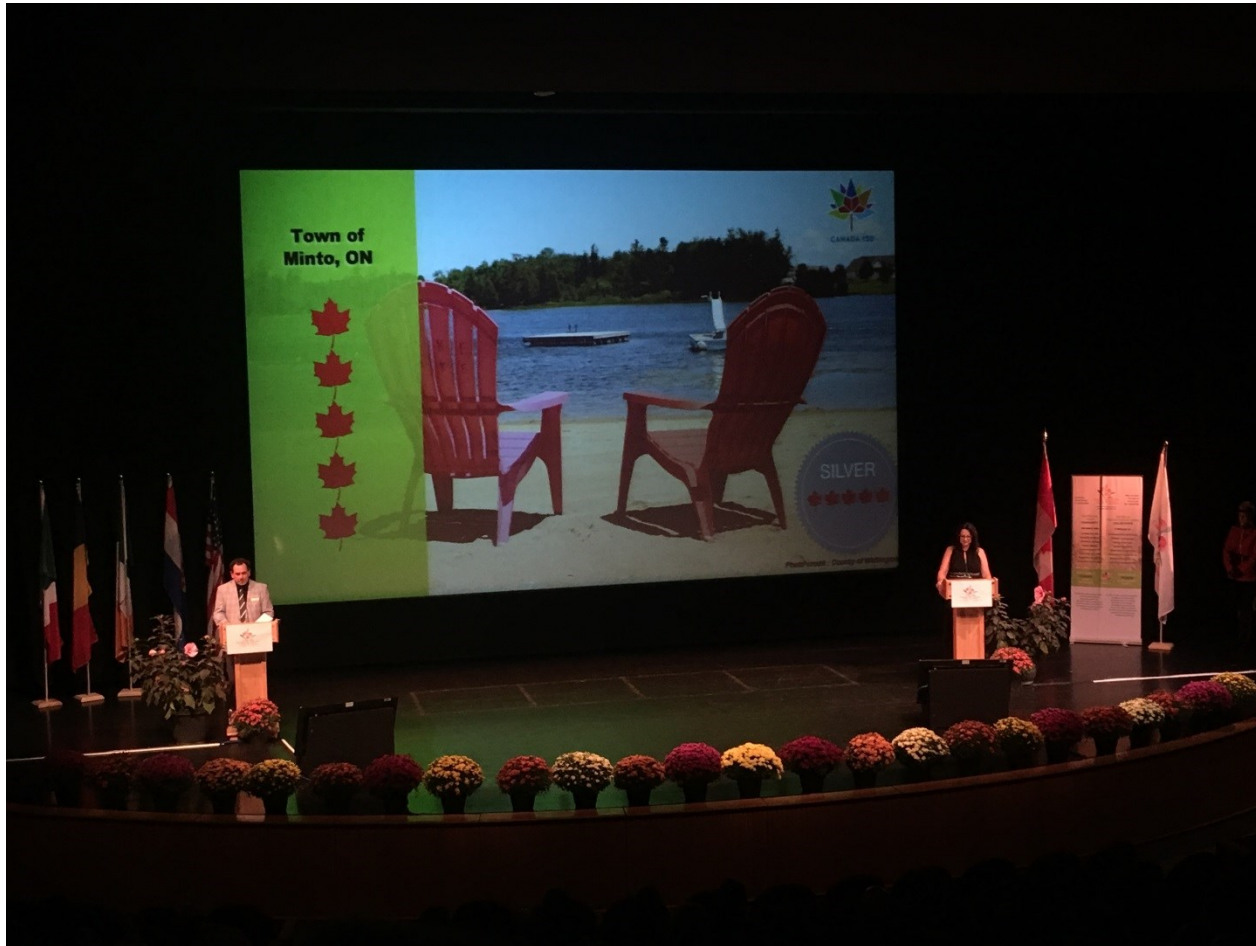
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Matthew Lubbers  
Recreation Services Manager



# Communities in Bloom – 2017

## Canada 150 Special Edition



2017 Score  
87.7% Silver

2013 Score  
85% Bronze



# Special Mention: Green Legacy Program



# General Comments

- There is a great deal of collaboration – Groups work together.
- Very strong volunteerism.
- Minto has good heritage sites and with much volunteer labour and grant monies has been able to restore many buildings in the downtown areas.
- Volunteerism is getting more challenging as the typical volunteer is getting older and young people are busy with families and other things. When organizing a volunteer event advertise it as a “done in a day” event so people will know it is a project that can be accomplished in one morning or one day and the commitment is of short duration.
- The tour was very comprehensive and the tour guides were very knowledgeable about how everything gets done. The judges thank everyone we met during the tour for their hospitality and genuine sense of enjoying their participation in Communities in Bloom



# Environmental Action

- Score: 164/200
- Observations:
  - Green Energy Plan (LED streetlights, electric charging stations, GPS tracking of PW fleet, minimal use of pesticides)
  - Water Use By-Law
  - Mobile hazardous waste depot
  - Remediation of Lions Heritage Park
  - Earth Day activities
  - Land set aside for conservation



# Environmental Action

- Recommendations
  - Consider expanding the use of hybrid vehicles in the municipal fleet. Develop a short and long range plan.
  - Review the landfill diversion rates and set a higher goal for Minto. (Determine the Minto recycling rate and challenge the residents and businesses to increase the rate by 2% in 2018. Place on social media and small awards given to businesses that increase their recycling the most. Have the local newspaper report on this quarterly).



# Heritage Conservation & Canada 150

- Score: 84/100
- Observations:
  - Minto is involved in areas celebrating the culture of the region. The Cultural Roundtable was established in 2012 and a total of 16 reps meet monthly from different backgrounds and organizations including youth.
  - Minto participates in the National Culture Days weekend.
  - Local Heritage Marker Program
  - Town owns several historic buildings
  - Structural Grant program for downtown properties
  - Downtown Revitalization Committee works with local businesses and groups to create heritage murals in the downtown core.
  - Harriston Historical Society plaque program for residences and businesses.
  - Pioneer cemeteries maintained by volunteers





# Heritage Conservation & Canada 150

- Recommendations
  - Harriston has many beautiful historic buildings in the downtown. Consider developing a brochure for an heritage walk to an architectural walking tour of Harriston.
  - The Heritage Plaque program does not seem to have specific guidelines. Consider developing guidelines and place on Town's website.
  - Expand the Memorial Tree program in Old Rotary Park. Also since there are very few places to sit in Old Rotary Park, consider having memorial benches in the park, on both sides of the bridge.
  - Plant a tree in honour of each graduating class at one of the schools. As the program becomes successful, expand to other schools.



# Landscape & Urban Forestry

- Score: 442/525
- Observations:
  - Minto is very active in the area of Urban Forestry
  - Tree Retention & Management Policy
  - County Green Legacy Program
  - Trees for Minto has planted over 4,100 trees, fruit tree campaign
  - TG Minto Afforestation Project – 7,200 trees by 800 volunteers
  - Tree Carving Policy
  - Palmerston Lions Memorial Tree Forest – 531 trees planted
  - Town Landscape Coordinator
  - Professional Landscape Firm plans all streetscapes
  - New entrance signs and landscaping
  - Horticulture Societies help designing entrances
  - Horticulture students at Norwell help seniors with landscape maintenance as well as other projects



# Landscape & Urban Forestry

- Recommendations:
  - Consider expanding the tree inventory by adding trees in parks to the inventory. Each year expand the inventory by using Town staff or volunteers. Use GPS mapping as a guide.
  - The downtown trees in Harriston are planted in very small cuts in the sidewalk, this will not allow the roots to expand and will lead to a short life span for the tree. It is recommended that the tree has at least 200 sq. ft. of permeable soil about the roots to thrive. The sidewalk is very attractive but cuts need to be made in the sidewalk to allow for root growth.
  - Place a sign near the green wall at TG Site explaining the purpose and philosophy of the 7,200 trees that volunteers planted
  - Consider adding an arboretum at one of the schools with a plaque on each tree. Start small and expand when resources allow.





# Floral Displays

- Score: 152/175
- Observations:
  - Minto plants and maintains 90 hanging baskets, 50 planter boxes, 8 bridge boxes and 30 urns.
  - Canada 150 colours for theme.
  - River water used to water the baskets and boxes
  - Palmerston Home Hardware donation of Canada 150 tulips for Heritage Park and planted by students
  - Horticultural Societies – Adopt a Bed Program
  - Garden of the Month Program



# Floral Displays

- Recommendations:
  - Downtown Harriston is becoming a destination. It might be time to add to the regular floral displays everyone has come to expect. Consider placing a topiary in the front of the Wellington County Library. This will blend with the downtown environment. Leave the topiary in place during June – August.
  - Minto currently has a Garden of the Month program. Consider adding more garden recognitions, such as best shade garden, best perennial garden, or garden with annuals. This could include backyards.
  - The current program uses summer staff for watering and maintaining the many planters. Consider adding more staff, possibly part-time summer help.





# THANK YOU!

- Judges: Jack Clasen & Gaetan Deschenes
- Council
- Town of Minto & Wellington County Staff
- Community Volunteers
- Businesses



# National Communities in Bloom

## Photos, Ottawa





# National Communities in Bloom

## Photos, Ottawa





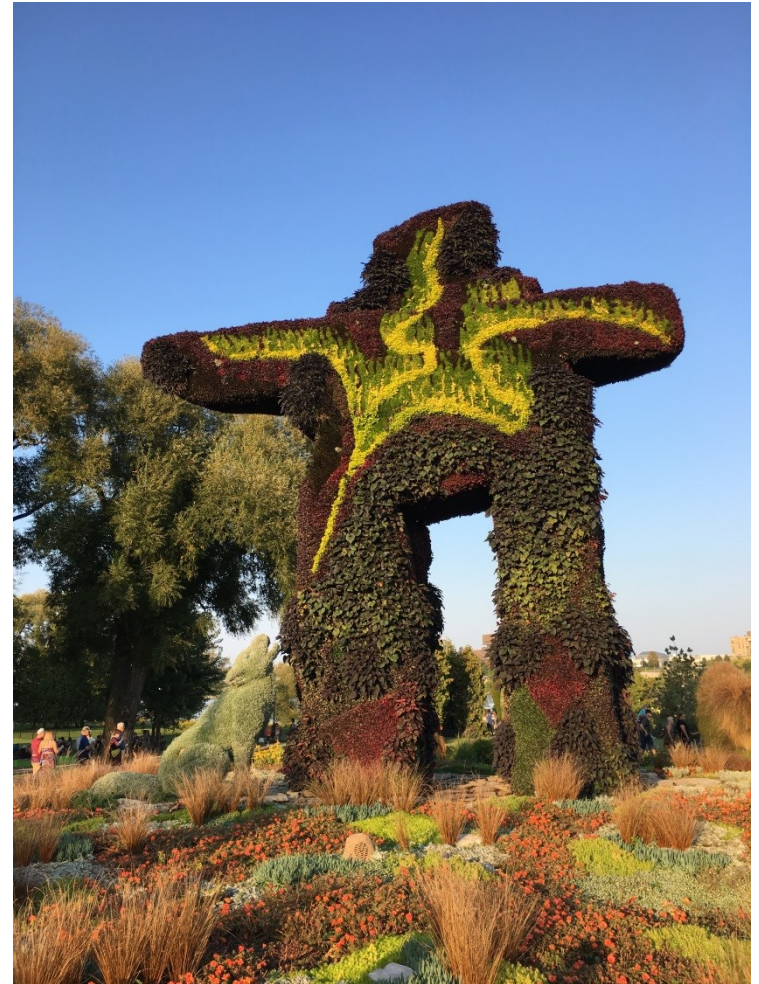
# National Communities in Bloom Photos, Ottawa





# National Communities in Bloom

## Photos, Ottawa





# National Communities in Bloom Photos, Ottawa





## TOWN OF MINTO

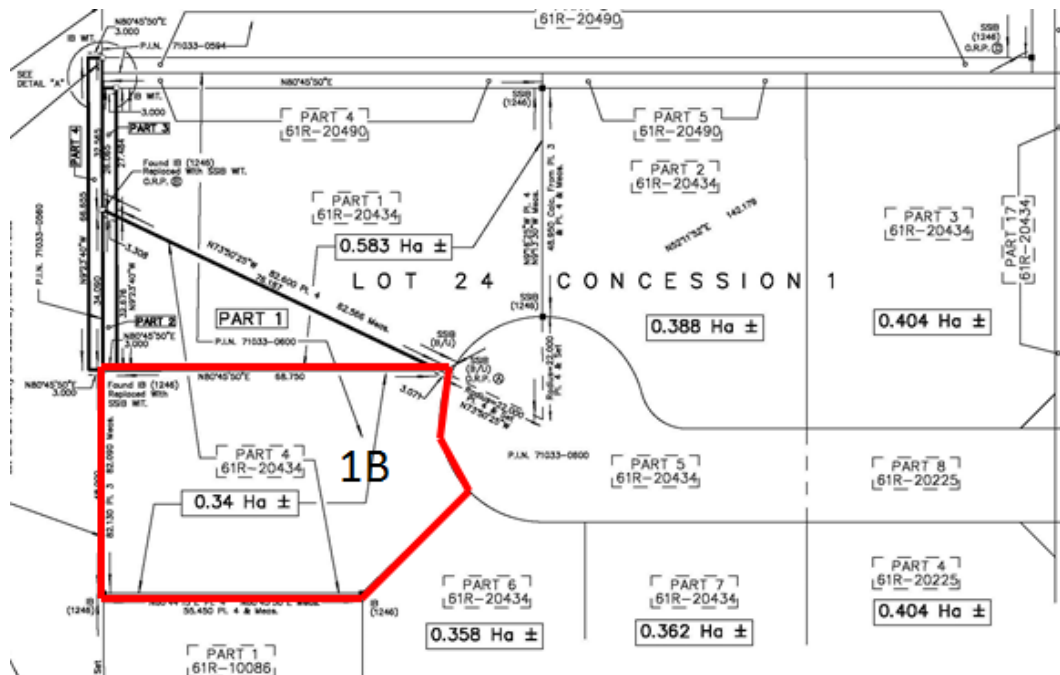
**DATE:** September 27, 2017  
**REPORT TO:** Mayor & Council  
**FROM:** Belinda Wick-Graham, Business & Economic Manager  
**SUBJECT:** Palmerston Industrial Land Agreement of Purchase & Sale – Lot 1B (Part 4)

### STRATEGIC PLAN:

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

### BACKGROUND:

On August 28, 2017, Alfred DeVries, owner of J&A DeVries Construction Inc. submitted a Letter of Intent for the purpose of constructing a 6,000 sq. ft. rental industrial building on lot 1B on Frank Lambier Court (Part 4) as shown on the map below.



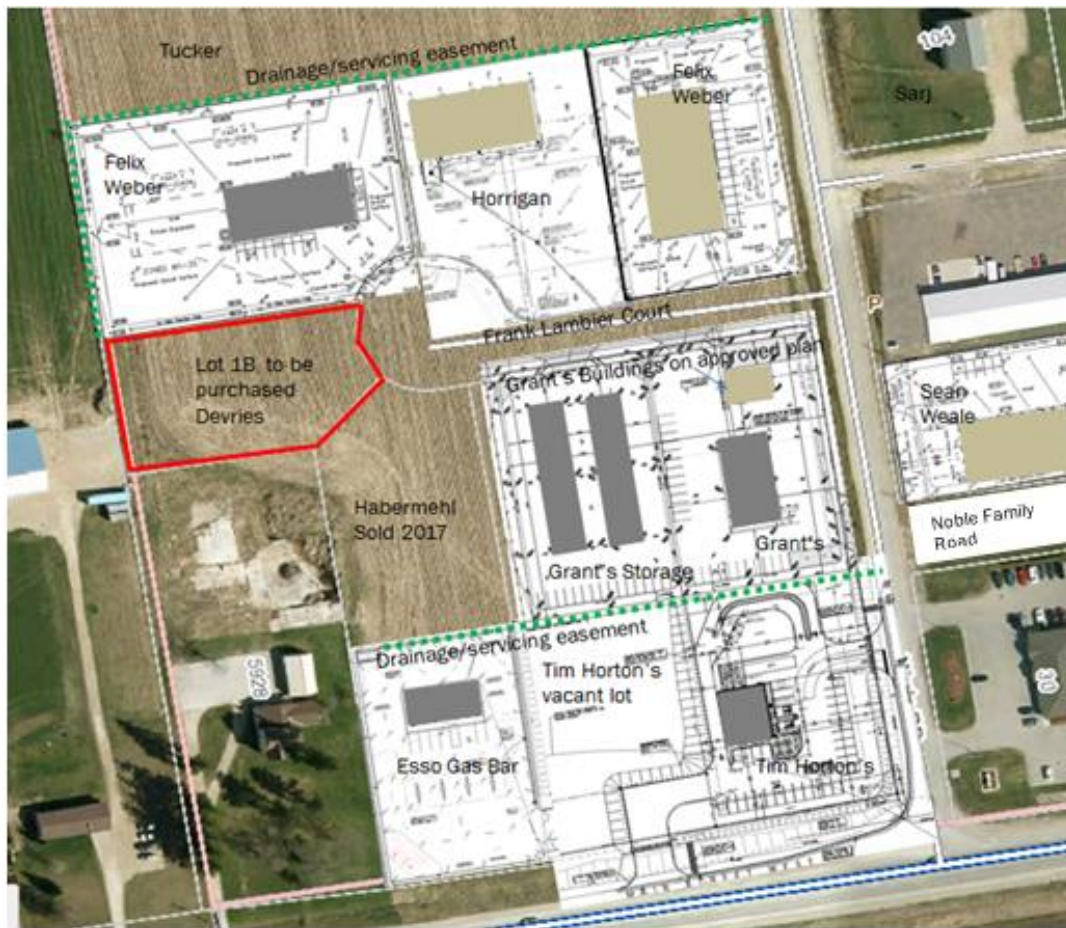
He is offering full asking price of \$12,600 for the 0.84 acres and his proposed 6,000 sq. ft. building would satisfy the development covenants.

### COMMENTS:

Mr. DeVries is known to staff having constructed both Felix and Bernice Weber's properties in the Palmerston Industrial Park. He is a reputable contractor and we are pleased to see him investing in his own property in the industrial park for the purposes of a rental unit(s).

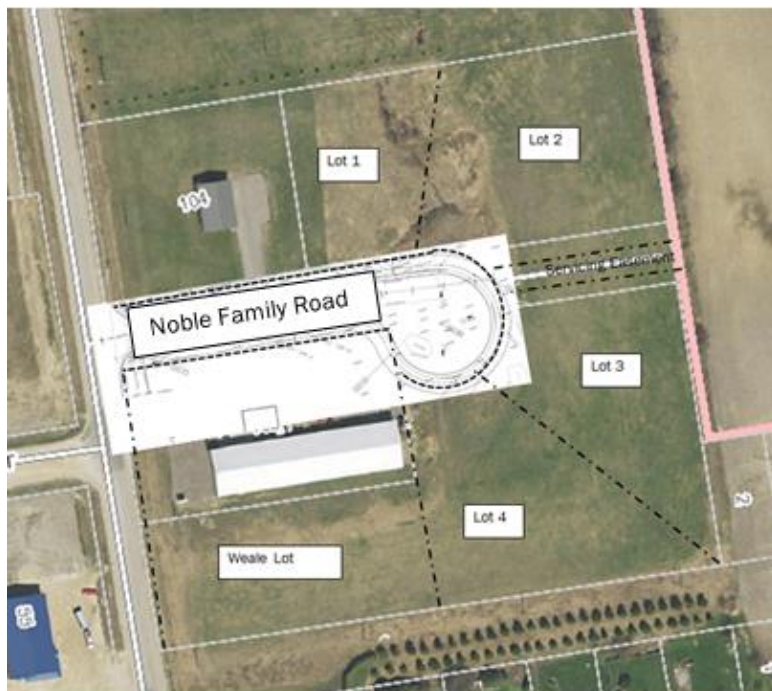
The drawing on the following page shows the extent of development on Frank Lambier Court in the last few years. The buildings in gray are completed and the buildings in light brown are site plan approved and/or under construction.





#### FINANCIAL CONSIDERATIONS:

Mr. DeVries is offering full asking price for this lot. Its sale means the Town has no more lots available on Frank Lambier Court and no small acreage lots in any industrial park. In 2018 Council should consider budgeting to service Noble Family Road to create four lots as shown below. These lots would be less than an acre in size and should sell for more than \$15,000 per acre given anticipated servicing costs.



#### RECOMMENDATION:

That Council receives the September 27, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 1B in the Palmerston Industrial Park and considers a bylaw in regular session authorizing the Mayor and C.A.O. Clerk or designates to sign the Agreement of Purchase & Sale and all documents necessary to close the transaction.

Belinda Wick-Graham  
Business & Economic Manager





## TOWN OF MINTO

**DATE:** September 28, 2017

**REPORT TO:** Mayor and Council

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

**SUBJECT:** Proposed Parking Lot Agreement, Harriston Legion

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### STRATEGIC PLAN:

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

5.5 Pursue, develop and encourage public private partnerships that are fiscally responsible, transparent and mutually beneficial including sponsorships. Establish and maintain appropriate relationships with private business.

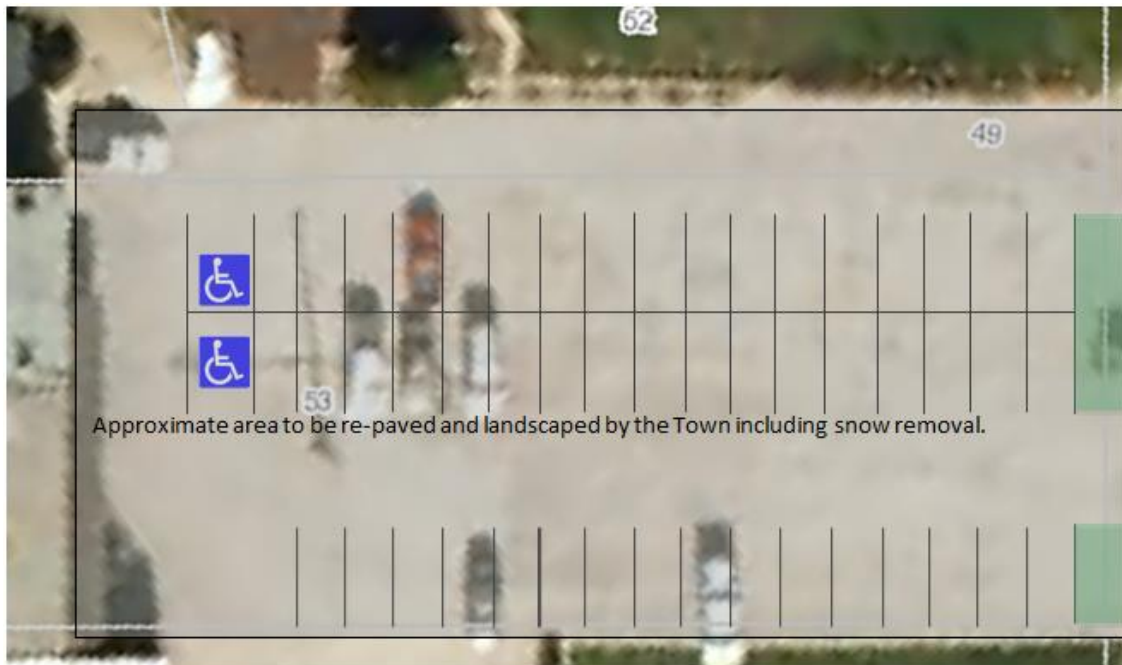
### BACKGROUND

Earlier this summer the Town received a request from the Harriston Legion to re-pave the parking area behind their building due to damage from the flood. Since the 2017 asphalt paving program was set by Council, staff advised that their request could be considered for 2018 budget but recommended a formal agreement be signed between the parties to make responsibilities clear.



The Town removes snow and line paints the parking area, and the public can park there to access downtown businesses. This is an excellent relationship that staff suggests continue.

The parking lot should be re-paved and the sketch below shows the layout and recommended improvements. The Legion would like improved lighting and a new flag pole which can be included in the 2018 work.



#### COMMENTS:

The Town has various public parking areas in the three urban areas of Minto some of which it owns and others which are on lands owned by other parties and maintained by the Town. Many of the private lots upon which the Town maintains public parking do not have a formal agreement as to responsibilities and liability. In 2014 the Town signed a formal agreement with Harry Stone's to provide public parking on these privately owned lands. This agreement provides a good template for a Legion agreement with the following terms:

1. Town to resurface paved parking by July 1, 2018, and maintain drainage, line parking spaces, landscape and install public parking signage according to the drawing (see above plan).
2. Public parking permitted on new lot seven days a week 24 hours a day except for winter parking restrictions which apply.
3. Town to enforce winter overnight parking except the Owner may identify vehicles that may need to remain due to alcohol consumption.
4. Town conducts snow and ice removal as per minimum maintenance standards; if the Owner may do more maintenance at his own expense.
5. Lighting installed by the Town is municipal responsibility; lights on building Owner responsibility.
6. Mutual cooperation and regular meetings to work out problems that may arise.
7. Indemnity and insurance protection for both parties; Town named as an additional insured on minimum \$5 million commercial liability.

8. 20 year agreement option to renew for 5 years. Town opt out with 6 months written notice; Owner opt out with 6 months' notice and payment based on year of termination (full cost of parking lot if within 2 years vs. no cost to terminate after 17 years)

**FINANCIAL CONSIDERATIONS:**

Paving the parking area will be included in the 2018 budget under general asphalt resurfacing or as capital work depending on the approach recommended by Public Works staff and approved by Council.

**RECOMMENDATION:**

That Council of the Town of Minto receives the CAO Clerk's report dated September 28, 2017 and the letter from Ken Reuber from the Harriston Legion regarding a Proposed Parking Lot Agreement, and that a by-law be returned to Council in regular session to authorize the Mayor and C.A.O. Clerk to sign the agreement.

Bill White, C.A.O. Clerk



**Royal Canadian Legion  
Branch 296- Harriston  
53 Elora Street, S.  
Harriston, ON  
N0G 1Z0  
(519) 338-2843  
[legion296@wightman.ca](mailto:legion296@wightman.ca)**

Mr. Bill White,  
CAO, Town of Minto,  
5941 Hwy.89, R.R.#1,  
Harriston, Ontario N0G 1Z0

Dear Mr. White:

We are already in the processes of working on doing the parking lot behind Royal Canadian Legion Branch 296 in Harriston that has been exasperated by the recent flooding of the town.

We here at the Legion where also wondering about our signage at the back of the Legion parking lot as the lighting is not working now and wondering about having it replaced along with a new flag pole. As I understand that the flag pole was made out of a Cedar Tree and I believe it is time to have something more permanent put in place.

Thanking you in advance for your attention to this matter.

Ken Reuber, President of RCL Br.296

## SHARED PARKING AGREEMENT

THIS AGREEMENT made this 12th day of July, 2017.

BETWEEN:

Royal Canadian Legion Branch 296- Harriston.

Hereinafter called the "Owners" of the SECOND PART

- and -

Town of Minto.

Hereinafter called the "Town" of the FIRST PART

**WHEREAS**, the Owner owns lands described as 53 Elora Street South and legally known as Part Lot 16 to Part Lot 20 South Queen in the former Town of Harriston now the Town of Minto (being all of PIN \_\_\_\_\_ (LT) and said Owners operate the Harriston Legion;

**AND WHEREAS** the Town has maintained public parking area on the Owner's lands so that parking spaces are available to the public as well as patrons of the Harriston Legion and such shared use of parking on the subject lands is for the purposes of enhancing and supporting downtown Harriston;

**NOW, THEREFORE**, in consideration of the faithful performance of the terms, covenants, and conditions and the obligations of the parties as set forth herein, the parties agree as follows:

1. This agreement shall be binding of the parties upon execution.
2. The Owners consent to the Town resurfacing in asphalt as required at its sole cost the "**parking area**" as shown on the approved site plan to a paved condition such work to be completed prior to July 1<sup>st</sup>, 2018. In addition to maintaining drainage and paving, the Town shall paint parking spaces, landscape the edges of the "**parking area**" with topsoil and seed, and install and maintain Public Parking Signage as needed.
3. The Owners consent to the Town promoting and directing members of the public to use the "**parking area**" seven days per week, 24 hours per day exclusive of periods as specified by municipal by-law between the dates of November 1<sup>st</sup> and April 1<sup>st</sup> during which overnight parking shall not be permitted due to snow removal purposes.
4. The Parties agree that overnight parking shall be enforced by the Town exclusively within the "**parking area**" except however the Owners may identify a vehicle or vehicle(s) from time to time which may be parked overnight due to the Owners enforcing Provincial rules for the consumption of alcohol.
5. The Town, or its authorized agent, shall conduct snow removal on the "**parking area**" as provided for in its snow removal policy and in accordance with any minimum

maintenance standards including ice removal as deemed necessary by the Town in order to comply with said standards. Any additional snow removal required by the Owner above and beyond the Town's standards shall be at the sole cost and expense of the Owner.

6. The Town agrees not to charge for use of the "parking area" except in the case of a special fundraiser or similar activity in which the Parties agree parking shall be paid.
7. The Town shall maintain the granular base, asphalt surface, drainage works, signage and line painting for the "parking area", while the Owners shall cut the grass and maintain the areas outside the paved parking area including picking up trash and emptying any bins maintained by the Owners pursuant to their operations.
8. The Town shall be responsible for any hydro costs assessed with respect to any new lighting installed for the "parking area", while the Owners agree to maintain in good working condition any and all lighting needed to ensure safe access from the "parking area" to the Legion including any lights located on the Owner's building.
9. The Owners shall be responsible for property taxes pertaining to the subject lands, if applicable including any increases resulting from the change in market value of the Owner's lands.
10. The Town reserves the right to tow, at the vehicle owners expense, vehicles improperly or illegally parked or abandoned.
11. The Parties agree to cooperate to the best of their abilities and to mutually use the "parking area" without disrupting the other party. The parties agree to meet on occasion to work out any problems that may arise with the shared "parking area".
12. a) The Town indemnify and save harmless the Owner from and against any and all claims, actions, damages, liability and expense in connection the Town's full use and enjoyment of the "parking area" or as a result of any act or omission of the Town, its agents, members of the public, contractors or employees that use the "parking area" for purposes related to public parking, and "shall provide and maintain commercial general liability insurance in the minimum amount of \$5,000,000.00 with respect to public use of the "parking area" to cover all operations and activities conducted by it, its agents, servants, employees, contractors or licensees, naming the Owner as an additional insured, and to provide a certificate evidencing same, as may be requested from time to time by the Owner. Without limiting the generality of the foregoing, such public liability insurance shall contain provisions for cross-liability, severability of interests, and no cancellation or alterations initiated by the insurer without at least thirty (30) days prior written notice to the Owner.  
b) The Owners will indemnify and save harmless the Town from and against any and all claims, actions, damages, liability and expense in connection the Owner's full use and enjoyment of the "parking area" or as a result of any act or omission of the Owner, its agents, customer, contractors or employees that use the "parking area" for purposes related to the restaurant use, and shall provide and maintain commercial general liability insurance in the minimum amount of \$2,000,000.00 with respect to its use of the "parking area" to cover all operations and activities conducted by it, its agents, servants, employees, customers, contractors or licensees, naming the Town as an additional insured, and to provide a certificate evidencing same, as may be requested from time to time by the Town. Without limiting the generality of the foregoing, such public liability insurance shall contain provisions for cross-liability, severability of interests, and no cancellation or alterations initiated by

- the insurer without at least thirty (30) days prior written notice to the Owner.
- c) This agreement shall continue for 20 years from the date of its execution subject to the Town, at its sole discretion, having the right to terminate this agreement with no less than six months written notice to the Owners, and upon terminate the Town shall remove any signage or reference to the “**parking area**” being available to the public and the works constructed under Clause 2 of this agreement shall become the exclusive property of the Owners. If termination is not contemplated by the Town under this clause the Parties may agree to five year extensions to this agreement subject to the same terms and conditions.
- d) The Owner may terminate the agreement with six months written notice to the Town subject to the following conditions:
- i) If cancellation is requested within two years of the date of execution of this agreement payment to the Town 100% of the cost of resurfacing the parking area including drainage and landscaping such figure agreed to be \$\_\_\_\_ based on tendered price acquired by the Town.
  - ii) If cancellation is requested within five years of the date of execution of this agreement payment to the Town of 80% of the figure outlined in part 12d)i)
  - iii) If cancellation is requested within eight years of the date of execution of this agreement payment to the Town of 60% of the figure outlined in part 12d)i)
  - iv) If cancellation is requested within eleven years of the date of execution of this agreement payment to the Town of 40% of the figure outlined in part 12d)i).
  - v) If cancellation is requested within 14 years of the date of execution of this agreement payment to the Town of 20% of the figure outlined in part 12d)i).
  - vi) If cancellation is requested beyond 17 years of the date of execution of this agreement no payment to the Town shall be required.
- e) All notices and other communications given hereunder by the parties shall be given in writing and shall be given by prepaid mail, by facsimile or other means of electronic communication or by hand-delivery, in each case addressed as specified below. Any such notice or demand, if mailed by prepaid mail, shall be deemed to have been received on the fourth business day after the post-marked date thereof, or if sent by facsimile or other means of electronic communication, shall be deemed to have been received on the date of transmission provided the appropriate confirmation of receipt has been received before 3:00 p.m. on a business day, and otherwise on the next business day. A letter shall be deemed received when hand-delivered to the receiving party at the address shown herein or at such other address as the receiving party may notify the others from time to time.

**Town:** Town of Minto  
ATTN: CAO Clerk  
5941 Highway 89  
Harriston, ON NOG 1Z0  
(519)338-2511

**Owners:** Royal Canadian Legion Branch 296- Harriston  
53 Elora Street South  
Harriston, ON NOG 1Z0

IN WITNESS WHEREOF, the parties have executed this agreement on the 10th day of July 2017, at Town of Minto in the County of Wellington, Province of Ontario.

TOWN:

TOWN OF MINTO

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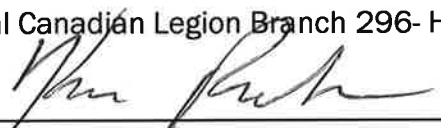
George Bridge, Mayor

---

Bill White CAO/Clerk

LEGION:

Royal Canadian Legion Branch 296- Harriston



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Ken Reuber, President

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I/we have the authority to bind the corporation.



**SCHEDULE A**  
**Description of Lands**

53 Elora Street South and legally known as Part Lot 16 to Part Lot 20 South Queen in the former Town of Harriston now the Town of Minto (being all of PIN \_\_\_\_\_ (LT).

**Proposed Parking Lot Layout**

The layout shown below shall be an approximate layout as far as line painting, number of parking spaces, landscaped open space and accessible parking. The Town shall maintain the asphalt surface on the parking area shown including maneuvering lanes providing access to the parking area where the Owner has legal right of way.





**PLANNING REPORT  
for the TOWN OF MINTO**

Prepared by the County of Wellington Planning and Development  
Department

**DATE:** September 29, 2017  
**TO:** Bill White, C.A.O.  
Town of Minto  
**FROM:** Linda Redmond, Manager of Planning & Environment  
County of Wellington  
**SUBJECT:** **Will**  
**James Street, Palmerston**  
**Zoning By-law Amendment**

Please find attached the amending by-law to rezone the above subject lands to allow a single family dwelling. The application was circulated by the County to the public and agencies in June 2017, no comments or concerns were received. The Town of Minto held the statutory public meeting on September 5, 2017. There were no issues or written submission presented. Council was in support of the Official Plan Amendment. Official Plan Amendment No. 105 for the residential use was approved by the County of Wellington Council on September 28, 2017 (attached) and the appeal date is October 19, 2017. We can now move forward and approve the rezoning. The draft by-law proposes to change the zoning of the subject lands from Open Space (OS1) to Residential (R2).

The amending by-law is attached for Councils consideration. I trust that these comments will be of assistance to Council in their consideration of this matter.

Respectfully submitted  
County of Wellington Planning and Development Department

A handwritten signature in cursive script, reading "L. Redmond".

---

Linda Redmond  
Manager of Planning and Environment

**THE CORPORATION OF THE TOWN OF MINTO**  
**BY-LAW NUMBER \_\_\_\_\_.**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 01-86**  
**FOR THE TOWN OF MINTO**

**WHEREAS** Section 34 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the use of land; and

**WHEREAS**, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

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

1. THAT Schedule "A" - Map 4 – Palmerston, of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 6 & 7 West Side James Street, Lot 7 East Side Henry Street, Morrison's Survey, Pt Lot 19, Concession 11, as shown on Schedule "A" attached to and forming part of this By-law, from **Open Space (OS1)** to **Residential (R2)**.
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017

READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

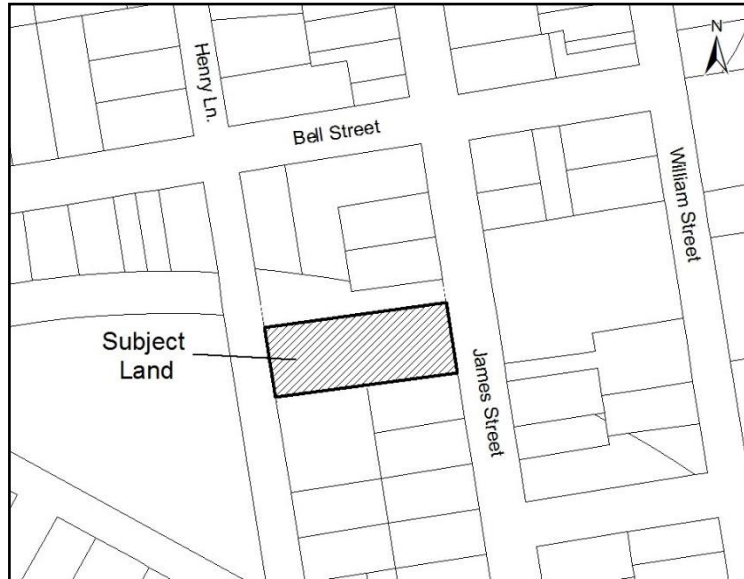
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE TOWN OF MINTO**

**BY-LAW NO \_\_\_\_\_.**

**Schedule "A"**



**Rezone from Open Space (OS1) to Residential (R2)**

Passed this \_\_\_\_ day of \_\_\_\_\_ 2017.

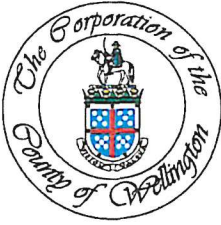
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**EXPLANATORY NOTE**  
**BY-LAW NUMBER \_\_\_\_\_.**

**THE SUBJECT LAND** is located on Part Lot 6 & 7 West Side James Street, Lot 7 East Side Henry Street, Morrison's Survey, Pt Lot 19, Concession 11, Palmerston, with a municipal address of 245 James Street, Palmerston. The property is 640 m<sup>2</sup> (0.15 acres) in size and is vacant.

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands from Open Space (OS1) to Residential (R2) to allow for the construction of a single detached home. The amendment applications fulfill conditions of consent application B70/16 to create a residential lot.



**THE CORPORATION OF THE COUNTY OF WELLINGTON**

**BY-LAW NUMBER 5539-17**

A by-law to adopt Official Plan Amendment No. 105 (Will – Town of Minto)  
to the Wellington County Official Plan.

**WHEREAS** The Council of The Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O., 1990, as amended, does hereby enact as follows:

1. **THAT** Amendment Number 105 to the Official Plan for the County of Wellington, consisting of the attached text and schedules is hereby adopted.
2. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof, subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED SEPTEMBER 28, 2017.**



  
\_\_\_\_\_  
**DENNIS LEVER, WARDEN**

  
\_\_\_\_\_  
**DONNA BRYCE, COUNTY CLERK**

**AMENDMENT NUMBER 105**

**TO THE OFFICIAL PLAN FOR THE**

**COUNTY OF WELLINGTON**

**September 2017**

Please be advised that this amendment may be revised after the statutory public meeting at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County.

# **AMENDMENT NUMBER 105 TO THE COUNTY OF WELLINGTON OFFICIAL PLAN**

## **INDEX**

### **PART A – THE PREAMBLE**

The Preamble provides an explanation of the proposed amendment including the purpose, location and background information, but does not form part of this amendment.

### **PART B – THE AMENDMENT**

The Amendment describes the changes and/or modification to the Wellington County Official Plan, which constitute Official Plan Amendment Number 105.

### **PART C – THE APPENDICES**

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.



## **PART A – THE PREAMBLE**

### **PURPOSE**

The proposed Official Plan Amendment will redesignate the subject land from Recreational to Residential. The amendment affects Schedule A5-3 – Palmerston and there are no proposed textual changes to the policies of the Official Plan.

### **LOCATION**

The subject land is legally described as Part Lots 6 & 7 West Side James Street, Part Lot 7 East Side Henry Street, Morrison's Survey, Palmerston, Pt Lot 19, Concession 11 (Wallace), now Town of Minto, and has frontage on James Street, Palmerston. The subject property is currently zoned Open Space by the Town of Minto Zoning By-law 01-86 and designated Recreational by the County of Wellington Official Plan and is located within the built boundary of the Palmerston Urban area. The surrounding land uses include residential, and recreational. The location of the subject property is shown on Schedule A attached.

### **BASIS**

The development concept for this site includes the creation of one new residential lot, which will be developed with a single family dwelling. The Wellington County Official Plan provides consideration for the establishment of new residential areas within the Urban Area of the County.

The Wellington County Official Plan provides consideration for the establishment of new residential areas within the Urban Area of the County. The County Official Plan growth strategy identifies intensification targets within the built boundary. This proposal will contribute to and support this target.

### **OTHER APPLICATIONS**

In addition to the Official Plan amendment application, a separate zoning amendment has been submitted to the Town of Minto for the purpose of rezoning the parcel of land from Open Space to Residential (R2). Consent application B70/16 received provisional approval to sever the subject lands with an area of 640 m<sup>2</sup> (0.15 acres) and frontage of 16 m (53 ft). The consent is conditional on obtaining the OPA and ZBA as submitted.

## **PART B – THE AMENDMENT**

All of this part of the document entitled **Part B – The Amendment**, consisting of the following text, constitutes **Amendment No. 105** to the County of Wellington Official Plan.

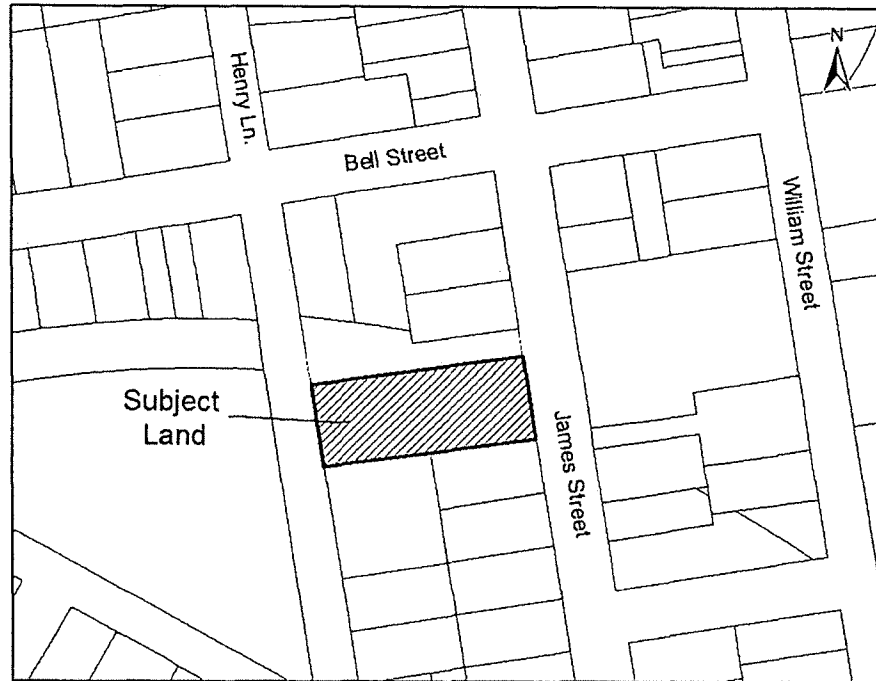
### **DETAILS OF THE AMENDMENT**

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **SCHEDULE A5-3 (Palmerston)** is amended, as it relates to the subject land, by redesignating the land described as Part Lot 7 West Side James Street, Lot 7 East Side Henry Street, Morrison's Survey, Pt Lot 19, Concession 11, Palmerston, as identified on Schedule "A" of this amendment, from "**Recreational**" to "**Residential**".

# OFFICIAL PLAN AMENDMENT NO. 105

## SCHEDULE 'A'



**Redesignate from "Recreational" to "Residential"**



**TOWN OF MINTO**

**DATE:** September 28<sup>th</sup>, 2017  
**REPORT TO:** Mayor Bridge and Members of Council  
**FROM:** Gordon Duff, Treasurer and Janet Klemp, Tax Collector  
**SUBJECT:** Section 357 Applications

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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:**

Changes under Section 357 and 358 of The Municipal Act, S.O. 2001, c. 25, as amended are submitted to the Municipal Property Assessment Corporation (MPAC) for several reasons including fire loss, demolitions, mobile unit removed and gross or manifest errors.

**COMMENTS:**

The attached list is for the 2016 & 2017 taxation years and is the result of demolition of bank barn and shed, properties that are no longer commercial and the Town purchased a Clifford lot, Harriston Horticultural Park & Palmerston trails.

**FINANCIAL CONSIDERATIONS:**

The Town of Minto bears the cost of its share of these tax reductions, while the portions relating to the County of Wellington and the related School Boards are charged back to these bodies.

**RECOMMENDATION:**

THAT Council receives the September 2017 report from the Treasurer and Tax Collector regarding Section 357 Applications and that these applications be approved.

Respectfully submitted by,

Reviewed by,

Janet Klemp, AMCT  
Tax Collector

Gordon R. Duff, CPA, CGA  
Treasurer

# TOWN OF MINTO

Section 357 / 358

September 2017

| Roll Number        | Assessment Change  | Effective Date           |             |               |               |               |
|--------------------|--|--------------------------|-------------|---------------|---------------|---------------|
|                    |  |                          | General     | County        | School Board  | Total         |
| 2341 000 001 05950 | RT of 12,400 changed to Exempt<br>Town purchased Trail               | Apr 28 - Dec 31,<br>2016 | (46.80)     | (54.01)       | (15.80)       | (116.61)      |
| 2341 000 001 06290 | RT of 7,200 changed to Exempt<br>Town purchased Trail                | Apr 28 - Dec 31,<br>2016 | (27.17)     | (31.36)       | (9.17)        | (67.70)       |
| 2341 000 001 10150 | RT of 7,200 changed to Exempt<br>Town purchased Trail                | Apr 28 - Dec 31,<br>2016 | (27.17)     | (31.36)       | (9.17)        | (67.70)       |
| 2341 000 002 01600 | FT decreased by 29,236<br>Demolition of Bank Barn                    | Apr 01 - Dec 31,<br>2017 | (30.00)     | (35.26)       | (9.86)        | (75.12)       |
| 2341 000 004 18300 | FT decreased by 11,087<br>Demolition of Shed                         | Mar 15 - Dec 31,<br>2017 | (12.08)     | (14.20)       | (3.97)        | (30.25)       |
| 2341 000 005 11600 | CX of 45,375 changed to Exempt<br>Town purchased Lot                 | May 23 - Dec 31,<br>2017 | (168.13)    | (185.25)      | (198.96)      | (552.34)      |
| 2341 000 010 00300 | RT of 5,100 changed to Exempt<br>Town purchased Park                 | Apr 12 - Dec 31,<br>2016 | (21.83)     | (23.65)       | (6.92)        | (52.40)       |
| 2341 000 012 02900 | CT of 122,800 removed<br>RT of 122,158 added<br>No Longer Commercial | Jan 31 - Dec 31,<br>2017 | (324.99)    | (358.09)      | (954.87)      | (1,637.95)    |
| 2341 000 013 10200 | CT of 10,400 removed<br>RT of 10,328 added<br>No Longer Commercial   | Jan 01 - Dec 31,<br>2015 | (28.70)     | (31.51)       | (86.63)       | (146.84)      |
| 2341 000 013 10200 | CT of 10,400 removed<br>RT of 10,400 added<br>No Longer Commercial   | Jan 01 - Dec 31,<br>2016 | (29.57)     | (32.02)       | (87.22)       | (148.81)      |
| 2341 000 013 16110 | CT of 102,000 removed<br>RT of 102,000 added<br>No Longer Commercial | Jan 23 - Dec 31,<br>2016 | (272.51)    | (295.17)      | (804.00)      | (1,371.68)    |
|                    |  |                          |             |               |               |               |
|                    |  |                          |             |               |               |               |
|                    |  |                          |             |               |               |               |
|                    |  |                          | \$ (988.95) | \$ (1,091.88) | \$ (2,186.57) | \$ (4,267.40) |

FT - Farmland

RT - Residential

CT - Commercial

CX - Commercial Vacant Land



## TOWN OF MINTO

**DATE:** September 25, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** July 31, 2017 Financial Review

---

### STRATEGIC PLAN:

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

### BACKGROUND:

The construction season is in full swing, despite the wet weather. Many unbudgeted expenses were incurred due to the June 23, 2017 flood. At this time, it is still unclear which expenses will be covered by insurance and if the net amount of uninsured losses will exceed the 3% of annual tax levy (approx. \$150,000) threshold to be eligible for Provincial Disaster funding.

All budgeted reserve transfers have been entered. Annual insurance premiums have been allocated to various departments. There are more debt servicing payments to be paid during the second half of the year. Most online payments such as hydro bills have been entered covering the bills paid by July 31<sup>st</sup>. The operating budget shows a positive variance of \$112,217 while the capital budget shows a positive variance of \$2,645,128 primarily due to the timing of construction progress payments and receipt of grant funding.

### COMMENTS:

#### *Operating Budget Analysis*

#### **Admin**

- budgeted reserve transfers have been entered;
- the first three quarter's OMPF payments has been received;
- Council expenses should run close to budget by year end following winter/spring conference season;
- total budgeted cash and facility donations are \$47,000 with approximately \$24,600 granted to date;
- the annual insurance premium of \$257,000 has been paid, but allocated to other departments; the net figure remaining in administration was just over \$26,000;
- higher postage rates are being reflected in postage and courier costs;
- tax write-offs were reasonable as at July 31<sup>st</sup>, however there are many very large appeals under consideration which if approved would greatly exceed the budgeted allocation;
- other interdepartmental allocations to be made later in the year;



## **Fire**

- inter-municipal services fees have not yet been received;
- most wages to firefighters have not yet been paid as at July 31, 2017;
- Volunteer firefighter accident insurance has been paid and is a bit higher than forecast;
- Palmerston Hall hot water heater was replaced this spring;
- several public education activities have taken place;

## **People and Property**

- expenses relating to the June 23, 2017 flood amounting to \$83,000 were incurred to the end of July;
- the full amount budgeted for flood monitoring expenses has also been spent;
- the Conservation Authority levies have been paid and this leads to the usual up front YTD variance;

## **Public Works**

- gravel pit royalties and fees for service are generally not received until later in the year so YTD revenue variances are still yet to be realized;
- overall public works wages exceed budget to date, but should be offset with reductions in other areas due to savings from temporary leaves in other areas
- up until the end of March winter control expenses totaled \$478,078, which is basically the total annual budget, so an overage in this area will occur; staff had previously reported about 10% of the annual budget remained in the last quarterly report; this was offset later in the year by a late invoice for sand and salt totaling more than \$50,000
- road loose top and hardtop maintenance expenses are usually not paid for until early fall; Public Works tries to underspend in these areas to help offset expenses in winter control
- equipment & vehicle repairs and fuel & maintenance costs are in line;
- again a substantial amount of tree-cutting work was performed this year compared to what is normal;
- the work on the Asset Management Road-Map project continues per budget;

## **Sewers**

- sewer revenue is running close to targeted amounts;
- the bulk of the debt payments are not be paid until the last quarter of the year;
- annual reserve transfers have been entered;
- other expenses running close to forecasts;

## **Water**

- water revenue has recovered with charges closer to cost recovery;
- reserve transfers have been entered and other operating expenses are in line to date;

## **Cemeteries**

- although cemetery revenue is difficult to forecast, July 31<sup>st</sup> figures were close to budget;
- groundskeeping expenses are up a bit, due to the wet spring conditions;

## **Recreation**

- recreation revenues are running as expected with another busy winter season;
- most hall rentals are usually booked for later in the year;
- overall recreation YTD wages are slightly below budget currently as the pools and day programs are still only partly entered at July 31st; day camp experience high enrolment and should meet or exceed budget
- annual debt servicing costs will be incurred later in the year;
- the Norgan Theatre is on track for another good year, with high attendance for many features and expenses in line;
- other small facilities running as expected;

## **Building**

- again this year, the building activity has exceeded expectations with permits on track so a record year;
- training and source water plan implementation continues;
- other expenses reflect the increase level of activity;

## **Economic Development**

- the full amount of \$10,000 in Wellington County funding was received and the full reserve transfer from Capital has been entered;
- over half of the annual debt servicing payments have been made;
- operations at LaunchIt! have been in line with forecasts;

## **Tourism**

- handcar event at the museum occurred in June;
- farmers' market was about halfway through the season with good attendance;
- community event advertising in both traditional and social media has been stepped up this year;

## **CAPITAL**

### **Admin**

- fairly minimal computer upgrades purchased to date;
- Asset Management Road Map project moving ahead;

### **Fire**

- tanker truck purchase completed in March;
- commercial laundry machine to be shared with Mapleton has been delivered;

### **Emergency Measures**

- flood barricades which cost approximately \$6,700 were purchased in May;

## **Public Works**

- the first intake of Connecting Link funding for \$967,000 was received early in the year;
- formula-based OCIF funding of \$148,000 was received – this money is earmarked for work on sidewalks, catchbasins, and George Street, Harriston;
- a furnace was replaced in the amount of \$7,500 and small equipment totaling \$11,000 was purchased;
- by July 31<sup>st</sup>, initial payments on design and engineering for the Clifford Connecting Link, George Street and other large projects with the bulk of spending to come;
- \$158,000 of the expected \$645,000 budgeted has been spent;
- bridge inspections at a cost of \$18,000 have been completed;

## **Sewers**

- work on the sewer component of the Asset Management Road Map continues;
- \$19,000 in sewer lining has been completed;
- \$17,000 in blower repairs have been completed at the Harriston lagoon;
- over \$20,000 in engineering and design work incurred on the George street project;
- \$35,000 spent to date on the complete of the Jane and Inkerman sewer work;
- camera work of Clifford ultra rib sewer system showed few major issues so about \$100,000 of \$150,000 allocated budget will not be spent in 2017; Council allocated part to new SCADA system as per July staff report

## **Waterworks**

- repairs to Well #4 in Clifford were completed at a cost of \$8,400;
- as with sewers, the Asset Management Road map component is underway;
- \$58,000 for the waterworks portion of Jane and Inkerman Streets have been paid;

## **Cemeteries**

- a minor amount of design work costs were incurred to date;

## **Recreation**

- portable fencing was received and purchased in the amount of \$5,000;
- dasher boards in the Clifford arena at a cost of \$10,200 have been replaced;
- accessible doors at the Harriston arena were installed, as part of the Ontario Trillium Foundation grant;
- the condenser eliminators purchase and softener repairs at the Harriston arena were completed at a cost of \$9,600;
- various upgrades at the Palmerston arena dressing rooms have been made with \$52,000 spent to date, including doors, flooring and showers;
- repairs and equipment replacements at the Harriston Pool were carried out at a cost of \$12,600 including leak detection, liner repairs, new solar blankets, skimmer and drain valves;

- repairs and landscaping at the Palmerston Pool in the amount of \$14,000 have been made including office upgrades, washroom partitions, retaining wall,
- the backstop at the Harriston diamond in the amount of \$15,000 has been upgraded;
- Palmerston ball upgrades in the amount of \$16,500 have been incurred to date;
- \$2,900 of Clifford playground equipment has been replaced;
- \$38,000 in repairs to the pedestrian bridge damaged by fire, most of which should be covered by insurance;
- \$10,000 in upgrades carried out at the Palmerston Railway Museum;
- = \$5,000 work has been completed at the Lions Den building;

### **Economic Development**

- many residential and industrial land sales have taken place so far this year;
- the lot at the main intersection in downtown Clifford was purchased at a cost of \$44,000;
- engineering work providing options and plans for the Harriston Industrial Park at a cost of \$16,700 was incurred;
- work on entrance signs and streetscapes has begun;
- extra parking spaces at the Harry Stone's lot have been provided;
- engineering and design work at the Palmerston Industrial Park at a cost of \$9,000 has been spent to date;

### **FINANCIAL CONSIDERATIONS:**

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

### **RECOMMENDATION:**

THAT Council receives the Treasurers July 31, 2017 Financial Review report for information only.

---

Gordon Duff  
Treasurer

Jul-17

## Town of Minto

| Department                                     |             | Previous<br>YTD Actual   | Previous<br>YTD Budget   | Variance               | YTD Actual               | YTD Budget               | Variance               | Total Budget             |
|--|-------------|--------------------------|--------------------------|------------------------|--------------------------|--------------------------|------------------------|--------------------------|
| <b>Monthly Operating YTD Financial Summary</b> |             |                          |                          |                        |                          |                          |                        |                          |
| <b>COUNCIL</b>                                 |             |                          |                          |                        |                          |                          |                        |                          |
|  | Revenue     | \$14,500                 | \$16,917                 | -\$2,417               | \$17,500                 | \$17,500                 | \$0                    | \$30,000                 |
|  | Expenditure | <u>81,446</u>            | <u>91,408</u>            | <u>9,962</u>           | <u>100,303</u>           | <u>92,283</u>            | <u>-8,020</u>          | <u>158,199</u>           |
|  | Dept Total  | <b><u>-66,946</u></b>    | <b><u>-74,491</u></b>    | <b><u>7,545</u></b>    | <b><u>-82,803</u></b>    | <b><u>-74,783</u></b>    | <b><u>-8,020</u></b>   | <b><u>-128,199</u></b>   |
| <b>ADMIN &amp; GENERAL</b>                     |             |                          |                          |                        |                          |                          |                        |                          |
|  | Revenue     | 1,399,710                | 1,222,492                | 177,218                | 1,539,676                | 1,267,798                | 271,878                | \$2,173,368              |
|  | Expenditure | <u>620,251</u>           | <u>718,528</u>           | <u>98,277</u>          | <u>738,365</u>           | <u>735,250</u>           | <u>-3,115</u>          | <u>1,260,429</u>         |
|  | Dept Total  | <b><u>779,459</u></b>    | <b><u>503,964</u></b>    | <b><u>275,495</u></b>  | <b><u>801,311</u></b>    | <b><u>532,548</u></b>    | <b><u>268,763</u></b>  | <b><u>912,939</u></b>    |
| <b>MINTO FIRE DEPT</b>                         |             |                          |                          |                        |                          |                          |                        |                          |
|  | Revenue     | 33,528                   | 64,539                   | -31,011                | 16,878                   | 78,270                   | -61,392                | \$134,177                |
|  | Expenditure | <u>366,377</u>           | <u>512,998</u>           | <u>146,621</u>         | <u>574,918</u>           | <u>608,011</u>           | <u>33,093</u>          | <u>1,042,305</u>         |
|  | Dept Total  | <b><u>-332,849</u></b>   | <b><u>-448,459</u></b>   | <b><u>115,610</u></b>  | <b><u>-558,040</u></b>   | <b><u>-529,741</u></b>   | <b><u>-28,299</u></b>  | <b><u>-908,127</u></b>   |
| <b>PROTECTION</b>                              |             |                          |                          |                        |                          |                          |                        |                          |
|  | Revenue     | 19,060                   | 9,275                    | 9,785                  | 29,976                   | 13,358                   | 16,618                 | \$22,899                 |
|  | Expenditure | <u>145,202</u>           | <u>99,458</u>            | <u>-45,744</u>         | <u>254,844</u>           | <u>105,409</u>           | <u>-149,435</u>        | <u>180,701</u>           |
|  | Dept Total  | <b><u>-126,142</u></b>   | <b><u>-90,183</u></b>    | <b><u>-35,959</u></b>  | <b><u>-224,868</u></b>   | <b><u>-92,051</u></b>    | <b><u>-132,817</u></b> | <b><u>-157,802</u></b>   |
| <b>ROADWAYS</b>                                |             |                          |                          |                        |                          |                          |                        |                          |
|  | Revenue     | 448,474                  | 653,847                  | -205,373               | 617,967                  | 522,617                  | 95,350                 | \$895,915                |
|  | Expenditure | <u>1,903,917</u>         | <u>1,778,089</u>         | <u>-125,828</u>        | <u>1,890,346</u>         | <u>1,831,597</u>         | <u>-58,749</u>         | <u>3,139,881</u>         |
|  | Dept Total  | <b><u>-1,455,443</u></b> | <b><u>-1,124,242</u></b> | <b><u>-331,201</u></b> | <b><u>-1,272,379</u></b> | <b><u>-1,308,980</u></b> | <b><u>36,601</u></b>   | <b><u>-2,243,966</u></b> |
| <b>SEWERS</b>                                  |             |                          |                          |                        |                          |                          |                        |                          |
|  | Revenue     | 1,012,198                | 1,227,625                | -215,427               | 1,096,132                | 1,181,717                | -85,585                | \$2,025,801              |
|  | Expenditure | <u>611,773</u>           | <u>1,227,625</u>         | <u>615,852</u>         | <u>1,133,029</u>         | <u>1,181,717</u>         | <u>48,688</u>          | <u>2,025,801</u>         |
|  | Dept Total  | <b><u>400,425</u></b>    | <b><u>0</u></b>          | <b><u>400,425</u></b>  | <b><u>-36,897</u></b>    | <b><u>0</u></b>          | <b><u>-36,897</u></b>  | <b><u>0</u></b>          |

|                               |                          |                            |                         |                         |                         |                         |                          |
|-------------------------------|--------------------------|----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| <b>WATERWORKS</b>             |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 916,251                  | 1,046,179                  | -129,928                | 1,199,619               | 1,167,880               | 31,739                  | \$2,002,080              |
| Expenditure                   | <u>754,070</u>           | <u>1,046,179</u>           | <u>292,109</u>          | <u>1,200,893</u>        | <u>1,167,880</u>        | <u>-33,013</u>          | <u>2,002,080</u>         |
| Dept Total                    | <b><u>162,181</u></b>    | <b><u>0</u></b>            | <b><u>162,181</u></b>   | <b><u>-1,274</u></b>    | <b><u>0</u></b>         | <b><u>-1,274</u></b>    | <b><u>0</u></b>          |
| <b>CEMETERIES</b>             |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 39,823                   | 40,542                     | -719                    | 35,449                  | 40,542                  | -5,093                  | \$69,501                 |
| Expenditure                   | <u>42,671</u>            | <u>52,092</u>              | <u>9,421</u>            | <u>64,033</u>           | <u>52,512</u>           | <u>-11,521</u>          | <u>90,021</u>            |
| Dept Total                    | <b><u>-2,848</u></b>     | <b><u>-11,550</u></b>      | <b><u>8,702</u></b>     | <b><u>-28,584</u></b>   | <b><u>-11,970</u></b>   | <b><u>-16,614</u></b>   | <b><u>-20,520</u></b>    |
| <b>HEALTH SERVICES</b>        |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 22,352                   | 17,850                     | 4,502                   | 21,392                  | 17,850                  | 3,542                   | \$30,600                 |
| Expenditure                   | <u>38,283</u>            | <u>34,621</u>              | <u>-3,662</u>           | <u>49,305</u>           | <u>37,538</u>           | <u>-11,767</u>          | <u>64,351</u>            |
| Dept Total                    | <b><u>-15,931</u></b>    | <b><u>-16,771</u></b>      | <b><u>840</u></b>       | <b><u>-27,913</u></b>   | <b><u>-19,688</u></b>   | <b><u>-8,225</u></b>    | <b><u>-33,751</u></b>    |
| <b>RECREATION</b>             |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 565,626                  | 586,337                    | -20,711                 | 552,329                 | 637,880                 | -85,551                 | \$1,093,509              |
| Expenditure                   | <u>1,295,511</u>         | <u>1,235,895</u>           | <u>-59,616</u>          | <u>1,452,188</u>        | <u>1,379,432</u>        | <u>-72,756</u>          | <u>2,364,741</u>         |
| Dept Total                    | <b><u>-729,885</u></b>   | <b><u>-649,558</u></b>     | <b><u>-80,327</u></b>   | <b><u>-899,859</u></b>  | <b><u>-741,552</u></b>  | <b><u>-158,307</u></b>  | <b><u>-1,271,232</u></b> |
| <b>BUILDING &amp; ZONING</b>  |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 95,144                   | 120,370                    | -25,226                 | 217,611                 | 114,917                 | 102,694                 | \$197,001                |
| Expenditure                   | <u>139,115</u>           | <u>215,730</u>             | <u>76,615</u>           | <u>186,946</u>          | <u>202,519</u>          | <u>15,573</u>           | <u>347,175</u>           |
| Dept Total                    | <b><u>-43,971</u></b>    | <b><u>-95,360</u></b>      | <b><u>51,389</u></b>    | <b><u>30,665</u></b>    | <b><u>-87,602</u></b>   | <b><u>118,267</u></b>   | <b><u>-150,175</u></b>   |
| <b>ECON DEV &amp; TOURISM</b> |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 49,071                   | 106,283                    | -57,212                 | 121,325                 | 92,633                  | 28,692                  | \$158,799                |
| Expenditure                   | <u>346,163</u>           | <u>432,372</u>             | <u>86,209</u>           | <u>312,332</u>          | <u>362,679</u>          | <u>50,347</u>           | <u>621,735</u>           |
| Dept Total                    | <b><u>-297,092</u></b>   | <b><u>-326,089</u></b>     | <b><u>28,997</u></b>    | <b><u>-191,007</u></b>  | <b><u>-270,046</u></b>  | <b><u>79,039</u></b>    | <b><u>-462,936</u></b>   |
| <b>ALL DEPARTMENTS</b>        |                          |                            |                         |                         |                         |                         |                          |
| Revenue                       | 4,615,737                | 5,112,256                  | -496,519                | 5,465,854               | 5,152,962               | 312,892                 | 8,833,649                |
| Expenditure                   | <u>6,344,779</u>         | <u>7,444,995</u>           | <u>1,100,216</u>        | <u>7,957,502</u>        | <u>7,756,827</u>        | <u>-200,675</u>         | <u>13,297,418</u>        |
|                               | <b>-1,729,042</b>        | <b>-2,332,739</b>          | <b>603,697</b>          | <b>-2,491,648</b>       | <b>-2,603,865</b>       | <b>112,217</b>          | <b>-4,463,769</b>        |
| <b>YTD TAXATION</b>           | <u>1,144,775</u>         | <u>1,144,775</u>           | <u>0</u>                | <u>2,749,002</u>        | <u>2,749,002</u>        | <u>0</u>                | <u>4,712,575</u>         |
| <b>NET OPERATING RESULTS</b>  | <b><u>-\$584,267</u></b> | <b><u>-\$1,187,964</u></b> | <b><u>\$603,697</u></b> | <b><u>\$257,354</u></b> | <b><u>\$145,137</u></b> | <b><u>\$112,217</u></b> | <b><u>\$248,806</u></b>  |

## Capital Monthly YTD Financial Summary

|                 |                        |                        |                        |                        |                        |                         |                        |
|-----------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|
| COUNCIL         |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | \$0                    | \$0                    | \$0                    | \$0                    | \$0                    | \$0                     | \$0                    |
| Expenditure     | <u>0</u>               | <u>0</u>               | <u>0</u>               | <u>0</u>               | <u>0</u>               | <u>0</u>                | <u>0</u>               |
| Dept Total      | <b><u>0</u></b>        | <b><u>0</u></b>        | <b><u>0</u></b>        | <b><u>0</u></b>        | <b><u>0</u></b>        | <b><u>0</u></b>         | <b><u>0</u></b>        |
| ADMIN & GENERAL |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | 0                      | 10,500                 | -10,500                | 15,000                 | 8,750                  | 6,250                   | 15,000                 |
| Expenditure     | <u>3,829</u>           | <u>74,083</u>          | <u>70,254</u>          | <u>28,493</u>          | <u>58,333</u>          | <u>29,840</u>           | <u>100,000</u>         |
| Dept Total      | <b><u>-3,829</u></b>   | <b><u>-63,583</u></b>  | <b><u>59,754</u></b>   | <b><u>-13,493</u></b>  | <b><u>-49,583</u></b>  | <b><u>36,090</u></b>    | <b><u>-85,000</u></b>  |
| MINTO FIRE DEPT |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | 11,196                 | 218,750                | -207,554               | 179,667                | 99,167                 | 80,500                  | 170,000                |
| Expenditure     | <u>403,331</u>         | <u>385,000</u>         | <u>-18,331</u>         | <u>311,430</u>         | <u>198,333</u>         | <u>-113,097</u>         | <u>340,000</u>         |
| Dept Total      | <b><u>-392,135</u></b> | <b><u>-166,250</u></b> | <b><u>-225,885</u></b> | <b><u>-131,763</u></b> | <b><u>-99,167</u></b>  | <b><u>-32,596</u></b>   | <b><u>-170,000</u></b> |
| PROTECTION      |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | 0                      | 0                      | 0                      | 30,000                 | 17,500                 | 12,500                  | 30,000                 |
| Expenditure     | <u>35,187</u>          | <u>35,000</u>          | <u>-187</u>            | <u>6,669</u>           | <u>18,667</u>          | <u>11,998</u>           | <u>32,000</u>          |
| Dept Total      | <b><u>-35,187</u></b>  | <b><u>-35,000</u></b>  | <b><u>-187</u></b>     | <b><u>23,331</u></b>   | <b><u>-1,167</u></b>   | <b><u>24,498</u></b>    | <b><u>-2,000</u></b>   |
| ROADWAYS        |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | 635,579                | 1,267,321              | -631,742               | 1,367,852              | 1,012,023              | 355,829                 | 1,734,896              |
| Expenditure     | <u>1,232,273</u>       | <u>1,856,225</u>       | <u>623,952</u>         | <u>525,695</u>         | <u>1,537,667</u>       | <u>1,011,972</u>        | <u>2,636,000</u>       |
| Dept Total      | <b><u>-596,694</u></b> | <b><u>-588,904</u></b> | <b><u>-7,790</u></b>   | <b><u>842,157</u></b>  | <b><u>-525,644</u></b> | <b><u>1,367,801</u></b> | <b><u>-901,104</u></b> |
| SEWERS          |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | 320,951                | 373,625                | -52,674                | 475,000                | 521,850                | -46,850                 | 894,600                |
| Expenditure     | <u>657,563</u>         | <u>676,608</u>         | <u>19,045</u>          | <u>190,760</u>         | <u>847,146</u>         | <u>656,386</u>          | <u>1,452,250</u>       |
| Dept Total      | <b><u>-336,612</u></b> | <b><u>-302,983</u></b> | <b><u>-33,629</u></b>  | <b><u>284,240</u></b>  | <b><u>-325,296</u></b> | <b><u>609,536</u></b>   | <b><u>-557,650</u></b> |
| WATERWORKS      |                        |                        |                        |                        |                        |                         |                        |
| Revenue         | 532,514                | 419,213                | 113,301                | 250,000                | 465,815                | -215,815                | 798,540                |
| Expenditure     | <u>834,294</u>         | <u>868,992</u>         | <u>34,698</u>          | <u>106,714</u>         | <u>594,854</u>         | <u>488,140</u>          | <u>1,019,750</u>       |
| Dept Total      | <b><u>-301,780</u></b> | <b><u>-449,779</u></b> | <b><u>147,999</u></b>  | <b><u>143,286</u></b>  | <b><u>-129,039</u></b> | <b><u>272,325</u></b>   | <b><u>-221,210</u></b> |



|                     |             |                          |                          |                        |                         |                          |                         |                          |
|---------------------|-------------|--------------------------|--------------------------|------------------------|-------------------------|--------------------------|-------------------------|--------------------------|
| CEMETERIES          |             |                          |                          |                        |                         |                          |                         |                          |
|                     | Revenue     | 0                        | 0                        | 0                      | 10,000                  | 5,833                    | 4,167                   | 10,000                   |
|                     | Expenditure | <u>11,034</u>            | <u>32,083</u>            | <u>21,049</u>          | <u>899</u>              | <u>32,083</u>            | <u>31,184</u>           | <u>55,000</u>            |
|                     | Dept Total  | <b><u>-11,034</u></b>    | <b><u>-32,083</u></b>    | <b><u>21,049</u></b>   | <b><u>9,101</u></b>     | <b><u>-26,250</u></b>    | <b><u>35,351</u></b>    | <b><u>-45,000</u></b>    |
| HEALTH SERVICES     |             |                          |                          |                        |                         |                          |                         |                          |
|                     | Revenue     | 0                        | 0                        | 0                      | 0                       | 0                        | 0                       | 0                        |
|                     | Expenditure | <u>0</u>                 | <u>2,917</u>             | <u>2,917</u>           | <u>0</u>                | <u>0</u>                 | <u>0</u>                | <u>0</u>                 |
|                     | Dept Total  | <b><u>0</u></b>          | <b><u>-2,917</u></b>     | <b><u>2,917</u></b>    | <b><u>0</u></b>         | <b><u>0</u></b>          | <b><u>0</u></b>         | <b><u>0</u></b>          |
| RECREATION          |             |                          |                          |                        |                         |                          |                         |                          |
|                     | Revenue     | 18,100                   | 173,833                  | -155,733               | 338,854                 | 216,125                  | 122,729                 | 370,500                  |
|                     | Expenditure | <u>175,620</u>           | <u>221,375</u>           | <u>45,755</u>          | <u>247,144</u>          | <u>294,292</u>           | <u>47,148</u>           | <u>504,500</u>           |
|                     | Dept Total  | <b><u>-157,520</u></b>   | <b><u>-47,542</u></b>    | <b><u>-109,978</u></b> | <b><u>91,710</u></b>    | <b><u>-78,167</u></b>    | <b><u>169,877</u></b>   | <b><u>-134,000</u></b>   |
| BUILDING & ZONING   |             |                          |                          |                        |                         |                          |                         |                          |
|                     | Revenue     | 0                        | 0                        | 0                      | 0                       | 0                        | 0                       | 0                        |
|                     | Expenditure | <u>0</u>                 | <u>2,917</u>             | <u>2,917</u>           | <u>0</u>                | <u>1,167</u>             | <u>1,167</u>            | <u>2,000</u>             |
|                     | Dept Total  | <b><u>0</u></b>          | <b><u>-2,917</u></b>     | <b><u>2,917</u></b>    | <b><u>0</u></b>         | <b><u>-1,167</u></b>     | <b><u>1,167</u></b>     | <b><u>-2,000</u></b>     |
| ECON DEV & TOURISM  |             |                          |                          |                        |                         |                          |                         |                          |
|                     | Revenue     | 7,445                    | 0                        | 7,445                  | 174,326                 | 8,750                    | 165,576                 | 15,000                   |
|                     | Expenditure | <u>30,718</u>            | <u>103,542</u>           | <u>72,824</u>          | <u>118,246</u>          | <u>113,750</u>           | <u>-4,496</u>           | <u>195,000</u>           |
|                     | Dept Total  | <b><u>-23,273</u></b>    | <b><u>-103,542</u></b>   | <b><u>80,269</u></b>   | <b><u>56,080</u></b>    | <b><u>-105,000</u></b>   | <b><u>161,080</u></b>   | <b><u>-180,000</u></b>   |
| ALL DEPARTMENTS     |             |                          |                          |                        |                         |                          |                         |                          |
|                     | Revenue     | 1,525,785                | 2,463,242                | -937,457               | 2,840,699               | 2,355,813                | 484,886                 | 4,038,536                |
|                     | Expenditure | <u>3,383,849</u>         | <u>4,258,742</u>         | <u>874,893</u>         | <u>1,536,050</u>        | <u>3,696,292</u>         | <u>2,160,242</u>        | <u>6,336,500</u>         |
| NET CAPITAL RESULTS |             | <b><u>-1,858,064</u></b> | <b><u>-1,795,500</u></b> | <b><u>-62,564</u></b>  | <b><u>1,304,649</u></b> | <b><u>-1,340,479</u></b> | <b><u>2,645,128</u></b> | <b><u>-2,297,964</u></b> |

**TOWN OF MINTO**

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

---

**STRATEGIC PLAN:**

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

**BACKGROUND**

The following is a summary of accounts by Department paid for September 28, 2017

|                       |               |
|-----------------------|---------------|
| Administration        | \$ 83,575.01  |
| People & Property     |               |
| Health & Safety       |               |
| Health Services       |               |
| Building              | 2,784.53      |
| Economic Development  | 3,266.20      |
| Incubator             | 79.22         |
| Tourism               |               |
| Fire                  | 9,697.04      |
| Drains                |               |
| Roads                 | 717,932.78    |
| Cemetery              |               |
| Waste Water           | 4,266.43      |
| Streetlights          | 717.34        |
| Water                 | 8,191.09      |
| Town Landscaping Care | 426.06        |
| Recreation            | 7,085.85      |
| Clifford              | 14,145.07     |
| Harriston             | 8,188.32      |
| Palmerston            | 35,535.60     |
| Norgan                | 2,457.28      |
|                       |               |
|                       | <hr/> <hr/>   |
|                       | \$ 898,347.82 |

**COMMENTS:**

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

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

**FINANCIAL CONSIDERATIONS:**

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

**RECOMMENDATION:**

That Council of the Town of Minto receives the Treasurer's report dated September 28th regarding Approval of Accounts, and approves the Town of Minto accounts by Department for August and September 2017.

Gordon Duff, Treasurer

The Corporation of the Town of Minto  
By-law Number 2017-78

to Authorize the Sale of Industrial Lands  
Palmerston Industrial Park to J&A DeVries Construction Inc

**WHEREAS** the Corporation of the Town of Minto (the “Town”) has, pursuant to Sections 8, 9, 10, 11 and 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Act”), the authority to dispose of municipally owned property;

**AND WHEREAS** subsection 23.1(1) of the Act authorizes the Town to delegate its powers and duties under the Act to a person or body;

**AND WHEREAS** the Town is the owner of lands that are described in Schedule “A” to this By-law (the “Subject Property”);

**AND WHEREAS** the Town has complied with its disposition of property By-law 08-03 respecting the conveyance of municipally owned industrial lands;

**AND WHEREAS** J&A DeVries Construction Inc. has entered into an Agreement of Purchase and Sale for the subject lands herein known as Part of Lot 24 Concession 1 being 0.84 acres known as Part 4 Plan 61R-20434 less Part 1 Plan 61R-20688

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO ENACTS AS FOLLOWS:**

1. That the conditional sale of the lands described in Schedule “A” of this Agreement to J&A DeVries Construction Inc for \$15,000 per acre is hereby authorized.
2. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to the above noted sale.
3. Schedule “A” attached to this by-law describing the lands to be sold shall form part of this By-law.”

Read a first, second, third time and passed in open Council this 3<sup>rd</sup> day of October, 2017

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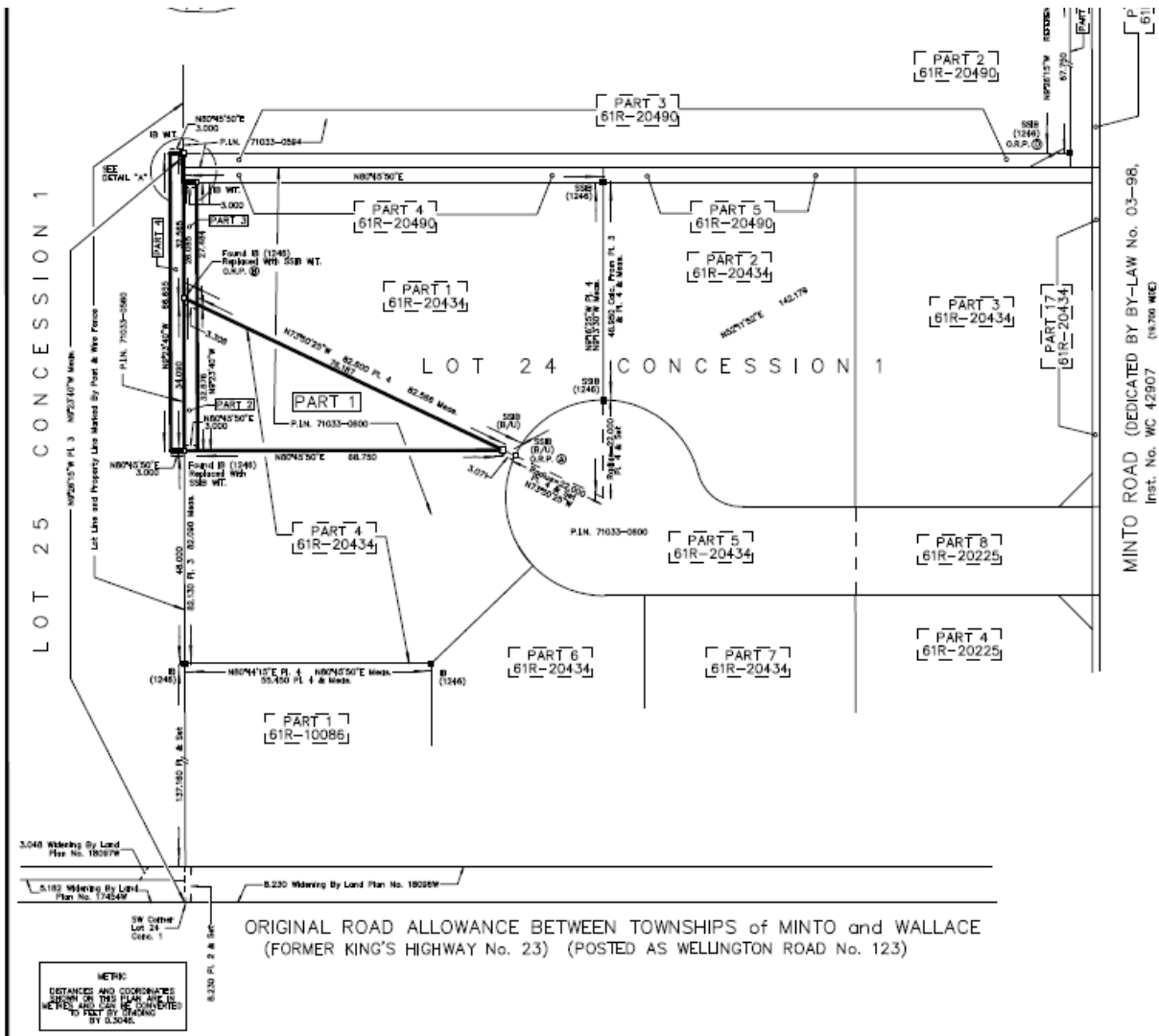
George A. Bridge, Mayor

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Bill White, C.A.O. Clerk

**Schedule "A" to By-law 2017-78**  
**Description of Property**  
**Proposed to be J&A DeVries Construction Inc.**

All and singular that certain parcel of land located within the Province of Ontario, County of Wellington, Town of Minto known as Part of Lot 24 Concession 1 being 0.84 acres known as Part 4 Plan 61R-20434 less Part 1 Plan 61R-20688 as generally identified below.



**AGREEMENT OF PURCHASE AND SALE (hereinafter called the “APS”)**

**THIS AGREEMENT** made as of the 15th day of September, 2017.

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF MINTO**

hereinafter called the “Vendor” of the FIRST PART;

-and-

**J&A DEVRIES CONSTRUCTION INC.**

hereinafter called the “Purchaser” of the SECOND PART;

**WHEREAS** the Vendor is the owner, in fee simple, of lands and premises described in Schedule “A” (the “Property”).

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants and promises in this Agreement, the parties agree as follows:

**SECTION I  
GENERAL**

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of this Agreement.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a Purchase Price calculated at Twelve Thousand Six Hundred Dollars (\$12,600.00) to the Vendor. The Purchase Price shall be paid as follows:
  - a) One Thousand, Two Hundred Sixty Dollars (\$1,260) is payable by the Purchaser by cheque upon execution of this Agreement, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if this Agreement is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser without interest or deduction; and
  - b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque or bank draft.
3. The parties agree that the lands to be purchased are set out in Reference Plan 61R-20434 as Part 4 less Part 1 Plan 61R-20688

**SECTION II  
PURCHASE OF PROPERTY**

4. Irrevocable Date
  - a) This APS shall be open for acceptance by the Vendor until the 3rd day of October, 2017, and when accepted shall constitute a binding contract of purchase and sale, otherwise the APS shall be null and void and all deposit monies paid shall be returned to the Purchaser without deduction.
5. Deed
  - a) The Vendor agrees to deed or transfer the Property to the Purchaser subject to the terms of this Agreement.

## 6. Completion Date

- a) The closing of this transaction shall be November 15, 2017, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor covenants that it has the right and authority to sell the Property.

## 7. Council Approval

- a) This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001* as amended and the approval of the Council of The Corporation of the Town of Minto in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void and the deposit returned without interest or deduction.

## 8. Documents, Reports and Information

- a) The Vendor will produce and deliver to the Purchaser within twenty four (24) days after the execution of the APS any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

## 9. Withdraw

- a) The Purchaser may terminate this Agreement at any time before the Completion Date, and the Vendor shall return the deposit to the Purchaser without interest or deduction, if, prior to the Completion Date, a similar use is proposed within the Palmerston Industrial Park.

# **SECTION III CONDITIONS, REPRESENTATIONS AND WARRANTIES**

## 10. "As Is" Condition

- a) The Purchaser acknowledges that they are acquiring the Property in an "as is" condition and that it must satisfy itself within fifteen (15) days of the execution of the APS regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser's proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Property. The Purchaser agrees to sign a release in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this Agreement shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to this Agreement, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser's sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.

## 11. Investigation by the Purchaser

- a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon the execution by the parties of this APS, and subject to any conditions herein, there shall be a conditional agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental



inspection, as may be required or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

#### 12. Future Use

- a) The Parties acknowledge that the zoning bylaw allows industrial uses subject to the requirements of the Town of Minto Zoning By-law and other municipal by-laws and codes including but not limited to the Town's Site Plan Control Area By-law.

#### 13. Development Covenants and Restrictions

- a) The Property shall be subject to the development covenants and restrictions more particularly set out in Schedule "B" attached to this APS, which shall survive the completion of this transaction and run with the Property. The development covenants and restrictions shall be registered on title by the Vendor and the cost of registration shall be at the expense of the Vendor. In the event that the said covenants and restrictions are not registered on title to the Property on or before closing, the Purchaser covenants and agrees to consent to the registration of the covenants and restrictions after closing. The Purchaser agrees that they shall not transfer, assign its rights, interests, liabilities and obligations under this Agreement without first ensuring that the proposed assignee or transferee has entered into an assumption agreement in a form satisfactory to the Vendor, acting reasonably, requiring the assignee or transferee to be bound by all of the terms and conditions of this Agreement. In the event of such assignment or upon the Purchaser's transfer of the Property, the Purchaser's rights, interests, liabilities and obligations hereunder is released and discharged from any and all liabilities and obligations arising under and pursuant to this Agreement.

#### 14. Property Not for Resale

- a) The Purchaser covenants that it is purchasing the Property for the construction of a building and not for resale purposes.

### **SECTION IV PRIOR TO COMPLETION DATE**

#### 15. Purchaser May Inspect the Property

- a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and the buildings as frequently as is reasonably necessary between the date of acceptance hereof and the Completion Date at reasonable times and upon reasonable notice to the Vendor.

#### 16. Insurance

- a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

### **SECTION V COMPLETING THE TRANSACTION**

#### 17. Deed

- a) The Deed or Transfer of the Property will be prepared at the expense of the Vendor in a form acceptable to the solicitors for the Purchaser and the Purchaser will pay all Land Transfer Tax, Harmonized Sales Tax and other costs in connection with the registration of it.

## 18. Electronic Registration

- a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act* as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Elective Registration of Title Documents.

## 19. Survey or Reference Plan

- a) The Vendor shall deposit a Reference Plan on title of the Property at its expense to provide a registerable description of the Property in accordance with the terms of this Agreement.

## 20. Examination of Title

- a) Title to the Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the surveyor Reference Plan delivered to the Purchaser.
- b) The Purchaser is allowed until 6:00 p.m. on the 15<sup>th</sup> day prior to the Completion Date to examine the title to the Property at its own expense. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then this APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.

## 21. Vendor to Discharge Encumbrances, Purchaser to Accept Easements

- a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens and mortgages affecting the Property. The Purchaser agrees to accept the property subject to all easements registered against the title of the Property as at the date of final acceptance of this agreement, except the parties agree that after closing and during the road design and construction by the Town, additional easements and lot re-configuration may be required to address site specific conditions and such easements and re-configuration to be mutually agreed to by the parties with the cost of a final reference plan provided by the Vendor at its sole cost. The Purchaser agrees that the Vendor shall be able to obtain such easements or lot re-configuration at a nominal charge.

## 22. Adjustments

- a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.
- b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.

## 23. Deliveries by the Vendor To The Purchaser on Closing

- a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:
  - i) A deed of the Property;
  - ii) The Reference Plan depicting the Property as contemplated in Section 1;
  - iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties in this Agreement;
  - iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
  - v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the *Income Tax Act* of Canada;
  - vi) Certified copies of all appropriate Certificates, By-Laws and other documents of Vendor authorizing the transaction herein; and
  - vii) Such further documentation and assurances as the Purchaser may reasonably require to complete the transaction stipulated by the APS.

## 24. Harmonized Sales Tax

- a) The parties hereto acknowledge and agree that the transaction contemplated herein may be subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act* (the Act) and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
  - i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) It will file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
    - (3) The Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.
  - ii) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
  - iii) A notarial true copy of its HST registration confirmation.

## SECTION VI POST CLOSING LOT EXCHANGE

- 25. In accordance with the terms of the APS, the Vendor has not certified in any manner whatsoever the suitability of the soils of the Property for the Purchaser's intended development. In consideration of the Purchaser completing the purchase of the Property without any information relating to soils suitability and the ability of the Purchaser to

construct a building on the Property, the Vendor covenants and agrees that should the Purchaser's consulting engineer reasonably determine during the construction of its intended development that the soils at the Property are unsuitable, the Vendor shall allow the Purchaser to exchange the Property for a more suitable parcel within the Vendor's industrial development in which the Property is situate. In order to give effect to this Property exchange right, the Vendor and the Purchaser mutually covenant and agree to execute an Agreement of Purchase and Sale on the same terms as contained in this APS for such new parcel as is selected by the Purchaser from the Vendor's then current industrial land inventory

## **SECTION VII MISCELLANEOUS**

### **26. Entire Agreement**

There is no representation, warranty, collateral agreement or condition affecting this Agreement of the Property other than expressed herein.

### **27. Tender**

- a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque may be tendered instead of cash.

### **28. Time of Essence**

- b) Time shall be of the essence of this Agreement.

### **29. Planning Act**

- a) This Agreement shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, as amended are complied with.

### **30. Notices**

- a) All notices in this Agreement shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following address:

Solicitors for the Vendor:

White, Duncan, Linton LLP  
ATTENTION: Patrick J. Kraemer  
45 Erb Street West  
P. O. Box 457  
Waterloo, ON N2J 4B5  
Fax: (519) 886-8651

For the Purchaser:

Robert S. Johns Professional Office  
218 Main St. W.  
P.O. Box 248  
Listowel, ON N4W 1A1  
Fax: (519) 291- 5361

If mailed, such notices must also be given by facsimile transmission on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

### **31. Successors and Assigns**

- a) The Purchaser shall be permitted to assign all of its right, title and interest in and to this APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the

Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by this APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in this APS. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

### 32. Schedules

- a) The following Schedules shall form an integral part of this Agreement:

Schedule "A" Description of Property

Schedule "B" Development Covenants

### 33. Acceptance by Fax

- a) The Purchaser and Vendor acknowledge and agree that the communication of this Agreement of Purchase and Sale may be transmitted by way of a facsimile machine, and that they agree to accept such signatures and documents to be legal and binding upon them.

### 34. Counterparts

- a) This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

### 35. Severability

- a) If any provision of this Agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

IN WITNESS WHEREOF the parties have executed this Agreement.

Witness:\_\_\_\_\_

**J&A DEVRIES CONSTRUCTION INC.**

Per: \_\_\_\_\_  
Name: Alfred DeVries  
Title: Owner

**THE CORPORATION OF THE TOWN  
OF MINTO**

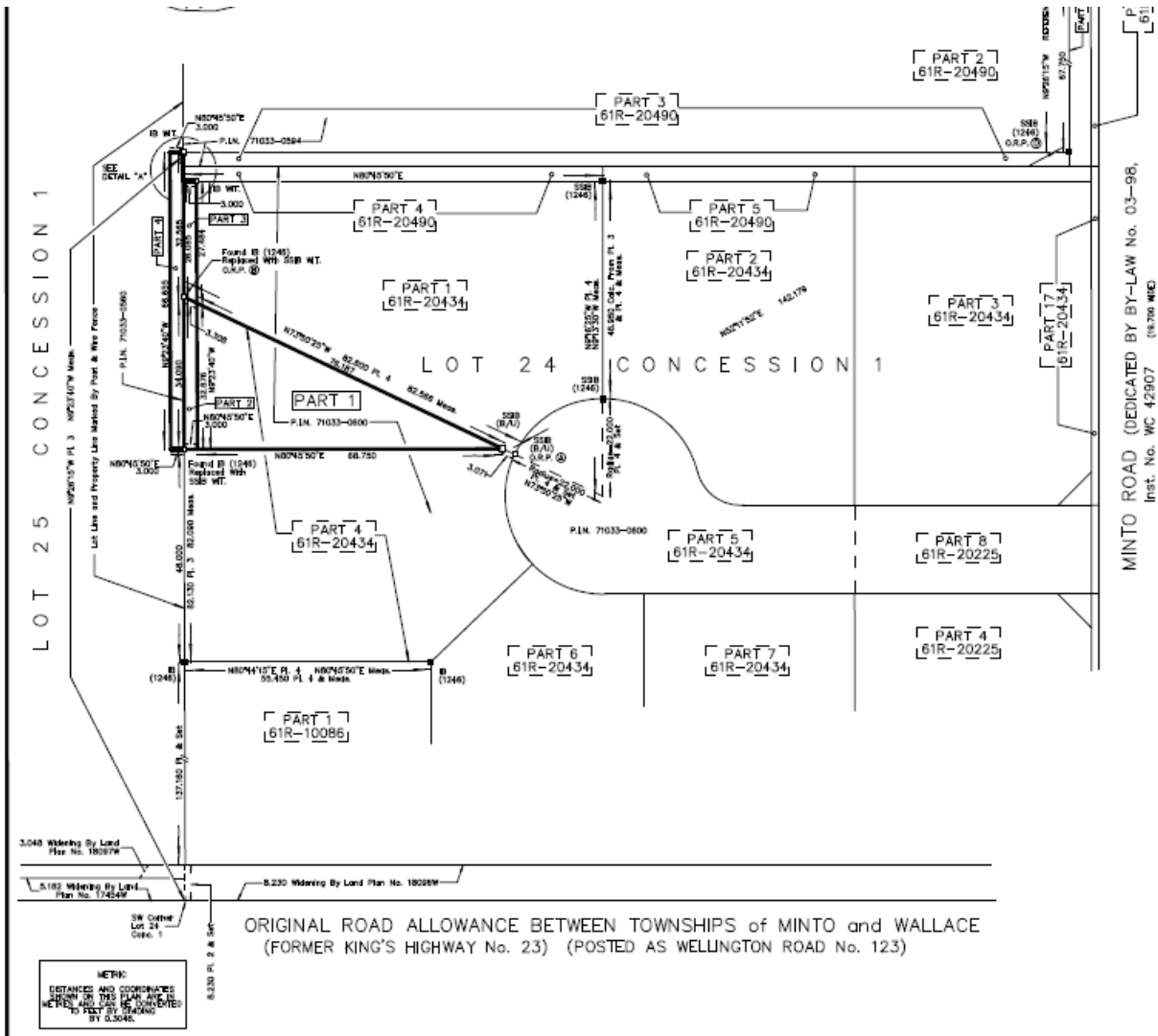
Per: \_\_\_\_\_  
Name: George A. Bridge  
Title: Mayor

Per: \_\_\_\_\_  
Name: Bill White  
Title: CAO Clerk

We have the authority to bind The  
Corporation of the Town of Minto.

Schedule "A"  
Description of Property  
Proposed to be Sold to J&A DeVries Construction Inc.

All and singular that certain parcel of land located within the Province of Ontario, County of Wellington, Town of Minto known as Part of Lot 24 Concession 1 being 0.84 acres known as Part 4 Plan 61R-20434 less Part 1 Plan 61R-20688 as generally identified below.





## **SCHEDULE “B”**

### **DEVELOPMENT COVENANTS**

#### **1. Title Control**

- a) The Purchaser covenants and agrees to obtain a building permit for a permanent building with a minimum building coverage of 15% of the lot area of the Property. The Purchaser further covenants and agrees to commence construction of a permanent building on the Property which complies with the permitted uses of the Property’s zoning within one (1) year of the Completion Date of this transaction and to substantially complete the construction of the said building in conformity with an approved site plan within two (2) years from the Completion Date of this transaction.
- b) In the event that the Purchaser has not obtained a building permit in accordance with the provisions of subclause 1.a) above, the Purchaser may request from the Vendor, in writing, an extension of the time specified in subclause 1.a) above up to a maximum extension period of six (6) months, as the case may be (such extension, the “Extended Time”) upon payment by the Purchaser to the Vendor of a performance deposit equal to ten (10%) percent of the purchase price of the Property (the “Performance Deposit”). The Performance Deposit shall be refunded to the Purchaser, without interest, upon the Purchaser’s compliance with and completion of the provisions of subclause 1.a) above within the Extended Time. In the event that the Purchaser fails to complete construction within the Extended Time, then the Vendor shall, in addition to its other rights and remedies as set out herein or otherwise, be entitled to retain the Performance Deposit as liquidated damages and not as a penalty, in partial or full satisfaction of the Vendor’s damages, as the case may be.
- c) If the Purchaser does not comply with the provisions of subclause 1.a) above within the periods therein specifically set out or within the Extended Time, the Purchaser, will, at the option of the Vendor by notice in writing to the Purchaser, re-convey good title to the Property to the Vendor, free and clear of all encumbrances, in consideration for payment by the Vendor to the Purchaser of 90% of the purchase price paid by the Purchaser to the Vendor for the conveyance of the Property in the first instance (the “Discounted Consideration”). The Vendor shall be allowed to deduct from the Discounted Consideration all of its reasonable costs, realty commission and legal fees incurred with respect to the original conveyance of the Property by the Vendor to the Purchaser, as well as the costs of the Vendor in re-acquiring the Property, including without limitation, realty commission, registration costs, land transfer tax, legal fees and such other costs as reasonably incurred by the Vendor therefor. The Vendor shall not be required to pay for any improvements that may have been made, constructed, installed or performed by the Purchaser on the Property.
- d) Subject to subclause 1.c) above, the Purchaser covenants that it will not sell the Property or any part thereof to any person, firm or corporation without first offering, in writing, to sell the Property to the Vendor for consideration equal to or less than the consideration paid by the Purchaser to the Vendor in the original conveyance of the Property less the costs of the Vendor incurred in re-acquiring the Property, including without limitation, real estate commission, land transfer tax, registration costs, legal fees and such other costs as reasonably incurred by the Vendor. The Vendor shall have ninety (90) days from the receipt of an offer made by the Purchaser under this subclause, to accept such offer which acceptance shall be in writing. If the Vendor does not accept an offer to sell made by the Purchaser under the provisions of this subclause, the Vendor’s right to repurchase the Property so offered shall terminate. However, the remaining provisions of this clause 1 as well as other provisions herein shall continue in full force and effect. The limitation contained in this subclause, will expire upon the Purchaser fulfilling all of the building requirements as set out in subclauses 1.a) and 1.b) above.

#### **2. Occupation of Building**

- a) If the Purchaser or a lessee thereof fails to occupy the building within six (6) months after satisfying the provisions of subclauses 1.a) and 1.b) above with respect to the completion of the building, and for so long as the building remains unoccupied, beginning on the first day following the six (6) month period after satisfying the provisions of subclauses 1.a) and 1.b) above, the Purchaser shall pay to the Vendor as liquidated damages, quarterly

amounts equal to the difference in Property tax between what is being paid by the Purchaser as Property tax for the Property when deemed vacant land and what would be paid as Property tax by the Purchaser for the Property if the building was occupied. If any such payment is not duly remitted by the Purchaser, interest shall be calculated on the balance owing in the same manner and shall be paid at the same rate to the Vendor as interest is calculated and paid to the Vendor on unpaid taxes.

- b) In the event that the Purchaser or the Purchaser's lessee has not occupied the building in accordance with the provisions of subclause 2.a) above, the Purchaser may request, in writing, that the Vendor extend the time for occupation of the building for a maximum period of 6 months, which request the Vendor shall review and may approve in its sole and unfettered discretion. Additional Extensions can be granted at the option of the Vendor, upon written request from the Purchaser prior to the expiry of any prior extensions granted by the Vendor.

### 3. Assignment of Covenants

- a) The Purchaser acknowledges and agrees that the covenants and restrictions herein shall run with the title to the Property. The Purchaser, for themselves, its successors, heirs, and assigns in title from time to time of all or any part or parts of the Property will observe and comply with the stipulations, restrictions, and provisions herein set forth (the "Restrictions"), and covenants that nothing shall be erected, fixed, placed or done upon the Property or any part thereof in breach or in violation or contrary to the Restrictions or the provisions of this Agreement of Purchase and Sale and that the Purchaser will require every subsequent Purchaser or every successor in title to assume and acknowledge the binding effect of this document, as well as, covenant to observe and comply with the Restrictions and other covenants herein, and the surviving provisions of this Agreement of Purchase and Sale.

### 4. Force Majeure

- a) If the Purchaser shall be unable to fulfill, or shall be delayed or restricted in fulfilling any of the obligations set out herein due to any act or neglect of the Vendor or any of its employees, or due to strikes, walkouts, lockouts, fire, unusual delay by common carriers, or by any other cause beyond the Purchaser's reasonable control, then the time for fulfilling any such obligations shall be extended for such reasonable time as may be required by the Purchaser to fulfill such obligation.

### 5. Right to Waive

- a) Notwithstanding anything herein contained, the Vendor and its successors shall have the power by instrument or instruments in writing from time to time to waive, alter or modify the herein covenants and restrictions with respect to their application to any part of the Property without notice to or approval from the Purchaser or notice to or approval from the owners of any other adjacent or nearby lands.

The Corporation of the Town of Minto  
By-law Number 2017-79

Execute a Public Facilities Limited Use Agreement with  
the Harriston Kinsmen Club and the Harriston-Minto Agricultural Society to  
permit permanent improvements to remain for the annual Tuff Truck Event

**WHEREAS** under Section 8 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;

**WHEREAS** the Harriston Kinsmen install and maintain certain obstacles to facilitate an annual Tuff Truck Event at the Harriston-Minto Community Complex which the Town and the Agricultural Society agree should be permitted;

**AND WHEREAS** the Corporation of the Town of Minto wishes to enter into a Public Facilities Limited Use Agreement with the Harriston Kinsmen Club and the Harriston Minto Agricultural Society,

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and directed to execute the Public Facilities Limited Use Agreement with the Harriston Kinsmen Club and the Harriston Minto Agricultural Society attached hereto as Schedule "A" and forming part of this By-law.
2. That the C.A.O. Clerk is hereby instructed to affix the Corporate Seal hereto.

Read a first, second, third time and passed in open Council this 3<sup>rd</sup> day of October, 2017.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

**Town of Minto By-Law No. 17-  
Schedule A  
Page 1 of 4**

**PUBLIC FACILITIES  
LIMITED USE AGREEMENT**

**This Agreement is made as of the date of signing on behalf of the Town of Minto.**

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF MINTO**

**Hereinafter referred to as the “Town”  
of the FIRST PART,**

**AND**

**THE HARRISTON KINSMEN CLUB**

**Hereinafter referred to as the “Club”  
of the SECOND PART.**

**AND**

**THE HARRISTON-MINTO AGRICULTURAL SOCIETY**

**Hereinafter referred to as the “Society”  
of the THIRD PART.**

**WHEREAS:**

- A. The Town is the owner and operator of the Harriston-Minto Community Complex including its fairgrounds and surrounding green space.
- B. The Society is a major tenant of the fairgrounds and surrounding green space.
- C. The Club wishes to use the fairgrounds and surrounding green space for their annual Tuff Truck Event and put permanent obstacles and other items in place to facilitate.
- D. The Town is prepared to allow such use on and subject to the terms and conditions contained in this Agreement from September 1<sup>st</sup>, 2017 – August 31<sup>st</sup>, 2022 inclusive.

**NOW THEREFORE IN CONSIDERATION OF** the terms and conditions contained herein the parties hereto agree as follows:

- 1. **Use Rights.** The Club agrees to the following conditions:
  - a. Use the aforementioned area, generally in October, each calendar year.
  - b. Liaise with the Recreation Facilities Manager or designate regarding event details and to discuss any other pertinent information including the provision of a detailed site plan to scale showing the exact nature of permanent improvements to be installed on the lands.

- c. Acquire written confirmation of approval, pre and post installation of all obstacles and items on the fairgrounds from the Recreation Facilities Manager or designate and the Harriston-Minto Agricultural Society.
  - d. Acquire the necessary permits and applications from any agency or government body as required.
- 2. **Charges.** The Club agrees to the following conditions:
  - a. The Club agrees to pay any applicable fees for the use of the fairgrounds.
  - b. Purchase, install and maintain the obstacles and all other items to facilitate the event.
  - c. All amounts are subject to applicable taxes.
  - d. Immediately and without delay remove any one or more obstacle installed when requested in writing by the Town provided a minimum six months' notice is provided by the Town.
- 3. **Payments Due/Interest on Overdue Payments.** Charges shall be due and payable within thirty (30) days following each monthly invoice and unpaid charges thereafter shall bear interest at the rate of two percent (2%) per month or twenty-four percent (24%) per annum compounded annually.
- 4. **Parking and Access.** The Club and attendees may use the facilities' available unrestricted parking areas and the Town shall provide access to and from the fairgrounds during those times.
- 5. **No Town Sponsorship/Responsibility.** The Club acknowledges and shall inform its members using the service that the Town and Society are not sponsors of or otherwise responsible for the Club's activities and are just providing space for the Club to conduct its activities.
- 6. **Maintenance.** The Club shall be responsible for completing the required maintenance before the event in order to facilitate. The Club shall be responsible for completing any maintenance after the event or at any other time throughout the year at the discretion of the Town and Society to ensure the fairgrounds are in a safe condition.
- 7. **Other Equipment.** All costs associated with any repairs, service work or capital upgrades carried out on obstacles and other items shall be paid by the Club.
- 8. **Third Party Use:** The Club foregoes the right to rent any portion of the fairgrounds to a third party. The Town and Society reserve the right to use any portion of the fairgrounds.
- 9. **No Town Responsibility.** The Town assumes no responsibility for damage by theft or otherwise to belongings of the Club or the Club's attendees except to the extent caused by the negligence of the Town or any persons for whom the Town is responsible.

10. **Insurance.** The Club shall while this Agreement is in effect maintain in force at their own expense insurance coverage with respect to their use and occupation of the aforementioned facilities and should provide the Town with certificates or similar verification to the Town of a policy or policies of an insurance company or companies for insurance against loss by such insurable hazards as the Town may from time to time reasonably request but at least that as would be carried by a prudent operator of similar classes and activities, and liability insurance for bodily injury, death or property damage up to \$5,000,000.00, and every such policy or policies of insurance shall provide cross-liability coverage naming the Town and Society as additional insured.
  
11. **Liability and Indemnification.** The Club indemnifies the Town from any and all suits, claims, damages, demands, costs, suits, actions or causes of actions of any nature or kind whatsoever arising from or connected with the carrying out of the Club's obligations in this Agreement without restricting the generality of the foregoing with respect to any claims pursuant to the Club's use of the installed obstacles and items. Notwithstanding any other provision of this Agreement, or any intervening acts or arrangements between the parties, the Club shall, at their sole cost, indemnify the Town as set out above including the full legal costs of the Town, which may arise either directly or indirectly by reason of the Club's undertaking the prescribed works or using the same works during any event conducted on the Town's lands.
  
12. **Termination by the Town.** Despite the provisions in paragraph 3 for interest on overdue charges the Town may terminate this Agreement for non-payment of charges that are due and payable or for the breach of any other term of this Agreement by the Club. Further, the Town may terminate this Agreement in full or in part if any safety or health matter of reasonable concern to the Town arises in relation to the use of either of the facilities or any part of either of them.
  
13. **Not Assignable.** This Agreement shall not be assigned or transferred by the Club to any other person, business or corporation whatsoever.
  
14. **No Registration.** The Club shall not register this Agreement or Notice of this Agreement on the title to the facilities.
  
15. **Freedom of Information.** The Town discloses and the Club acknowledges that information provided through this agreement process has been and is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* of Ontario and that it may be released voluntarily or its release may be compelled under that Act.
  
16. **Carryover.** In the event that the Club continues to use the aforementioned facilities after the expiration of the stated term of this Agreement without a renewal agreement or a new



agreement, then the terms of this Agreement shall continue to apply with the necessary changes to accommodate the circumstances.

17. **Notice to Club.** Any notice that the Town determines to give to the Club regarding this Agreement may be given in writing by personal delivery to the Club or by prepaid registered post sent to the Club's last mailing address known to the Town.

**SIGNED BY THE CLUB this 19<sup>th</sup> day of September, 2017.**

**HARRISTON KINSMEN CLUB**

Per: \_\_\_\_\_  
Ryan Hill

I have the authority to sign on behalf of the Club.

**SIGNED BY THE SOCIETY this 19<sup>th</sup> day of September, 2017.**

**HARRISTON-MINTO AGRICULTURAL SOCIETY**

Per: \_\_\_\_\_  
Bruce Shannon

I have the authority to sign on behalf of the Club.

**SIGNED BY THE TOWN this 19<sup>th</sup> day of September, 2017.**

**THE CORPORATION OF THE TOWN OF MINTO**

Per: \_\_\_\_\_  
Mayor George A. Bridge

Per: \_\_\_\_\_  
CAO Clerk Bill White

We have authority to bind the corporation.

The Corporation of the Town of Minto  
By-law 2017-80

To Amend Zoning By-law Number 01-86  
For the Town of Minto

**WHEREAS** Section 34 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the use of land; and

**WHEREAS**, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

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

1. THAT Schedule “A” - Map 4 – Palmerston, of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 6 & 7 West Side James Street, Lot 7 East Side Henry Street, Morrison’s Survey, Pt Lot 19, Concession 11, as shown on Schedule “A” attached to and forming part of this By-law, from **Open Space (OS1)** to **Residential (R2)**.
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and passed in open Council this 3<sup>rd</sup> day of October, 2017.

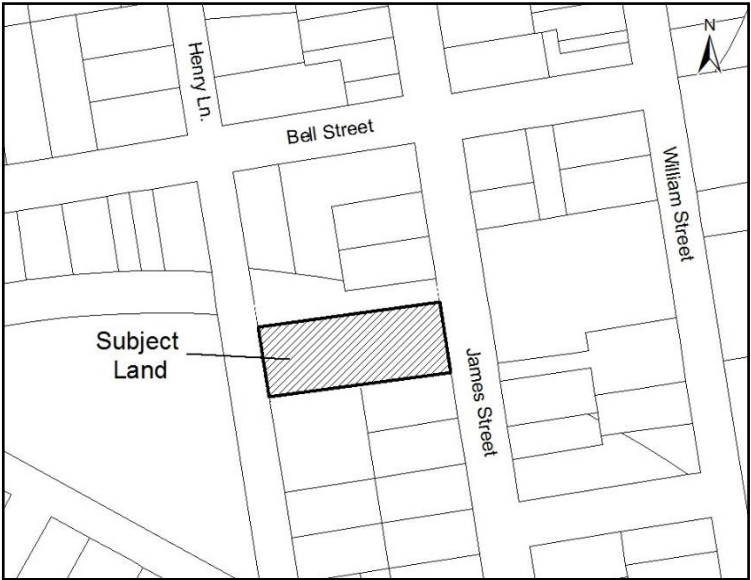
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Mayor George A. Bridge

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C.A.O. Clerk Bill White

Town of Minto  
BY-LAW NUMBER 2017-80  
SCHEDULE "A"



Rezone from Open Space (OS1) to Residential (R2)

Passed this 3<sup>rd</sup> day of October 2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO CLERK

**EXPLANATORY NOTE**  
**BY-LAW NUMBER 2017-80**

**THE SUBJECT LAND** is located on Part Lot 6 & 7 West Side James Street, Lot 7 East Side Henry Street, Morrison's Survey, Pt Lot 19, Concession 11, Palmerston, with a municipal address of 245 James Street, Palmerston. The property is 640 m<sup>2</sup> (0.15 acres) in size and is vacant.

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands from Open Space (OS1) to Residential (R2) to allow for the construction of a single detached home. The amendment applications fulfill conditions of consent application B70/16 to create a residential lot.

The Corporation of the Town of Minto  
By-law No. 2017-81

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held October 3, 2017

**WHEREAS** the Council of the Town of Minto met on October 3, 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 October 3, 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 3<sup>rd</sup> day of October, 2017.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White