



Tuesday, December 19, 2017

4:00 p.m.

Council Chambers

	Pages
1. Call to Order	
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Minutes of Previous Meeting	
a. Regular Council Minutes of December 5, 2017	1
4. Additional Items Disclosed as Other Business	
5. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business	
6. Public Meeting at 5 p.m.	
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e.	2017-105, to Rezone 260 Mary St., Palmerston	406
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15. Adjournment



Council Minutes
Tuesday, December 5, 2017 3:00 p.m.
Council Chambers

Council Present:

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

Council Regrets:

Mayor George A. Bridge

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Terry Kuipers, Chief Building Official Somer Gerber, LaunchIt Coordinator
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer

1. **Call to Order 3:02 p.m.**

2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act None**

3. **Minutes of Previous Meeting**
 - a. **Regular Council Minutes of November 21, 2017**

RESOLUTION 2017-238

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT the minutes of the November 21, 2017 Council Meeting be approved.

Carried

4. Additional Items Disclosed as Other Business

All members of Council disclosed items as other business

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

RESOLUTION 2017-239

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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

Carried

6. Public Meeting - None

7. Delegations

a. County of Wellington Emergency Manager Linda Dickson, Amendments to Emergency Response Plan and EM Program Review

Emergency Manager Linda Dickson provided Council with the amendments to the Emergency Response Plan highlighting that municipalities must have a Municipal Emergency Control Group (MECG) that is responsible for directing a municipality's response during an emergency and implementation of the Emergency Response Plan. For the purposes of the legislation, members of the MECG must be appointed by Council and must be members of Council or employees of the municipality.

Dickson noted that the Sections of the Plan addressing the role of Emergency Information Officers (EIO) will be updated. Changes to these sections reflect suggestions made at the Emergency Information Meeting held in January 2017, and work completed by County Communications Staff and Member Municipal staff in preparing a Communications Protocol. The Communications Protocol includes the EIO contacts for the County and Member municipalities in the event of a municipal emergency.

MOTION COW: 2017-287

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

That the Council of the Town of Minto supports the changes to the Emergency Response

Plan for the County of Wellington and Member Municipalities and authorizes the passing of a By-law adopting Amendment Number Four to the Emergency Response Plan in open session.

Carried

Province emailed on Friday the review has been completed and a new action plan may come forward from the province to be considered.

MOTION COW: 2017-288

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT the Council of the Town of Minto accepts the annual status report on the Town's Emergency Management Program for 2017.

Dickson noted that an exemption request was forward to the province and she has not yet received a final approval for the Town of Minto.

Councillor Turton assumed the Chair

b. Phil Beard General Manager/Secretary Treasurer, Stephen Jackson Flood & Erosion Safety Service Coordinator, Maitland Valley Conservation Authority.

Vice Chair of MVCA Councillor Dave Turton introduced Phil Beard and Stephen Jackson

Phil Beard presented the Work Plan 2018 – 2020, highlighting the key priorities of strengthening flood and erosion safety, strengthening watershed stewardship and stabilizing their financial base. Levy to be keep to %55,000 to \$58,000 per year for the next three years.

Stephen Jackson spoke on the Harriston watershed noting that a really good model during a flood event is needed to be able to give accurate information required for emergencies such as evacuations and being able to pin point with good accuracy flooding models. We have had a 100 year flood and got the data required with the measurements in place so we will be able to have models with higher accuracy. The Town of Minto has committed to the 2018 flood mapping process.

Jackson spoke on Federal Provincial Flood Damage Reduction Program noting the current funding model is for flood mapping and smaller mitigations and reviewed the funding model from the 1970's that allowed Listowel to install conduit underground that can handle over the 100 year flood and presented the elements that should be offered in the Federal Provincial Flood Damage Reduction Program.

CAO Clerk White questioned whether a more naturalized approach would work for Minto. Jackson stated that the Town should look at mitigation work in the downtown area.

Turton thanks Beard and Jackson for their information to Council and work for the Town of Minto during the June 23rd flooding and presented them with Minto Pins.

Deputy Mayor Faulkner resumed the Chair

MOTION COW: 2017-289

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT the Council of the Town of Minto receives the Maitland Valley Conservation Authority Work Plan as presented.

Carried

8. Public Question Period - No one came forward.

9. Correspondence Received for Information or Requiring Direction of Council

- a. Ontario Provincial Police, Municipal Policing Bureau Update
- b. Township of Ignace, Resolution in Support of Provincial Flood Insurance program
- c. Town of Ingersoll, Oxford People Against the Landfill Resolution
- d. AMO, Federal Government Releases National Housing Strategy
- e. Ministry of Municipal Affairs, Municipal Transient Accommodation Tax
- f. Seniors' Centre for Excellence, December Newsletter and Calendar
- g. Wellington Dufferin Guelph Public Health, Extreme Cold Protocol
- h. Minister of Food, Agriculture and Rural Affairs, Accuracy in EBR Mapping (Town of Minto Motion)
- i. Waterloo Wellington LHIN Community Report 2016-17
- j. Ontario Ombudsman, The Watchdog Newsletter for November

Dirksen asked for clarification on the letter from the Town of Minto to the Minister of Food, Agriculture and Rural Affairs, Accuracy in EBR Mapping.

MOTION COW: 2017-290

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT Council receives the correspondence for information.

Carried

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

a. Committee Minutes for Receipt

Councillor Turton noted that the minutes include information on the work plan discussed during the delegation

1. Maitland Valley Conservation Authority Board of Director Meeting Minutes of October 18, 2017
2. Maitland Source Protection Authority Meeting Minutes of May 17, 2017

MOTION COW: 2017-291

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT the Maitland Source Protection Authority Meeting Minutes of October 18, 2017 and May 17, 2017 be received for information.

Carried

b. Committee Minutes for Approval

1. Cultural Roundtable Committee Minutes of October 23, 2017
2. Cultural Roundtable Committee Minutes of November 27, 2017

Wick-Graham highlighted the minutes for Council. Deputy Mayor thanked the committee for all of the events that they create and organize all across Minto.

MOTION COW: 2017-292

Moved By: Councillor Anderson; Seconded By: Councillor Turton

THAT Council receives the Cultural Roundtable Committee Minutes of October 23, 2017 and November 27, 2017 and approves any recommendations contained therein.

Carried

3. Economic Development and Planning Committee Minutes of November 9, 2017

Wick-Graham reviewed the Strategic plan and the projects and actions that Economic Development have done and provided suggested updates to Strategic Plans and Considerations. Wick-Graham noted that there are currently 13-14 groups that Economic Development (ED) works with and is looking at ways to streamline the committees. ED identified key projects for 2018 and the Committee reviewed and provided the top five 2018 Project Priorities. Many priorities were set around Youth, the Youth Action Council was originally only to take 5 hours a week, but in reality is taking two days a week. C.A.O. Clerk White noted that there will be initiatives in the budget in regards to this work. Wick-Graham noted that with the workload on her department, key projects can get lost in the shuffle.

Wick-Graham reported that funding for Gabriella Ieropoli, Community Youth Resiliency Worker will run out the end of December. With funding from BR&E and Wellington North, her position is funded until March 31, 2018. It is hoped that Trillium funding can be obtained, but would not know until March 31.

MOTION COW: 2017-293

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT Council receives the Economic Development and Planning Committee Minutes of November 9, 2017 and approves any recommendations contained therein.

Carried

4. Trees for Minto Committee Meeting Minutes of November 23, 2017

Councillor Dirksen reviewed the minutes noting that over 9,700 trees were distributed in 2017.

MOTION COW: 2017-294

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT Council receives the Trees for Minto Committee Minutes of November 23, 2017 and approves any recommendations contained therein.

Carried

5. Minto Trails Committee Meeting Minutes of November 15, 2017

Deputy Mayor Faulkner highlighted the minutes noting they are preparing a budget as the funding from the County runs out in 2018.

MOTION COW: 2017-295

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT Council receives the Minto Trails Committee Minutes of November 15, 2017 and approves any recommendations contained therein.

Carried

6. LaunchIt Minto Board Minutes November 17, 2017

Business Development Coordinator Somer Gerber highlighted the minutes noting that the newly formed executive and the goals are to plan for 2018 and identified new training resources. Gerber also stated that she met with the Mount Forest Chamber of Commerce to partner and looked at business flight expansion into Hanover and Mount Forest. Live to Lead was very successful. Had 16 attendees at the last lunch and learn and looking at having a peer to peer group.

Use of space for LaunchIt. There will be an advisor on the third Thursday of each month
Second Chance Employment Fourth Thursday of each Month . There is a new resident at LaunchIt, Kit Kat Photography.

MOTION COW: 2017-296

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT Council receives the LaunchIt Board Meeting Minutes of November 17, 2017 and approves any recommendations contained therein.

Carried

c. Staff Reports

1. Risk Management Official, Amendments Maitland Valley Source Water Protection Plan

Kyle Davis Risk Management Official provided three proposed amendment.

MOTION COW: 2017-297

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THATQ Council receives the Ausable Bayfield and Maitland Valley Source Protection Plans Amendments report from Kyle Davies dated November 30, 2017 and further:

THAT pursuant to Section 34(3) of the Clean Water Act, 2006, the Council of the Town of Minto endorse the proposed amendments to the Ausable Bayfield and Maitland Valley Source Protection Plans.

Provision of this resolution meets requirements of Section 34(3) of the Clean Water Act, 2006 prior to formal public consultation.

Carried

2. Business and Economic Manager, Structural Grant for The Old Post

Wick-Graham stated that this structural grant for improvements to windows, electrical, HVAC ductwork, reinforcement of main roof beam, 3rd floor furnace duct work, reconstruction of parking lot and reinforcing driveway to control water flow and shore up foundation of original drive noting that they have received grants prior.

MOTION COW: 2017-298

Moved By: Councillor Turton; Seconded By: Councillor Elliott

That Council receives the November 28, 2017 report from the Business & Economic Manager regarding Structural Improvement Grant Application #H05 and approves the amount of \$5,916.08 for the property located at 39 Elora St. S. Harriston (The Old Post).

Carried

3. Building Assistant, B136/17- Andrade Severance Part Lot 34 Concession 7, 5550 7th Line, Harriston

Severe the official plan is prime agriculture, but a justification study shows that it will be a viable farm at 13.5 acres to grow hops and would also be building a home on this property.

MOTION COW: 2017-299

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B136/17, Andrade, Part Lot 34 Concession 7, 5550 7th Line Harriston, Town of Minto that the following conditions be considered:

- 1. That the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.**
- 2. That the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.**

3. THAT the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain(s) be completed to the satisfaction of the Local Municipality.

4. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made including payment of applicable fees.

5. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.

Carried

4. Chief Building Official, October and November 2017 Permit Stats Review

Chief Building Official Kuipers noted that October was lower than the previous year but November was higher than last year. As of the end of November 215 permits worth over \$27 million had been issued.

MOTION: COW 2017-300

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT Council receive the Chief Building Official's October and November Permit Review for information.

Carried

5. Deputy Clerk, Bill 68 Modernizing Municipal Legislation Act

Deputy Clerk McRobb presented her report noting the changes to the the Municipal Act, 2001, the Municipal Elections Act and the Municipal Conflict of Interest Act.

MOTION COW: 2017-301

Moved By: Councillor Elliot; Seconded By: Councillor Anderson

THAT Council receives the Deputy Clerk's November 30, 2017 Bill 68 Modernizing Municipal Legislation Act Report and that the following be approved:

THAT the Town of Minto enter into an agreement with John Maddox as Closed Meeting Investigator beginning in 2018 for a one year contract (ceasing to operate as JGM Consulting);

THAT the Town of Minto enter into an agreement with Guy Giorno of Fasken Martineau law firm as the Town of Minto Integrity Commissioner starting in 2019.

Carried

Councillor Colwell assumed the Chair

6. Treasurer, Approval of Accounts

Treasurer Duff highlighted payments for shelving for records, roads work, structural grant on Elora Street and pre-paid fireworks for Fire and Ice New Years event.

MOTION COW: 2017-302

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

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for December 5, 2017 as follows: Administration

\$74,692.97, Building \$1,462.92, Economic Development \$18,233.44, Incubator \$788.33, Tourism \$12,200.50, Fire \$5,722.71, Roads \$784,180.88, Waste Water \$5,473.14, Streetlights \$1,067.59, Water \$12,713.07, Town Landscape Care \$124.84, Clifford \$40,452.13, Harriston \$6,877.94, Palmerston \$8,407.45, Norgan \$2,284.31 for a total of accounts of \$992,248.07.

Carried

7. Treasurer and Tax Collector, Minutes of Settlement and Assessment Adjustments

Treasurer Duff stated that there are several post roll amended notices that were sent out by MPAC once they do a review of data, these are not retroactive to 2016, but from January 1, 2017.

MOTION COW: 2017-303

Moved By: Councillor Elliott; Seconded By: Councillor Turton

That Council receives the December 2017 report from the Treasurer and Tax Collector regarding Assessment Adjustments and that these adjustments be approved.

Carried

Deputy Mayor Ronald Faulkner resumed the Chair

8. C.A.O. Clerk, Applications for microFIT Sites Minto, SunSaver & Arntjen

C.A.O. Clerk White noted that it was announced that the microFIT programs would no longer be taking applications after the end of 2017. On Friday December 1st, while Arntjen was putting in applications for the Harriston Lions Medical Clinic and the Town of Minto office, IESO announced that the 2017 quota for microFit contracts had been reached. The applications may still be considered if any other applications are rejected or pulled out. At the end of the 20 year programs the Town will have received about \$1 million in revenue from the hosting agreements.

MOTION COW: 2017-304

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

That Council receives the C.A.O. Clerk's December 1, 2017 report regarding Applications for microFIT Sites Minto, SunSaver & Arntjen, and Council approves applications being submitted for these sites subject to installation details being presented to Council if an IESO approval contract offer be received.

Carried

d. Other Business Disclosed as Additional Items

Councillor Dirksen thanked the Public Works and Paul Judge for the use of the truck for the parades, for decorating it and Bill and Teri White for driving last weekend.

Councillor Turton thanked the fire services for running the Santa Claus Parades for volunteering their time.

Councillor Elliott noted that there were complaints at the Palmerston Parade with Council throwing candy from the float. Elliott noted that the Council members purchase candy with their own money.

Councillor Anderson reminder every one of the Christmas dinner being hosted December 25th at the Harriston Community Centre by the Andersons and requested that Council spread the word noting they will deliver meals to those not physically able to attend.

Deputy Mayor Faulkner noted this Saturday is the Pal Mocha Shriners breakfast with Santa at Harry Stones in Harriston.

11. Motion to Return To Regular Council

RESOLUTION 2017-240

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Carried

12. Notices of Motion

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2017-241

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

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

Carried

14. By-laws

a. 2017-99, to amend the Emergency Response Plan for the County of Wellington and Member Municipalities

RESOLUTION 2017-242

Moved By: Councillor Anderson; Seconded By: Councillor Turton

THAT By-law 2017-99; to amend the Emergency Response Plan for the County of Wellington and Member Municipalities; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2017-98, Confirming Proceedings of December 5, 2017 Committee of the Whole/Council Meeting

RESOLUTION 2017-243

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT By-law 2017-100; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held December 5, 2017; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

15. Adjournment

RESOLUTION 2017-244

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA

ZBA-2017-10

Applicant: Evergreen Apartment Company Inc.

TUESDAY December 19th 2017,

5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Lots 35 & 36, Survey Caswell and Clements's Part Park Lot 3, Pt Lane, Survey Borthwick's , municipally known as 260 Mary Street, Palmerston.

1. Mayor Bridge to act as the Chair of the Public Meeting
2. Chair Bridge to call the meeting to order and request any member of the public present to please sign the attendance record. Chair Bridge to state the following:

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.

3. C.A.O. Clerk White to state the municipal address and legal description of the property, the purpose and effect of the application and date notices we sent.

The property subject to the proposed amendment is located on Lots 35 & 36, Survey Caswell and Clements's Part Park Lot 3, Pt Lane, Survey Borthwick's, municipally known as 260 Mary Street, Palmerston.

The Purpose and Effect of the proposed amendment is to alter site and building regulations in the current R3 zoning of the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12 unit apartment building. This relief is required as the vacant land adjacent to the apartment was severed off to create a new building lot for a multi residential development. In addition to the proposed changes to site and building regulations for the existing apartment building, the proposed rezoning may also consider reduced setbacks, including relief to certain site and building regulations, to permit a 5 unit multiple residential dwelling on the recently created vacant parcel. This rezoning is a condition of severance application B129/16 that has been granted provisional approval by the Wellington County Land Division Committee.

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located on Lots 35 & 36, 260 Mary Street Former Town of Palmerston, Town of Minto
Page 2

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies November 28th , 2017 and posted on the subject property. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
 - b) Curtis Marshall, Senior Planner, County of Wellington, report attached
 - c) Chris Clark , Triton Engineering Services Limited, conceptual site plan attached
4. Chair Bridge to call on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
 5. Chair Bridge to call on anyone who wishes to comment in favour of the proposed Amendment.
 6. Chair Bridge to call on anyone who wishes to comment in opposition of the proposed Amendment.
 7. The applicant or his agent is given an opportunity for rebuttal.
 8. Chair Bridge to give members of Council an opportunity to ask questions.
 9. Chair Bridge to state 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.
 - 10.If there are no further comments, Chair Bridge will adjourn this Public Meeting.



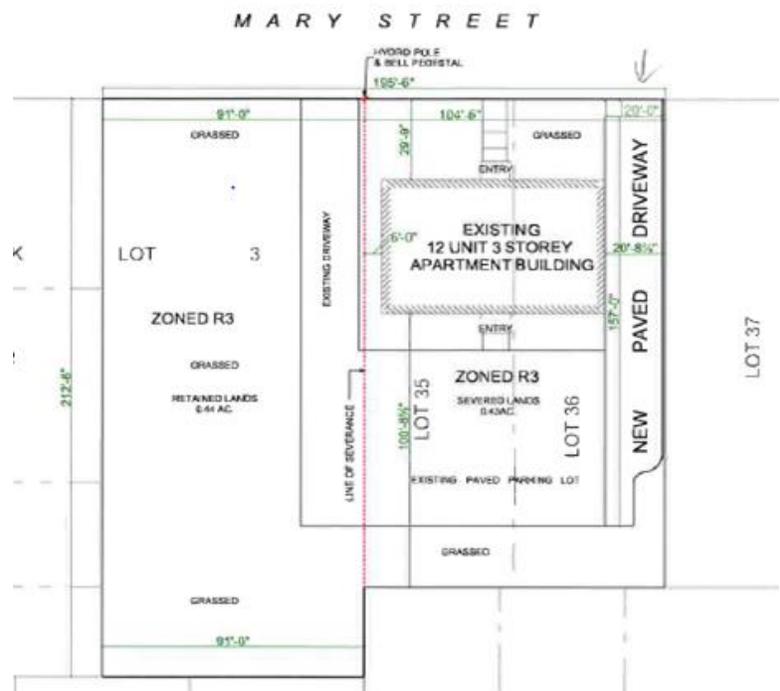
DATE: December 14, 2017
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: Zoning Amendment Application c/o Evergreen Apartments
 260 Mary Street Palmerston

STRATEGIC PLAN

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

BACKGROUND

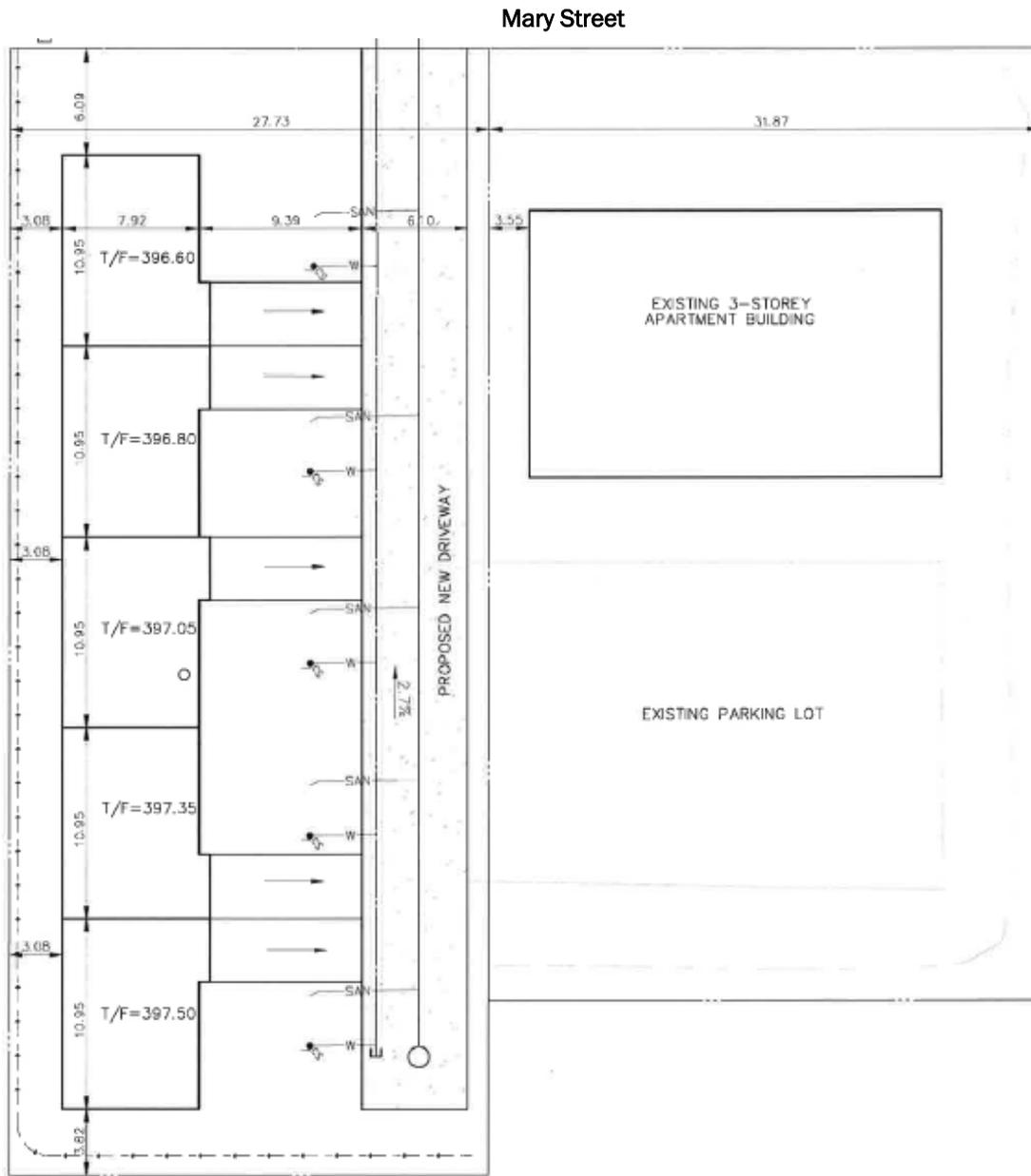
The subject property is legally described as Lots 35 & 36, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's with legal frontage on Mary Street. The property is currently one vacant parcel, zoned R3 – High Density Residential, with an official plan designation of Residential. The parcel is 0.88 acres (34,848 Sq. ft.) in size.



Rezoning is a condition of severance for application B129/16 that has been granted provisional approval by the Wellington County Land Division Committee. The proposed retained parcel is currently zoned to allow for multiple family housing; the severed contains a twelve unit apartment building. A new driveway entrance permit was requested to relocate access to the apartment building parking area off the severed lot.

Since receiving their provisional consent from the County, the applicants have agreed to sell the project to a developer with a new multiple family dwelling proposal for the retained lot, independent of the existing apartment building on the severed lot. The intention is to sever the parcel of land in order to complete the purchase of sale.

Notice of the proposed rezoning was applied to both the severed and retained property so as to give complete information on the potential project proposed once the lots are separated. A preliminary sketch was prepared by Triton Engineering showing a five unit building similar to other recent projects in Palmerston. The drawing shows that the projects can exist on separate lots and identifies the relief needed from the zoning bylaw.



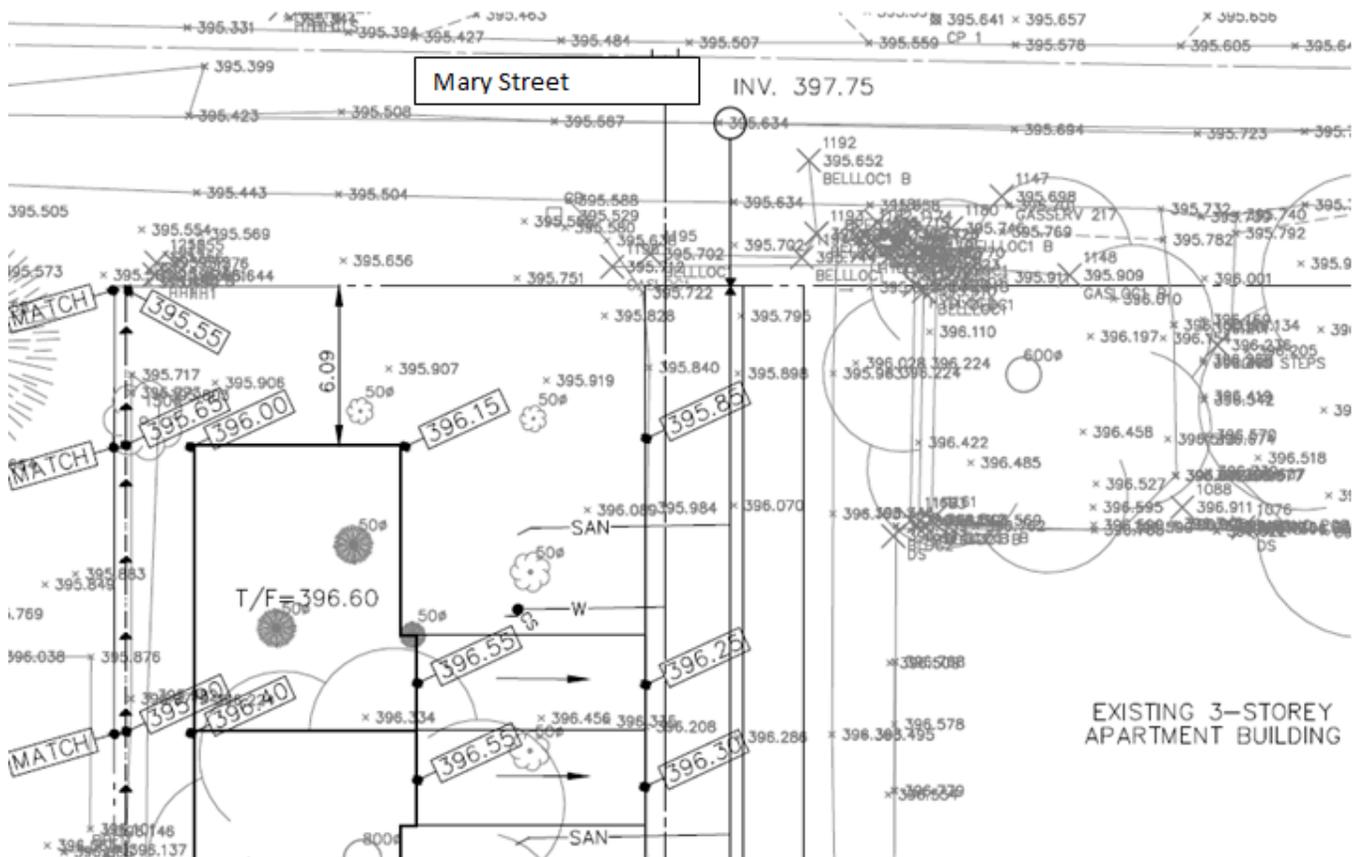
The proposed amendment is to alter site and building regulations in the current R3 zoning of the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12 unit apartment building. In addition to the proposed changes for the existing 12 unit apartment building, the proposed rezoning would grant relief to certain site and building regulations to permit a 5 unit multiple dwelling on the retained property.

COMMENT

Council supported the severance application subject to certain standard conditions addressing servicing, access, cash-in-lieu of parkland and rezoning being met. The following comments were obtained regarding rezoning of the entire parcel.

Public Works:

The severed parcel has access to a water and sewer services for the existing building as shown in the preliminary analysis by Triton. A water and sewer connection west of the



The Triton analysis contains information about grading, drainage and access to the proposed retained lot. While a mutual drive will work between the existing apartment on the severed lot and the five unit building on the retained lot, the applicants initiated relocating the driveway to the existing apartment to the east of the existing building so that no mutual drive will be needed. The existing driveway may be usable at least in part to access the proposed five unit building provided there are no grading issues between the lands.

Building Department:

The existing apartment building meets Zoning By-law requirements except the front yard requirement of 24.9 ft, (24.75 ft is provided). The lot area does not meet requirements of the R3 zone. Minimum Lot area required for the existing 12 unit apartment building on the severed parcel is 2123.69 sq.m. (0.52 ac.), whereas 1742.65 sq.m. (0.47 ac.) is proposed.

Setback	Required	Proposed
Side Yard (west)	3.92 m	1.84 m

The vacant retained parcel using the conceptual site plan for five units meets minimum lot area, but there are setback deficiencies for a Cluster Townhouse as follows:

Setback	Required	Proposed
Front Yard	7.6 m	6.0 m
Side Yard	6.0 m	3.0 m
Rear Yard	7.6 m	3.8 m

Overall staff feels the existing apartment building and a building similar to the five unit layout provided by Triton can be developed independently but in keeping with the character of the area. Rental housing of this type is needed in Minto and staff supports the zoning amendment that both gives relief to the existing apartment building that will be on the severed and to a five unit project for the retained parcel.

If Council approves the rezoning the lots can be placed in separate ownership with the developer of the retained lot able to apply for a site plan approval without another rezoning.

RECOMMENDATION

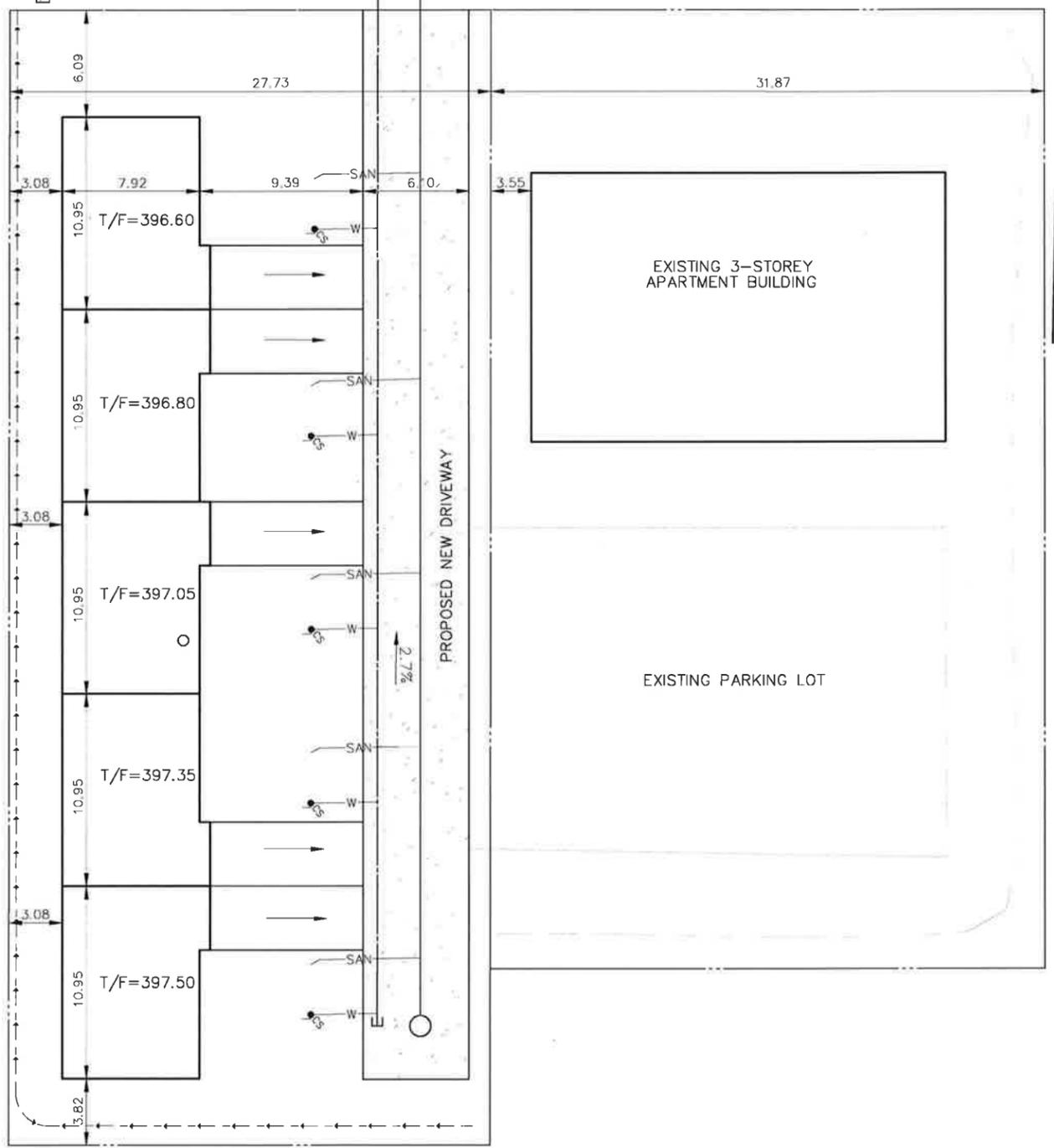
THAT Council receives the Building Assistants report on the proposed rezoning for Evergreen Apartments 260 Mary Street, Town of Minto for information and considers passing a by-law in open session to rezone both the severed and retained parcels to permit development generally in the form outlined in the report.

Michelle Brown, Building Assistant

ATTACHMENTS:

Planners Comments, Curtis Marshall, Senior Planner, County of Wellington
Chris Clark, M.A.Sc., P.Eng., Conceptual Site plan, Triton Engineering Services Limited.

MAIN STREET EAST



NOTES
 THE LOCATION OF UTILITIES IS APPROXIMATE ONLY AND SHOULD BE DETERMINED BY CONSULTING THE MUNICIPAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF UTILITIES AND SHALL BE RESPONSIBLE FOR ADEQUATE PROTECTION AGAINST DAMAGE.

No	DATE	REVISION	INITIAL

CONSTRUCTION OF
260 MARY STREET
 RESIDENTIAL DEVELOPMENT
 (PALMERSTON, TOWN OF MINTO)

TOWN OF MINTO
 5941 HIGHWAY #89
 HARRISTON, ONTARIO NOG 1Z0

CONCEPTUAL PLAN

PROJECT No
A3168A
 DRAWN BY: C.P.C.
 CHECKED BY: P.F.Z.
 APPROVED BY:
 DATE: DEC, 2017



SCALES
 NIS
 HORIZONTAL VERTICAL
 DRAWING NUMBER **01**



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: December 14, 2017
TO: Bill White, C.A.O.
Town of Minto
FROM: Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Evergreen Apartment Company Inc.**
260 Mary St., Palmerston
Zoning By-law Amendment

PLANNING OPINION

The purpose of this zoning amendment is to rezone the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12-unit apartment building. This rezoning is a condition of severance application B129/16, which has been granted provisional consent by the Wellington County Land Division Committee. The consent application creates a new 0.17 ha (0.43 acres) parcel which is occupied by an existing 12-unit apartment building, and a 0.18 ha (0.44 acres) retained vacant parcel for future residential development.

Planning Staff have no objections with the requested amendments for lot area and side yard setback. The proposal conforms to the Official Plan, is in keeping with applicable Provincial policies and would satisfy a condition of consent for severance application B129/16.

Town Staff have also proposed amendments to the zoning standards for the retained vacant parcel. A concept plan has been prepared showing a 5-unit cluster townhouse development. Reductions to the front yard, side yard and rear yard setbacks are required to facilitate the proposed development. Council should be satisfied that the proposed amendments to the zoning setbacks are appropriate.

A draft zoning by-law has been prepared for Council's consideration which includes both the reduced side yard and lot area for the severed parcel (existing 12-unit apartment), and reduced front, side and rear yard setbacks on the vacant retained parcel to facilitate future development.

INTRODUCTION

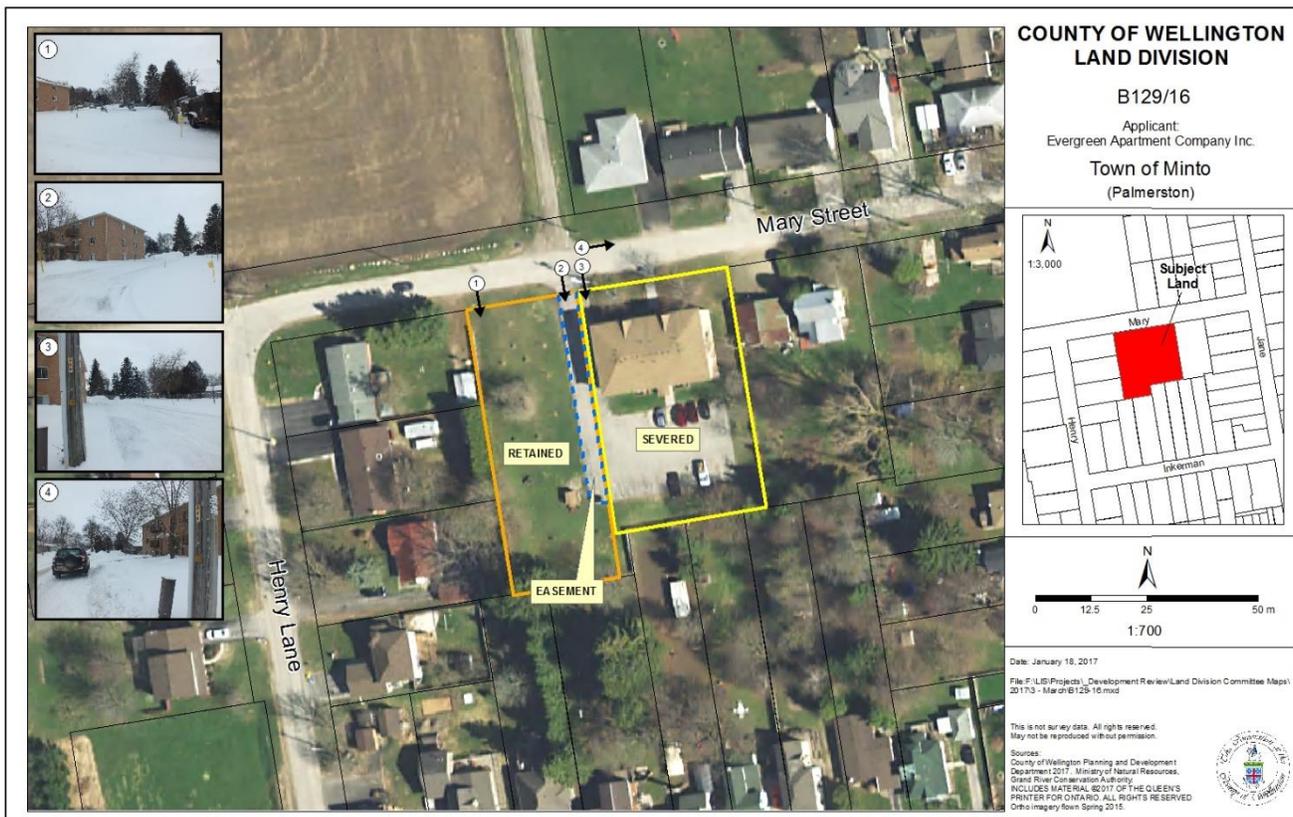
The land subject to the proposed zoning by-law amendment is legally described as Lots 35 & 35, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's, with a municipal address of 260 Mary St., Palmerston. The property is approximately 0.35 ha (0.87 acres) in size. A 12-unit apartment building is currently located on the property.

PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12-unit apartment building. This rezoning is a condition of severance application B129/16, which has been granted provisional consent by the Wellington County Land Division Committee. The consent application creates a new 0.17 ha (0.43 acres) parcel occupied by an existing 12-unit apartment building and a 0.18 ha (0.44 acres) retained vacant residential parcel (future multiple unit residential dwelling). An easement is also provided on the vacant retained lot to provide driveway access to the existing apartment building (severed lot). An air photo showing the proposed lot is provided below.

Town Staff have also proposed amendments to the zoning standards for the retained vacant parcel. A concept plan has been prepared showing a 5-unit cluster townhouse development. Reductions to the front yard, side yard and rear yard setbacks are required to facilitate the proposed development.

Figure 1: Air photo showing proposed lot.



PROVINCIAL POLICY STATEMENT (PPS)

Section 1.1.3.3 of the 2014 PPS states that “planning authorities shall identify appropriate locations and promote opportunities for intensification”. Section 1.4.3 encourages Planning Authorities to provide an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

COUNTY OFFICIAL PLAN

The property is located within the Palmerston Urban Centre and is designated Residential. The policies of Section 8.3.2 of the Official Plan set out a number of objectives for residential development including, *e) to ensure that an adequate infrastructure will be available to all residential area’s* and *g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods*.

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

WELL HEAD PROTECTION AREA

The subject property is located within a Wellhead Protection Area (WHPA) C, with a Vulnerability Score of 4.

DRAFT ZONING BY-LAW

The subject lands are zoned Residential (R3) which permits apartments and townhouse dwellings.

The applicant has applied to amend the lot area and frontage standards as follows:

Proposed Severed Lot (Existing 12-Unit Apartment Building):

13.2.3 Apartments	Required	Proposed
Minimum Lot Area Section 13.2.3.1	2123.8 m ² (22,860.4 ft ²)	1742.6 m ² (18,757.7 ft ²)
Minimum Interior Side Yard Section 13.2.3.5 (Half of building height)	3.92 m (12.8 ft)	1.84 m (6.0 ft)

The severance of the property into two lots results in the severed lot (with the existing apartment building) being smaller in area than permitted in the By-law. The new dividing lot line also results in the existing apartment building being located closer to the side lot line than permitted by the By-law.

Proposed Retained Lot (Future Residential Development):

13.2.2 Cluster Townhouse	Required	Proposed
Minimum Front Yard Section 13.2.2.3	7.6 m (24.9 ft)	6.0 m (19.7 ft)
Minimum Rear Yard Section 13.2.2.4	7.6 m (24.9 ft)	3.8 m (12.5 ft)
Minimum Interior Side Yard Section 13.2.2.5	6.0 m (19.7 ft)	3.0 m (9.8 ft)* Planning Staff have proposed a 5.0 m (16.4 ft) setback as an alternative

A concept plan (shown below in Figure 2) has been prepared for the vacant retained lot showing a development of 5 cluster townhouse units. Relief is required from the front yard, side yard and rear yard setbacks to accommodate the proposed cluster townhouse units.

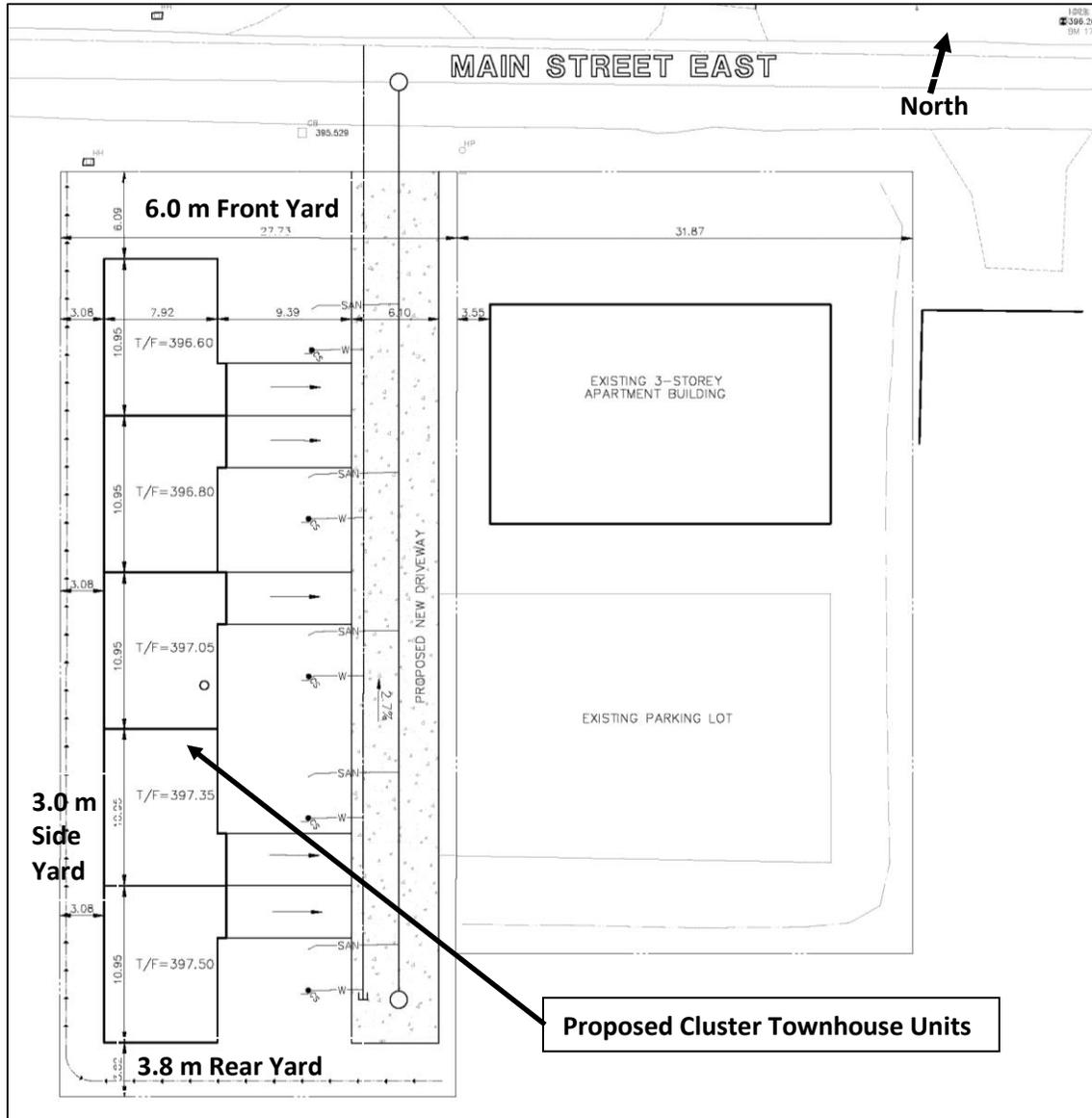
Planning Staff do not have any specific concerns with the proposed front yard setback reduction of 1.6 m (5.2 ft) to allow for a front yard setback of 6.0 m (19.7 ft) for future residential development on the site.

The side yard setback as defined in the zoning by-law serves as the rear amenity space for the dwelling units. Planning Staff have concerns that the proposed 3.0 m (9.8 ft) setback is not large enough to provide room for a small patio or deck for the units, and to facilitate a drainage swale along the lot line. The location of the dwellings- 3.0 m (9.8 ft) from the lot line could also provide visual and nuisance impacts (eg. noise, lighting, privacy etc.) to neighbouring properties. The long row of units could visually appear as a long “wall” close to the property line. The intent of the zoning by-law setback is to allow adequate separation through an open space buffer between adjoining properties to protect the privacy of neighbouring amenity areas. The proposed location of the townhouse dwellings- 3.0 m (9.8 ft) from the lot line could impact the adjacent properties rear yard amenity areas.

The concept plan shows a 9.0 m (29.5 ft) private driveway for each unit, whereas the minimum parking space size required by the Zoning By-law is 5.5 m (18.0 ft) in length. As an alternative, the driveway length could be reduced by 2.0 m (6.6 ft) down to 7.0 m (23.0 ft), which would allow for the townhouses to be shifted further from the side lot line. A 5.0 m (16.4 ft) side yard setback would provide additional amenity space, room for drainage, and a larger building setback to neighbouring properties. Planning Staff have proposed a 5.0 m (16.4 ft) side yard setback in the draft By-law for Council’s consideration.

In regards to the rear yard setback reduction, the concept plan shows the side of the last unit being located 3.8 m (12.5 ft) from the rear lot line which only abuts a portion of the rear lot line. A setback of 3.8 m (12.5 ft) should provide sufficient room for access and drainage.

Figure 2: Concept Plan



Planning Staff note that the development of the vacant lot will be subject to site plan review by the Town. Final details including building, layout, site design, grading, servicing, stormwater management, landscaping, amenity areas, parking, fencing etc. will be reviewed and finalized as part of the site plan review.

A draft zoning by-law has been prepared for Council's consideration which proposes to apply site specific exceptions to each of the proposed lots to permit the requested lot area and setback reductions. The draft by-law is attached to this report.

Respectfully submitted
County of Wellington Planning and Development Department



Curtis Marshall, MCIP, RPP
Senior Planner

**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, 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 Lots 35 & 35, Survey Caswell and Clement’s, Part Park Lot 3, Pt Lane, Survey Borthwick’s, with a municipal address of 260 Mary St. as shown on Schedule “A” attached to and forming part of this By-law, from **Residential (R3)** to **Residential (R3) Exception (37-46)** and **Residential (R3) Exception (37-47)**.

2. THAT Section 37 Exception Zone 4 – Palmerston, is amended by the inclusion of the following new exceptions:

<p>37.46 Lots 35 & 35, Survey Caswell and Clement’s, Part Park Lot 3, Pt Lane, Survey Borthwick’s 260 Mary St.</p>	<p>R3-46 Notwithstanding the provisions of section 13.2.3.1 a minimum lot area of 1742.6 m² (18,757.7 ft²) is permitted.</p> <p>Notwithstanding the provisions of section 13.2.3.5 a minimum interior side yard setback of 1.84 m (6.0 ft) is permitted for the existing building.</p>
<p>37.47 Lots 35 & 35, Survey Caswell and Clement’s, Part Park Lot 3, Pt Lane, Survey Borthwick’s</p>	<p>R3-47 Notwithstanding the provisions of section 13.2.2.3 a minimum front yard setback of 6.0 m (19.7 ft) is permitted for a 5-unit cluster townhouse.</p> <p>Notwithstanding the provisions of section 13.2.2.4 a minimum rear setback of 3.8 m (11.8 ft) is permitted for a 5-unit cluster townhouse.</p> <p>Notwithstanding the provisions of section 13.2.2.5 a minimum interior side yard setback of 5.0 m (16.4 ft) is permitted for a 5-unit cluster townhouse.</p>

3. 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.
4. 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.

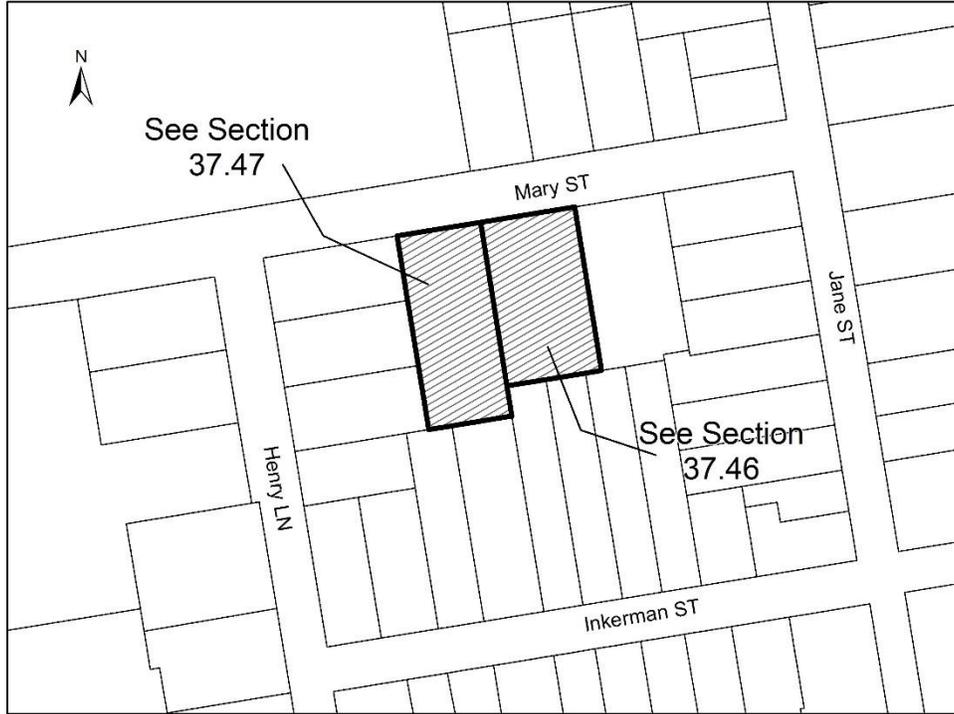
MAYOR

CLERK

THE TOWN OF MINTO

BY-LAW NO _____.

Schedule "A"



Passed this ___ day of _____ 2017.

MAYOR

CLERK

EXPLANATORY NOTE
BY-LAW NUMBER _____.

THE SUBJECT LAND is legally described as Lots 35 & 35, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's, with a municipal address of 260 Mary St., Palmerston. The property is approximately 0.35 ha (0.87 acres) in size. A 12-unit apartment building is currently located on the property.

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12-unit apartment building, and permit reduced front yard, side yard and rear yard setbacks for a future multiple unit residential dwelling. This rezoning is a condition of severance application B129/16, which has been granted provisional consent by the Wellington County Land Division Committee. The consent application creates a new 0.17 ha (0.43 acres) parcel occupied by an existing 12-unit apartment building and a 0.18 ha (0.44 acres) retained vacant residential parcel (future multiple unit residential dwelling).

PALMERSTON FARMERS' MARKET 2018 PROPOSED BUDGET

<u>Reserve Fund</u>		\$3331.91
	2017	2018
<u>Revenue</u>		
Trivia Night Jan/Mar	\$1,212.39	\$1,000.00
Pre-Seeding BBQ	\$1,020.16	\$1,000.00
Strawberry Social	\$113.27	\$100.00
Vendor Fees	\$929.23	\$900.00
Transfer from Reserve	\$0	\$401.00
BBQ Corn Roast	\$1,042.92	\$1,000.00
Market Donations	\$189.30	\$150.00
Market Bucks Payment from County	\$2175	
Misc Revenue	\$45.85	\$0
TOTAL REVENUE	<u>\$6,728.12</u>	<u>\$4,551.00</u>
<u>Expenses</u>		
<i>Advertising</i>		
Advertising Independent (includes inserts)	\$537.99	\$550.00
Business Cards, Post Cards, Stamps	\$617.89	\$650.00
Facebook Promotions	\$83.31	\$100.00
<i>Donations</i>		
Donation to Ag. Society for BBQ	\$104.29	\$100.00
Donation to Railway Museum (Handcar Races)	\$300.00	\$400.00
Mayor's Golf Sponsorship	\$100.00	\$100.00
Minto Youth Action Council (MYAC)	\$0	\$200.00
Palmerston Food Bank	\$0	\$1,000.00
<i>Events</i>		
Entertainment	\$100.00	\$300.00
Strawberry Social (shortcake)	\$0	\$50.00
Lemonade/Coffee/Utensils/Glasses	\$398.87	\$400.00
Corn Roast Expenses	\$370.23	\$300.00
<i>Memberships</i>		
FMO Membership	\$178.08	\$200.00
Taste Real Membership	\$161.80	\$0
<i>Miscellaneous</i>		
Petty Cash	\$101.99	\$100.00
Website Update & Domain Renewal	\$35.62	\$35.00
Transfer to Reserve	\$0	\$0
Market Bags	\$778.24	\$0
Bouncy Castle	\$100.00	\$0
Corn Roast T-Shirts	\$58.90	\$50.00
Norsco Trophy Engraving	\$16.00	\$16.00
Market Bucks for Food Bank	\$60.00	\$0
Market Bucks Payment to County	\$2145.00	\$0
TOTAL EXPENSES	<u>\$6,248.21</u>	<u>\$4,551.00</u>
PROFIT	\$479.91	\$0



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
October 26, 2017
7:00pm at the CNRA Clubhouse

Attendance: Councillor Judy Dirksen, Luke Hartung, Crystal Hartung, Katie Baarda, Suelaine Poot and Economic Development Assistant Taylor Keunen.

Regrets were received from Edwin Martin, Lena Martin, and Vince Tkaczuk.

Keunen welcomed everyone to the 2017 Season Wrap-Up Meeting.

2017 Budget Review

The Committee reviewed the 2017 Budget and planned the 2018 budget attached as Schedule "A". The Minto Farmers' Market would have a profit of \$479.91 at the end of 2017. Due to the extra revenue, the Committee decided to donate \$200.00 to the Minto Youth Action Council and an additional \$400.00 to the Palmerston Railway Museum and Handcar Races in 2018. The Committee also budgeted for the purchase of a bouncy castle to have at the weekly markets pending liability concerns. The Committee also decided that they would like to donate \$1,000.00 to the Palmerston Food Bank to reinvest the money into the community.

RECOMMENDATION

Moved by: Luke Hartung and Seconded by: Suelaine Poot

THAT the Minto Farmers' Market donates \$1,000.00 to the Palmerston Food Bank.

CARRIED

2017 Donation to Museum

Keunen reminded the Committee that they sponsored a bouncy castle at the Handcar Races for \$100.00. The Committee decided that they would like to donate another \$300.00 to the Museum in 2017 to make a total donation of \$400.00 to the Museum.

Marketing

Keunen highlighted the marketing efforts from 2017: Free promotions on 88.7 The River, Wightman TV ads (weekly markets and several events), free advertising in the Wellington Advertiser, through Butter Tarts & Buggies (website, brochures, social media), through posters, postcards, loyalty card, as well as through Facebook & Instagram (organic posts and paid ads for several events). The Committee was happy with the promotions and wish to continue with the postcards and loyalty cards at the beginning of the season. They suggested having less dates required to attend the market since the Harriston Market was no longer in effect

Events & Donations

The Committee reviewed the events that took place over the Market season is 2017 attached as Schedule "B". The Committee was happy with the events and thought that they added to the market as a whole, encouraging more families to attend not just for the shopping but for the experience and would plan for it next year as well. The Committee was also very happy with Kathryn Franck, Museum Student, and all of her work with the markets on Saturdays.



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
October 26, 2017
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Keunen highlighted that the ballots submitted each week were tracked and that over the twelve weeks, a total of 613 ballots were collected. She also shared that 99 of those ballots were from the original postcards that were mailed out at the start of the season.

Keunen reminded the Committee that due to rising cost of supplying free lemonade and coffee at the market, at the beginning of the season they decided to put out a donation box for the supplies. She shared that a total of \$181.77 was collected to help offset the cost, which can be seen in Schedule "C". The Committee decided to continue with the donation jar.

Market Bucks

Keunen shared that a total of \$2,175.00 was brought in from the Market Bucks Program to the Minto Farmers' Market from June, July and August. The Committee expressed that they were very happy with the Market Bucks program and that they saw a lot of new faces at their booths because of the program.

Other Business

Keunen updated the Committee regarding the future plans for redevelopment of the Palmerston Heritage Railway Museums. She shared that the plan was to have a new parking lot, new landscaping, and a new lane with parking behind the caboose tracks for vendors specifically. The Committee was happy to hear about the plans and look forward to the designated vendor space.

NEXT MEETING:

Thursday April 5, 2018
7:00pm
CNRA Clubhouse

Taylor Keunen
Economic Development Assistant



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
 October 26, 2017
 7:00pm at the CNRA Clubhouse

Schedule "A"
2018 Budget

Schedule "B"
Events and Ballots

June 3 1 RADIO	Palmerston Season Opening	Cookies – Katie (5 dozen) pay @ market Lemonade (donation jar) Coffee Music – ____ (\$100) Face Painting – MYAC students? Take portable PA system Kerry Ammerman – yoga @ 9:00am
June 10 2	Railway Day	Museum Volunteer Open House Plaque Presentation to Carol Homuth Ag Society Cheque Presentation
June 17 3		
June 24 4	Handcar Races	Handcar Races taking place - there will be music & kids entertainment Kathryn - run handcars/help with - Taylor - run market
July 1 5	Canada 150 Day & Strawberry Social	Strawberry shortcake - SHORTCAKE: Joanne, Katie & Carol (1 each) - STRAWBERRIES: Edwin/Lena, Elizabeth (8 quarts SC) - COFFEE: Frank - MUSIC – Makenzie Head (confirmed \$50 from 10am-12pm) *vendors wear RED KATHRYN: If people wear red/Canadian themed clothing they can fill our ONE EXTRA ballot Canada flag tattoos for kids Small Canada flag giveaways, horns, balloons Decorations (Banner, helium balloons) Canada flag prop for PB Strawberry props for Photo Booth



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
 October 26, 2017
 7:00pm at the CNRA Clubhouse

		Splash Bash in Lion's Park @ 10am - splash pad, swim, BBQ, slip n slide
July 8 6	National Ice Cream Sundae Day	Talk to Mapleton's Organic (\$ cost?) Sundae bar (vendors products - berries, honey, syrup?) Ice cream cone PB prop
July 15 7		
July 22 8	Family Day - Breakfast Carry On Women's Institute	Music (\$50) Face Painting Breakfast -Carry On Women's Institute
July 29 9	Library Day	- some stories (on a drop in basis), a craft, and some tech fun including an Osmo Kit and some robots. We can also register kids or adults for library cards, our summer reading club, or other programs.
August 5 10		*Long Weekend*
August 12 11	International Youth Day (Harriston Street Party)	
August 19 12		
August 26 13	Palmerston Season Ending Celebration & Breakfast	Music Posters August 15 Face Painting - Katie's granddaughter Emma? Free Freezies Ag society doing a breakfast at the Palmerston Fair (send people there) Corn Roast 5-7pm



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
 October 26, 2017
 7:00pm at the CNRA Clubhouse

Market Date	Postcard Ballots	Market Ballots	TOTAL BALLOTS	
June 3	36	23	59	
June 10	11	30	41	
June 17	13	46	59	
June 24	7	51	58	
July 1	7	114	121	* extra ballot for wearing red
July 8	5	42	47	
July 15	6	42	48	
July 22	5	30	35	
July 29	1	32	33	
August 5	3	17	20	
August 12	0	34	34	
August 19	5	26	31	
August 26	0	27	27	Loyalty Cards
	99	514	613	
Suggestions from Kathryn:	Put vendors who aren't there every week at the ends of the market so there aren't big gaps in between vendors when they don't come.			
	Have less stamps for loyalty cards - maybe 7 or 8			
	Have a sign with the ballot box explaining what it is for and what to do			
	Music			



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
 October 26, 2017
 7:00pm at the CNRA Clubhouse

Schedule "C"
Donations

Full Season (13 Weeks)	Vendor Fees	Donations
June 3:	\$320.00	\$26.25
June 10:	\$10.00	\$13.95
June 17:	\$100.00	\$25.20
June 24:	\$0.00	\$11.20
July 1:	\$10.00	\$26.90
July 8:	\$0.00	\$7.50
July 15:	\$10.00	\$12.50
July 22:	\$10.00	\$10.15
July 29:	\$0.00	\$18.60
August 5:	\$0.00	\$4.25
August 12:	\$20	\$9.75
August 19:	\$10	\$13.85
August 26:	\$20	\$1.67
	\$510.00	\$181.77



Minto Farmers' Market
2017 Palmerston Season Wrap-Up Meeting
 October 26, 2017
 7:00pm at the CNRA Clubhouse
Schedule "D"
Market Bucks

June Market Bucks Usage		July Market Bucks Usage		August Market Bucks Usage	
Vendor	Palmerston Market	Vendor	Palmerston Market	Vendor	Palmerston Market
Anna Brubacher	\$175	Anna Brubacher	\$200	Anna Brubacher	\$85
Ann Legault	0	Ann Legault	\$20	Ann Legault	0
Carol Brubacher	\$35	Carol Brubacher	\$55	Carol Brubacher	\$25
Dorothy Noecker	0	Dorothy Noecker	\$20	Dorothy Noecker	0
Elizabeth Bouwman	\$25	Elizabeth Bouwman	-	Elizabeth Bouwman	0
Frank Folkema	0	Frank Folkema	0	Frank Folkema	0
Harwill Farms	\$35	Harwill Farms	\$115	Harwill Farms	\$180
Joanne Martin	\$55	Joanne Martin	\$95	Joanne Martin	\$75
Katie Baarda	\$20	Katie Baarda	\$50	Katie Baarda	\$90
Lena Martin	\$180	Lena Martin	\$215	Lena Martin	\$170
Pootcorners	0	Pootcorners	\$70	Pootcorners	\$35
Vince Tkaczuk	\$35	Vince Tkaczuk	\$5	Vince Tkaczuk	\$5
Vreni von Muhlenen	\$10	Vreni von Muhlenen	\$25	Vreni von Muhlenen	\$10
				Anna Martin	\$30
				Holzworth Farms	\$30
Total Market Bucks	\$570	Total Market Bucks	\$870	Total Market Bucks	\$735
elizabeth bowman paid in cash			\$5 cash to vince - 865 on sheet		



TOWN OF MINTO

DATE: December 13, 2017
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: Quality Homes, Site Plan Approval Former Harriston Senior School; Townhouse Development George Street

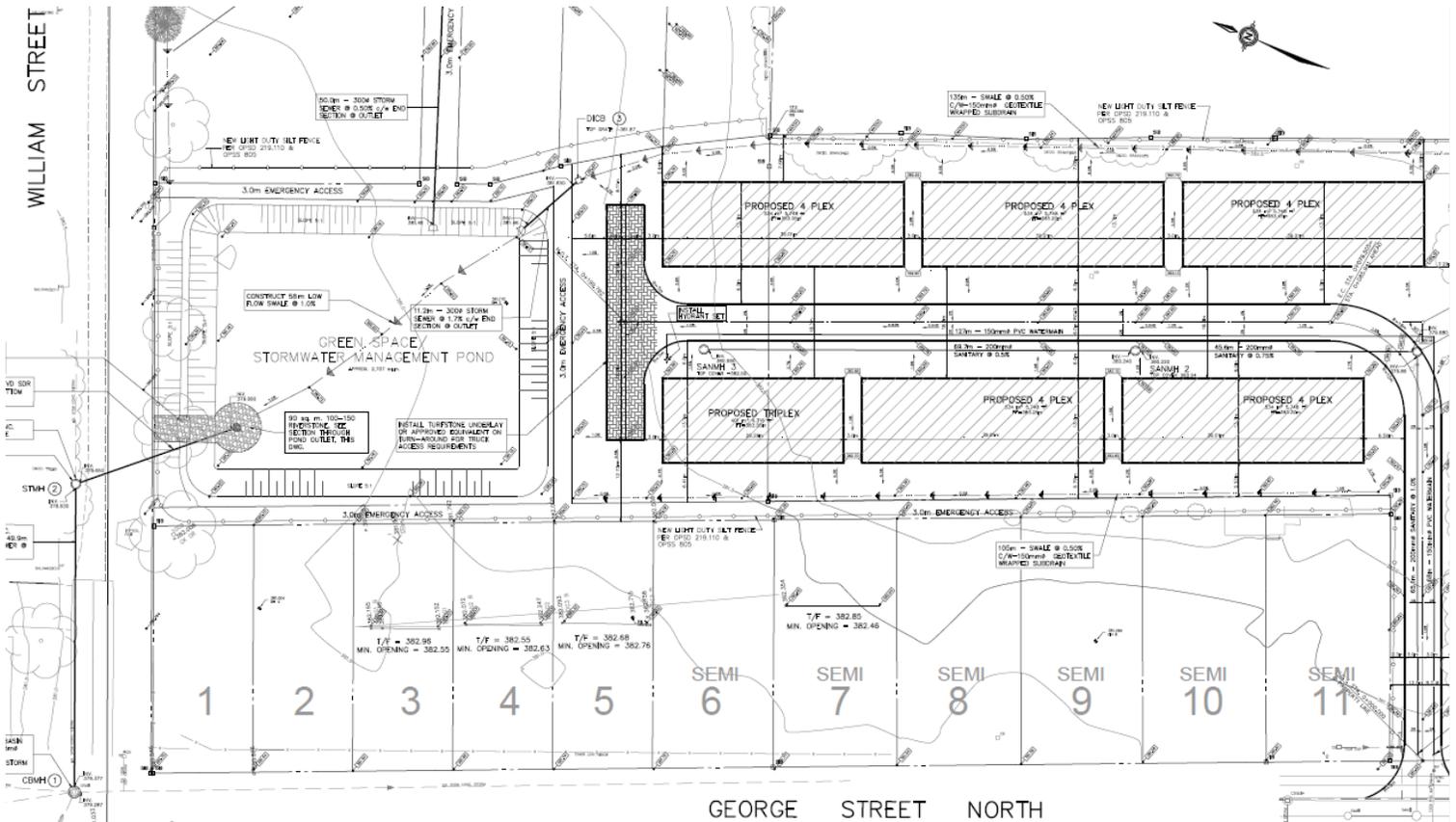
STRATEGIC PLAN:

9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably.

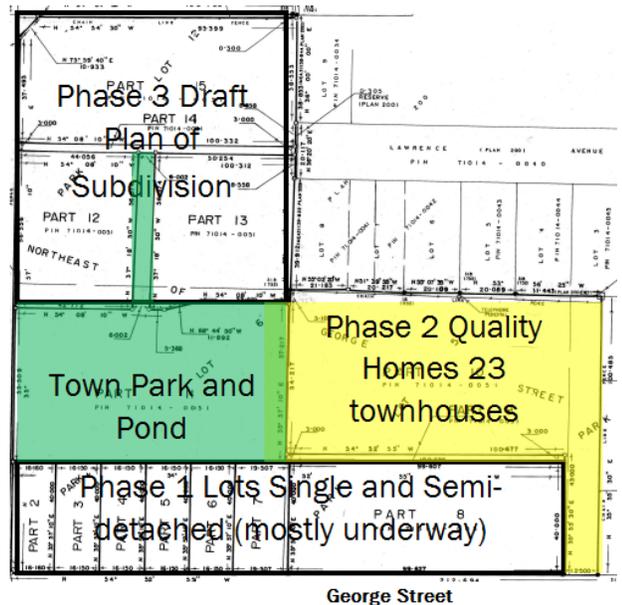
9.7 Promote environmentally friendly development through subdivision and site plan control such as naturalized stormwater management, low maintenance landscaping using native species, and energy and water preservation techniques that enhance design and improve the cosmetics of the community.

BACKGROUND

Quality Homes has a conditional offer to purchase part of the former Harriston Senior School from Metzger Heating Ltd. and Metzger Electric Ltd. They applied for site plan approval for a 23 unit townhouse project based on the site plan below prepared by Triton Engineering.



This is Phase 2 of the re-development of the Senior School property the Town originally bought from the Upper Grand District School Board in 2012 for \$60,000. The Town then re-sold the property to J & J Metzger for \$105,000 in 2013, except for 1.45 acres of land kept by the municipality for a future stormwater pond and park shown in green in the sketch. In 2013 the purchasers signed a site servicing agreement that required J & J Metzger to maintain the subject lands and abutting Town property in a maintainable condition. This fall the grade for the pond and park was established and topsoil placed in preparation for seeding in the spring. The Town Park and Pond is needed to accept drainage from Phase 2 and 3; drainage for Phase 1 is designed toward George Street.



May 2015 J & J Metzger submitted a preliminary site plan to make Council aware of the general form of development they proposed and to get permission to start a rezoning that included part of the Town Park and Pond. The following resolution was passed:

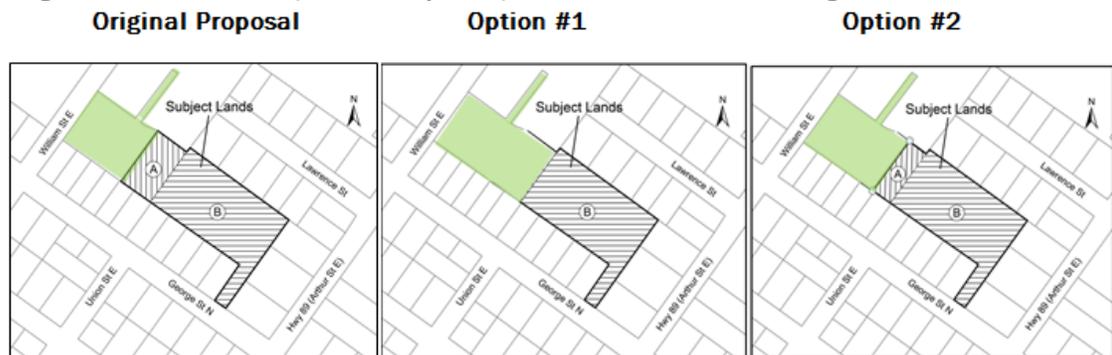
MOTION: COW 2016-129

THAT Council receive the report from the Building Assistant dated May 11, 2016 regarding Site Plan Approval Metzger, 24 George Street N, Harriston, and that Council agree to proceed to the public meeting on the rezoning to allow for site plan approval for the design prepared by Triton Engineering dated May 2016 conditional upon the following:

1. Final grading, drainage, servicing, sidewalk and landscaping details being submitted for approval by Town staff reflecting the final land boundaries and applicable zoning for the subject lands once decided by Council; and
2. Execution of a site plan agreement pertaining to the revised drawings, land boundaries (if changed) and zoning (if amended) to the satisfaction of the Town.

Consistent with the resolution, rezoning was submitted to allow 23 townhouses by adjusting building setbacks and placing part of the Town’s 1.45 Park and Pond in residential zoning. At the first public meeting concerns were expressed by the public about the rezoning including the loss of

Town owned parkland. After negotiation 3 options were presented for Council to consider as shown.



After giving a further notice of proceedings, Council approved Option #2 where the Town transfers less of the park and pond than originally proposed by the developer. Neighbours writing Council at the time preferred Option #1. Council approved the rezoning for Option #2, and following an appeal to the Ontario Municipal Board, minutes of settlement were signed between the Town and appellants. Option #2 can proceed subject to the terms of the Board approved minutes of settlement.

Quality Homes now proposes to buy the project from J & J Metzger and the Town lands (Option #2) to proceed with a townhouse development (condo or rental) according to the minutes of settlement. Site Plan approval from Council will assist Quality Homes with their pending decision to waive the conditions in their agreement of purchase and sale.

Quality Homes also requires confirmation of the Town's terms to sell the portion of the park and pond identified in Option #2, and an indication that certain interpretations of the development charges bylaw will allow for reduced payments to the Town.

In the last year the site plan prepared by Triton Engineering was circulated and approved by the Maitland Valley Conservation Authority, and has been reviewed by the Chief Building Official and Public Works staff. The following summarizes the detailed site plan.

- 23 single storey townhouse units with basement (+- 1,023 sq feet main floor with 2 bedrooms, 518 square foot loft, two bath and garage); this qualifies as one-storey units as required by the minutes of settlement since by definition a loft is only considered a second storey if its floor area exceeds 40% of the main floor area (which also includes the area of an attached garage). The units have the look of one storey except for dormers as shown below:



FRONT ELEVATION

GEORGE ST., HARRISTON
Project no.: W-2169

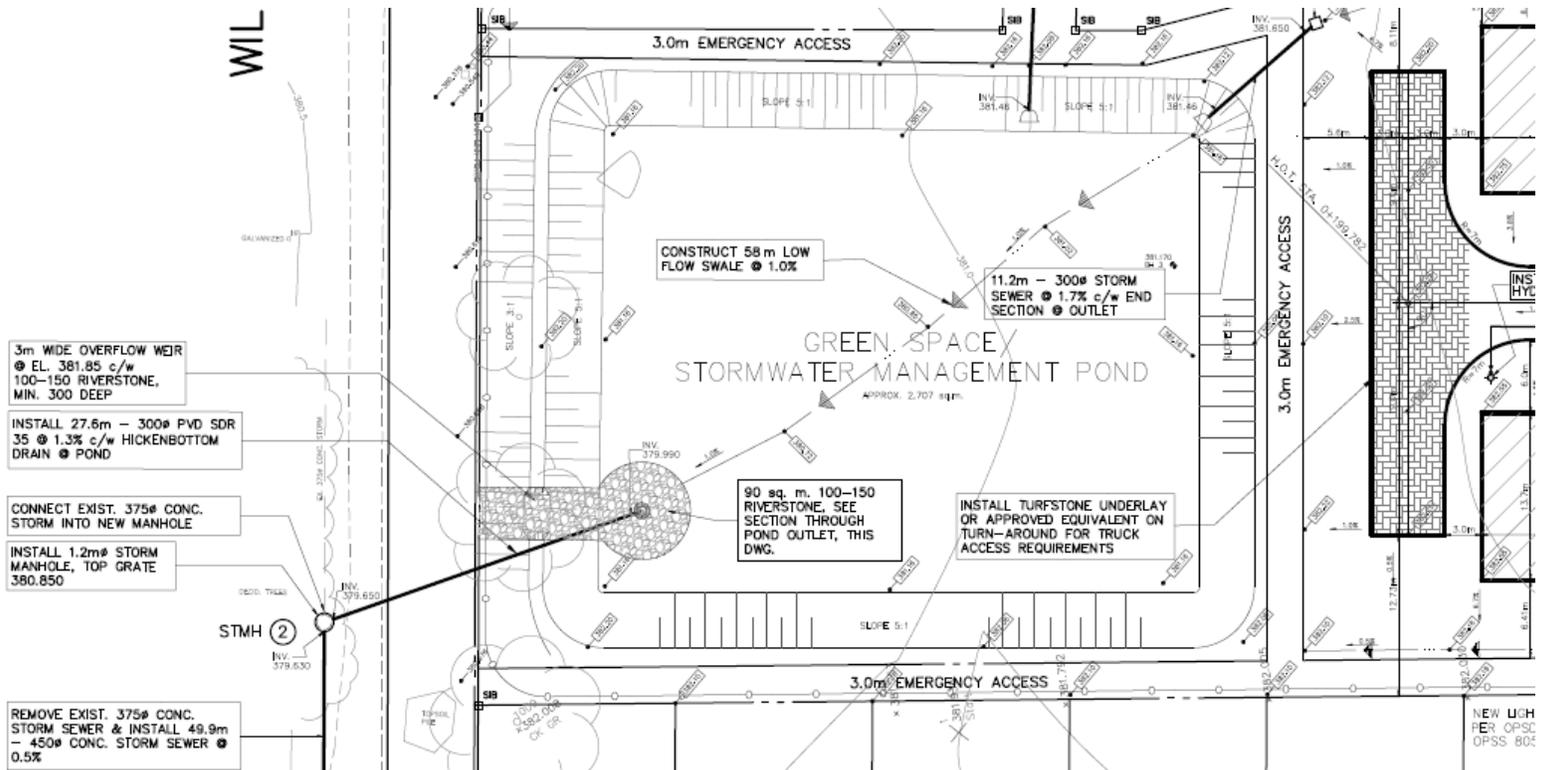
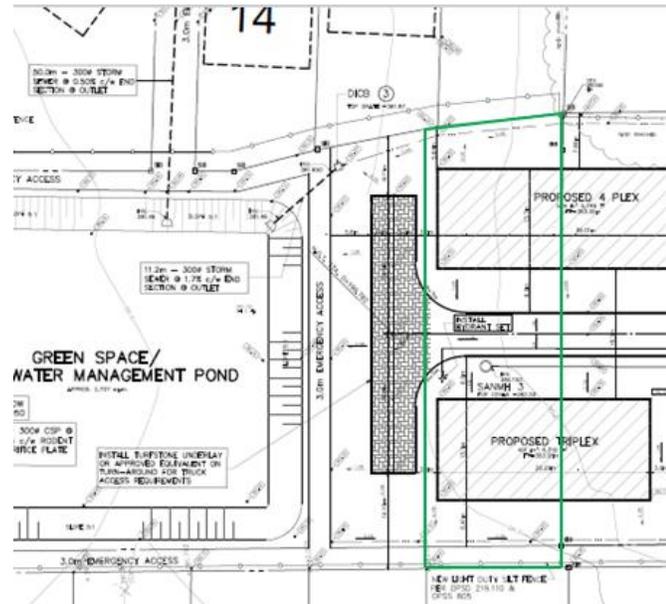
SCALE 1/8" = 1'-0"

13 DECEMBER 2017

JOHN G. WILLIAMS LIMITED, ARCHITECT
46-40 VOGELL ROAD, RICHMOND HILL, ONTARIO, L4B 3N6
TEL (905)780-0500 FAX (905)780-9536

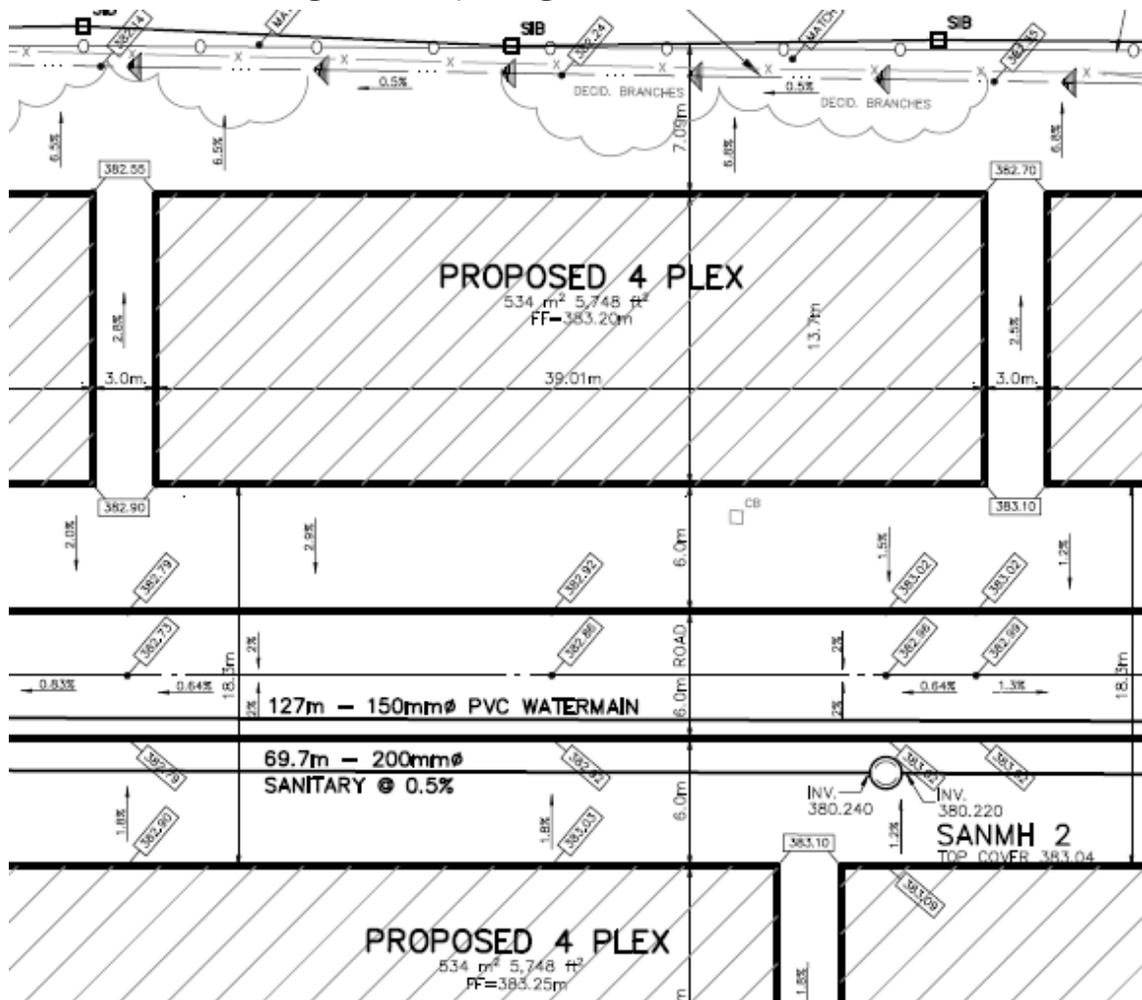
- The location, size and design of the units comply with applicable zoning, and the minutes of settlement.

- The maximum size of lands that can be sold to Quality Homes under the minutes of settlement is 0.29 acres leaving the park and pond at 1.16 acres in size. The lands to be sold are shown in green. If Council approves the site plan the property to be sold will be described in a reference plan and the Town's disposition of land procedure followed to sell it to Quality homes. Using the land value the Town re-sold the other phases a reasonable price is about \$6,000, which should be dedicated for use in this park and pond. In the future, Council may wish consult with the neighbourhood on future amenities in the park and pond through Parks & Recreation Advisory.
- This project does not impact the walkway required to Minto Clifford School in Phase 3. The site plan agreement will require the Developer build the "hammerhead" turnaround using a product that bears the weight of a fire vehicle, but allows grass to grow through. As per the minutes of settlement a "P" gate or other means of control acceptable to the Fire Chief must be installed to prevent use of the "hammerhead" for parking.



- A detailed landscaping plan has not been provided. The Developer will have to provide tree planting and other details to the satisfaction of the Town, and install and maintain that landscaping under terms of the site plan agreement.
- The private interior road servicing the units shown at +6 metres in width should be paved with rolled curbs. A 6.0 metre driveway in front of the garage will allow one

vehicle to park in front of each unit. Although this is a private roadway, parking should only be allowed on one side of the road to maintain access for emergency vehicles. This can be enforced through the site plan agreement.



- Sidewalks are not proposed in the development.
- Surface water is designed to flow overland to the Town pond and parkland. The lands will have to be graded accordingly to ensure proper function of this system. Ministry of Environment Approval for drainage works and for the pond will be applied for as a condition of site plan approval.
- Sanitary sewer and water for the project is to be installed and maintained at the Developer's cost. The Town will require access to the fire hydrant on the property to flush the system from time to time. This will be provided for in the site plan agreement. Connections to sewer and water on George Street have to be approved by Public Works.
- Firefighters will have access to the hydrant during a response to the property. The Fire Chief will review plans to confirm hydrant location, "hammerhead", and the "P" gate or other design is acceptable.
- Street lighting will be required as a condition of site plan approval. Energy efficient products are recommended that do not produce glare on to adjacent properties.

- The Emergency Access between the proposed townhouses and the adjacent single family and semi-detached homes is to be maintained under the site plan agreement pursuant to Maitland Valley Conservation Authority requirements.
- The Developer requests the following section of the development charges bylaw apply:

Reduction of Development Charges for Redevelopment

3.14 Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months (5 years) prior to the date of payment of development charges in regard to such redevelopment was or is to be demolished in whole or in part, or converted from one principal use to another principal use on the same land in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.10 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (b) in the case of a non-residential building or structure or, in the case of a mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under Section 3.11, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment. |

If Council agrees development charges can be calculated by subtracting the gross floor area of the school (+- 23,500 square feet) which under today’s by-law would pay \$2.38 per square foot (non-residential rate = \$55,930). 23 two bedroom townhouses would pay \$3,319 per unit (current residential rate =\$76,337). If Section 3.14 applies potential development charges payable is \$76,337 less \$55,930 = \$20,407.

Staff recommends Section 3.14 be considered by Council as the net increase in service demand for the project is reduced by the fact that the school was once at this location using roads, water and sewer, fire and recreation services. The exact amount of development charge will be determined by the Chief Building Official at applicable rates before a building permit is issued.

COMMENTS:

Public Works, Building and Clerk’s Department staff reviewed the submitted site plan and building elevations. While some details on landscaping, street lighting, “hammerhead” access, fire hydrant location and similar are pending, overall the current design meets applicable zoning and the terms of the “minutes of settlement” approved by the Ontario Municipal Board.

Council approval is recommended subject to a standard site plan agreement being executed so all required details are provided before building permit is issued. Council's approval can set the price of the 0.29 acre park and pond lands at \$6,000 if acceptable and confirm whether Section 3.14 of the Town's development charges bylaw should apply.

FINANCIAL CONSIDERATIONS

The Town currently has \$15,000 security to the original servicing agreement for the site. Quality Homes submitted a \$6,000 fee of which \$5,000 will be refundable when the project is complete under the terms of the site plan agreement.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's report dated December 13, 2017 and approves the Proposed Servicing and Grading prepared by Triton Engineering project A6834 last revised October 2017 as presented by Quality Homes subject to execution of a site plan agreement with the Town requiring, among other matters, the following:

1. Completion of the project within two years and retention of existing \$20,000 security through to completion, and execution of a condominium agreement if applicable.
2. Final tree planting and landscaping details including details on the "hammerhead turnaround" and "P" gate or other method to restrict access to the turnaround to the satisfaction of the Fire Chief and Town staff.
3. Servicing, grading and drainage, street paving and curbing details being provided to the satisfaction of the Town prior to execution of the site plan agreement including but not limited paving and rolled curbs for the interior private road with no parking on one side, energy efficient lighting that prevents glare on adjoining lands, restricting parking to one side of the private roadway, and access to the fire hydrant on the lands for occasional Town servicing and emergency purposes.
4. That Quality Homes be advised that subject to the Town's Disposition of Lands Bylaw a purchase price of \$6,000 be accepted for no more than 0.29 acres of the park and pond with the purchaser providing the necessary survey, and that funds received be retained for future use on this park and pond.
5. That Council accepts that Section 3.14 of the development charges bylaw apply such that the development charge applicable to the square footage of the former senior school be deducted from the charge applicable to the proposed townhouse units.
6. That any applicable approvals from the Maitland Valley Conservation Authority be obtained including the emergency access outlined in the plan.
6. That the site plan agreement provide for the requirements outlined in the staff report, and confirmation that all terms of the minutes of settlement, applicable zoning and all other requirements and standards are met including approval of stormwater works by the Ministry of the Environment.

Bill White, C.A.O. Clerk

MINUTES OF SETTLEMENT

BETWEEN:

ROLF SCHUETTEL AND KERRI SCHUETTEL

(the "Schuettels")

– and –

THE CORPORATION OF THE TOWN OF MINTO

(the "Town")

WHEREAS the Schuettels are the owners of the property municipally known as 50 George Street North, Harriston, Ontario;

AND WHEREAS on June 21, 2016 the Town passed By-law No. 2016-48 in order to rezone the properties known as Part Park Lots 4, 5 and 6; RP 61R-20210, Parts 9, 10 and 11, with municipal addresses of 24 George Street North and 100 William Street East, Harriston (the "By-law");

AND WHEREAS the Schuettels appealed the passage of the By-law to the Ontario Municipal Board due to their concerns about its adequacy and completeness (the "Appeal");

AND WHEREAS the Schuettels and the Town (collectively, the "Parties") have come to an agreement with respect to appropriate amendments to the By-law in order to resolve the Appeal.

NOW THEREFORE in consideration of the terms and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree with each other as follows:

1. The recitals above are true and correct in all respects.
2. The agreed amendments to the By-law are incorporated in the by-law attached as Schedule "A" attached hereto, which forms part of these Minutes of Settlement (the "Amending By-law").
3. The Parties agree that the Appeal shall be resolved by amending the By-law in accordance with the changes contained in the Amending By-law. The Parties shall cooperate in presenting evidence on consent to the Ontario Municipal Board in support of this settlement at the hearing event for the Appeal, which is scheduled to take place on February 3, 2017 (the "Hearing"). The Amending By-law and these Minutes of Settlement shall be submitted by the Parties as exhibits at the Hearing.
4. The Parties shall request that the Ontario Municipal Board issue an order allowing the Appeal in part by repealing the By-law and replacing it with the Amending By-law.

5. In the event that the Town and the owner of the property that is subject to the By-law reach a satisfactory agreement of purchase and sale, the Town agrees to convey to that owner only the lands shown as parcel "A" in Option #2 on page 1 of the June 16, 2016 Town of Minto staff report. Those lands shall not in any event be greater than 0.29 acres in area.
6. The Town shall retain ownership of the lands shown in green on page 2 of the June 16, 2016 Town of Minto staff report (the "Hammerhead Lands"), which is attached hereto as Schedule "B". The Hammerhead Lands shall remain in public ownership and shall be zoned for Open Space (OS) purposes only.
7. The Town shall install a P-gate or alternate gate as approved by the Town's Fire Chief at the easterly limits of the Hammerhead Lands in order to ensure that the Hammerhead Lands can only be used for emergency vehicle turn-around purposes. Without limiting the specificity of the foregoing, the Town agrees that the Hammerhead Lands shall not be used for parking, storage, private amenity space, or any other purpose associated with the private development that is the subject of this appeal.

General Provisions

8. Each Party shall bear its own costs pertaining to the Appeal.
9. The terms and obligations set forth in these Minutes of Settlement shall be binding on the Parties, their respective heirs, beneficiaries, affiliates, successors and assigns. They shall survive the completion of the Hearing and be enforceable as matters of private contract.
10. The Parties agree to act reasonably and in good faith in respect of all dealings between the Parties pursuant to these Minutes of Settlement.
11. These Minutes of Settlement constitute the entire agreement between the Parties as to the Appeal and supersede all prior agreements, negotiations and understandings with respect thereto.
12. Any amendment to or waiver of any provision of these Minutes of Settlement must be in writing and signed by the Parties.
13. These Minutes of Settlement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument.
14. These Minutes of Settlement shall be governed by and construed in accordance with the laws of Ontario.
15. These Minutes of Settlement may be delivered by facsimile or by e-mail in PDF format and such delivery shall constitute a duly executed original.

IN WITNESS WHEREOF the Parties have executed these Minutes of Settlement.

[SIGNATURE PAGE FOLLOWS]

DATED this 6th day of December, 2016.



ROLF SCHUETTEL



KERRI SCHUETTEL

THE CORPORATION OF THE
TOWN OF MINTO
per:



Mayor George A. Bridge



C.A.O. Clerk Bill White

SCHEDULE "A"

THE CORPORATION OF THE TOWN OF MINTO By-law No. 2016-48

To Rezone 0.29 acres of Parkland from Open Space (OS) to Residential Exception (R2-46) and Provide Zoning Relief for Deficiencies in Side Yard and Rear Yard Setbacks and Distance between Side Townhouse Blocks and, for Part of Park Lots 4 and 5, George Street, Harriston

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 No. 3 (Harriston) of the Town of Minto Zoning By-law 01-86 is amended for Part of Park Lot 6, George Street, Harriston, Town of Minto, by rezoning an area from Open Space (OS) to Residential Exception (R2-46), as shown on Schedule "A" (the "Lands") attached to and forming part of this By-law.
2. THAT Section 35 – Exception Zone 2 – Harriston, Town of Minto is amended by the deleting the last sentence of the regulations for the lands zoned Residential R2-46 and replacing it with the following text:

The cluster townhouse use shall meet all of the regulations of Section 13.2.2 of the Residential R3 Zone, save and except the following provisions:

- | | | |
|--|---|-------|
| (a) Minimum Interior Side Yard Setback | - | 3.0m |
| (b) Minimum Rear Yard Setback | - | 5.64m |
| (c) Distance Between Side Townhouse Blocks | - | 3.0m |
3. THAT the following additional provisions shall apply to the Lands:
 - (a) There shall be a one-storey height limitation for all development on the Lands.
 - (b) There shall be a maximum unit limit of twenty-three (23) units on the Lands.
 - (c) All development on the Lands must be constructed in accordance with all of the applicable provisions of the Town of Minto Zoning By-law to ensure appropriate parking, amenity space, garbage facilities and other matters are provided in a suitable manner.
 - (d) Minimum Lot Frontage: the frontage of the existing lot on George Street zoned R2-46 shall be the required frontage for development of a cluster townhouse development
 4. 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.

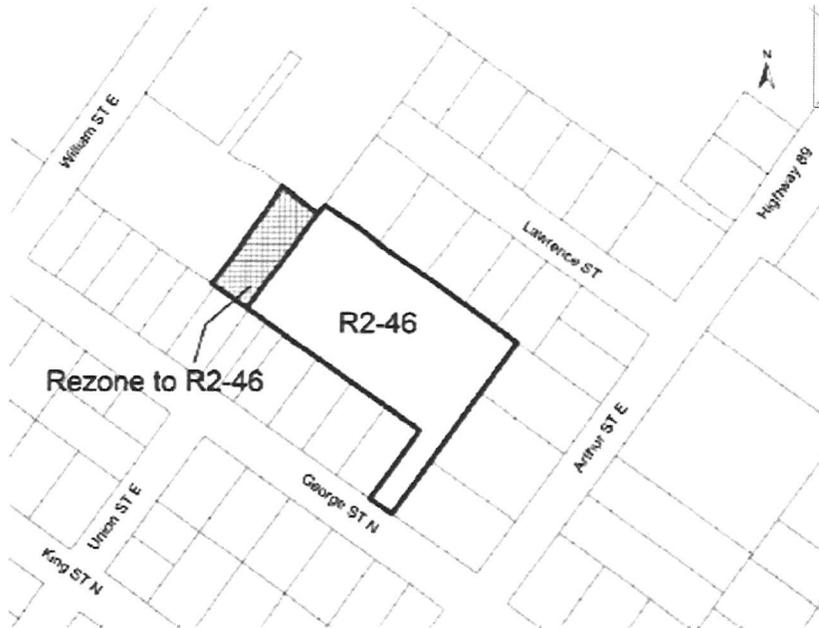
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of the *Planning Act*, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the *Planning Act*, R.S.O., 1990, as amended.

Approved by the Ontario Municipal Board this 3rd day of February, 2017.

Board Member: _____

THE CORPORATION OF THE TOWN OF MINTO
By-law No. 2016-48

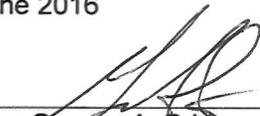
Schedule "A"



Rezone from Open Space (OS) to Residential Exception (R2-46)
Revise Regulations for Residential Exception (R2-46)

This is Schedule "A" to By-law 2016-48

Passed this 21st day of June 2016



Mayor George A. Bridge



C.A.O. Clerk Bill White

EXPLANATORY NOTE

BY-LAW NUMBER 2016-49

SUBJECT LAND

The properties subject to the proposed amendment are located on Part Park Lots 4, 5 and 6 George Street, with municipal addresses of 24 George Street N, Harriston.

PURPOSE

The purpose of the amendment is to rezone approximately 0.29 acres of parkland owned by the Town of Minto from Open Space (OS) to Residential Exception (R2-46).

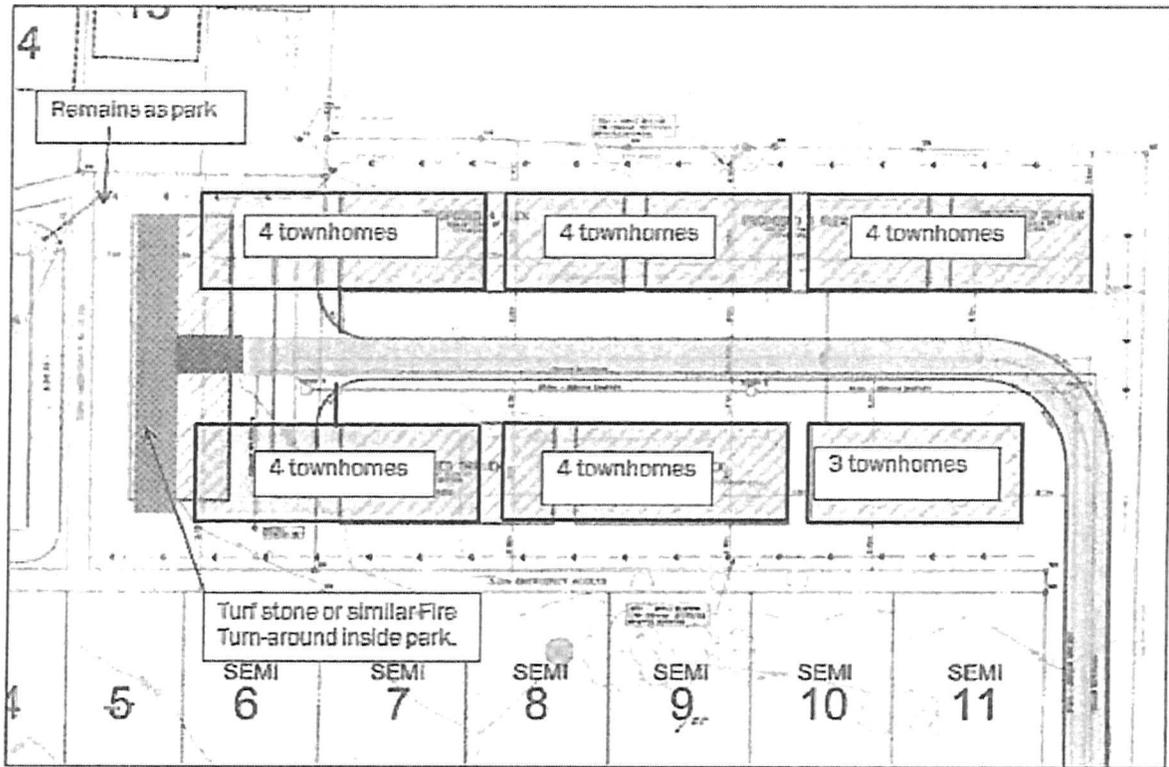
In addition the text of the R2-46 zone is being revised to provide zoning relief for the following deficiencies:

- Interior side yard setback – 3.0m proposed, 6.0m required (section 13.2.2.5)
- Rear Yard Setback – 5.64m proposed, 7.6m required (section 13.2.2.4)
- Distance between sides of townhouse blocks – 3.0m proposed, 9.1m required. (section 12.2.2.9c)

In addition the text of the R2-46 zone as it applies to the subject property is being revised to provide for the following limitations:

- All development shall be a maximum of one-storey in height.
- There shall be a maximum of twenty-three (23) units constructed on the subject property.

SCHEDULE "B"



December 19, 2017

Town of Minto Council and Bill White, CAO
Town of Minto
5941 Hwy 89
Harriston, ON N0G 1Z0

Mayor Bridge and fellow Members of Council:

We have reviewed the Staff Report for the Site Plan Approval of the former Harriston Senior School and proposed Townhouse Development on George Street North. We are pleased to see a reputable name such as Quality Homes take interest in the development. We, however, do not feel that the recommendation can be approved until it meets the terms of the Minutes of Settlement and Zoning Bylaw Amendment approved by the Ontario Municipal Board.

We consulted with the lawyer and land use planner we retained during the OMB appeal for the subject lands and the following represents the basis for our concerns:

1. The proposal does not meet the required one-storey height limitation as dictated in the OMB Minutes of Settlement. The definition of a storey as written in the Town of Minto Zoning By-Law is as follows:

5.215 STOREY, means a horizontal division of a building from a floor to the ceiling directly above such floor, but does not include any mezzanine, gallery, balcony or other overhang, the floor area of which does not exceed 40 percent of the least dimension of the room in which the said overhang is located, and does not include a basement or cellar as defined in this By-law.

The definition for Floor Area is as follows:

5.96 FLOOR AREA, with reference to a building or structure, means the total floor area within a building or structure, which area is measured between the exterior faces of the exterior walls or from the centre line or a common or party wall, but excluding any private garage, breezeway, porch, verandah, balcony, sun room, attic, basement or cellar.

The Staff Report indicates the proposed loft is 518 sq.ft. and the main floor is 1,023 sq.ft. The definition indicates that the loft should not be counted if it does not exceed 40% of the least dimension of the room in which it is located, which in this case is 51%. If the 1,023 sq.ft. includes the private garage (which based on the definition of Floor Area it is not to include), the percentage greater. Based on the

numbers presented in the report, the loft should be considered a storey and would therefore, does not comply with the Minutes of Settlement. The loft size could only be 409 sq.ft. maximum for a 1,023 sq.ft unit, if the entire first floor is one room.

2. The Comments section on Page 6 of the Staff Report indicates that in general this project meets zoning requirements and Council approval is recommended. We respectfully disagree. The by-law requirements are not being met based on the following analysis:

a) Per the Minto Zoning By-law, parking is required at 1.5 spaces per unit. It would appear the development has single car garages. If the only parking provided in support of each unit is the driveway at one space per driveway, then the parking requirement in the zoning by-law is not being met on site. If only one parking space is being provided in front of each unit, the development will need to accommodate an additional 12 parking spaces somewhere on site. We see it's being proposed to have one side of the internal roadway designated as parking. With the number of driveways required for the number of units, fitting an additional 12 parking spaces is not likely feasible.

b) Further to the comment above regarding parking on one side of the internal roadway, the width of the access road into the site appears to be +/- 6.0m in width. A standard parking stall size is 2.8 m x 5.5 m. The Ontario Building Code requires a fire access route to be a minimum of 6.0 m in width. Proposing parking on one side of the internal roadway would result in the fire access route being reduced ($6 - 2.8 = 3.2\text{m}$). The following is an excerpt from the Ontario Building Code pertaining to Access Route Design:

3.2.5.6 Access Route design

(1) A portion of a roadway or yard provided as required access route for fire department use shall,

(a) have a clear width not less than 6 m, unless it can be shown that lesser widths are satisfactory.

While the code notes that lesser widths are satisfactory, reducing the width to 3.2 m is not normal or acceptable. Life safety is paramount and any proposed reductions in matters related to life safety should not be supported by Town of Minto Council.

c) In the site specific By-law 2016-048 for R2-46 zoning with exceptions, the units are to have a 3.0 m interior side yard setback. The image on Page 4 of the Staff Report shows what appears to be a 3.0 m setback from the end units to the "hammerhead" turnaround facility. It is our understanding that there will be a property line in this area, and as such the 3.0 m interior side yard setback is not being met.

- d) Section 3(c) of the site specific By-law 2016-048, also Exhibit D of the Minutes of Settlement, states that “All development on the lands must be constructed in accordance with all of the applicable provisions of the Town of Minto Zoning By-Law to ensure appropriate parking, amenity space, garbage facilities and other matters are provided in a suitable manner.” There is no indication in the report of a garbage facility on the subject lands.
- e) Section 13.3 of the Minto Zoning By-law indicates requirements for Common Amenity Areas for townhouse developments. As per Section 3(c), this should be applicable and is not addressed in the Staff Report. Common Amenity Areas are noted under General Provision 6.6 of the By-Law and indicate that Common Amenity Areas are to be provided within the boundaries of a development. For 23 units as proposed, the Common Amenity Area should be 152.8 sq.m. in size and there is no provision on the site plan presented for a Common Amenity Area. The development as proposed does not have the space to provide the Common Amenity Space as set out in the By-law.
- f) Section 3(c) addresses Parking. Section 6.27.5 of the General Provisions indicates that for ANY use requiring a parking requirement greater than 20 spaces (this project requires 35 spaces – 23 unit parking spaces and 12 additional parking spaces as address above), that at least one barrier free parking space is to be provided. This is also not shown on the site plan as presented.

In summary, we dispute that the project design and site plan complies with the Minutes of Settlement or meets the requirements of the Town of Minto Zoning By-law and the site specific By-law 2016-048 as suggested in the Staff Report. We strongly believe that Council should not proceed with approval as recommended at this time and reconsider once the site plan meets all applicable zoning requirements and the terms of the Minutes of Settlement approved by the Ontario Municipal Board.

Sincerely,

Rolf and Kerri Schuttel
50 George Street North
Harriston, ON N0G 1Z0

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS DISTRIBUTION INC. AND UNION GAS LIMITED

Enbridge Gas Distribution Inc. and Union Gas Limited have applied for approval to amalgamate to form a single gas distribution, transportation and storage company.

Learn more. Have your say.

Enbridge Gas Distribution Inc. and Union Gas Limited have applied to the Ontario Energy Board to amalgamate to form a single natural gas distribution, transportation and storage company effective January 1, 2019. The amalgamated utility would serve over 3.5 million natural gas customers in Ontario.

Enbridge Gas Distribution Inc. and Union Gas Limited say that their customers will not pay any costs related to the amalgamation and that if the Ontario Energy Board approves the amalgamation, customers will receive a total benefit of \$410 million over a ten-year period.

The rates that Enbridge Gas Distribution Inc. and Union Gas Limited currently charge customers are set using two separate frameworks that expire at the end of 2018. The Ontario Energy Board would normally review the costs of each of the gas utilities to set new rates starting in 2019. In a separate application, Enbridge Gas Distribution Inc. and Union Gas Limited have asked the Ontario Energy Board to defer its full review of their costs for 10 years and have proposed a methodology for setting rates from 2019 to the end of 2028 using a formula. The Ontario Energy Board will review this rate proposal in a separate proceeding. You can review the notice and related documents for that proceeding at www.oeb.ca/EnbridgeUnionRateFramework.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The OEB will hold a public hearing to consider the application filed by Enbridge Gas and Union Gas. We will question both companies on the case. We will also hear arguments from individuals and from groups that represent the customers of both Enbridge Gas and Union Gas. At the end of this hearing, the OEB will decide whether to approve the application.

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

BE INFORMED AND HAVE YOUR SAY

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

- You can review the application filed by Enbridge Gas and Union Gas on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **December 20, 2017** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2017-0306**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please select the file number **EB-2017-0306** from the list on the OEB website: www.oeb.ca/notice. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. Enbridge Gas and Union Gas have asked for a written hearing. The OEB is considering this request. If you think an oral hearing is needed, you can write to the OEB to explain why by **December 20, 2017**.

PRIVACY

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

This hearing will be held under section 43(1) of the Ontario Energy Board Act, 1998, S.O. 1998.



From: Aldo Salis [<mailto:aldos@wellington.ca>]
Sent: December-08-17 5:32 PM
To: _Council Members; _County CAOs
Cc: Scott Wilson; Donna Bryce
Subject: Study Area for Potential Future Greenbelt Expansion

As you are aware, yesterday the Province initiated a 90-day consultation process on a study area for consideration of potential Greenbelt Expansion. The proposed study area includes lands in Centre Wellington, Guelph/Eramosa, Puslinch and Erin. The commenting period will end on March 7th.

The consultation process will involve Public Open Houses and Stakeholder Workshops. Dates and locations of these sessions has not yet been announced.

County Planning staff hope to be in a position to prepare a comment report for Planning Committee in February. This report will be shared with member municipalities for their consideration in the commenting process.

Details of the Government's initiative can be found in the EBR posting: <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMzNzcz&statusId=MjAzNDU4&language=en>

Aldo L. Salis, BES, M.Sc. MCIP, RPP
Director of Planning and Development
County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9
519.837.2600 x 2100
aldos@wellington.ca
www.wellington.ca



United Way

Bruce Grey

Change starts here.

Dear Mayor Bridge and Council

Town of Minto

December 8 2017

In the winter of 2016 we presented to area councils on the issues of winter disconnections by Westario Power. Most councils expressed great concern over the practice and the presentation started a very important conversation locally, and provincially.

I am writing to you today to let you know that as of the first of November, there is now a permanent ban on winter disconnections (for non-payment) from November 15th to May 1st of each and every year.

This ban comes after 10 years of raising this issue both locally and provincially.

As leaders in your community we encourage you to direct people to 211 if they express concern about their energy bills. There are many supports, both geared to income as well as geared to people with above average energy costs regardless of income. There are furnace rebate programs, insulation programs, lightbulb programs and lots of free advice.

When talking with developers, please encourage them to go above code in insulation and other energy saving measures. A slighter high increased capital investment, pays off long term with energy savings.

Our goal, as it has always been, is affordable energy bills for our community.

I am also pleased to inform you that I have been appointed to the Market Renewal Working Group with the Independent Electricity System Operator (IESO) as the consumer representative for all of Ontario. Market Renewal is about improving the way electricity is priced, scheduled and procured in order to meet Ontario's current and future energy needs reliably, transparently, efficiently and at lowest cost. The Market Renewal Working Group (MRWG) is a representative stakeholder forum to guide, advise and inform the IESO on important strategic, policy and design issues that will impact the overall success of market renewal initiative.

If you have questions in regard to the moratorium or other programs relating to energy poverty in the region, please do not hesitate to contact me.

Thank you

Francesca
Executive Director

Frequently Asked Questions – Ban on Disconnection of Homes this Winter for Customers of Electricity Distributors

Introduction

On November 2, 2017, the Ontario Energy Board (OEB) issued a Decision and Order banning licensed electricity distributors from disconnecting homes for non-payment during the winter. Here are some Frequently Asked Questions about the ban:

What does this mean for customers?

The OEB's Decision and Order bans electricity distributors from disconnecting or threatening to disconnect homes for non-payment from November 15 to April 30 every year, and requires that homes currently disconnected due to non-payment be reconnected without charge.

We have also banned the use of load control devices on homes during the same period and required electricity distributors to remove existing devices on homes, again without charge.

Electricity distributors are also not allowed to ask residential customers to pay account collection fees during the disconnection ban. If you have past due amounts on your bill the distributor may continue to charge late payment fees on these amounts.

What is a load control device?

It is a device that limits how much power – or when power – goes to a home. Some electricity distributors use load control devices as an alternative to disconnection.

Customers who wish to keep an existing load control device or have one installed may still ask their distributor if this service is available.

Does the OEB's Order mean customers will now be reconnected?

Yes. The OEB has ordered electricity distributors to reconnect homes that are currently disconnected for non-payment. This year, they must do that as soon as possible. In later years, reconnections must be done by November 15. Reconnection must be at no charge.

Other measures include the prompt removal of load control devices that have been installed on homes as an alternative to disconnection, and a prohibition on the installation of new devices during the disconnection ban.

Will those who are reconnected have to pay a fee?

No. Electricity distributors cannot charge a residential customer for being reconnected or returned to full service as required by the OEB's Decision and Order.

How long will it take for disconnected customers to be reconnected?

For this year, the OEB has ordered electricity distributors to reconnect homes as soon as possible; in later years, reconnections have to be done by November 15.

Reconnection times will vary by distributor according to their size and individual circumstances, and at all times safety requirements will need to be respected. Reconnections are a priority for the OEB, and we will be closely monitoring the pace of reconnection.

If a residential customer is currently disconnected they should contact their electricity distributor. If they are unable to resolve the issue with their distributor, they should contact us directly at 1-877-632-2727.

Does the disconnection ban apply to customers that have a contract with an energy retailer?

Yes. The OEB's Order applies to all residential customers that are served by a licensed electricity distributor, even if they have a contract with an energy retailer.

The Order does not apply to residential customers served by a unit sub-meter provider. As part of its customer service rules review the OEB is assessing disconnection rules for unit sub-meter providers.

Does the ban apply to customers of natural gas utilities?

The OEB's Order only applies to electricity distributors. Natural gas utilities have winter disconnection policies. Natural gas customers should contact their utility to ask about the policies that apply to them. The customer service rules review includes the natural gas utilities' disconnection policies.

The OEB is currently reviewing customer service rules, including disconnections, and a key part of that review includes consumer input. Have your say by participating in our customer rules survey www.oeb.ca/customerservicesurvey.



**Ontario Energy Board
Commission de l'énergie de l'Ontario**

DECISION AND ORDER

EB-2017-0318

**Amending Electricity Distributor Licences to Prohibit
the Disconnection of Residential Customers and
Related Matters**

BY DELEGATION, BEFORE: Brian Hewson
Vice President,
Consumer Protection & Industry Performance

November 2, 2017

INTRODUCTION AND SUMMARY

The Ontario Energy Board (OEB), of its own motion, initiated this proceeding to amend the licences of all electricity distributors. As set out in this Decision and Order, the amendments prohibit the disconnection of residential customers by reason of non-payment from November 15th in one year to April 30th in the following year (Disconnection Ban Period), and address related matters.

BACKGROUND

On February 22, 2017, amendments to section 70 of the *Ontario Energy Board Act, 1998* (OEB Act) came into force that makes it clear that:

- i. licences issued to electricity distributors (among others) may include provisions prohibiting the disconnection of low-volume consumers during certain periods; and
- ii. the OEB's regulatory requirements prevail over anything to the contrary in section 31 if the *Electricity Act, 1998* regarding disconnection for non-payment.

On February 23, 2017, the OEB issued a Decision and Order that amended the licences of all electricity distributors to prohibit the disconnection of residential customers from February 24, 2017 to April 30, 2017. The new licence conditions were intended to be an interim measure to cover the balance of the 2016/17 winter, pending the OEB's comprehensive review of the customer service rules that apply to both electricity and natural gas distributors. That review, details of which are set out in the OEB's letter dated May 16, 2017, is ongoing.

This Decision and Order is being issued by Delegated Authority without a hearing pursuant to section 6(4) of the OEB Act.

DECISION

The OEB finds it to be in the public interest at this time to amend the licences of all electricity distributors in order to ensure that residential customers are not disconnected for non-payment during a Disconnection Ban Period.

The new licence conditions, which are effective immediately, are set out in Attachment A to this Decision and Order. They replace the licence conditions that were introduced in February 2017, and are in many respects identical to the February 2017 licence

conditions in scope and effect. Unlike the February 2017 licence conditions, however, the new conditions apply on a going forward basis rather than for a single winter period. Rules relating to disconnection are a key part of the OEB's customer service rules review referred to earlier. Once that review is complete, revisions to the licence conditions may ensue.

By way of overview of the new licence conditions:

- i. During a Disconnection Ban Period, no electricity distributor may disconnect a residential customer solely on the grounds of non-payment or issue a disconnection notice to a residential customer solely by reason of non-payment.
- ii. During a Disconnection Ban Period, no electricity distributor may install a load control device in respect of a residential customer's premises solely by reason of non-payment. After consideration of questions received on the February 2017 licence conditions, all load control devices are being captured by the new licence conditions rather than simply load limiter devices.
- iii. All residential customers who have had their service disconnected solely by reason of non-payment or who have had their service restricted through a load control device must be reconnected or have their service fully restored. For the 2017/2018 Disconnection Ban Period, all reconnections and full return to service must be completed as soon as possible, and distributors will be required to report on their progress in this regard in accordance with new reporting requirements to be issued in the near term. In each subsequent Disconnection Ban Period, reconnections and the full return to service must be completed by November 15th.
- iv. When reconnecting or returning a customer to full service in accordance with paragraph (iii), any otherwise applicable reconnection charge or charge for the removal of a load control device must be waived. As well, any Collection of Account charges that could otherwise be charged to residential customers shall be waived during a Disconnection Ban Period.
- v. As was the case with the February 2017 licence conditions, new or continued disconnection or the installation or continued use of a load control device may still occur at the written and unsolicited request of the customer. The OEB understands from its work with representatives of low-income customers that some customers experience longer-term bill management benefits through

the installation of a load control device. While distributors should not encourage a customer to have a new load control device installed or an existing one maintained during a Disconnection Ban Period, nothing in the new licence conditions should be read as precluding a distributor from explaining the bill management implications associated with having such a device.

- vi. Electricity distributors must continue to respect all applicable safety requirements or standards.

As noted in paragraph (iii) above, the OEB will be issuing new reporting requirements in the near term. In addition to assisting the OEB in monitoring reconnections and the full restoration of service for the purposes of the 2017/2018 Disconnection Ban Period, the new reporting requirements will also address the monitoring of customer arrears.

During a Disconnection Ban Period, the OEB expects distributors to focus efforts on promoting solutions for customers that have substantial arrears, including offering arrears management plans; increasing awareness of assistance or support that may be available through the Low-Income Emergency Assistance Program, the Ontario Electricity Support Program or other sources; and providing information about available conservation measures.

IT IS ORDERED THAT:

1. The electricity distribution licence of each electricity distributor is amended by deleting the conditions of licence imposed under the OEB's February 23, 2017 Decision and Order (EB-2017-0101) and replacing them with the licence conditions set out in Attachment A to this Decision and Order.

DATED at Toronto November 2, 2017

ONTARIO ENERGY BOARD

Original Signed By

Brian Hewson
Vice President, Consumer Protection & Industry Performance

Attachment A
To
Decision and Order dated November 2, 2017
EB-2017-0318

Licence Conditions

Note: For most electricity distributors, the relevant section of the licence is section 23. The section and paragraph numbers will be revised when integrated into any licence where the relevant section is other than section 23.

23 Winter Disconnection, Reconnection and Load Control Devices

23.1 Subject to paragraph 23.4, the Licensee shall not, during a Disconnection Ban Period:

- a) disconnect an occupied residential property solely on the grounds of non-payment;
- b) issue a disconnection notice in respect of an occupied residential property solely on the grounds of non-payment; or
- c) install a load control device in respect of an occupied residential property solely on the grounds of non-payment.

Nothing in this paragraph shall preclude the Licensee from (i) disconnecting an occupied residential property during a Disconnection Ban Period in accordance with all applicable regulatory requirements, including the required disconnection notice, or (ii) installing a load control device in respect of an occupied residential property during a Disconnection Ban Period, in each case if at the unsolicited request of the customer given in writing for that Disconnection Ban Period.

23.2 Subject to paragraph 23.4,

- (a) for the 2017/2018 Disconnection Ban Period, if the Licensee had disconnected a residential property on or before November 2, 2017 solely on the grounds of non-payment, the Licensee shall reconnect that property, if an occupied residential property, as soon as possible, and shall do the same in respect of any such property that may be disconnected by Licensee between

that date and the commencement of the Disconnection Ban Period. The Licensee shall waive any reconnection charge that might otherwise apply in respect of that reconnection; and

- (b) for each subsequent Disconnection Ban Period, the Licensee shall ensure that any residential property that had been disconnected solely on the grounds of non-payment is, if an occupied residential property, reconnected as at the commencement of the Disconnection Ban Period. The Licensee shall waive any reconnection charge that might otherwise apply in respect of that reconnection.

Nothing in this paragraph shall require the Licensee to reconnect an occupied residential property in respect of a Disconnection Ban Period if the customer gives unsolicited notice to the Licensee not to do so in writing for that Disconnection Ban Period and has not rescinded that notice.

23.3 Subject to paragraph 23.4,

- (a) for the 2017/2018 Disconnection Ban Period, if the Licensee had installed a load control device in respect of an occupied residential property on or before November 2, 2017 either for non-payment or at the customer's request, the Licensee shall remove that device and restore full service to the property as soon as possible, and shall do the same in respect of any load control device installed in respect of any such property between that date and the commencement of the Disconnection Ban Period. The Licensee shall waive any charge that might otherwise apply in respect of such removal; and
- (b) for each subsequent Disconnection Ban Period, the Licensee shall ensure that any load control device installed in respect of an occupied residential property either for non-payment or at the customer's request is removed and full service is restored to the property as at the commencement of the Disconnection Ban Period. The Licensee shall waive any charge that might otherwise apply in respect of such removal.

Nothing in this paragraph shall (i) require the Licensee to remove a load control device in respect of a Disconnection Ban Period if the customer gives unsolicited notice to the Licensee not to do so in writing for that Disconnection Ban Period and has not rescinded that notice; or (ii) prevent the Licensee from installing or maintaining a load control device if the customer makes an unsolicited request in

writing for the Licensee to do so for that Disconnection Ban Period and has not rescinded that request.

23.4 Nothing in paragraphs 23.1 to 23.3 shall:

- a) prevent the Licensee from taking such action in respect of an occupied residential property as may be required to comply with any applicable and generally acceptable safety requirements or standards; or
- b) require the Licensee to act in a manner contrary to any applicable and generally accepted safety requirements or standards.

23.5 The Licensee shall waive any collection of account charge that could otherwise be charged in relation to an occupied residential property during a Disconnection Ban Period.

23.6 For the purposes of paragraphs 23.1 to 23.5:

“Disconnection Ban Period” means the period commencing at 12:00 am on November 15th in one year and ending at 11:59 pm on April 30th in the following year;

“load control device” has the meaning given to it in the Distribution System Code; and

“occupied residential property” means an account with the Licensee:

- a) that falls within the residential rate classification as specified in the Licensee’s Rate Order; and
- b) that is:
 - i. inhabited; or
 - ii. in an uninhabited condition as a result of the property having been disconnected by the Licensee or of a load control device having been installed in respect of the property outside of a Disconnection Ban Period.

23.7 Paragraphs 23.1 to 23.5 apply despite any provision of the Distribution System Code to the contrary.

**Ministry of
Municipal Affairs**

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**Ministère des
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**Ministry of Government and
Consumer Services**

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**Ministère des Services
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MGCS3766MC-2017-797

December 15, 2017

Dear Heads of Municipal Councils:

We are pleased to provide an update on Bill 59, Putting Consumers First Act (Consumer Protection Statute Law Amendment), 2017. Bill 59 made amendments to the City of Toronto Act, 2006 and the Municipal Act, 2001. Upon proclamation, these amendments will allow local municipalities to regulate the location and number of payday loan establishments. We would like to inform you that the government has proclaimed these sections into force effective January 1, 2018.

During consultations to inform the development of Bill 59, the government heard from municipalities that there was interest in an expanded municipal authority to regulate payday lenders. As a government we have listened. We thank municipal leaders for your contributions to protecting consumers and your communities.

Additional regulatory changes to strengthen protection for consumers using payday loans and cheque-cashing services will come into force on July 1, 2018 and include the following:

- It will be mandatory for payday lenders to provide borrowers with an extended payment plan if borrowers take out three or more loans with the same lender within a 63-day period.
- Payday lenders can only lend up to 50 per cent of a borrower's net pay per loan.
- The cost of borrowing a payday loan must be disclosed as an annual percentage rate in advertisements and agreements.
- The maximum fee for cashing government-issued cheques will be capped at \$2 plus one per cent of the face value of the cheque, or \$10, whichever is less.
- It will be mandatory for cheque cashing service providers to provide a receipt when cashing government-issued cheques.

.../2

If you have any questions about the amendments, you may contact Ann Missetich, Manager of Consumer and Business Policy via email at Ann.Missetich@ontario.ca or by telephone at 416-326-8868.

Thank you for your continued support of strengthening financial protection for consumers in Ontario's communities. We look forward to continuing to work with you on this important initiative in the future.

Sincerely,



Tracy MacCharles
Minister of Government and Consumer Services



Bill Mauro
Minister of Municipal Affairs

c: Municipal Clerks/CAOs

From: OMBReview (MMA) [mailto:CSC_OMBReview@ontario.ca]
Sent: December-15-17 1:45 PM
To: OMBReview (MMA)
Subject: Passing of Bill 139 – the Building Better Communities and Conserving Watersheds Act, 2017

Passing of Bill 139 – the Building Better Communities and Conserving Watersheds Act, 2017

Please note that on December 12, the Legislative Assembly passed the [Building Better Communities and Conserving Watersheds Act, 2017](#) which, among other matters, will replace the Ontario Municipal Board with a new tribunal, the Local Planning Appeal Tribunal, and helps ensure that proceedings before the tribunal are faster, fairer and more affordable.

More specifically, the legislation includes reforms that will:

- Reduce the number of appeals by limiting what could be brought before the new tribunal.
- Reduce the length and cost of hearings and create a more level playing field for all participants by introducing timelines and requiring the new tribunal to look for ways, like mediation, to settle major land use planning appeals that could avoid the hearing process altogether.
- Eliminate lengthy and often confrontational examinations and cross-examinations of witnesses by parties and their lawyers at the oral hearings of major land use planning appeals.
- Establish the Local Planning Appeal Support Centre, a new provincial agency, which will provide Ontarians with information about the land use planning appeal process, legal and planning advice, and, in certain cases, may provide legal representation in proceedings before the tribunal.
- Give more weight to key decisions made by municipal officials who have been elected to serve in the interests of the communities they represent.

These and the other reforms in the new legislation stem from last year's [comprehensive review of how the Ontario Municipal Board operates](#) and its role in the province's land-use planning system.

Proposed Regulatory Changes

Some of the changes made through Bill 139 will require corresponding amendments to existing regulations and the creation of new regulations.

Planning Act

Under the Planning Act, the proposed regulatory changes would:

- Require explanations of how planning proposals conform with local planning documents (which would build on other requirements);

- Clarify requirements for municipal notices;
- Make other technical changes; and
- Establish transition rules for planning matters in process at the time of proclamation under the Planning Act.

For more information, including providing comments on these matters please go to the Environmental Bill of Rights Registry:

- [EBR Registry Posting 013-1790](#): Proposed amendments to matters included in **existing regulations under the Planning Act** relating to the Building Better Communities and Conserving Watersheds Act, 2017 (Bill 139).
- [EBR Registry Posting 013-1788](#): Proposed new regulation under the Planning Act to prescribe **transitional provisions** for the Building Better Communities and Conserving Watersheds Act, 2017 (Bill 139).

Local Planning Appeal Tribunal Act

Under the Local Planning Appeal Tribunal Act, 2017, the proposed regulatory changes would:

- Establish transition rules for appeals to the Tribunal under the Planning Act;
- Establish timelines for appeals to the Tribunal under the Planning Act;
- Establish time limits for submissions at oral hearings for major land use planning appeals before the Tribunal; and
- Scope the practices and procedures of the Tribunal in respect of major land use planning appeals.

For more information, including providing comments on these matters please go to Regulatory Registry:

- [Ontario Regulatory Registry Posting 17-MAG011](#)



TOWN OF MINTO

DATE: December 1st, 2017
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
SUBJECT: CELP Agreement

STRATEGIC PLAN:

7.5 Encourage existing groups to increase use of Town facilities and attractions through youth subsidies, cost effective application of non-prime time rates, and joint marketing of tournaments and events.

BACKGROUND:

CELP is an acronym for Community Environmental Leadership Program and is offered second semester each school year at Norwell District Secondary School. Many summer students hired by the Recreation Department have completed this 4 credit program and it is currently overseen by Paul Frayne, a teacher and member of the Minto Trails Committee.

As reported in the October meeting minutes of PRAC, the CELP program has been running at Camp Wyoka in past years, mainly from April – June. The camp is in the process of being sold. Due to this fact a new location is required to run this program, especially the Earth Keepers component for local Grade 5 students.

Paul is interested in using the area in and around the Harriston Arena and the Greenway Trail. Primarily, this includes the pavilion, the structure along the 3rd base line of the ball diamond (for storage) and the green spaces on the other side of the walking bridge. PRAC members endorsed this and suggested an agreement be made with the Town and Norwell.

COMMENTS:

The proposed agreement with Norwell would allow the CELP program to use Town-owned property. The standard agreement covers the use of facilities and areas to run the program and for storage. Insurance provisions are also included.

FINANCIAL CONSIDERATIONS:

The program runs from 9am-3pm on weekdays; times that the locations are not normally rented or used by the public from April – June. In lieu of rental fees, minor maintenance and improvements to the grounds would be completed by the students in the program. In light of this, the program should add little to no additional maintenance requirements by Town staff.

RECOMMENDATION:

That Council of the Town of Minto receives the December 1st, 2017 report from the Recreation Services Manager entitled CELP Agreement and that a By-law be considered in open session.

Matthew Lubbers
Recreation Services Manager



TOWN OF MINTO

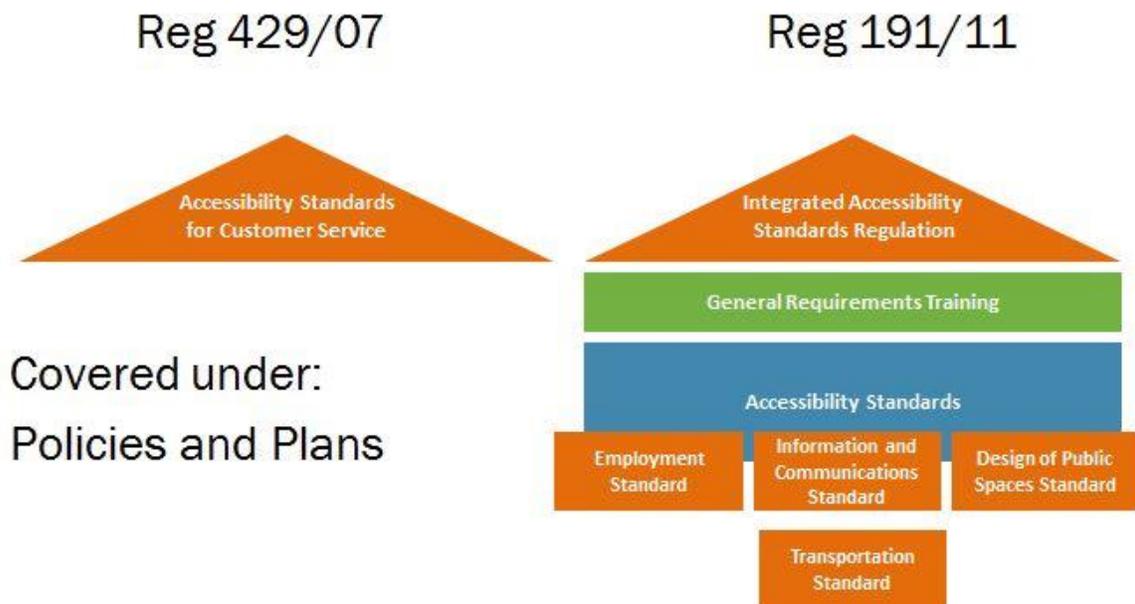
DATE: December 1st, 2017
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
SUBJECT: Accessibility Annual Update

STRATEGIC PLAN:

12.14 Ensure the Town provides services and facilities accessible to persons of all abilities in compliance with Provincial regulations keeping in mind the needs of the community, ability to pay and best practices of similar municipalities.

BACKGROUND:

The Accessibility for Ontarians with Disabilities Act (AODA) is comprised of two standards. They are the Accessibility Standards for Customer Service and the Integrated Accessibility Standards Regulation (IASR). Between them, they establish the principles that the Town, its staff and volunteers, must follow with respect to accessible customer service, information and communications, employment, design of public spaces in the built environment and for the overall training, planning and reporting of accessibility initiatives. Town staff continues to work closely with the County of Wellington Accessibility Coordinator to ensure Minto remains in compliance with the Act.



COMMENTS:

General Requirements

The Town's Multi-Year Accessibility Plan was reviewed and updated in 2016. The new plan will be in effect for the next 5 years and covers how the Town plans for comply with the aforementioned regulations.

On July 20th, staff submitted the Town's bi-annual Accessibility Compliance Report to the Accessibility Directorate of Ontario. Requirements under the Design of Public Spaces Standard and the Transportation Standard were front and centre, some of which does not apply the Town. Minto has some public spaces such as off-street parking, outdoor play spaces and trails to name a few. New or redeveloped public spaces need to meet requirements of section 80 of Regulation 191/11.

Online training sessions are currently being offered by the Directorate and the three sessions focus on accessible Word documents, accessible PDF documents and accessible websites. These sessions conclude in mid-December and all Town staff will be updated in the next Accessibility Update email in January.

There have been calls for the International Symbol of Access (ISA) to be updated to the image on the right, as the current symbol on the left has been criticized for being too static.



Accessible Standards for Customer Service

All new and seasonal staff receive training upon hire or return, while existing staff receive refresher training annually in the fall. A goal for 2018 will be to complete this customer service training with new members of any Committee of Council.

Town staff worked with a resident of Harriston to encourage local businesses to contrast “nosings” and make changes in elevation easier to see. This was a follow-up from correspondence received from the County of Wellington’s Accessibility Advisory Committee. Public Works staff was able to improve certain areas in response to the request.



Town staff was made aware that an Anaphylaxis Policy was introduced in March in Owen Sound that prohibits nuts in their facilities.

Information and Communications

The Town website is screen reader friendly and full of descriptive text for links and pictures. Improvements are planned for the website to make it more streamlined and accessible.

The Town continues to be the only municipality in the County of Wellington that records its Council meetings for broadcast. Watching the meetings online or on the Wightman Telecom community channel are effective ways we are reaching our residents who are not able to attend our meetings in person. Some other local municipalities may begin in 2018, using their meeting management software. Town staff will monitor this to see how it compares to our current operation.

The website is monitored on an ongoing basis to ensure its functionality and content remain accessible. Department Heads as well as staff who update the website receive online refresher training annually in the fall regarding the information and communication standards found in the IASR.

The Town remains committed to providing accessible formats and communication supports upon request. Alternative forms of feedback from employees and members of the public are made available upon request. The Town is a member of the County-established Accessibility Advisory Committee (AAC) and also attends County-facilitated working group meetings.

Employment

All employment advertisements inform applicants of our ability to make accommodations throughout the recruitment process, if required. Department Heads received a tip sheet on incorporating accessibility when setting up interviews, evaluating staff and creating workplace Emergency Response Plans as well as Individual Accommodation Plans when required. Emails updates are also sent periodically throughout the year.

Design of Public Spaces

This standard encompasses outdoor spaces, including but not limited to, trails, play spaces and exterior paths of travel. As the Town upgrades its outdoor infrastructure, this portion of the IASR will be taken into consideration. Senior public works and recreation staff will receive online refresher training regarding this standard annually.

In 2013 the Town also adopted the County Facility Accessibility Design Standard

<https://www.wellington.ca/en/government/resources/facilityaccessibilitydesignmanual.pdf> as a guideline for design of Minto public spaces. One example of this standard is the sidewalk installation at intersections as shown in the sketch. This design is applied in Harriston Downtown reconstructed and will be used for the 2018 Clifford Elora Street project.

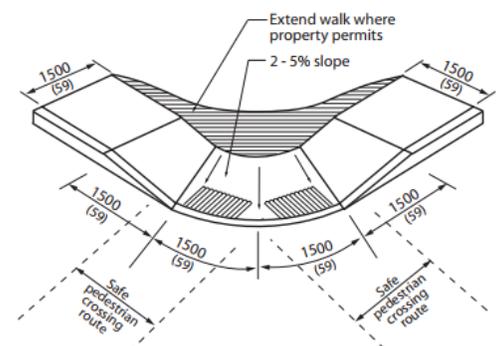


Figure 4.1.10.2
Curb Ramp where Sidewalks are adjacent to Curb

The Ontario Building Code

Indoor spaces and accessibility are covered under the Ontario Building Code as well as the County Facility Design Standard. The Town has successfully applied for funding from the County's Accessibility Fund since 2014. This funding was applied to the Harriston Arena entrances project in 2017. The Town also installed an accessible exterior door as seen in the adjacent image. The Building Code applies equally to both public and private spaces when major renovation occurs.



FINANCIAL CONSIDERATIONS:

Financial costs for training should be minimal with the use of free online resources and by working with the County Accessibility Coordinator. Costs to accommodate an employee with a disability would be unique in each instance. Rules and regulations found in the Design of Public Space Standard the Ontario Building Code and the County's Facility Accessibility Design Manual that guide new Town infrastructure moving forward will also be unique in each instance. Town staff will need to ensure they budget for any additional costs for these projects.

RECOMMENDATION:

That Council of the Town of Minto receives the December 1st, 2017 report from the Recreation Services Manager entitled Accessibility Annual Update.

Matthew Lubbers
Recreation Services Manager



TOWN OF MINTO

DATE: December 6, 2017
REPORT TO: Mayor and Council
FROM: Annilene McRobb, Deputy Clerk
SUBJECT: Records Management

STRATEGIC PLAN:

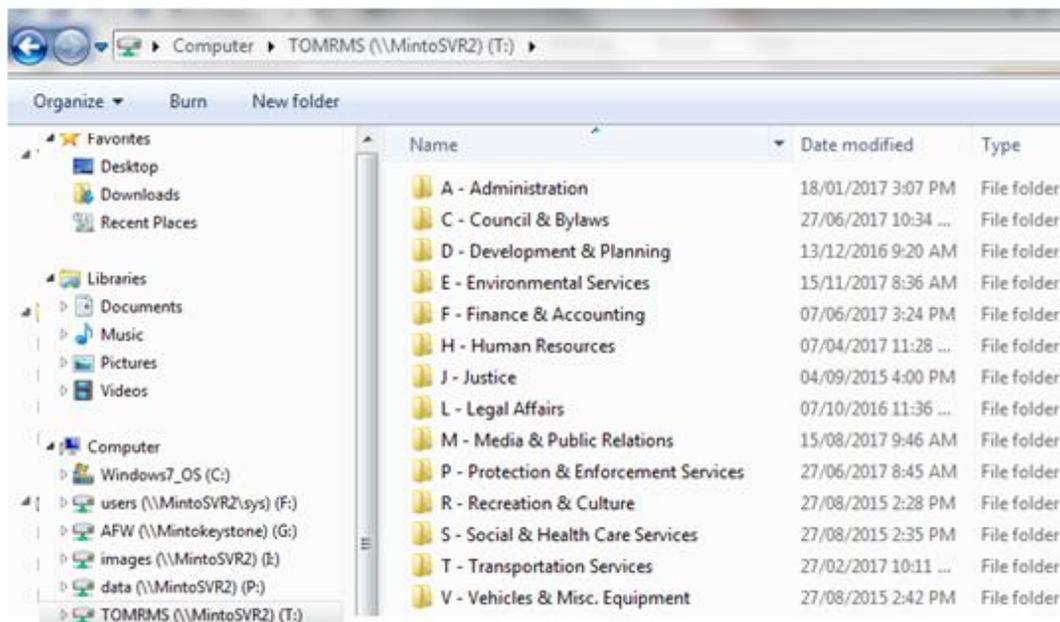
12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

12.14 Ensure the Town provides services and facilities accessible to persons of all abilities in compliance with Provincial regulations keeping in mind the needs of the community, ability to pay and best practices of similar municipalities.

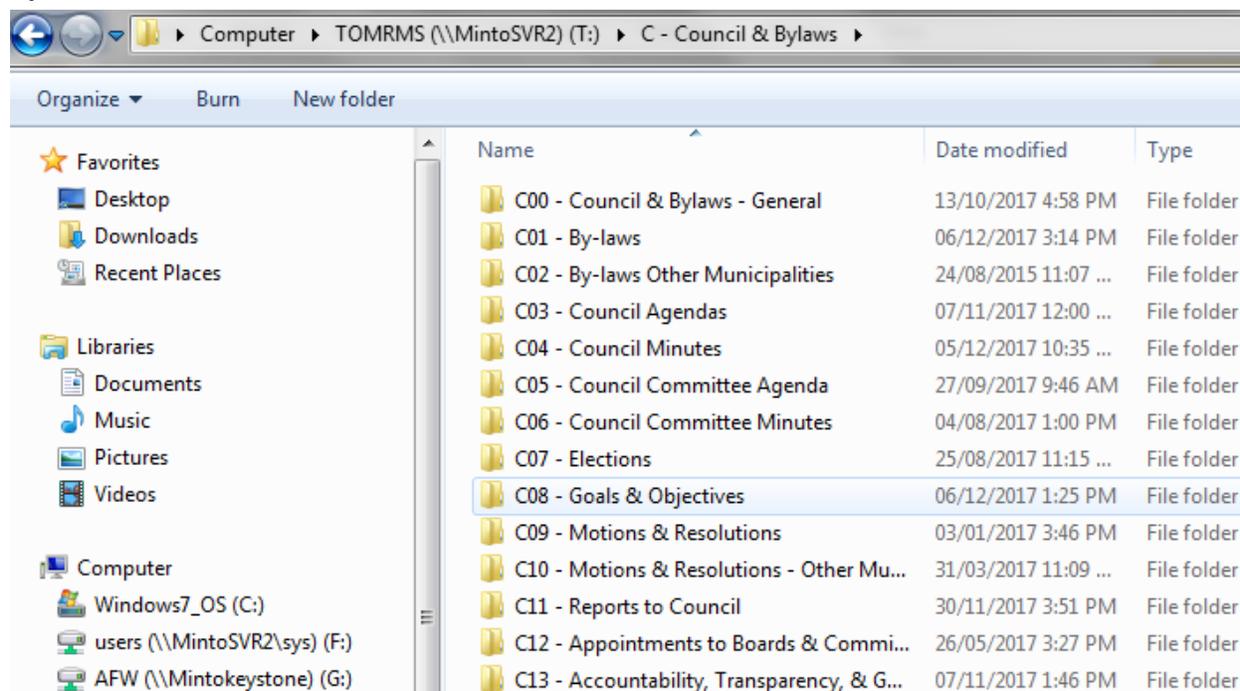
BACKGROUND

In 2015 staff reported to Council on implementing the Ontario Municipal Records Management System (TOMRMS) for Minto. TOMRMS is the system for managing records used by hundreds of Ontario municipalities since 1990. Developed in conjunction with The Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO), TOMRMS is the ideal system for tackling large collections of primarily paper documents. It includes a standard file classification, retention schedule regarding how long records are to be kept, and policies and procedures for managing records.

Since 2015 Departments have been implementing the new records system including moving to primarily electronic file storage. A section of the Town server was formatted to coincide with the TOMRMS classification system as shown below:



The above TOMRMS classifications are the same used by all municipalities in Ontario. Within each classification are standard subfolders. For example under “C- Council & Bylaws” the standard subfolders are below:



All of Town records are stored electronically under the folders and subfolders. All Council Agendas by year are stored electronically under “C03 – Council Agendas”. For most Departments almost all records stored in these files are produced electronically, and if they are not they are scanned and filed electronically. The Town has not moved to a fully electronic payroll, payable and receivable system at this time. This will come in the future possibly when the Town switches its financial system.

A corresponding paper file system has been setup following the TOMRMS protocol, although the goal is to replace paper records with electronic wherever possible. The Municipal Act requires original paper copies of bylaws and minutes be kept by the Clerk, but most all other records can be electronic. Each parcel of land has a paper property file in the Town vault. Eventually these thousands of files will have to be scanned electronically.

By moving to this standard records management system, information will be more easily stored and received according to the Municipal Freedom of information and Protection of Privacy Act MFIPPA. The purpose of this report is to make sure the Town’s Records Retention By-law reflects the TOMRMS system and Provincial Standards, and ensure Minto continues to comply with MFIPPA.

COMMENTS:

The last Records Retention By-law passed was in 2000. TOMRMS system provides a record retention schedule based on their research to identify the citations provided in Provincial

and Federal Legislation Citations. Periodic adjustments or additions need to be made to the classification scheme to accommodate new recordkeeping requirements.

In an effort to encompass all records received and produced by the Town, and to reflect corporate functions and programs, staff prepared a new records retention schedule. A records management policy has also been prepared to outline provisions for the management of information within the Town that ensures economy and efficiency in the creation, maintenance, storage and disposal of corporate records. Having this in writing and in place will provide proper direction for all staff into the future.

The records retention schedule classifies records according to business function and subject matter, and provides staff with a means to track records from creation to final disposition. Legislation such as the Municipal Freedom of Information & Protection of Privacy Act and the Employment Standards Act require that certain classes of records identified in the legislation be kept for specified periods of time. The use of a retention schedule ensures that records are not destroyed prematurely, and makes it possible to respond to requests for information in a timely fashion.

The Retention Bylaw uses the main classification system shown above, and includes a specific length of time to retain certain records. **So under “H – Human Resources” under “H03 Employee Records” regular staff records are to be kept for three years, drinking water staff 7 years and firefighters 25 years.**

File Code	Series Title	Series Description	Retention (years)
H- Human Resources			
Includes Records regarding the municipality's relationship with it employees. Includes records regarding general staff programs as well as information on specific employees.			
H00	Human Resources – general	Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	1
H01	Attendance and Scheduling	Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	3**
H02	Benefits	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	5
H03	Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee, and employee assistance. Includes full-time, part-time, student employees and volunteers.	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25

It is just as important to dispose of records when required under the bylaw as to retain them the minimum amount of time. Disposing of unneeded records helps minimize paper and electronic storage space, every bit as important in this day of information. Adhering to a consistent schedule of retention and disposition will strengthen the defence of our recordkeeping both in terms of compliance with legislation, in legal proceedings and will also reduce the storage space needed for inactive records.

FINANCIAL CONSIDERATIONS:

There is no financial consideration as the records are dealt with in-house.

RECOMMENDATION:

That Council receives the December 6, 2017 Records Management report from the Deputy Clerk, that the draft Records Management Policy be accepted, and that Records Retention By-law 2017-103 be considered in open session.

Annilene McRobb, Dipl M.M., CMO
Deputy Clerk

Attach:

1. Records Management Policy Draft

Section: Administration	Policy Number: 1.2
Policy: Records Retention	Effective Date: 09/01/2015
Date Last Revised:	Current Revision Date:



POLICY STATEMENT:

The Records Retention Program is one of the cornerstones of a records management system, defines the responsibilities and provides a standard for the maintaining and disposal of records as required by applicable legislation.

The Retention Schedule defines the processing of all records, regardless of the format and medium of the records, from the creation to the destruction or the transfer to the Archives of The Corporation or the Wellington County Archives.

APPLICATION:

Retention provisions are based upon the informational content of the record rather than on its medium.

PURPOSE:

The retention provisions described in this policy apply to all records created, received or maintained by employees of the Town of Minto in the course of carrying out their corporate duties regardless of the medium or format.

DEFINITION(S):

Active Record shall mean the records that are referred to and used on a regular basis and are generally stored in a department.

Active Retention shall mean the period of time that records are considered active with a higher frequency of use, stored nearby and are readily accessible to the users.

Alternate Format Records shall mean original records that have been microfilmed or available electronically and is deemed to be an original copy.

Archival Record shall mean a record of enduring significance that has historical value for the Town and individuals engaging in historical research.

Archival Review shall mean the period of time during which a record is determined as having potential archival value.

Archival Value shall mean the evidential and informational value of records, which is determined during appraisal and justifies the records preservation.

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Town shall mean The Corporation of the Town of Minto.

Clerk shall mean the CAO/Clerk of The Corporation of the Town of Minto.

Code shall mean the reference number for each records series, based on the corporate records classification system (TOMRMS).

Computer System shall mean a device or a group of interconnected or related devices, one or more of which:

- a) contains computer programs or other data; and
- b) pursuant to computer programs, performs logic and control, and may perform any other function.

Copy shall mean a record that is a duplicate of an original.

Current shall mean the year in which the record was prepared.

Data shall mean the representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

Department Head shall mean a Director or respective designate of The Corporation who is responsible for a specific department.

Duties and Responsibilities of Department Heads:

In addition to other duties assigned in this policy, Department Heads shall:

1. co-operate with the Records Manager in carrying out the policies and procedures established in The Town of Minto for the efficient and economical management of records and in carrying out the requirements of this ordinance;
2. adequately document the transaction of government business and the services, programs and duties for which the department head and his or her staff are responsible; and
3. maintain the records in his or her care and carry out their preservation, destruction or other disposition only in accordance with the policies and procedures of the records management program of The Town of Minto and the requirements of this ordinance.

Dispose shall mean to destroy a record or remove it from the official records keeping system.

File shall mean a collection of related records.

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Inactive Retention shall mean a period of time that records not currently active shall be kept in a lower cost storage location.

Non-records shall mean extra copies of documents kept solely for convenience reference or records not usually included within the scope of the official records of the Town of Minto. See Transitory Records for further information.

Official Holder shall mean the functional unit of The Corporation that creates the record(s) and/or is responsible for retaining/maintaining the official/original record(s).

Official Record shall mean a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts.

Original shall mean a record that was first produced or is a source document or is received by a department.

Orphan Data shall mean data that:

- a) is not machine readable by any of the Town's computer systems in place during the disposal year, because the data exists with no identifiable computer application that can retrieve the data; or
- b) is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Town employee who is knowledgeable about the business function or functions to which the data relates.

Permanent shall mean a record that is preserved and/or never destroyed or removed from the official records keeping system.

Record shall mean any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, and any other documentary material, regardless of physical form or characteristics, made or received in the course of the conduct of the affairs of the Town, and retained by the Town for the purposes of future reference.

Records Centre shall mean a low-cost facility for the controlled maintenance, retrieval, and disposal of semi-active or inactive records.

Records Series shall mean a group of records that relate to a particular function or operation, that are filed together, and need to be retained for the same period of time.

Retention Period shall mean the period of time during which a specific records series must be kept before records in that records series may be disposed of and is calculated from the close date of the record. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (inactive).

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Retention Schedule shall mean a schedule/timetable that identifies the length of time a specific record series must be retained for before it may be disposed of.

Superseded shall mean the record shall be retained until such time as they have been replaced with more current information.

TOMRMS shall mean The Ontario Municipal Records Management System which is The Corporations standardized file classification system.

Transitory Record shall mean a record that is:

- a) retained solely for convenience of reference;
- b) required solely for the completion of a routine action, or the preparation of another record;
- c) of insignificant or of no value in documenting Town of Minto business transactions;
- d) not an integral part of a Town record;
- e) not filed regularly with the Town of Minto's records or records keeping system;
- f) not required to meet statutory obligations or to sustain administrative or operational functions;
- g) about social events that are not special Town events;
- h) not related to Town business;
- i) a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record

Vital Record shall mean a record that is essential to the continuation or resumption of Town business in the event of a disaster. A vital record allows the Town to continue to fulfill its obligation to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include: accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc.

Working Papers shall mean rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official decisions.

SPECIFIC POLICY REQUIREMENTS:

General Principles:

The following general principles shall govern the destruction of records:

1. No record shall be destroyed unless first classified according to the current records classification system.
2. No record shall be destroyed unless the retention period has expired or the record is a copy of the original record.

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3. All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records.
4. No official record shall be destroyed without the appropriate authorization.
5. Any records pertaining to pending/actual litigation, an investigation or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose.

Responsibility

As the “Official Records Keeper” under the Municipal Act, the Town CAO/Clerk or his/her designate is responsible for keeping a copy of all disposal reports on a permanent basis and for authorizing the establishment of retention schedule

It is the responsibility of all employees of The Corporation of the Town of Minto to follow the rules of the Records Retention Program and are expected to manage the records created, received and controlled within their department or unit regardless of format in good operational order in accordance with the approved file classification.

The Deputy Clerk shall serve as Records Manager for the Town of Minto
Employees are expected to follow this policy and best records management practices.

Duties and Responsibilities of the Records Manager:

In addition to other duties assigned in this policy, the Records Manager shall:

1. administer the records management program and provide assistance to department heads in its implementation;
2. plan, formulate and prescribe records disposition policies, systems, standards and procedures;
3. in co-operation with department heads identify essential records and establish a disaster plan for the municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
4. develop procedures to ensure the permanent preservation of the historically valuable records of the municipality;
5. establish standards for filing and storage equipment and for recordkeeping supplies;
6. study the feasibility of, and if appropriate, establish a uniform filing system and a forms design and control system for The Town of Minto;
7. monitor records retention schedules and administrative rules;
8. disseminate to Council and Department Heads information concerning the retention schedule;
9. ensure that the maintenance, preservation, micro filming, destruction or other disposition of the records of The Town of Minto are carried out in accordance with the policies and procedures of the records management program;
10. maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;

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11. bring to the attention of the C.A.O. Clerk non-compliance by department heads or other municipal personnel with the policies and procedures of the records management program.

Organization

The Corporation organizes records according to the approved corporate classification system which is based on the Town of Minto's business activities.

Records Ownership

All records created, received, used or maintained by officers and employees in the course of their duties on behalf of The Corporation are the property of the Town of Minto.

Employees leaving their positions with the Town shall leave all records for their successors. This applies to both temporary and permanent departures, including transfers within the organization.

Implementation

Review of the Record Retention Schedule shall take place on a regular basis to ensure legal compliance. Upon the approval by the Town Auditor, the C.A.O Clerk or his/her designate will establish the retention schedule.

As part of the regular process for the disposal of records and prior to any destruction of records, such destruction shall be authorized in writing by the appropriate Department Head/Director. Such authorization shall note the code, subject of the records, the title of the record, period of time the records relate to and shall identify the Retention Schedule under which the disposal was authorized.

Upon the Town Clerk satisfying him/herself that the retention period as set out in the appropriate Retention Schedule has expired, and disposal has been properly authorized by the department, he/she shall then:

- a) order the record(s) to be destroyed, in a manner which complies with *the Municipal Freedom of Information and Protection of Privacy Act, 1989*; or
- b) set aside the record(s) for long-term or permanent retention; or
- c) transfer the record(s) to the custody and control of the Archives program operated by the Town Clerk's Office or the Wellington County Archives.

Copy/duplicate records do not require formal approval for destruction.

The Records Retention Program doesn't apply to records that were not made in the course of Town business.

Orphan Data – Electronic Systems

Prior to the destruction of any orphan data, the following documentation is required:

- a) A written description of the orphan data containing, to the extent that such information is obtainable, the following:

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- i. the title of the orphan data;
- ii. the identification of the department/section that is responsible for the creation or use of the orphan data;
- iii. a brief description of the orphan data's purpose;
- iv. the format/software the orphan data is stored in;
- v. a brief description of any sub data, their purpose and relationship to the main data or other sub data;
- vi. The written approval, authorizing the orphan data's disposal from the department head or designate who is responsible for the business function to which the orphan data relates.

Records created for long-term space savings no matter what the form shall be deemed to be the original for the purposes of this policy if so indicated in the Retention Program and retained subject to the approved retention schedule.

Records Protection

It is the intention of The Corporation to protect their records for the duration of their scheduled retention through appropriate storage.

Records Storage

It is the intention of The Corporation to store records in a manner that:

- a) prevents loss through misplacement, deterioration, accidental destruction, and/or theft;
- b) prevents unauthorized or inappropriate access; and
- c) ensures continued readability.

Records Disposal

It is the intention of The Corporation to destroy records as feasible in accordance with the approved retention schedule and in a secure and confidential manner based on informational content and format.

Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the following applies to the retention and disposal of all transitory, duplicate or copy records created or received by Town employees:

- a) A copy of a record may be destroyed at any time if the original is subject to a retention period established by the Records Retention Schedule.
- b) A transitory record may be deleted or otherwise destroyed unless otherwise specified in the schedule or unless required for legal or legislated purposes when their value ceases as determined by the individual work unit.

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A transitory record shall be destroyed if the original record does not possess archival value and if there is no further business or legal requirement to retain the record in an original format.

Suspension of Policy

In the event of a notice of litigation, notice of claim, audit or investigation for which the Town may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.

Compliance

Compliance with the records retention program will be reviewed on a regular basis.

Rationale and Legislative Authority:

The Municipal Act provides that a record of a municipality may be destroyed if a retention period for the record has been established and the retention period has expired; or the record is a copy of the original record. The municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved.

By-law 2017-103 provides that the Town CAO/Clerk is granted delegated authority to establish the retention schedule for the records of The Corporation of the Town of Minto.



TOWN OF MINTO

DATE: December 11, 2017

REPORT TO: Mayor and Council

FROM: Bill White, C.A.O. Clerk and Annilene McRobb, Deputy Clerk

SUBJECT: 2018 Municipal Election Procedures and Accessibility Plan

STRATEGIC PLAN:

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

12.14 Ensure the Town provides services and facilities accessible to persons of all abilities in compliance with Provincial regulations keeping in mind the needs of the community, ability to pay and best practices of similar municipalities.

BACKGROUND

At the March 21, 2017 Council meeting Council adopted a by-law confirming Vote by Mail procedures for the 2018 municipal election scheduled for Monday October 22nd. This report provides an update on the Election Procedures and Accessibility Plan. The Clerk will make certain appointments to ensure the election runs smoothly and in compliance with the Municipal Elections Act.

The municipal election process in Minto and across Ontario is based on the following values:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

Accessibility

The Municipal Elections Act, 1996, as amended states:

12 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.

Attached is the 2018 Municipal Elections Accessibility Plan. The Vote by Mail process chosen by Council ensures a more accessible election for the voters. The Town increases accessibility by scheduling vote by mail “polls” in senior homes that allow residents to vote without leaving the building. Each of the three arenas have hosted vote by mail “polls” one day each before the election for the convenience of all persons. Also the accessible

municipal office is open until 8:00pm so vote by mail kits can be dropped off Election Day.

Election Planning

Planning continues for conducting the vote-by-mail election approved by Council. Administrative positions required for the election are:

- 1) Returning Officer: CAO/Clerk
- 2) Deputy Returning Officer (1): Deputy Clerk
- 3) Election Official (8): Various Staff
- 4) Ballot Counters (+60): At large

The Returning Officer will provide this service without additional remuneration. In 2014 DRO's were paid \$400, Officials \$200 and Ballot Counters \$80. There were two DRO's in 2014, there will only be one for the 2018 election so the remuneration for the DRO will be increased to \$600. The remaining remunerations will stay the same for the 2018 Election.

The Town office will be open Election Day from 8:30am until 8:00pm to receive vote by mail kits. After that time the front office will be closed and the Council Chambers open from 8 pm until preliminary results are calculated. Results called in to the Council Chambers and updated on the laptop and projector are preliminary until verified by the Clerk. The Chambers can also function as a reception area for candidates and a place for interested members of the public to attend. Any media interviews can be conducted there should there be such interest. Ballot packages dropped off at the Town office are counted in the Public Works portable. In 2014 the Legion still hosted candidates during and after the election.

The election will be similar in format to 2014.

- 1) Ballot package collection one afternoon at Caressant Care and Royal Terrace.
- 2) Election official and ballot counter training the week prior to the election.
- 3) Ballot package collection from noon to 6 pm at the Community Centres in Clifford, Palmerston, and Harriston will also include the ability to have residents add their name to the Voters list and a Vote by Mail package will be provided to them on the spot. These dates are yet to be determined, but would fall around 2 weeks prior to the election.

Ballot packages collected in advance at the Community Centres, retirement homes or filed at the Town office are stored in locked ballot boxes in a secure area and are brought to the counting centre at the Harriston Community Centre.

In 2014 training was provided to Election Officials and Ballot Counters a week prior to Election Day. This worked well and will be take place again, both in the afternoon and evening in order to capture all workers.

Ballot counting will occur at the Harriston Community Hall beginning after 8 pm on Election Day. Preliminary results will be calculated at the Community Hall and relayed by phone to the Town office so that updated results can be relayed in the Council Chambers. Final

results will be tabulated and reported by the Clerk after Election Day as required by the Act.

COMMENTS:

If Council has concerns with the election planning as outlined, feedback is welcome. The Elections Procedures in regards to Vote by Mail must be past prior to December 31st.

The C.A.O. Clerk reminded Council in 2013 leading up to the last election of the need to separate the current business of the Town from campaign activities. This includes everything from bank accounts, websites, emails, cell phones and Council meetings. For example a Town email account should not be used for campaign purposes during the election period. Candidate's websites or printed materials are to refer to other numbers and email addresses.

Council should continue their excellence focussing on issues at hand and making decisions based on the collective good of the Town. The C.A.O. Clerk is confident Council will not differ it its approach to issues during the election period, and that the platform of being on Council is not perceived or taken as an unfair advantage over candidates not on Council. Members who chose to become candidates in 2018 will maintain the utmost professionalism and integrity through the election period. The later nomination period beginning May 1, 2018 leaves only 10 meetings between then and the election.

FINANCIAL CONSIDERATIONS:

The budget for the municipal election is estimated at less than \$24,000. Total remuneration is projected to be about \$7,700 with the DRO paid \$600, Election Officials \$200 and Ballot Counters \$80. An increase will be seen in 2018 over 2014 with the increase of the cost of mailing.

RECOMMENDATION:

That Council receives the C.A.O. Clerk and Deputy Clerks report dated December 11, 2018 regarding 2018 Municipal Election Procedures and Accessibility Plan, and accepts them as presented.

Bill White, C.A.O. Clerk

Annilene McRobb, Deputy Clerk



2018 MUNICIPAL ELECTIONS ACCESSIBILITY PLAN

2018 MUNICIPAL ELECTIONS ACCESSIBILITY PLAN

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1. Introduction

The Election's Accessibility Plan supports and strengthens the Town's commitment and efforts to respond to the needs of persons with disabilities.

The focus of this Plan is to ensure that electoral services are accessible to all electors and candidates, to identify and eliminate barriers for persons with disabilities and to create a positive voting experience.

The Clerks' Department will continue to learn, develop and adjust our approaches in order to meet the needs of persons with disabilities. The review of accessibility issues and initiatives and addressing barrier prevention or removal is an ongoing practice. This plan will be improved and updated as new opportunities are identified or become available.

1.1 Municipal Elections Act, 1996, as amended - Legislative Requirements

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in the 2018 election.

The Municipal Elections Act, 1996, as amended states the following:

(1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.

12 (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15, s. 11.

.41 (3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1). 1996, c. 32, Sched., s. 41 (3); 2001, c. 32, s. 30 (1).

45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

1.2 Town of Minto Customer Service Policy

The Town of Minto is committed to making our services accessible to everyone, including people with disabilities. We comply with the customer service standards of the Accessibility for Ontarians with Disabilities Act, 2005.

In fulfilling our mission, the Town of Minto will at all times provide its services in a way that respects the dignity and independence of people with disabilities. We give people with disabilities the same opportunity to access our services in the same place, and in a similar way as others. The full customer service policy is attached as Appendix A.

1.3 Definition of Disability

The Accessibility for Ontarians with Disabilities Act, 2005 defines “disability” as follows:

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination,

blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

(b) a condition of mental impairment or a developmental disability,

(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

(d) a mental disorder, or

(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Disabilities can take many forms, both visible and invisible. The following criteria were considered in the development of this Plan:

- Policies and procedures must be consistent with the principles of the Municipal Elections Act, 1996 and must respect the dignity and independence of persons with disabilities,
- Access to electoral services must be integrated and equitable,

Initiatives should address and accommodate a wide range of abilities, and

- The Town of Minto customer service policy for providing services to people with disabilities must be followed throughout the election process.

2. Feedback

The Clerks' Department welcomes feedback to identify areas where changes need to be considered and ways in which the Town can improve the delivery of an accessible Election. This Plan is a living document and will continue to undergo changes. Please provide us with your feedback so we know how to best provide an accessible election. Feedback on this Plan can be submitted through the following channels:

Email: annilene@town.minto.on.ca

Phone: 519-338-2511 ext 230

Fax: 519-338-2005

By Mail: Town of Minto

Atten: Annilene McRobb

5941 Highway 89

Harriston, ON N0G 1Z0

If you require this information in a different format, please let us know.

3. Communications and Information

Communication and information initiatives ensure election information is accessible and available in alternative formats

Initiative	Actions
<p>Provide an informative and accessible election web page:</p> <p>http://town.minto.on.ca/departments/cao-clerk/2018-municipal-election</p>	<p>Ensure election information is available in clear, simple language.</p> <p>Continuously updating election information posted on the Town's website to reflect the most recent developments and information.</p>
<p>Provide election information in alternative formats and through multiple channels by:</p>	<p>Produce a How to Vote booklet make the booklet available on-line and at the Town of Minto Municipal Office</p> <p>Post a how to vote by mail video to the webpage</p> <p>Produce a Town wide mail-out that outlines key election information</p>

4. Assistance to Candidates

Providing candidates with information on how to make their campaigns accessible to the public and providing candidates with election information in accessible and alternative formats.

Initiative	Actions
Provide candidates with information on how to make their campaigns more accessible.	Providing candidates with links to the following provincial publications from our Election website: <ul style="list-style-type: none"> • Accessible Campaign Information and Communication • Accessible All-Candidates Meetings
Provide candidates with access to information in alternative formats by:	Ensure the candidate's guide and/or other relevant publications are available in an accessible format. Making the Town of Minto's voters' list available in an electronic format, free of charge, to candidates.
Ensure candidate information sessions are accessible by:	Holding candidate information sessions in accessible locations. Making accommodations and special services available upon request.

5. Voting Places

These initiatives cover all aspects of obtaining voting places that are accessible to all.

Initiative	Actions
<p>Ensure all voting places are accessible to electors with disabilities by:</p>	<p>Creating an accessibility checklist for election staff to use when conducting site visits of each voting place ensuring each facility has:</p> <ul style="list-style-type: none"> • barrier free path of travel from the parking lot/sidewalk • barrier free parking, where parking was provided • door operators or accessible doors • adequate lighting <p>Inspecting all voting places to ensure all locations are accessible:</p> <ul style="list-style-type: none"> • Where possible, make modifications to existing voting places to make them accessible, for example, temporary ramps • Places that cannot be made accessible will be relocated or merged with other voting places in the vicinity <p>Conduct an additional accessibility check in August/September to ensure there have been no changes to the locations.</p> <p>Having Vote by Mail</p>

6. Voting Provisions for Electors with Disabilities

Various initiatives regarding voting places are used to achieve our goals of a barrier free election.

Initiative	Actions
Welcome the use of support persons and service animals in voting places:	Any person with a disability accompanied by a support person or service animal may enter the Town of Minto Municipal Office or any voting place with his or her support person or service animal.
Provide assistance to electors with disabilities as required by:	Have an election official in the voting place to assist a voter in casting his/her ballot when requested. Make accommodations for electors with disabilities as required.
Provide voting opportunities in institutions and retirement homes by:	Establishing voting places at the following facilities in order to allow eligible residents of the facility the opportunity to vote: <ul style="list-style-type: none"> • any institution in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed • a retirement home in which 50 or more beds are occupied Having election staff provide for bedside voting where required.
Review ballot design to increase legibility through:	Increase legibility of ballots through use of accessible font styles and sizes, appropriate case usage, and colours, where possible.
Provide supplies to assist electors with disabilities	Have magnifying sheets available at all voting places to assist electors with low vision. Having note pads and pens available at all voting places to assist communication with electors who are deaf, deafened or hard of hearing. Having a How to Vote booklet available at all voting places written in plain language and printed in large font.

7. Accessibility Training for Election Officials

Develop accessibility training and development of reference materials for all election staff.

Initiative	Actions
Ensure all election officials receive accessible customer service training by:	<p>Hold training sessions for election staff on accessibility requirements, serving people with disabilities and on the accommodations and special services available to assist electors.</p> <p>Require all staff to sign that they received elections and accessibility training.</p>
Develop reference materials for all election officials highlighting how to serve voters with disabilities by:	<p>Including AODA, customer service standard, and serving people with disabilities messaging in all training materials, classroom training and web based training being provided to all elections staff.</p> <p>Provide every election staff member with the Town of Minto Customer Service Policy.</p> <p>Making individual accommodations available upon request to staff during training.</p>

8. Post-election Report

Section 12.1 (2) of the Municipal Elections Act, 1996 as amended states the following:

“Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.”

The Town Clerk’s post-election report will be posted on the Town’s web site in a format accessible to persons with disabilities and distributed to disability groups and other stakeholders as requested.

Section: Administration	Policy Number: 1.27
Policy: Accessibility Standards for Customer Service	Effective Date: 10/21/2009
Date Last Revised: 02/21/2017	Current Revision Date: 02/21/2017

“Appendix A” of 2018 Municipal Elections Accessibility Plan

Customer Service Policy

Intent

This policy is intended to meet the requirements of Accessibility Standards for Customer Service, Ontario Regulation 429/07 under the Accessibility for Ontarians with Disabilities Act, 2005, and applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by Town of Minto shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Assistive Device – Is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Disability – The term disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Guide Dog – Is a highly-trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the Blind Persons' Rights Act, to provide mobility, safety and increased independence for people who are blind.

Service Animal – as reflected in Ontario Regulation 429/07, an animal is a service animal for a person with a disability if:

- It is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- If the person provides documentation from a regulated health professional confirming that the person requires the animal for reasons relating to the disability.

Service Dog – As reflected in Health Protection and Promotion Act, Ontario Regulation 562 a dog other than a guide dog for the blind is a service dog if:

- It is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- The person who requires the dog can provide on request documentation from a regulated health professional confirming that the person requires a service dog.

Support Person – As reflected in Ontario Regulation 429/07, a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

Guidelines

In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07, this policy addresses the following:

- A. [The Provision of Goods and Services to Persons with Disabilities;](#)
- B. [The Use of Assistive Devices](#)
- C. [The Use of Guide Dogs, Service Animals and Service Dogs](#)
- D. [The Use of Support Persons](#)
- E. [Notice of Service Disruptions](#)
- F. [Customer Feedback](#)
- G. [Training](#)
- H. [Notice of Availability and Format of Required Documents](#)

A. The Provision of Goods and Services to Persons with Disabilities

Town of Minto staff will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- Ensuring that all customers receive the same value and quality;
- Allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.
- Referring to the Accessible Communications Guidelines document

B. The Use of Assistive Devices

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by Town of Minto.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the

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customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

C. Guide Dogs, Service Animals and Service Dogs

A customer with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

Food Service Areas

A customer with a disability that is accompanied by guide dog or service dog will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are not permitted into food service areas due to the Health Protection and Promotion Act, Ontario Regulation 562 Section 60.

Exclusion Guidelines

If a guide dog, service animal or service dog is excluded by law (see applicable laws below), the Town of Minto will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Applicable Laws

The Health Protection and Promotion Act, Ontario Regulation 562 Section 60, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

Recognizing a Guide Dog, Service Dog and/or Service Animal:

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, Town of Minto staff may request verification from the customer.

Verification may include:

- Documentation from a regulated health professional confirming that the person requires the animal for reasons related to the disability;
- A valid identification card signed by the Attorney General of Canada; or,
- A certificate of training from a recognized guide dog or service animal training school.

Care and Control of the Animal:

The customer that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

Allergies:

If a health and safety concern presents itself for example in the form of a severe allergy to the animal, Town of Minto staff will make all reasonable efforts to meet the needs of all individuals.

D. The Use of Support Persons

If a customer with a disability is accompanied by a support person, Town of Minto staff will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations Town of Minto staff will make every reasonable attempt to resolve the issue.

In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

Admission Fees:

If the Town requires a person with a disability to be accompanied by a support person for health or safety reasons, admission fees for the support person will be waived. In all other instances the support person will be given the option to pay the admission fee.

E. Notice of Disruptions in Service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of Town of Minto. In the event of any temporary disruptions to facilities or services that customer's with disabilities rely on to access or use Town of Minto's goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

Notifications will include:

In the event that a Disruption in Service notification form needs to be posted the following information will be included unless it is not readily available or known:

- Goods or services that are disrupted or unavailable;
- Reason for the disruption;
- Anticipated duration; and
- A description of alternative services or options.

Notification Options:

When disruptions occur Town of Minto will provide notice by:

- posting a Disruption in Service form in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and on the Town of Minto website;
- contacting customers with appointments;
- verbally notifying customers when they are making a reservation or appointment; or
- by any other method that may be reasonable under the circumstances.

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F. Customer Feedback

Town of Minto staff shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers with notice of the process being made available on the Town of Minto website. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

Submitting Feedback:

Customers can submit feedback to:

Matthew Lubbers, Accessibility Coordinator

519.338.2511 ext. 240

matt@town.minto.on.ca

Town of Minto

5941 Highway 89

Harriston, ON NOG 1Z0

Customers who wish to provide feedback by completing an onsite customer feedback form or verbally can do so to any Town of Minto employee. Completed forms are to be submitted to the Accessibility Coordinator. The forms will be reviewed by the appropriate Department Head, Accessibility Coordinator and CAO/Clerk.

Customers that provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

G. Training

Training will be provided to:

- All employees, volunteers and other members of the Town of Minto.

Training Provisions:

As reflected in Ontario Regulation 429/07, regardless of the format, training will cover the following:

- A review of the purpose of the Accessibility for Ontarians with Disabilities Act, 2005.
- A review of the requirements of the Accessibility Standards for Customer Service, Ontario Regulation 429/07.
- Instructions on how to interact and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who:
 - use assistive devices;
 - require the assistance of a guide dog, service dog or other service animal; or
 - require the use of a support person (including the handling of admission fees).
- Instructions on what to do if a person with a disability is having difficulty accessing your services.

- Town of Minto's policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities including the Accessible Communications Guidelines document.

Training Schedule:

Training will be provided as soon as possible to new employees, volunteers and other members of the Town of Minto.

Refresher training will be provided annually to all employees.

Revised training will be provided in the event of changes to legislation, procedures and/or practices.

Record of Training:

The Town of Minto will keep a record of training for its staff, volunteers and other members.

H. Notice of Availability and Format of Documents

The Town of Minto shall notify customers that the documents related to the Accessibility Standard for Customer Service are available upon request and in a format that takes into account the customer's disability. Notification will be given by posting the information on the Town of Minto's website. Please refer to the Documents Available Notification form.

Acknowledgment, Agreement and Administration

Administration

If you have any questions or concerns about this policy or its related procedures please contact:

Matthew Lubbers, Accessibility Coordinator

519.338.2511 ext. 240

matt@town.minto.on.ca

Town of Minto

5941 Highway 89

Harriston, ON NOG 1Z0

This policy and its related procedures will be reviewed as required in the event of legislative changes or changes to Town policies and procedures. Forms and other documents of significance noted in this policy include:

- Disruption in Service Notification form
- Customer Feedback form
- Accessible Communications Guidelines document
- Documents Available Notification form

I acknowledge that I have read and understand the Accessibility Standards for Customer Service Policy of the Town of Minto. Further, I agree to adhere to this policy and will ensure that employees and volunteers working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

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Name:

Signature:

Date:

Town of Minto

2018 MUNICIPAL ELECTION PROCEDURES



REVISED November 15, 2017

As Clerk of the Town of Minto for the municipal elections, I do hereby certify the following procedures for conducting the 2018 municipal elections and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.

December 19, 2017
Date Approved

Clerk

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Note: The forms and notices in this document will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the Municipal Elections Act.

Legend

PR FORM = Prescribed Form
Form TM = Town of Minto Form
Form EL = AMCTO Election Form

DEFINITIONS

DEFINITIONS

- a) **Act** - means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.
- b) **Candidate** - means a person who has been nominated under Section 33 of the Act.
- c) **Certified Candidate** - means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- d) **Clerk** - means the Clerk of the municipality who is responsible for conducting municipal elections under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2018 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- e) **Corporation** – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

Test – if someone tripped and fell on your property who would they sue? You as the person or your company?

What is a Sole Proprietorship?

Income and losses are taxed on the individual's personal income tax return. The **sole proprietorship** is the simplest business form under which one can operate a business. The **sole proprietorship** is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

- f) **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.
- g) **Election Official** - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. [s.15(4)]

- h) **Friend** - means a person who has been requested by an elector to assist him or her in the voting process.
- i) **Lame Duck** - means there are restrictions on Council's powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.
- j) **Municipal Office** - means the Town of Minto administration building located at 5941 Highway 89, Harriston.
- k) **Normally Resident in Ontario** – means the place in which an individual regularly returns if his or her presence is not continuous (sleep).
- l) **Owner or Tenant** - in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
 - (a) on voting day, or
 - (b) for a period of six weeks or more during the calendar year in which voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.
- m) **Preliminary List of Electors** - means a list of electors for the municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality by July 31st of an election year.
- n) **Proof of Identification** - means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- o) **Regular Office Hours** - means Monday to Friday, 8:30 a.m. to 5:00 p.m.
- p) **Registered Third Party (Third Party Advertiser)** - means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.
- q) **Restricted Period for Third Party Advertisements** - begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.

- r) **Scrutineer** - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.
- s) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.
- t) **Trade Union** – means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.
- u) **Time/Clock** - means the time as indicated on the clock located the Reception desk of the Town of Minto Municipal Office
- v) **Voters’ List** - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- w) **Voting Place** - means the only location, both convenient and accessible to the electors, for the purpose of casting a printed ballot as established by the Clerk. There is no Voting Place where an alternative voting method has been approved by Council such as Telephone and Internet or Vote by Mail.
- x) **Voting Day** (not to be confused with Voting Period) - means the final day on which the final vote is to be taken in an election and shall be Monday, October 22, 2018 with the close of voting to be at 8:00 pm.
- y) **Ballot** - means a composite ballot when there is an election for more than one office.
- z) **Ballot Return Station** - means a designated location where electors can drop off completed return envelopes directly into the care of the Clerk or designate rather than forwarding it by mail.
- aa) **Ballot Counting Centre** - means the designated location where the ballots are counted.
- bb) **Ballot Counting Room** - means the designated area within the ballot counting centre where the ballots are counted.

cc) **Voters Kit** - means the set of documents mailed to each elector at the elector's mailing address on the Voters" List to enable him or her to cast his or her vote and includes:

- Voting Instruction Sheet
- Composite Ballot
- Ballot Secrecy Envelope
- Return Envelope
- Voter Declaration Form
- Such other material as the Clerk deems necessary

AUTHORITY

AUTHORITY

Municipal Elections Act, 1996

Duties of Clerk

- 11. (1)** The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:
1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
 2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
 3. Repealed: 2002, c. 17, Sched. F, Table.
 4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).
- (2)** Responsibility for conducting an election includes responsibility for,
- (a) preparing for the election;
 - (b) preparing for and conducting a recount in the election;
 - (c) maintaining peace and order in connection with the election; and
 - (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of Clerk

- 12. (1)** A clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

Forms

- (2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

Also see the section on DISCRETIONARY POWERS OF THE CLERK later on in the manual.

Procedures and Forms

Section 42(4) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates and third party advertisers, as applicable.

LANGUAGE

LANGUAGE (SECTION 9)

English

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

English and French

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in **both** English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,
 - i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
 - ii. is subject to an agreement, resolution or order under Part XII of the *Education Act* that requires the school authority to establish, operate or maintain a French-language instructional unit.

PRINCIPLES OF THE ACT

PRINCIPLES OF THE ACT

Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

NOMINATIONS

2018 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice (Section 32) for nominations shall be on the “Notice of Nomination for Office” **Form TM01** and shall be placed, as a minimum, in a local newspaper(s) prior to May 1, 2018 and in one (1) conspicuous place in the municipality and on the municipal website.

“Nomination Paper” **PR FORM 1** for the following offices will be available at the Clerk’s Office from the first business day of May in 2018 to Thursday, July 26, 2018 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day) and on the municipal website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (5) Councillor**
- (1) County of Wellington Councillor, Ward One**

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- (1) School Board Trustee – English Public
- (1) School Board Trustee – English Separate
- (1) School Board Trustee – French Public
- (1) School Board Trustee – French Separate

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- during regular office hours at the Clerk’s Office from the first business day in May of 2018 to Thursday, July 26, 2018 and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day)
- with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination–“Nomination Paper” **PR FORM 1**

- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality or by an electronic method of payment that the Clerk specifies
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

If a person is present at the Clerk's Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper **PR FORM 1** and the "Declaration of Qualifications – Municipal Candidates" **Form EL18(A)** oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash, debit card, money order or an electronic method of payment that the Clerk specifies will be deposited with the Municipal Treasury Department.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20(6)]

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" **Form TM23** and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall, before voting day, provide a notice of penalties on the "Notice of Penalties" **Form TM31** to the candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The candidate may sign the consent to release personal information **Form TM02** authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an "Unofficial List of Candidates" **Form TM03** which is to be updated as each Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL".

NOMINATION DAY – July 27, 2018 (SECTION 31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

Procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

On or before Monday, July 30, 2018, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, complete the “Certification by Clerk” section on “Nomination Paper” [PR Form 1](#).

REJECTION OF NOMINATION PAPER [SECTION 35(3), (4)]

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” [Form TM04](#) shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated, and
- by regular mail to all candidates for the office.
-

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” [Form EL19](#) with the Clerk before 2:00 p.m. on Nomination Day, Friday, July 27, 2018, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 1, 2018), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the “Unofficial List of Candidates” [Form TM03](#)

OFFICIAL LIST OF CANDIDATES

The final list of certified candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Friday, August 3, 2018 using the “Official List of Certified Candidates” [Form TM05](#).

DECLARATION OF ELECTION (SECTION 40)

If after 4:00 p.m. on Monday, July 30, 2018 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of:

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the alternative voting method;
- b) the dates and times of the voting period;
- c) the location and hours of operation for the Ballot Return Station.

The Clerk shall post a "Notice of Election Information" Form TM29 as a minimum, in two conspicuous places within the municipality, on the municipal website and, where there is a publication having general circulation in the municipality, publish a notice once in the publication, advising of the voting method, when the voter kits will be mailed and other relevant information.

ACCLAMATIONS [SECTION 37(1)]

If after 4:00 p.m. on Monday, July 30, 2018, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a "Declaration of Acclamation to Office" on Form EL20. In this situation there shall be no election conducted for this position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES [SECTION 33(5)]

If at 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018. The Clerk shall post a "Notice of Additional Nominations" Form TM06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 1, 2018, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

ADDITIONAL NOMINATIONS MORE THAN NUMBER OF OFFICES REMAINING [SECTION 33(5)]

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 1, 2018. Follow the procedure in the Withdrawal of Nomination Paper section above.

ADDITIONAL NOMINATIONS

EQUIVALENT TO NUMBER OF OFFICES [SECTION 35(2) and 37(2)]

If at 4:00 p.m. on Thursday, August 2, 2018 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a “Declaration of Acclamation To Office - Additional Nominations” on Form TM07.

FILLING VACANCIES [SECTION 37(4)]

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- **Insufficient Number to Form a Quorum – Municipal Council**

If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

- **Sufficient Number to Form a Quorum – Municipal Council**

If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a certified candidate dies or becomes ineligible before the close of voting and

- if the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Voting Place, Ballot Return Station or Help Centre and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.)) provided that the sixty day (60) period starts as of the date of death or ineligibility).

No votes are to be counted for the candidate who has died or become ineligible.

FINAL CALCULATION OF CAMPAIGN EXPENSES [SECTION 88.20 (13), (14) and (15)]

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses” Form EL37. The certificate shall be given to each candidate in the case of a regular election, on or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;

- the number determined from the Voters' List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*

VOTERS' LIST

VOTER QUALIFICATIONS [SECTION 17 (2)]

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 22, 2018) he/she:

- (i) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant;
- (ii) is a Canadian citizen,
- (ii) is at least 18 years old; and
- (iv) is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]

The following are prohibited from voting:

- (i) a person who is serving a sentence of imprisonment in a penal or correctional institution.
- (ii) a corporation.
- (iii) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- (iv) a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

PRELIMINARY LIST OF ELECTORS (PLE) (SECTION 19)

The Preliminary List of Electors (PLE) supplied by the Municipal Property Assessment Corporation (MPAC) shall be delivered to the Clerk by July 31, 2018 if no date is agreed upon with MPAC or prescribed by the Minister [Section 19 (1.1)].

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 17 (4)].

In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land [Section 17 (5)].

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 17 (6)].

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence [Section 17 (7)].

It is possible for an elector's name to appear on the Voters' List of more than one

municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. For example, School Board votes must be cast in the municipality where the elector resides.

CORRECTION OF ERRORS (SECTION 22)

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2018 and notify the Municipal Property Assessment Corporation (MPAC). This notification can occur when the “Final List of Changes” to the Voters’ List is sent to MPAC after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to MPAC in time for inclusion in the September Exceptions files that MPAC provides. Notification to MPAC should be sent in an email to the municipality’s Municipal Relations Rep.

The Clerk may use any information that is in the municipality’s custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

CERTIFICATION OF VOTERS’ LIST (SECTION 23)

The corrected PLE becomes the Voters’ List once it is reproduced and identified with a “Voters’ List Cover Sheet” Form TM08 on or before September 1, 2018.

The Clerk, may place in a local newspaper(s) on or before September 1, 2018 a “Notice of the Voters’ List” (Municipality) Form TM09A as attached and/or all Clerks in Wellington County may place in a newspaper having general circulation within Wellington County, a “Notice of the Voters’ List” (Wellington County) Form TM09B.

REQUESTS FOR COPIES OF VOTERS' LIST [SECTION 23 (3), (4) and (5)]

Upon written request, but not until September 1, the Clerk shall give every candidate a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. For example, if a candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" [Form TM10](#).

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" [Form TM11](#).

ACCESS TO THE VOTERS' LIST [SECTION 88 (10) and (11)]

The legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List. The procedure, "Voters' List – Are you on the Voters' List?" [Form TM51](#) shall be used by Municipal Staff and Election Officials.

AMENDMENTS TO THE VOTERS' LIST (SECTION 24 & 25)

Application for Change of Own Name (Section 24)

An elector may make an application to amend their information on the Voters' List using the prescribed form "Application to Amend Voters' List" [Form EL15](#) and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2018 to the 22nd day of October, 2018 during normal hours and on the 22nd day of October until 8:00 p.m.

The "Voter – ID Requirements" [Form TM40](#) may be posted at the Municipal Office or any other location where Amendments to the Voters' List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector can no longer remove a family member's name from the Voters' List, except in the case of a deceased person. See Removal of Deceased Person's Name (EL16) below.

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

Removal of Deceased Person's Name (Section 25)

The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 22nd, 2018 if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of Deceased Person's Name

from the Voters List" Form EL16 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2018 to the 22nd day of October, 2018 during normal hours and on the 22nd day of October until 8:00 p.m.

Number of Electors to Determine Candidates' Expenses

On, September 15th, 2018, determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Estimated Maximum Campaign Expenses" Form TM23 and the "Certificate of Maximum Campaign Expenses" Form EL37 for the 2022 Municipal Election.

INTERIM LIST OF CHANGES [SECTION 27(1)]

The Clerk shall, during the period beginning on September 15th and ending on September 25th in the year of a regular election, prepare an "Interim List of Changes" Form TM12 to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.

For the purpose of producing the Voter Information Letter by the supplier, the Interim List of Changes shall be prepared before September 15, 2018

CERTIFICATION OF THE VOTERS' LIST [SECTION 28(1)]

The Clerk shall compile any changes to the Voters' List on the "Certificate of the Voters' List" Form TM13 and certify the Voters' List for use.

FINAL LIST OF CHANGES [SECTION 27(2)]

The Clerk shall prepare the "Final List of Changes" Form TM14 to the Voters' List by November 21, 2018. A certified copy of the Final List of Changes shall be sent to the MPAC together with a copy of the approved applications Form EL15 and Form EL16.

CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING

CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

The Clerk or designate will communicate with candidates by email, phone, or written correspondence as per their provided contact information and advise them of any new posted information on the Town's Election website. All candidates, registrants and supporters will receive fair and consistent treatment from Town staff to ensure the integrity of the electoral process and a fair and unbiased election. Incumbents are aware of a restriction on the use of Town resources for campaign purposes.

CAMPAIGNING AND CAMPAIGN ADVERTISING MUNICIPALLY OWNED/LEASED FACILITIES

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions should be directed to the Clerk.

LOCATION OF ELECTION SIGNS

The Town of Minto allows campaign signs on road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

The County of Wellington allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

The provincial policy with respect to the posting of campaign advertising on provincial road allowances follows on the next few pages.

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

Ministry of Transportation

The Ministry of Transportation of Ontario (MTO) is responsible for managing the provincial highway corridor network. Through the application of legislation, policies, and guidelines, the ministry supports economic growth while ensuring the safe and efficient movement of people and goods across the province.

7.10 Election Signs

An election sign must not be placed upon or adjacent to the right-of-way of a Class 1 Freeway or Class 2 Staged Freeway.

Election signs may be erected on the right-of-way or adjacent to a Class 2 undivided Staged Freeway, a Class 3 Special Controlled Access highway, a Class 4 Major highway or Class 5 Minor highway after an official election has been called.

Signs up to 0.7 m² (8 ft²) in size must be placed a minimum of 4m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 ft²) and up to 3.7 m² (40 ft²) must be placed at the outer limit of the highway right-of-way.

Election signs may be placed on the right-of-way of a highway other than a Class 1 Freeway and Class 2 divided Staged Freeway, but must be placed at least 4m (12 ft.) from edge of pavement.

An election sign must not be affixed to a permanent or an official sign or to the guide rail or other highway structure or facility and must not be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.

Portable read-o-graph sign trailers are prohibited on the right-of-way of a highway. Such read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the Ministry for portable read-o-graph signing.

Permits or Letters of Approval for any election signs erected under this policy are not required.

Candidate committees, or workers shall be allowed three (3) working days after election day in order to remove candidate advertising (election signs) from the Ministry right-of-way and adjacent properties.

Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

West Region

London Office

Ministry of Transportation
Highway Corridor Management Section
659 Exeter Road
London, ON N6E 1L3
Phone: 519-873-4203
Toll Free: 1-800-265-6072 Ext. 5198734203
Fax: 519-873-4228

4. GENERAL PROVISIONS

- (1) No *person* shall *erect, display, alter* or allow the *erection, display* or alteration of any *sign, notice or advertising device* on or overhanging a *county road* and on publicly or privately owned lands within 400 metres of any limit of a *county road line* without obtaining a permit under this by-law with the exception of the signs listed in section 4(2) where it is stated that no permit is required. Notwithstanding the fact that no permit is required for signs listed in section 4 (2), all other aspects of this by-law apply. This by-law does not apply within Urban Centres as defined in the County's Official Plan.

Signs that are permitted on a *County road* are restricted to the following:

- (2) **Signs not requiring a permit:**
- a) *election signs*, which may be displayed after the issuance of writs for a provincial or federal election, or within six weeks immediately preceding a municipal election, and which are to be removed at the candidates' expense within 48 hours after the day of the election;

CANDIDATE CAMPAIGN CONTRIBUTIONS AND EXPENSES

CONTRIBUTIONS

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Candidates **FORM TM55**" at the time of filing.

FUNDRAISING FOR CANDIDATES (SECTION 88.10)

A fund-raising function shall not be held for a person who is not a candidate.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

Contributions:

In addition to the statement above [88.15 (1)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (1)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

EXPENSES

WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

In the following circumstances, a candidate's expenses for the 2018 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2014 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

CANDIDATES' EXPENSES (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

Only during campaign period

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

Exception, auditor's report

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who may incur expense

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

Maximum amount for parties, etc., after voting day

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

DUTIES OF CANDIDATES (SECTION 88.22)

The Clerk shall provide the "Duties of Candidates" TM FORM 60 at the time of filing.

THIRD PARTY ADVERTISING

THIRD PARTY ADVERTISER

A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.

ELIGIBILITY FOR REGISTRATION [SECTION 88.6 (4), (5) AND (6)]

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

FILING THE NOTICE OF REGISTRATION [SECTION 88.6 (2), (7) AND (13)]

"Notice for Registration" [PR FORM ?] shall be filed with the Clerk from the first business day of May in 2018 (first day for filing Nominations) to Friday, October 19, 2018 (the Friday before voting day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in *O. Reg. 304/13*, as amended
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the "Notice for Registration" [PR FORM ?] and the "Declaration of Qualifications – Third Party Advertiser" [Form TM 52] oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

ESTIMATED MAXIMUM THIRD PARTY EXPENSES [SECTION 88.21 (15)]

The Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” **Form TM58** and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

NOTICE OF PENALTIES [SECTION 88.29 (7)]

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” **Form TM64** to every Registered Third Party that registered in the municipality.

FINAL CALCULATION OF THIRD PARTY EXPENSES [SECTION 88.21 (11) to (17)]

The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Certificate of Maximum Third Party Expenses” **Form TM59**. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CERTIFICATION OF NOTICE OF REGISTRATION [SECTION 88.6 (13) and (14)]

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996*. Once satisfied the third party is qualified, the Clerk will complete the “Certification by Clerk” section on the **“Notice for Registration” PR FORM ?** If not satisfied the Clerk shall reject the notice. The Clerk’s decision is final.

ADVERTISEMENTS (SECTION 88.4, 88.5)

Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties' expenses).

Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:

- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

LIST OF REGISTERED THIRD PARTIES [SECTION 88.12 (9) and (10)]

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" [FORM TM54](#), as a minimum, on the website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

DUTIES OF REGISTERED THIRD PARTIES (SECTION 88.26)

The Clerk shall provide the "Duties of Registered Third Parties" [FORM TM61](#) at the time of filing.

CONTRIBUTIONS TO AND EXPENSES OF REGISTERED THIRD PARTY

CONTRIBUTIONS

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$750 to a registered third party that appears during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

The Clerk shall provide the “Contributions to Registered Third Parties TM FORM 53 at the time of filing.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

Contributions:

In addition to the statement above [88.15 (2)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person’s election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (2)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

EXPENSES

WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of 88.19 (2), the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of third party advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

REGISTERED THIRD PARTIES' EXPENSES (88.21)

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless he, she or it is a registered third party in the municipality.

Only during campaign period

An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

Exception, auditor's report

Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

Who may incur expense

An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

Maximum amount

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual)

Maximum amount for parties, etc., after voting day

The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount).

SCRUTINEERS

SCRUTINEERS (SECTION 16 & 47)

Appointment - by candidate – qualification

A candidate may appoint scrutineers to represent him/her during the counting of the votes, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer By Candidate” [Form TM22](#). The forms to appoint scrutineers, must be signed by the candidate, in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide this signed form to their scrutineer.

Candidates and scrutineers may also be present for the opening of the Return Envelopes from October 1-19, 2018 and on October 22, 2018 at the hours designated for such openings for the purpose of striking electors names from the Voters’ List.

Number - per candidate - in Ballot Counting Centre - one only

Only one certified candidate or his/her appointed scrutineer may be in attendance at the Ballot Counting Centre or opening of the Return Envelopes.

The scrutineer/candidate must take an “Oral Oath of Secrecy” [Form TM25](#) at the Ballot Counting Centre or opening of the Return Envelopes.

Equal number of scrutineers shall be appointed to represent supporters and opponents of the by-law and one scrutineer representing supporters and one representing opponents may be present at the Ballot Counting Centre during the receipt of voting results.

Equal numbers of scrutineers shall be appointed for each possible answer to the question and one scrutineer for each of the possible answers may be present at the Ballot Counting Centre.

Appointment - by local board or Minister - question

Scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Voting Place.

Appointment - by elector - recount [Section 61 (1)]

In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for the receipt of voting results.

The “Appointment of Scrutineer by Elector” [Form TM45](#) must be signed by the Applicant. Forms are available at the Municipal Office. The scrutineer/candidate must take an “Oral Oath of Secrecy” [Form TM25](#) at the receipt of voting results.

Appointment - Proof of

A person appointed as a Scrutineer, before being admitted to a Ballot Counting Centre or during the processing of Return Envelopes, shall show proof of his/her applicable appointment to the election official for the Ballot Counting Centre or of a place where votes are being counted and Return Envelopes being processed, and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

Scrutineers Rights and Prohibitions

Each Scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.

PERSONNEL

CLERK [SECTION 12 (1)]

A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

- a) is not otherwise provided for in an Act or regulation; and
- b) in the Clerk's opinion, is necessary or desirable for conducting the election.

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer and may appoint any other election officials for the election and for any recount that the Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" Form TM19.

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the "Oath of Returning Officer" Form TM17 prior to January 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form TM18.

PROXY VOTING

PROXY VOTING (SECTION 44)

The municipality has chosen to use an alternative voting method and proxy voting will not be utilized.

VOTING PROCEDURE VOTE BY MAIL

AUTHORITY (SECTION 42)

A by-law authorizing vote by mail voting must be passed on or before May 1 in the year prior to the year of the election.

Section 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (*advance votes*) and 44 (*voting proxies*) apply only if the by-law so specifies. By-law No. 2017-26 authorizing the use of an alternative voting method is silent on these issues, and therefore Sections 43 and 44 are not applicable.

VOTING PLACES (SECTION 45)

For the purposes of elections conducted with alternative voting methods, a voting place is not required. Alternatively, the Municipal Office has been identified as a Ballot Return Station to assist electors with the voting process and to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

BALLOT RETURN STATION

For the time period from the date that DataFix mails the voter's kit to 8:00 p.m. on Monday, October 22, 2018, the Municipal Office shall serve as a Ballot Return Station for electors wishing to deliver or have delivered their return envelope directly to the Clerk.

The Clerk shall ensure that the Ballot Return Station is accessible.

Electors who are in a Ballot Return Station at the time of closure will be permitted to deposit their Return Envelopes in the Drop Box provided for this purpose.

No campaign material will be allowed within a Ballot Return Station or on the grounds of the Ballot Return Station.

SUPPLIES AND EQUIPMENT FOR THE BALLOT RETURN STATION

A ballot box shall be made of durable material and constructed so that the ballots can be deposited therein and cannot be withdrawn without the box being unsealed or being unsealed and unlocked, as the case may be.

The following may be posted at the Ballot Return Station:

- "Statutory Provisions Regulating Voting Procedures" Form EL34
- "Notice of Offence Corrupt Practice" Form EL35

Signs may also be posted directing electors to the exact location of the Ballot Box at the Ballot Return Station; these shall be posted where required throughout the Ballot Return Station.

SERVICE PROVIDER

The service provider for vote by mail voting, determined by the Clerk, is DataFix. A copy of the contract with DataFix is available from the Clerk upon request.

SECRECY

Ensure that all Election Officials have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form TM18.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

VOTE BY MAIL PROCEDURES

The Clerk in conjunction with DataFix will provide a Voter's Kit to every person who qualifies to be an elector up to the close of voting on October 22, 2018 at 8:00 p.m.

The Clerk, on or before **October 1, 2018**, shall mail or cause to be mailed to every elector on the Voters' List on the date of mailing, a voter's kit to the elector's address as shown on the Voters' List. Thereafter, the Clerk shall at the time of adding an elector to the Voters' List, deliver or cause to be delivered to the elector, a voter's kit.

Establishing Hand Delivery Locations

The Clerk shall confirm each hand delivery location in writing Form TM15 A contact person shall be identified for each hand delivery location. For this purpose, the three community centre lobbies will be a hand delivery location on dates to be determined from noon until 6 p.m. in addition to the municipal office from October 1, 2018 to October 19, 2018, normal business hours, and Monday October 22nd, 2018 from 8:30 a.m. to 8:00 p.m.

Electors added to the Voters' List up to **September 19, 2018** will receive their voter's kit by mail from DataFix.

Electors added to the Voters' List from **September 19 to October 12, 2018** will receive their voter's kit by mail from the Clerk.

Electors added to the Voters' List after **October 15, 2018** may pick up their Voter's Kit up to **October 22, 2018 at 8:00 p.m.** at the Municipal Office.

Electors added to the Voters' List from **September 20, 2018** to the close of voting on October 22, 2018 will be provided with a voter's kit. These electors are responsible for returning the ballot prior to 8:00 p.m. on Voting Day and may conduct their vote at the Municipal Office and leave the Ballot Secrecy Envelope and Voter Declaration Form with the Clerk.

In cases where there is a school board election, if an elector after receiving a voter's kit wishes to amend the Voters' List with respect to school board designation and requires a different ballot, the original voter's kit with the ballot intact must be submitted to the Clerk prior to a new ballot kit being issued.

If a qualified elector does not receive his/her voter's kit or if the voter's kit is lost, spoiled or destroyed, a new voter's kit may be issued by attending at the Municipal Office after **October 15, 2018**. The elector or his/her agent must attend at the Municipal Office in person to obtain a replacement kit. If the ballot was spoiled, it must be presented to the Clerk, prior to a new voter's kit being issued. The Clerk will confirm that the elector is qualified, administer an appropriate oath, note on the Voters' List that a replacement kit has been issued and issue the replacement voter's kit.

The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk is **October 12, 2018**. After this date, voters will be encouraged to deposit their Return Envelope in the drop box at the Ballot Return Station.

Return Envelopes received at the Ballot Return Station (deposited in the mail slot located at the front entrance, or at the counter of the municipal office) up until **October 22, 2018 at 8:00 p.m.** will be considered as having been delivered.

Should a voter's kit be returned to the municipality as "undelivered", it shall be marked invalid and placed in a separate box for undelivered kits. If it can be determined that the elector is still eligible to vote in the election and a proper mailing address has been located, a new ballot kit will be issued. In these cases, beside the elector's name on the Voters' List, it will be noted either "undelivered" or "re-directed". It is the responsibility of the elector to ensure that the Clerk is aware of his/her proper mailing address.

Upon receipt of the voters' kit, the eligible voter shall complete the ballot, place it in the ballot secrecy envelope and seal the envelope. The voter shall complete the voter declaration form and place this form and the sealed ballot secrecy envelope in the return envelope. The voter will mail the return envelope to the municipality or deliver it to the Ballot Return Station. These instructions will be contained in the voter's kit.

PROCESSING DECLARATION FORMS & RETURN ENVELOPES

Declaration Forms and Return Envelopes will be processed in the Council Chambers at the Municipal Office each day commencing **October 1, 2018** up to and including the afternoon of Voting Day on **October 22, 2018**. The start date may be delayed and the daily processing may be cancelled due to a lack of Return Envelopes. Notice of Delay and Cancellation will be posted in the Council Chambers at the Municipal Office and emailed to each candidate.

The designated Election Official will pick up the return envelopes each morning by 8:30 a.m. from:

- a) the mail slot at the Municipal Office

The designated Election Official will receive return envelopes each from: Canada Post directly delivered.

The designated Election Official will then:

- a) sort the Return Envelopes by poll and place them in the Ballot Return Station.

A Daily Ballot Processing Team will consist of at least the Returning Officer, and/or a Deputy Returning Officer, and Election Official(s), to a minimum of two (2) officials.

Each day, prior to processing the declaration forms and return envelopes, the Daily Ballot Processing Team, will sort the ballot kits that were received by mail and deposited at the Ballot Return Station by poll and record the count for each poll on the Daily Processing Count Sheet.

The Daily Ballot Processing Team will ensure that the total count for the four Polls reconciles with the total Return Envelopes received by mail and total Return Envelopes received from the Ballot Return Station.

Once the above mentioned counts have been completed and recorded, the return envelopes will be processed in Ward order.

One member of the Daily Ballot Processing Team will be assigned to open the yellow return envelopes and remove the contents. That member will scan the barcode which will indicate that that person has voted on the DataFix database. Another member will be responsible for depositing the secrecy envelope containing the ballot into the appropriate ballot box and maintaining a "count" of the number of ballot envelopes deposited. The count will be recorded in the appropriate section on the Daily Processing Sheet.

Ballot boxes will be numbered – Poll 1-Township: Poll 2-Clifford, Poll 3-Harriston and Poll 4-Palmerston. The maximum capacity of any box will be 500 ballots or it may be difficult to lift the box.

At the end of each daily processing session, ballot boxes containing less than 500 ballots will be sealed and the seal initialed by the Daily Ballot Processing Team. The appropriate

sections of the “Proof of Non-Tampering” form will be completed. Ballot Boxes containing 500 ballots will be affixed with a final seal, which will not be removed until the boxes are opened on Election Day for the counting of ballots. The “Proof of Non-Tampering” form will be photocopied. The original will be affixed to the side of the box and the copy will be retained in a binder. A record of the full ballot boxes will be maintained and retained in the Clerk’s Election Binder.

The ballot boxes will be stored in the vault located at the Municipal Office. (See the Security of the Ballot sections below.)

On subsequent days, the Daily Processing Team will continue to deposit ballots in the ballot boxes until they contain 500 ballots. Prior to commencing processing, the Clerk will cut the seal open in the presence of the other two members of the Daily Processing Team and complete the appropriate sections of the “Proof of Non-Tampering” form.

The Daily Ballot Processing Team will process these ballot kits and the kits delivered to a Ballot Return Station on the afternoon of **October 22nd** in the same manner as the prior Daily Processing Sessions.

Return Envelopes deposited in the Ballot Return Station subsequent to this final Daily Processing Session will be processed periodically until the Ballot Return Station is closed at 8:00 p.m. The Daily Ballot Processing Team will then conduct a final processing session of any kits contained in the Ballot Return Station before any ballot count commences.

The daily lists, including amendments (deletions, additions, etc.) along with those persons who have voted to date and those persons who have been issued voter’s kits by the municipality, will be maintained by the Clerk using the DataFix system. Candidates and scrutineers may inspect the daily list at any time during regular office working hours and on October 22, 2018 up to 8:00 p.m.

**REJECTED/OBJECTED TO ENVELOPES AND BALLOTS
PRIOR TO THE COUNTING OF VOTES
(ex. During Processing of Declaration Forms)**

During Daily Ballot Processing sessions, ballots are accepted and will be deposited in the appropriate ballot box provided all the following criteria have been met:

- Ballot is contained in secrecy ballot envelope (herein referred to as the Inner Envelope)
- Ballot is accompanied by completed Voter Declaration form
- Ballot has been submitted by an eligible elector

A ballot, which is received and has met all of the accepted criteria listed above and does not meet any of the rejection/objection criteria listed below, shall be accepted when:

- the declaration form signed by a power of attorney is accompanied with proof of that power of attorney
- a ballot that is returned in an unsealed ballot secrecy envelope, is able to be sealed by a member of the Daily Processing Team using an adhesive that will not be recognizable, such as a glue stick, in the presence of the rest of the Team and provided that each and every member of the Team are satisfied that the ballot was not viewed in any way.

During Daily Ballot Processing sessions, ballot kits will be rejected:

- when a returned kit contains unsigned or incomplete declaration forms
- when a returned kit contains no declaration form
- when the Return Envelope contains more than one ballot
- when the Return Envelope contains more than one voter declaration form
- when the Return Envelope contains more than one ballot secrecy envelope
- that has been received after **8:00 p.m. on October 22, 2018**
- when the Inner Envelope has identifiable marks – identifiable marks could be any writing or printing or marks placed on the envelope other than that printed by DataFix
- when the Inner Envelopes are sealed with visible adhesive such as tape
- when returned kits contain ballots which have not been placed in Inner Envelopes
- when the individual has already voted
- when an elector's name inadvertently appears more than once on the Voters List after the Voters' List data has been forwarded to DataFix, the Clerk will make every effort to remove such duplications prior to October 1, 2018, the date of the first Daily Ballot Processing Session. Return Envelopes received at the Ballot Return Station from electors who received more than one kit and whose name has been crossed off the list, will be rejected. In the event that duplications inadvertently remain on the Voters' List and are discovered during the Daily Processing Sessions, the ballot will be rejected.

A Return Envelope, or a ballot Secrecy Envelope that has been rejected at a Daily Ballot Processing session, will be marked as such, numbered, initialed and recorded with the reason and placed in the appropriate poll ballot box along with the accepted ballots. The total number of rejected ballots will be recorded separately and will be included in with the final count on Voting Day.

During a Daily Ballot Processing session, a candidate or scrutineer may object to a Return Envelope or ballot Secrecy Envelope that was accepted by an elected official. The envelope that was objected to will be marked as such, numbered, initialed and recorded with the reason and placed in the appropriate poll ballot box along with the accepted ballots. The total number of rejected ballots will be recorded separately and will be included in with the final count on Voting Day.

A separate Return Envelope is required from each individual elector. Returned kits that contain more than one declaration form, ballot envelopes from another elector, or more than one inner ballot envelope, shall be treated as a rejected ballot. Although irregular, if the same number of declaration forms and ballot envelopes are received, the envelopes will not

be rejected and can be counted. In these cases, the declaration forms must be from two different electors.

SECURITY OF THE BALLOT PRIOR TO VOTING

Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Clerk.

DataFix will mail a ballot to each person identified on the Voters' List and the number of ballots mailed will be forwarded to the Clerk.

In addition to the ballots mailed, the Clerk will receive approximately 500 blank Voter's Kits. Once received, the blank ballots will be counted and the numbers recorded and stored in a secure area until required.

If the Clerk runs out of blank ballots printed by DataFix, and there is insufficient time to reorder, he/she may photocopy as many blank ballots as he/she deems necessary and place his/her initials upon the back of each blank ballot. The number of blank ballots copied will be recorded. The authority to photocopy blank ballots remains with the Clerk and is not a delegated responsibility to any other Election Official.

The number of ballots distributed by the Clerk to persons qualifying to be voters after October 1, 2018 will be recorded.

SECURITY OF THE BALLOT DURING/AFTER THE VOTE

Upon receiving the return envelopes by mail or from a Ballot Return Station, the return envelope will be opened, processed, and the sealed Ballot Secrecy envelopes will be stored in the appropriate poll ballot box. The number of Ballot Secrecy Envelopes placed in each ballot box will be recorded on a daily basis.

At the end of each day the Clerk shall affix a seal to each of the ballot boxes, initial the seal and place the ballot boxes in the municipal vault. When the Clerk retrieves the ballot boxes, the seals will be inspected to ensure they are intact, and in the presence of another election official, break the seals to access the slots for use during the day.

After the final count of Voting Day, the ballots, along with the duplicate original Statement of Results will be placed back into the ballot box. When the final vote count is complete, the ballot boxes will be sealed and initialed by the Clerk and returned to the municipal vault.

FORM OF BALLOT

Where there is an election for more than one office, the form of ballot will be a "Composite Ballot".

ELECTORS REQUIRING ASSISTANCE (SECTION 52 (1) 4)

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the "Oral Oaths At Help Centre" Form TM24 and then vote as directed by the voter. Any other person present must withdraw until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for a voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths At Ballot Return Station" Form TM24. No person shall be allowed to act as a friend of more than one voter at a Ballot Return Station, except a voting place established under Section 45(7).

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oath at Ballot Return Station" Form TM24, and shall translate the oaths as well as any lawful questions put to the voter.

THE RECORD SHOWS AN ELECTOR HAS ALREADY VOTED

Provision is made to allow a person to vote if it appears that someone else has already voted in his/her name. The person must be willing to take the prescribed "Oath of Qualification" [Form EL26](#) and provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

REQUIREMENT TO PROVIDE PROOF OF IDENTITY

All eligible electors will be required to provide proof of identity and residence in order to obtain a ballot/voting kit at the Municipal Office. The type of identification is prescribed in *O. Reg. 304/13* and includes but is not limited to an Ontario Driver's Licence and an Ontario Health Card. An elector on the Voters' List without identification may make a statutory declaration "Oath of Qualification" [Form EL26](#).

CHALLENGING ELIGIBILITY

If a candidate or scrutineer challenges the right of a person to vote, the DRO must write opposite that person's name on the Voter's List "objected to by (the name of the candidate)" or "objected to by (name of scrutineer) on behalf of (name of candidate)". The DRO may also challenge an individual on his/her own initiative if he/she has reason to believe the person is not entitled to vote. In either case, the challenged individual must then take the "Oath of Qualification" [Form EL26](#). If he/she refuses, a ballot must be refused and the words "refused to affirm" or "refused to be sworn" must be entered opposite that person's name on the Voter's List.

COUNT PROCEDURES

COUNT PROCEDURES (SECTION 54)

BALLOT COUNTING CENTRE

- i) The Harriston Community Centre at 111 George Street South, Harriston will be established as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.
- ii) Before being admitted to a Ballot Counting Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.
- iii) Before being admitted to a Ballot Counting Centre, a person appointed as scrutineer shall also produce and show his/her **Form TM22** to the Clerk for the Ballot Counting Centre and take the "Oral Oath of Secrecy" **Form TM25** from the Clerk before being permitted to remain in the Ballot Counting Centre.
- iv) The doors to the Ballot Counting Centre will be locked at 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Ballot Counting Centre, no one shall be permitted to leave until all ballots for the voting subdivision have been counted and the ballot box and all original statements of results have been delivered to and signed off by the Clerk.
- v) ANYONE who is creating a disturbance at a Ballot Counting Centre will be removed as directed by the Clerk.
- vi) **Cell phones and other equipment SHALL be turned off** upon entering the Ballot Counting Centre and their use is prohibited while in the Ballot Counting Centre, except by Election Officials.
- vii) The Ballot Counting Centre will be designated as a "No Smoking" Area.
- viii) No campaign material will be allowed within the Ballot Counting Centre or on the grounds of the Ballot Counting Centre.
- ix) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

COUNTING THE VOTES [SECTION 54 (2)]

Prior to 8:00 p.m. on Voting Day, the sealed ballot boxes containing the secured Ballot Secrecy Envelopes received by the Clerk will be delivered to the Ballot Counting Stations.

Sealed Ballot Secrecy Envelopes received at the Municipal Office after the initial ballot transfer and prior to the close of voting on Voting Day, will be delivered to the Ballot Counting Stations immediately after the close of the Ballot Return Station once they have been processed by the Daily Ballot Processing Team.

Candidates and Scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.

One scrutineer appointed for each certified candidate for each poll in use at the Ballot Counting Centre may be present - **only candidate or his/her scrutineer may be present but not both.**

After 8:00 p.m. upon delivery of all of the ballot boxes, the Election Officials (two for each poll) shall open the ballot box for his/her ward/poll and proceed to count and record in the following order:

- in the case of an election for office, the number of votes for each candidate
 - Mayor
 - Deputy Mayor
 - Councillor
 - County of Wellington Councillor Ward One
 - English Language Public School Trustee
 - English Language Separate School Trustee
 - French Language Public School Trustee
 - French Language Separate School Trustee

The first Election Official shall open the Ballot Secrecy Envelope and read the vote.

The second Election Official shall record the vote on the 'Tally Sheet'.

Ballots shall be sorted into the following marked envelopes "Used/Counted", "Used/Rejected", "Used/Objected to", "Unused Ballots" and "Used/Unmarked". For composite ballots, include a "Used/Counted/Rejected" marked envelope.

Candidates and scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be requested to leave the facility.

REJECTION OF BALLOTS [SECTION 54 (2)]

- i) The Clerk shall reject from the count all ballots and votes in a ballot that do not comply with the following prescribed rules as per (*O. Reg. 101/97*):
- all votes in a ballot, if the ballot,
 - was not supplied by the Clerk,
 - or
 - contains writing or marks that may identify the elector, or is torn, defaced and otherwise dealt with by the elector in a way that may identify him or her;
 - all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
 - all votes in a ballot on a by-law, if votes have been cast for both the affirmative and negative on the by-law;
 - all votes in a ballot on a question, if votes have been cast for more than one answer on the question;
 - any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.
- ii) In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996*, a ballot will not be counted if:
- a) any vote in a ballot where the voter's intent is not clear;
 - b) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains more than one ballot;
 - c) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot which has not been marked, it will be counted as a Ballot Used but Unmarked by Elector
 - d) when Inner Envelope has identifiable marks – identifiable marks could be any writing or printing or marks placed on the envelope other than that printed by DataFix.
- iii) In the event a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the damage to the ballot was caused by the Election Official.
- iv) Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.

OBJECTIONS [SECTION 54 (3), (4)]

The Clerk shall:

- decide all objections
- prepare a list in which the objections are summarized and individually numbered. The summary should include the statement "Objected to by (the candidate's name or the candidate's scrutineer or the scrutineer's name in the case of a by-law or question)"
- write the number of each objection on the back of the relevant ballot and initial the number
- count the ballots as required by legislation and make decisions related to the ballots as noted above. This does not preclude the appointment of more than one DRO for a Ballot Counting Centre.

Candidates and scrutineers are entitled to object to the Election Official's decision to accept or reject any Return Envelope or ballot Secrecy Envelope or ballots from the count.

Ballots received by the Clerk after 8:00 p.m. on Voting Day shall not be counted, but shall be marked rejected, date and time stamped and retained for the statutory document retention period.

MATERIALS TO BE DELIVERED TO CLERK (SECTION 55)

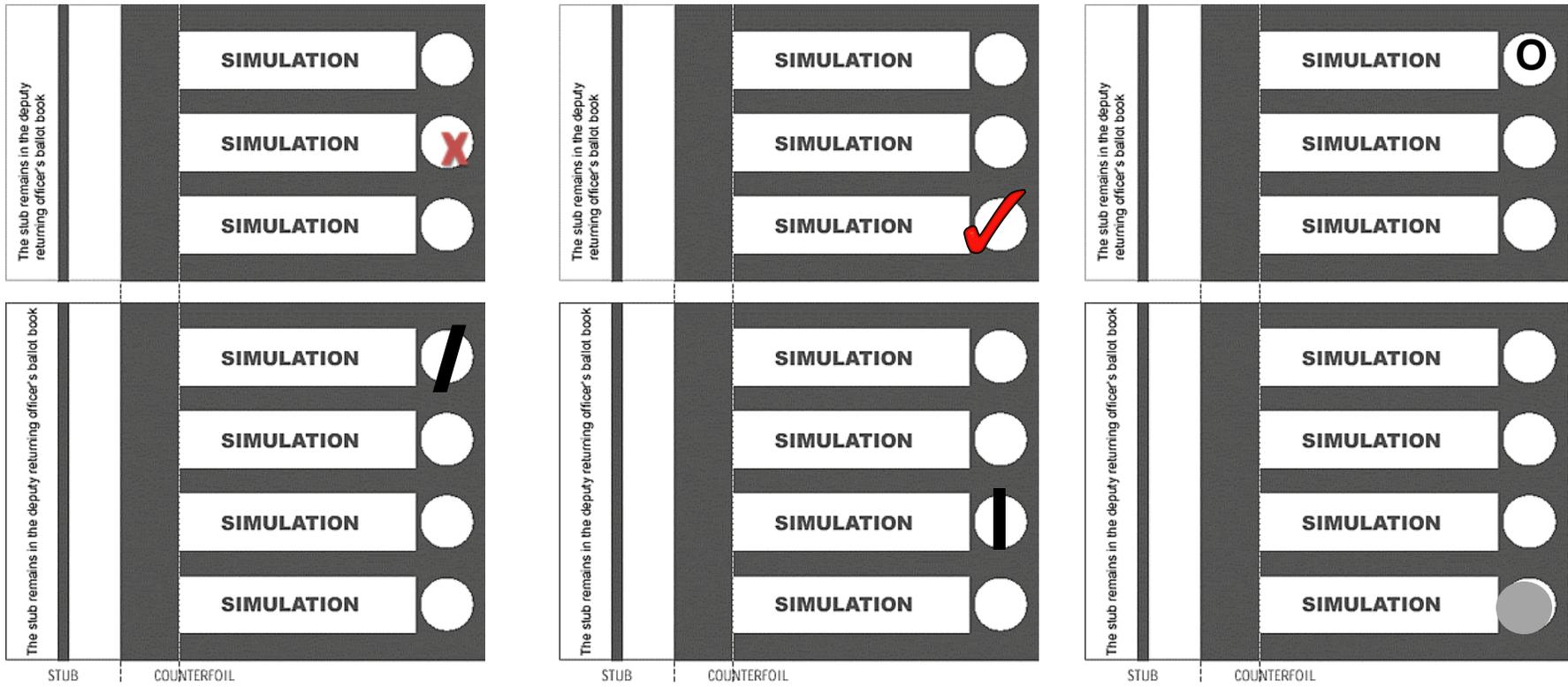
As soon as possible after counting the votes, the Election Official for each counting station shall:

- prepare a statement supplied by the Clerk, in duplicate, showing the results of the election at the Ballot Counting Station;
- place the ballots in the designated sealed envelopes and all other materials and documents related to the election except the original statement of results and application forms to amend the Voters' List in the ballot box;
- seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal;
- deliver ballot box and original statement of results to the Clerk;
- not give a copy of the statement of results to anyone but the Clerk. Scrutineers or candidates are entitled to receive a copy of the statement of results from the Clerk, on request.

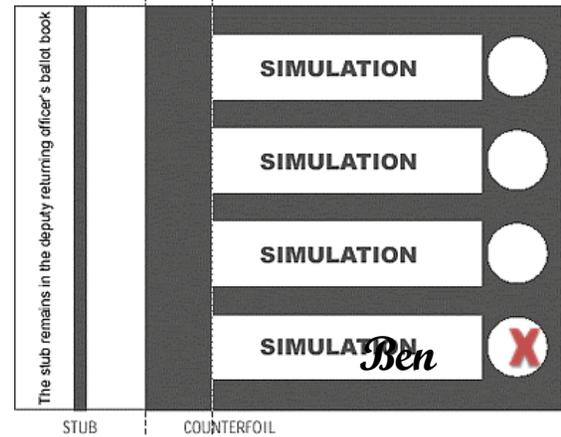
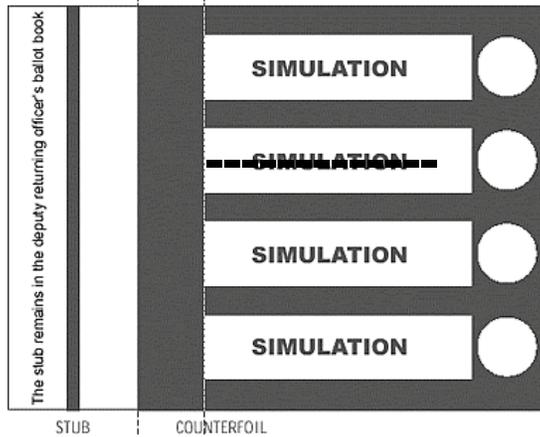
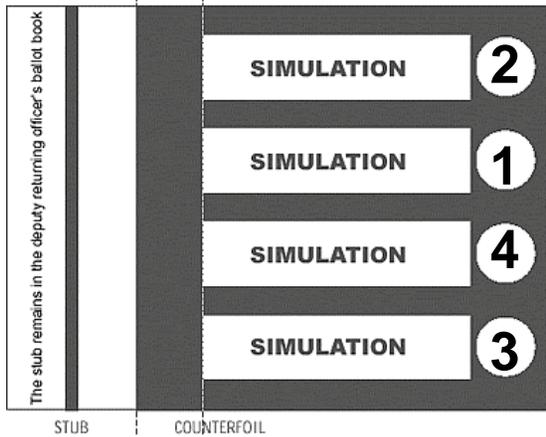
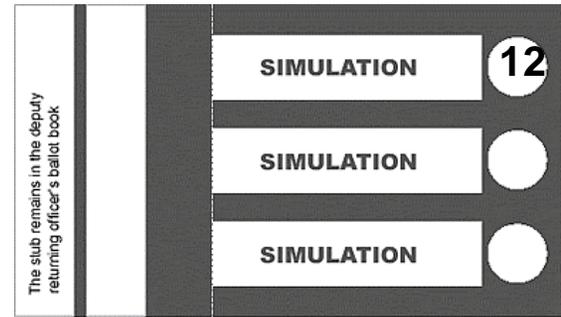
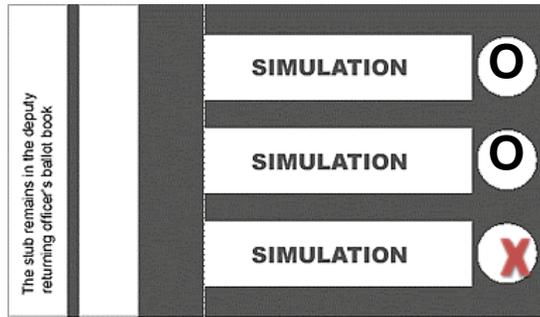
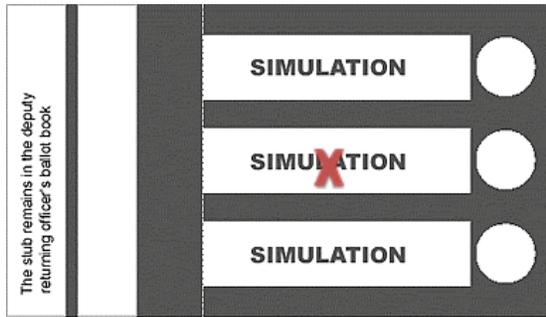
Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk for secure storage.(see section Security of the Ballot During/After the Vote)

Sample Marked Ballots

The sample marked ballots below should be **accepted and counted**.



The sample marked ballots below should be **rejected**.



NOTICE OF RESULTS

NOTICE OF RESULTS [SECTION 55 (3)]

The unofficial results of each shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 22, 2018, Voting Day and the Clerk shall post the same **Unofficial Results** on the municipality's website.

The Clerk shall send each school board's election results to the respective Clerk handling the school board election as soon as possible after the close of voting on Voting Day.

DECLARATION [SECTION 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the "Declaration of Election Results" Form TM26 and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the "Declaration of Election Results" Form TM26. Note – only include the school board results and not your municipality's municipal election results.

INFORMATION TO BE MADE AVAILABLE [SECTION 55 (4.1)]

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question.

RECOUNT

RECOUNT (SECTIONS 56-58)

Manner in Which a Recount is Conducted

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment [Section 60 (1)], unless ordered otherwise by a judge as per Section 60 (3).

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

Recount in accordance with Policies

The Clerk shall hold a recount in accordance with any policy adopted with respect to the circumstances in which the municipality or local board requires the Clerk to hold a recount of the votes cast in an election if the by-law or resolution is passed on or before May 1 in the year of an election.

Time for Recount

The recount shall be held within 15 days after the Clerk's declaration of the results of the election or resolution or order to hold a recount is passed or made.

WHO CONDUCTS RECOUNT (SECTION 56, 63)

The Clerk shall conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTION 56, 57, 58)

The votes to be included in the recount are as follows:

- in a recount for a tied vote, the votes cast for candidates who are tied.
- in a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates, for all or specified answers to a question, or for and against a by-law).
- in a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates, or for all or specified answers to a question).

The Clerk may include the votes for any other candidate(s) for the office for which the recount is being conducted. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

- the Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- one scrutineer for each recount station established by the Clerk for every certified candidate for the office involved and the applicant, who applied for the recount;
- where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question;
- any other person may be present with the Clerk's permission.

NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTIONS 56, 57, 58 and O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form TM27 to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;

- in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

PROCESS AT RECOUNT (SECTIONS 61, 62 and O. Reg. 101/97)

At the time set for the recount to commence, the Clerk should outline the procedures as follows:

- the ballot boxes will be distributed to the counting stations as they are required throughout the count;
- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount;
- disputed ballots will be shown to the Clerk who, after any representation by a candidate, their legal counsel or scrutineer, will determine if the ballot and the votes are to be counted.

Once the recount process has commenced, it must continue to completion.

The Clerk is to conduct the recount in accordance with the recount procedure as follows:

The Clerk shall open the ballot boxes and count,

- in the case of a recount in an election for an office, the number of votes for each candidate who is subject to the recount under section 56, 57, 58 or 59 of the *Act*
- in the case of a recount in an election to obtain the assent of the electors to a by-law, the number of votes in favour of the by-law and the number opposed, and
- in the case of a recount in an election to obtain the opinion of the electors on a question, the number of votes for each possible answer to the question.

The Clerk shall reject from the count all ballots and votes in a ballot that do not comply with the rules set out in subsection 3 (2) of *O. Reg. 101/97*.

The Clerk may conduct the recount by adding the votes from the statements of results prepared by the Deputy Returning Officers under subsection 55 (1) of the *Act*, rather than by following rules 2 and 3 in *O. Reg. 101/97*, if a recount under those rules is waived by,

- each certified candidate subject to the recount under section 56, 57, 58 or 59 of the *Act* who is present, in the case of a recount in an election for office;
- the Council that submitted the by-law, in the case of a recount in an election to obtain the assent of the electors to a by-law;

- the Minister, Council or local board that submitted the question, in the case of a recount in an election to obtain the opinion of the electors on a question, and
- the applicant, if he or she is present, in the case of a recount ordered under section 58 of the Act

Upon completion of the recount, the Clerk shall announce the results of the recount and if there are any disputed ballots:

- announce the number of them;
- announce the results if the disputed ballots were excluded;
- mark the number of the Voting Place (subdivision number) on the back of each disputed ballot and initial it; and
- place the disputed ballots in a separate envelope clearly marked as to its contents and seal the envelope.

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

CONTINUING TIE VOTE – AFTER RECOUNT PROCEDURES [SECTION 62 (3) AND 63 (10)]

Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a “hat”. The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat.” The paper is pulled from the hat and the candidate elected is announced.

DECLARATION BY CLERK [SECTION 62 (4)]

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results” Form TM28. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Such Declaration shall be **sent** to everyone previously given notice of the recount.

COSTS OF RECOUNT [SECTION 7 (3), (4)]

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

- a regular election when the recount is for:
 - an office on a local board or an upper tier municipality
 - a by-law or question submitted by an upper-tier municipality; or
 - a question submitted by a local board or by the Minister
- a by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election

Any expenses incurred by a candidate will be the responsibility of the candidate (ie: legal counsel in attendance on behalf of the candidate).

Date

Clerk's Signature

CANDIDATES FINANCIAL STATEMENTS

CANDIDATES FINANCIAL STATEMENTS [SECTION 88.25 (1) and (9)]

All Candidates shall file with the Clerk, the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 p.m. on March 29, 2019, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.

At least 30 days before the filing date, but no later than November 30, 2018, the Clerk shall give every candidate whose nomination was filed, **by registered mail OR by email**, notice of:

- all the filing requirements of this section; and
- the candidate’s entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of section 34 (Refund);
- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on “Notice to Candidate of Filing Requirements” **Form EL42**.

NOTICE OF DEFAULT [SECTION 88.23 (1) - (3), 88.25]

A “Notice of Default” **Form EL43** shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on March 29, 2019.

The Clerk shall make available to the public the name of the candidate and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.23 (6) to (8)]

For further information, refer to the *Municipal Elections Act, 1996*.

REFUND OF NOMINATION FILING FEE (SECTION 34)

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor’s Report, each in the prescribed form, on or before 2:00 p.m. as of March 29, 2019.

THIRD PARTY FINANCIAL STATEMENTS

THIRD PARTY FINANCIAL STATEMENTS [SECTION 88.29 (1) and (7)]

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 p.m. on March 29, 2019, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.

At least 30 days before the filing date, but no later than November 30, 2018, the Clerk shall give every registered third party that registered in the municipality, **by registered mail OR by email**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” **Form TM62**

NOTICE OF DEFAULT [SECTION 88.27 (1) and (2), 88.29]

A “Notice of Default – Registered Third Party” **Form TM63** shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on March 29, 2019.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.27 (3) to (5)]

For further information, refer to the *Municipal Elections Act, 1996*.

COMPLIANCE AUDIT COMMITTEE

COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)

Establish Compliance Audit Committee

A council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996*.

In Wellington County a joint compliance audit committee will be established.

Council shall approve the appointment of members by resolution or by-law.

REVIEW OF CONTRIBUTIONS TO CANDIDATES [SECTION 88.34 (1) to (4)]

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council

As soon as possible after April 29th, 2019, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

**DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES
[SECTION 88.34 (8)]**

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

**REVIEW OF CONTRIBUTIONS TO REGISTERED THIRD PARTIES
[SECTION 88.36 (1) to (4)]**

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after April 29th, 2019, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

**DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING REGISTERED THIRD
PARTIES
[SECTION 88.36 (5)]**

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

COMPLIANCE AUDIT APPLICATION [88.33 (1) AND 88.35 (1)]

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form TM66.

COMPLIANCE AUDIT COMMITTEE [88.33 (4), (14)]

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

APPENDIX "A"

Municipal Elections Act, 1996 S.O. 1996, c. 32 (for reference only)

Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Procedural matters

(5) The meetings of the committee under this section shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public. 2016, c. 15, s. 63.

Same

(6) Subsection (5) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 63.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters

(9) The meetings of the committee under subsection (8) shall be open to the public, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 15, s. 64.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
 2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
 3. The supplementary filing date, if any, for the registered third party under section 88.30.
 4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires.
- 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Procedural matters

(6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

ELECTION RECORDS

PUBLIC RECORDS [SECTION 88 (5), (10), (11)]

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

Restrictions

No person shall use information obtained from public records described above, except for election purposes.

Access to the Voters' List

The Voters' List shall not be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

CANDIDATE'S ELECTION RECORDS

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2018 Municipal Election. All Voter information obtained by the Candidate during the 2018 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPAL ELECTION RECORDS (SECTION 88)

Destruction of Records

After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

The witnesses shall complete the "Witness Statements as to Destruction of Ballots" Form TM30.

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

ACCESSIBILITY

ACCESSIBILITY

Electors and Candidates with Disabilities [Section 12.1 (1)]

The Clerk shall have regard to the needs of electors and candidates with disabilities.

Plan re Barriers [Section 12.1 (2)]

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.

Location – Accessibility [Section 45 (2)]

In establishing the locations of Voting Places or Help Centres or Ballot Return Stations, the Clerk shall ensure that each Voting Place or Help Centre or Ballot Return Station is accessible to electors with disabilities.

Attendance on Electors with Disabilities [Section 45 (9)]

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

Electors Needing Assistance [Section 52 (1) 4]

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Report [Section 12.1 (3)]

Within 90 days after Voting Day in a regular election but no later than Friday, January 18, 2019, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

Other Resources

AMCTO Municipal Election Manual 2018, page 141

Ontario Candidate's Guide to Accessible Elections

Integrated Accessibility Standards Regulation, Ontario Regulation 191/11

Municipally approved Accessibility Policies and Procedures

EMERGENCIES

EMERGENCIES (SECTION 53)

The Clerk may declare an emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this *Act*.

On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this *Act*, prevail over anything in this *Act* and the regulations made under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via 101.7 The One, Facebook, Twitter and posted to the website if possible.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate Help Centre or Alternate Revision Centre or alternate facility

If any part of the voting for an office is not completed, do not release the results until the voting for that office is complete.

CORRUPT PRACTICES

CORRUPT PRACTICES

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an electors vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it will be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

REPORTING CORRUPT PRACTICES

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- that all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- the most senior officer of the Police will be advised that all such valid complaints will be turned over to his/her office for further investigation.

OFFENCES (SECTION 89, 90)

A person is guilty of an offence if he or she:

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a ballot to anyone;
- at an election, takes, opens or otherwise deals with a ballot, ballot box, or a book or package of ballots without having authority to do so;
- no person(s) shall solicit a Voter Kit / Ballot, from an eligible elector;
- a person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, is not, a ballot capable of being used as such at an election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the *Act*.

PENALTIES

Elector [Section 90 (2)]

An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

Candidate [Section 91 (1)]

If a person is convicted of a corrupt practice under the *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the *Act* applies, then, in addition to any other penalty provided for in the *Act*:

- a) any office to which the person was elected is forfeited and becomes vacant; and
- b) the person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

Individual [Section 94 (1)]

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

- for any offence, a fine not more than \$25,000;
- for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

Trade Unions [Section 94 (2)]

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can vote will be provided in Voter Kit to electors by first class mail.

The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk has agreed that all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written will be reported to the Police.

DISCRETIONARY POWERS OF THE CLERK

THE MUNICIPAL ELECTIONS ACT, 1996
Implied And Direct Discretionary Authority of the Clerk

SECTION	SHORT DESCRIPTION
	<i>Summary of Broad Discretionary Authority</i>
7; 8(7); 45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board or the Minister.
7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked ballot election for an upper-tier municipality, if the member of council of the upper-tier municipality is not also elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting municipal elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.

22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	<i>Cost of Elections</i>
7(2), (4); 8(7)	The Clerk has authority and control over the finances of an election.
	<i>Notice of By-laws and Questions</i>
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	<i>Certification of Vote Results</i>
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	<i>Information to Electors</i>
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(30)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	<i>Appointment of Election Officials</i>
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.

	<i>Delegation of Authority</i>
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	<i>Creation of Voting Subdivisions</i>
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform MPAC.
	<i>Correction of Preliminary List Of Electors</i>
19(1)(1.1)	The Clerk and the Municipal Property Assessment Corporation, may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify MPAC of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	<i>Reproduction of Voters' List</i>
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made.
	<i>Revision of Voters' List</i>
24(1)(2)	From September 1 st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 15, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to MPAC.
	<i>Certification of Voters' Lists, As Revised</i>
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.
	<i>Nominations</i>
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.

33(1.3)	The Clerk is entitled to reply upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	Acclamations
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	Notice of Election
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	Ballot Form
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	Voting or Vote Counting Equipment or Alternate Voting Method
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	Advance Vote
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b)	The Clerk determines how to keep safe any Advance Vote ballot boxes and

(ii)	all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all Voting Places are updated to reflect voting that took place at an advance vote.
	<i>Proxies</i>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	<i>Voting Places and Procedures</i>
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1 st where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1 st .
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.
46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	<i>Emergency</i>
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	<i>Opening Ballot Box</i>
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.

55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	Recounts
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	By-Elections
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	Financial Reporting
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.

88.22(3)	The Clerk determines the form and process of the notice of default.
88.23(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	<i>Election Records</i>
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed

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NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

2018 MUNICIPAL ELECTIONS NOTICE TO MUNICIPAL ELECTORS OF THE TOWN OF MINTO

NOMINATIONS

Nominations for the positions listed below must be made on the prescribed form available at the Town of Minto Administration Office. Nomination forms must be filed, with the prescribed declaration by at least 25 persons, either in person or by your agent, with the Returning Officer at 5941 Highway 89, Harriston, during normal office hours of 8:30 a.m. to 5:00 p.m. between the first business day of May in 2018 to Thursday, July 26, 2018, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day).

The required filing fee for the Head of Council is \$200.00 and all other offices are \$100.00 (cash, debit, certified cheque or money order made payable to the appropriate municipality or by an electronic method of payment that the Clerk specifies) must accompany the signed form. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

Mayor -1 to be elected
Deputy Mayor – 1 to be elected
Councillor – 5 to be elected
County of Wellington Councillor Ward One- 1 to be elected

In the event there is an insufficient number of certified candidates to fill the positions available nominations will be reopened by for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018.

For further information contact the appropriate Returning Officer.

Dated this ____ day of _____ 2018



TOWN OF MINTO

CONSENT TO RELEASE PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2018 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, 5491 Highway 89, Harriston, On N0G 1Z0,(519) 338-2511 ext 222.

Name of Candidate: _____

Candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor
- County of Wellington Councillor Ward One

I acknowledge that the Nomination Form filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the general public.

Candidate Signature: _____

Municipal Clerk Or Designate: _____

Dated at _____, this _____ day of _____, 2018.



TOWN OF MINTO

NOTICE OF REJECTION OF NOMINATION

Municipal Elections Act, 1996 [s. 35 (3), (4), (5)]

TO:

Form with fields for Name of Candidate, Office, Address, and Postal Code.

TAKE NOTICE that the nomination you filed has been examined and has been rejected for the following reasons:

Reason 1: I am not "satisfied" that you are a "person qualified to be nominated" as required by the Municipal Elections Act, 1996 or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

OR

Reason 2: I am not "satisfied" that your "nomination complies with" the requirements of the Municipal Elections Act, 1996.

(Date)

(Signature of Municipal Clerk or designate)

NOTE: The Clerk's decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all candidates for that same office [Section. 35 (4),(5)]. The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.



TOWN OF MINTO

OFFICIAL LIST OF CERTIFIED CANDIDATES

Municipal Elections Act, 1996 [Section 33 (5) to 37]

NOTICE is hereby given to the Municipal Electors that during the period commencing May 1st, 2018 and completed on Nomination Day, July 27th, 2018, the following persons filed all necessary papers, endorsement of nominations, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nomination satisfies the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office which follows their respective name:

Table with 3 columns: NAME OF CANDIDATE, OFFICE, QUALIFYING ADDRESS. The table contains 13 empty rows for candidate information.

Dated this _____ day of July, 2018. (after 4 p.m. on July 30 to August 3)

Municipal Clerk



TOWN OF MINTO
NOTICE OF ADDITIONAL NOMINATIONS
Municipal Elections Act, 1996 [s. 33(5)]

TAKE NOTICE that the number of candidates for the office of _____ was not sufficient to fill the number of vacancies to which candidates may be elected.

AND FURTHER TAKE NOTICE that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of _____ between the hours of 9:00 a.m. and 2:00 p.m. on August 1, 2018 subject to the provisions of subsection 33(5) of the *Municipal Elections Act*.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

_____, _____ to be elected
(Office) (Number)

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of July, 2018.

Municipal Clerk



TOWN OF MINTO

**DECLARATION OF ACCLAMATION TO OFFICE
ADDITIONAL NOMINATIONS**

Municipal Elections Act, 1996 [s. 37 (2)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

NAME OF CERTIFIED CANDIDATE	OFFICE	QUALIFYING ADDRESS

DATED THIS DAY OF , 2018.

Municipal Clerk



Form TM08

TOWN OF MINTO

VOTERS' LIST COVER SHEET

FOR THE YEAR
2018

This Voters' List was prepared in accordance with Section 23 of the *Municipal Elections Act, 1996*, S.O. 1996, C.32, as amended. In accordance with Section 88 (11), the Voters' List shall not be posted in a public place or made available to the public in any other manner.

Electors should ensure that their names and relevant information are correctly shown on the Voters' List.

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters' List or that information on the Voters' List relating to them be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 3 to October 21, 2018 and to the close of voting on October 22, 2018. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or his/her agent. Proof of identity and residence as prescribed in *O. Reg. 304/13* will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

**NO PERSON SHALL USE ANY INFORMATION OBTAINED FROM THE VOTERS' LIST
EXCEPT FOR ELECTION PURPOSES**

Bill White
Returning Officer
TOWN OF MINTO



Form TM09A

TOWN OF MINTO

MUNICIPAL ELECTIONS 2018 NOTICE OF THE VOTERS' LIST

NOTICE IS HEREBY GIVEN that, the list of all persons entitled to be electors for municipal elections in this municipality has been prepared by the Clerk's office.

As of September 1, 2018 all electors should ensure that their names and relevant information are correct on the Voters' List.

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters' List or that information on the Voters' List relating to them be amended by completing and filing the prescribed form available at:

**The Office of the Clerk
TOWN OF MINTO
5941 Highway 89, Harriston, ON N0G 1Z0**

during regular office hours between September 3, 2018 to October 21, 2018 and to the close of voting on October 22, 2018. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or his/her agent. Proof of identity and residence as prescribed in *O. Reg. 304/13* will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

QUALIFICATIONS OF ELECTORS

A person is entitled to vote in a municipal election if he or she on voting day,

- resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
- is a Canadian citizen, and
- is at least 18 years old, and
- is not prohibited from voting by law.

DATED AT THE TOWN OF MINTO

THIS ____ DAY OF AUGUST, 2018.

CLERK



TOWN OF MINTO

DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, 1996 [s. 23 (3), (4) and (5)]

I, _____, being a:
(Name)

Candidate for the office of _____

OR

a person entitled to a copy of the Voters' List pursuant to section 23 (3) of the Municipal Elections Act, namely

hereby request the Clerk to provide me with the following information when it becomes available:

- a copy of the Voters' List;
a copy of the Revisions made to the Voters' List after the preparation of the Interim List of Changes between September 15 to 25, 2018.

Vote By Mail:

a copy of the daily lists showing the name of each person whose ballot has been received at the municipal office.

Internet/Telephone:

- the Candidates module to view the list of electors as of September 28, 2018;
a copy of the daily lists showing the name of each person who has voted.

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act from using the Voters' List for commercial purposes.

Signature

Date

**TOWN OF MINTO
POLICY FOR USE OF THE VOTERS' LIST**

The Voters' List has been compiled for election purposes only. All electors should ensure that their names and relevant information are correct on the Voters' List.

Eligible persons who request a copy of the Voters' List must sign a declaration **Form TM10** as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration **Form TM10** provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies. [Section 88 (8)]

Copies for local boards – municipalities - Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, [Section 23 (3)]

- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors.

Copies – for candidates

On the written request of a certified candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters' List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 3 up to and including the close of voting on October 22 at 8 p.m.

Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2018 Municipal Election. All Voter information obtained by the Candidate during the 2018 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.



Form TM12

TOWN OF MINTO

INTERIM LIST OF CHANGES

Municipal Elections Act, 1996 [s. 27(1)a]

TOWN OF MINTO

Ward No. (if any)

Voting Subdivision (one or more)

I hereby certify that the following revisions, as attached, were made to the Voters' List for this Municipality.

DATED THIS ___ DAY OF SEPTEMBER, 2018.

Municipal Clerk

NOTE:

This form is the cover sheet for the Interim List of Changes. Information should be the same as appears on the Voters' List with the addition of a column indicating D = Deletion, A = Addition, C = Correction.



Form TM13

TOWN OF MINTO

CERTIFICATE OF THE VOTERS' LIST

Municipal Elections Act, 1996 [s. 28(1)]

I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 22, 2018, for the voting subdivision(s) set out below:

Municipality		
Ward No (if applicable)	Voting Subdivision No(s) (if applicable)	

DATED THIS ___ DAY OF _____ 2018.

Municipal Clerk

NOTE: The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the list can be included. Clerks may choose to create this list from a computer data base.



Form TM14

TOWN OF MINTO

FINAL LIST OF CHANGES

Municipal Elections Act, 1996 [s. 27(2)]

TOWN OF MINTO

Ward No. (if any)	Voting Subdivision (one or more)
-------------------	----------------------------------

I hereby certify that the following additions were made to the Voters' List for this Municipality.

C = correction D = deletion A = addition	ELECTOR	ELECTOR STATUS			QUALIFYING ADDRESS	MAILING ADDRESS

DATED THIS ___ DAY OF _____ 2018.

Municipal Clerk

NOTE:

Be sure to include all additions made by the Deputy Returning Officers at the voting place on voting day (provided the Clerk has delegated this function to the DRO's). This list is to be prepared by the date fixed by the Minister of Finance under the *Assessment Act*.



CERTIFICATE AS TO HAND DELIVERY LOCATIONS

The Town of Minto Hand Delivery Locations

The specific space within the building located at _____ and known as the _____ shall be used as a hand delivery location in the 2014 Municipal Election from _____ to _____ from _____ to _____ and from _____ until _____ on _____

Said area will be in compliance with the requirements of the *Municipal Elections Act*, 1996, Section 45.

Specific Space Description _____

Dated: _____

Signature Clerk/Returning Officer



TOWN OF MINTO
OATH OF RETURNING OFFICER
Municipal Elections Act, 1996

I, the undersigned, appointed in the capacity of Returning Officer, for the municipality swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking his/her ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show his/her marked ballot to any person, or
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

_____ of _____

in the Town of Minto

this _____ day of _____, 2018.

Commissioner of Oaths, etc.

Signature of Returning Officer



TOWN OF MINTO
APPOINTMENT AND PRELIMINARY OATH
OR AFFIRMATION FOR ELECTION OFFICIALS

Check Applicable Box Below

- DEPUTY RETURNING OFFICER**
- ASSISTANT RETURNING OFFICER**
- POLL CLERK**
- ELECTION ASSISTANT**

Ward and Voting Subdivision No.
Municipality:
Name of Person Appointed:

I, the undersigned, appointed in the capacity of _____ do hereby swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking his/her ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show his/her marked ballot to any person.
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

_____ of _____

in the Town of Minto

this _____ day of _____, 2018.

Name, Clerk

Signature of person appointed



Form TM19

**TOWN OF MINTO
DELEGATION OF**

POWERS AND DUTIES OF CLERK

Municipal Elections Act [Section 15 (2), (3) and (4)]

I, **Bill White**, Clerk, of the above-noted municipality, in the exercise of the authority under the *Municipal Elections Act, 1996*, hereby delegate the powers and duties as set out below to the following persons below:

DELEGATED POWER OR DUTY	STATUTORY AUTHORITY FOR POWER OR DUTY	NAME OF PERSON DELEGATED AUTHORITY
Require a person, to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12 (3)	
Use forms and oaths as supplied by the Clerk	Section 12 (2)	
Authority to approve changes to the Voters' List	Section 24, 25	
Authority to issue and approve voting proxy certificates	Section 44	
Conduct of election in accordance with DRO handbook and election policies and procedures	<i>Municipal Elections Act</i>	
To maintain peace and order, may remove any person from the Voting Place/Revision Centre/Help Centre/Ballot Return Station that is causing a disturbance	Section 11 (2) (c)	

Where deemed appropriate in the conduct of this election, I may, in accordance with subsection 15 (3) of the Act, continue to exercise the delegated power and duties despite the delegation of responsibility hereby made.

December __, 2017



Form TM22

TOWN OF MINTO
APPOINTMENT OF SCRUTINEER BY CANDIDATE
(MAIL IN BALLOT)
Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Candidate)

a candidate for the office of _____
(office to which election is being sought)

hereby appoint _____ to represent me and attend:

- checkbox during the removal of the Ballots from the Secrecy Envelopes
checkbox at the Ballot Counting Centre
checkbox at a recount (if such becomes necessary)

for the following:

Voting Subdivision No.(s) (polling station) _____ Ward No.(s) _____

in the Municipality of _____ in respect of the Municipal Elections to
be held on Monday, October 22, 2018 under the Municipal Elections Act, 1996.

Date

Signature of Candidate

CONDUCT OF SCRUTINEERS

These rules also apply during the removal of the ballots from the secrecy envelopes.

- 1) ANYONE who is creating a disturbance at a Ballot Counting Centre will be removed as directed by the Clerk.
2) Before being admitted to a Ballot Counting Centre, a person appointed as scrutineer shall produce and show his/her Form LC22 to the Clerk for the Ballot Counting Centre and take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain in the Ballot Counting Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
3) Once a candidate or scrutineer enters the Ballot Counting Centre they shall remain until the count is complete and the Clerk authorizes them to leave the Ballot Counting Centre.
4) Cell phones SHALL be turned off upon entering the Ballot Counting Centre and their use is prohibited while in the Ballot Counting Centre.
5) The Clerk is responsible for the conduct of the Ballot Counting Centre and no candidate or

scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.

- 6) Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.
- 7) Scrutineers/candidates wishing to observe the count MUST be at the Ballot Counting Centre prior to 8:00 p.m. No one will be admitted to the Ballot Counting Centre after 8:00 p.m. Once admitted to the Ballot Counting Centre, no one shall be permitted to leave until all ballots for the voting subdivision have been counted, the ballot box and all original statements of results have been delivered to and signed off by the Clerk.
- 8) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- 9) The total of votes cast for each candidate as counted by the Clerk and Election Official is final. At this point, they are not required to do a recount/second count.

Rights of Scrutineers (includes Candidates, except Candidates elected by acclamation)

- to be present when materials and documents related to the election are delivered to the Clerk
- to enter the Ballot Counting Centre 15 minutes before it opens (7:45 p.m.) and to inspect the ballot boxes and the ballots and all other election documents but not so as to delay the timely opening of the Ballot Counting Centre
- to examine each ballot as votes are counted, but shall not interfere with the counting process and shall not touch the ballot
- object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Clerk alone shall decide all objections.
- to sign the statement of the results prepared by the Clerk
- to place a seal on the ballot box after the counting of the votes when the Clerk seals the box that the ballots cannot be deposited or withdrawn without breaking the seal
- in the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights respecting the examination and dispute of ballots

Scrutineers and Candidates are prohibited from the following:

- from attempting, directly or indirectly, to influence or interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying a candidate's election campaign material or literature in a Ballot Counting Centre or on Municipal Property
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who is marking a ballot
- obtaining or attempting to obtain any information about how an elector intends to vote or has voted
- communicating any information obtained about how an elector intends to vote or has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Ballot Counting Centre.



TOWN OF MINTO

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [s. 33.0.1(1)]

TO:

Form with fields for Name of Candidate, Office, Address, and Postal Code.

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 22, 2018, is _____*.

Date

Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. (Section 33.0.1 (1))

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
• the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day (Section 88.20 (11))

* Formula for calculations provided in Ontario Regulation 101/97.



TOWN OF MINTO

ORAL OATHS AT BALLOT RETURN STATION

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ being an elector entitled to vote in this municipality of _____ swear or solemnly affirm I require assistance to mark my ballot.

ORAL OATH OF FRIEND OF ELECTOR

I, _____ a friend of _____ an elector who requires assistance to vote and who is entitled to vote in this municipality of _____ swear and solemnly affirm:

That I will mark the ballot as directed by the elector, and that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _____ acting as interpreter for _____, an elector entitled to vote in this municipality of _____ swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Ballot Return Station.



TOWN OF MINTO

ORAL OATH OF SECRECY

I, _____(state name)_____, do solemnly swear (or affirm):

- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not interfere or attempt to interfere with an elector who is marking the ballot or voting;
- I will not obtain or attempt to obtain, at a voting place or Help Centre or counting location or Ballot Counting Centre, information about how an elector intends to vote or has voted; or
- I will not communicate any information obtained at a Voting Place or Help Centre or counting location or Ballot Counting Centre about how an elector intends to vote or has voted.

TO BE DECLARED BY ANY SCRUTINEER, CANDIDATE, OR ELECTOR (IN THE CASE OF A RECOUNT) WISHING TO REMAIN AT THE VOTING PLACE OR HELP CENTRE OR COUNTING LOCATION OR BALLOT COUNTING CENTRE

NAME OF SCRUTINEER	SIGNATURE	NAME OF CANDIDATE



TOWN OF MINTO

DECLARATION OF ELECTION RESULTS

Municipal Elections Act, 1996 (s. 55(4(a)))

I, _____, Clerk of the Corporation of the Town of Minto
(name of Clerk)

in the County of Wellington declare the following candidate or candidates elected as a result of the Municipal Election held October 22nd, 2018.

<u>OFFICE</u>	<u>ELECTED CANDIDATE</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Date

Clerk's Signature

CLERK OF THE CORPORATION OF THE
TOWN OF MINTO
IN THE COUNTY OF WELLINGTON



TOWN OF MINTO

NOTICE OF RECOUNT

Municipal Elections Act, 1996 (Sections 56-58) and O. Reg. 101/97

I, _____, Clerk of the Corporation of The Town of Minto
(name of Clerk)

_____ in the County of Wellington hereby declare that a
recount of the votes cast in the Municipal Election held October 22nd, 2018 for

(state office or by-law/question)

shall be held commencing at _____ on _____
(time) (date)

at _____.
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION _____ OF
THE *MUNICIPAL ELECTIONS ACT, 1996*.



TOWN OF MINTO

DECLARATION OF RECOUNT RESULTS

Municipal Elections Act, 1996 [Section 62 (4)]

I, _____, Clerk (or designated official) of the Corporation of _____ in the Town of Minto declare that:

(1) On the _____ day of _____, 2018, I conducted a recount of the ballots cast in the Municipal Election held October 22nd, 2018 for:

the office(s) of: _____

the following question or by-law: _____

(2) No application has been made for a judicial recount under Section 63.

(3) The successful candidate(s) elected is/are: _____

(4) The result of the vote upon the question or by-law is: _____

(Name of Clerk)

CLERK OF THE CORPORATION OF THE TOWN OF MINTO
IN THE COUNTY OF WELLINGTON



Form TM29

TOWN OF MINTO NOTICE OF ELECTION INFORMATION

Municipal Elections Act, 1996 (s. 40)

Municipal Elections for the offices of:

Mayor – 1 to be elected

(List candidates alphabetically)

Deputy Mayor – 1 to be elected

(List candidates alphabetically)

Councillor – 5 to be elected

(List candidates alphabetically)

County of Wellington Councillor, Ward One – 1 to be elected

(List candidates alphabetically)

School Board Trustee – English Public – 1 to be elected

(List candidates alphabetically)

School Board Trustee – English Separate – 1 to be elected

(List candidates alphabetically)

School Board Trustee – French Public – 1 to be elected

(List candidates alphabetically)

School Board Trustee – French Separate – 1 to be elected

(List candidates alphabetically)

Will be held on the 22nd day of October, 2018

(Note: All other Offices have been Acclaimed)

The Election will be conducted by **Mail In Ballot.**

Your Kit can be returned by mail no later than **October 15, 2018**

OR

Dropped off at the Town of Minto Municipal Office

5941 Highway 89, Harriston, ON

Up until 8:00 p.m. on Voting Day (October 22nd, 2018)

Traditional polls will not be established.

Date

Municipal Clerk or designate



TOWN OF MINTO

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

Municipal Elections Act, 1996 [Section 88 (2)]

FIRST WITNESS

I _____ state that I was present upon _____ and did witness
(Name of Witness) (date)

_____ of the above stated municipality destroy all ballots used in the
(Name of Clerk)
municipal election held on October 22nd, 2018 for the election of persons to the offices listed below.

(Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon _____ and did witness
(Name of Witness) (date)

_____ of the above stated municipality destroy all ballots used in the
(Name of Clerk)
municipal election held on October 22nd, 2018 for the election of persons to the offices listed below.

(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

Destruction of Records

After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.



NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

TO:

_____ / _____	
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if he or she fails to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;
- b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.



TOWN OF MINTO

DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer and/or Assistant Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

"Deputy Returning Officer" (DRO) shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2018 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the **Deputy Returning Officer** shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Returning Officer.

Pre Voting Day

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” **Form TM18**
- pick up the voting supplies for the Ballot Return Stations
- verify the supplies received with the supply list provided by the Clerk
- familiarize themselves with the election ballots, policies, procedures, voting system, Voters’ List management system, forms, oaths, Voters’ List, and Voting Place/Revision Centre/Help Centre/Ballot Return Station
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Ballot Return Station
- attend public information sessions
- respond to questions from electors
- determine the eligibility of voters
- assist the Returning Officer, as required

- sign “Certificate and Receipt for Ballots” Form EL25(A)

Voting Day

A. Before the Opening of the Ballot Return Station

Responsibilities include:

- arrive at the Ballot Return Station one-half hour prior to opening
- open and set up the Ballot Return Station
- remove all campaign material from the Ballot Return Station
- assist the Returning Officer, as required

B. During Voting Hours

Responsibilities include:

- ensure the conduct and integrity of the voting process
- determine the eligibility of voters
- ensure that all eligible voters who request a voting kit receive a voting kit Information Letter
- ensure that the Ballot Return Station is free of campaign material and is private
- administer any oaths as may be required
- ensure that all ballots are accounted for
- close the Ballot Return Station at 8:00 p.m. or as otherwise directed (i.e., institutions)
- contact the Clerk in the event of an emergency
- assist the Returning Officer, as required

C. After the Close of the Voting Place/Revision Centre/Help Center/Ballot Return Station

Responsibilities include:

- conduct the counting of the ballots accurately and in a timely manner
- decide whether a ballot is to be counted or not
- once the counting of the ballots has been completed call the Municipal Election Office with the voting results
- complete the prescribed election forms including final Oath
- seal the ballot box and immediately return all election materials and the ballot box to the Clerk
- contact the Clerk in the event of difficulties
- assist the Returning Officer, as required



TOWN OF MINTO

DUTIES AND RESPONSIBILITIES OF ADVANCE VOTE - DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Advance Vote - Deputy Returning Officer
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required"

"**Deputy Returning Officer**" shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the **2018** Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Clerk.

Advance Vote - Pre Voting Day

- attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" **Form TM18**
- pick up the voting supplies for his/her Voting Place
- verify the supplies received with the supply list provided by the Clerk
- familiarize themselves with the election ballots, forms, oaths, Voters' List, and Voting Place
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place
- sign Certificate and Receipt for Ballots **Form EL25(A)**

Advance Vote - Voting Day - Saturday, xxxxx, 2018 and Wednesday, xxxx, 2018

A. Before the Advance Opening of the Voting Place

Responsibilities include:

- arrive at the Voting Place one-half hour prior to the opening of the Voting Place
- open and set up the Voting Place
- remove all campaign material from the Voting Place

B. During Voting Hours

Responsibilities include:

- ensuring the conduct and integrity of the voting process
- determine the eligibility of voters
- ensure that all eligible voters who request a ballot receive a ballot
- ensure that the Voting Place is free of campaign material and is private
- administer any oaths as may be required
- ensure that all ballots are accounted for
- close the Voting Place at 8:00 p.m. or as otherwise directed (i.e., institutions)
- contact the Clerk in the event of an emergency

C. After the Close of the Voting Place

The DRO is responsible for sealing the ballot box and immediately returning it and all other election material to the Clerk for safekeeping until Voting Day.

D. Voting Day - Monday, October 22, 2018

The Advance Vote DRO and Poll Clerk will return to the Municipal Office for 8:00 p.m. on Monday, October 22 to carry out the following responsibilities:

- conduct the counting of the ballots accurately and in a timely manner
- decide whether a ballot is to be counted or not
- once the counting of the ballots has been completed call the Municipal Election Office with the voting results
- complete the prescribed election forms including final Oath
- seal the ballot box and immediately return all election materials and the ballot box to the Clerk
- contact the Clerk in the event of difficulties



TOWN OF MINTO **DUTIES AND RESPONSIBILITIES OF POLLING CLERK**

IDENTIFYING INFORMATION

Position: Polling Clerk
Reports To: Deputy Returning Officer

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required.”

"Polling Clerk" shall be defined as an election official appointed by the Clerk to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the **2018** Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Polling Clerk shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Clerk.

Pre Voting Day

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” **Form TM18**
- assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
- familiarize themselves with the election ballots, forms, oaths, Voters’ List, and Voting Place
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a vote

Voting Day

A. Before the Opening of the Voting Place

Responsibilities include:

- arrive at the Voting Place one-half hour prior to the opening of the Voting Place

- assist the DRO with their responsibilities preparing the voting area for receiving electors

B. During Voting Hours

Responsibilities include:

- assist the DRO in ensuring the conduct and integrity of the voting process
- maintain their copy of the Voters' List by crossing the elector's name off their copy of the voting list and indicate opposite the name the numerical order in which he or she was given a ballot
- contact the Clerk in the event of an emergency

C. After the Close of the Voting Place

Responsibilities include:

- assist the DRO with the counting of the ballots accurately and in a timely manner
- complete the prescribed election forms



TOWN OF MINTO DUTIES AND RESPONSIBILITIES OF ADVANCE VOTE - POLLING CLERK

IDENTIFYING INFORMATION

Position: Advance Vote - Polling Clerk
Reports To: Deputy Returning Officer

Delegation of Powers and Duties:

The *Municipal Elections Act*, 1996 authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"**Polling Clerk**" shall be defined as an election official appointed by the Clerk to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2018 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election

Responsibilities:

All the duties/responsibilities of the Voting Clerk shall be carried out in accordance with the *Municipal Elections Act*, 1996 and the procedure set out and/or approved by the Clerk.

Advance Vote - Pre Voting Day

- attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" [Form TM18](#)
- assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
- familiarize themselves with the election ballot, forms, oaths, Voters' List, and Voting Place
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place

Advance Vote -- Voting Day - Saturday, xxxx, 2018

A. Before the Opening of the Voting Place

Responsibilities include:

- arrive at the Voting Place one-half hour prior to the opening of the Voting Place
- assist the DRO with his/her responsibilities in preparing the Voting Place for receiving electors

B. During Voting Hours

Responsibilities include:

- assist the DRO in ensuring the conduct and integrity of the voting process
- maintain their copy of the Voters' List by crossing the elector's name off their copy of the Voters' List and indicate opposite the name the numerical order in which he or she was given a ballot
- contact the Clerk in the event of an emergency

C. After the Close of the Advance Voting Place

- assist the DRO with dismantling and closing the Voting Place

D. Voting Day - Monday, October 22, 2018

The Advance Vote DRO and Polling Clerk will return to the Municipal Office for 8:00 p.m. on Monday, October 22th to carry out the following responsibilities:

Responsibilities include:

- assist the DRO with the counting of the ballots accurately and in a timely manner
- complete the prescribed election forms
- take required oaths



TOWN OF MINTO DUTIES AND RESPONSIBILITIES OF CONSTABLE

IDENTIFYING INFORMATION

Position: Constable
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

“**Constable**” shall be defined as a police officer or a person appointed by the Clerk to maintain peace and order at an election.

GOALS AND OBJECTIVES:

To maintain the integrity of the election process.

RESPONSIBILITIES:

The duties and responsibilities of the “Constable” shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Clerk.

PRE VOTING DAY:

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” [Form TM18](#)
- familiarize themselves with the duties and responsibilities of the election officials
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place/Revision Centre/Help Center/Ballot Return Station

VOTING DAY

1. Before the opening of the Voting Place/Revision Centre/Help Center/Ballot Return Station

Responsibilities may include:

- arrive at the Voting Place/Revision Centre/Help Center/Ballot Return Station one-half hour prior to the opening of voting
 - assist in setting up the Voting Place/Revision Centre/Help Center/Ballot Return Station
 - ensure that no campaign material is allowed in the Voting Place/Revision Centre/Help Center/Ballot Return Station
2. ensure that only qualified persons are allowed at the Voting Place/Revision Centre/Help

Center/Ballot Return Station

3. During Voting Hours

Responsibilities may include:

- ensure the conduct and integrity of the voting process
- maintain the orderly conduct and flow of electors through the Voting Place/Revision Centre/Help Center/Ballot Return Station
- maintain peace and order in the Voting Place/Revision Centre/Help Center/Ballot Return Station
- ensure that only authorized persons are allowed to remain in the Voting Place/Revision Centre/Help Center/Ballot Return Station
- procure additional supplies if required by the Returning Officer
- act as courier should concerns, questions or messages need to be transmitted

4. After the Close of the Voting Place/Revision Centre/Help Center/Ballot Return Station

Responsibilities may include:

- assist in dismantling the Voting Place/Revision Centre/Help Center/Ballot Return Station
- if directed by the Deputy Returning Officer or Assistant Returning Officer, deliver ballot boxes and other election material to the Clerk
- assist the Returning Officer as required



TOWN OF MINTO DUTIES AND RESPONSIBILITIES OF THE ELECTION ASSISTANT

IDENTIFYING INFORMATION

Position: Election Assistant
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"**Election Assistant**" shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the **2018** Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to carry out the election process.

Responsibilities:

All duties/responsibilities of the Election Assistant will be assigned by the Clerk.

Pre Voting Day

- attend the training session/sign Appointment and Preliminary Oath or Affirmation For Election Officials Form TM18
- familiarize themselves with the *Municipal Elections Act*
- complete any other duties as assigned by the Clerk

Voting Day

Before the Opening of the Voting Place/Revision Centre/Help Center/Ballot Return Station
Responsibilities as assigned by the Clerk

During Voting Hours
Responsibilities as assigned by the Clerk

After the Close of the Voting Place/Revision Centre/Help Center/Ballot Return Station

- responsibilities as assigned by the Clerk
- take required oaths



TOWN OF MINTO
DRO OR ASSISTANT RO APPOINTMENT – CONFIRMATION LETTER

Date:

Re: 2018 Municipal Election

DEPUTY RETURNING OFFICER OR ASSISTANT RETURNING OFFICER

Name

POLL CLERK/ELECTION ASSISTANTS

Identify Name of Polling Clerk/Election Assistants

VOTING PLACE/REVISION CENTRE/HELP CENTER/BALLOT RETURN STATION

Identify exact location

This will confirm your appointment as Deputy Returning Officer or Assistant Returning Officer at the above Voting Place/Revision Centre/Help Center/Ballot Return Station in the municipality for the Municipal Election on **Monday, October 22, 2018 and the Advanced Vote on Saturday, xxxx, 2018 and Wednesday, xxxx, 2018. The Advanced Voting Place will be open at 11:00 a.m. and close at 7:00 p.m. SHARP. On Voting Day the Voting Place/Revision Centre/Help Center/Ballot Return Station will be open at 10:00 a.m. and close at 8:00 p.m. SHARP. Arrive at the Voting Place/Revision Centre/Help Center/Ballot Return Station before 10:30 a.m. on the advanced voting date and 9:30 a.m. on Voting Day to plan and prepare for the day.**

The Poll Clerk/Election Assistant noted above has been notified of his/her appointment.

You are required to attend a training session at 10:00 a.m. on _____. On this date, you will be required to take your oath of office.

Please study the contents of the training booklet prior to the training session. The booklet has a checklist which arranges the Deputy Returning Officers' or Assistant Returning Officers' duties in the order that they should be completed. If there are any questions, please contact my office immediately at:

Insert Clerk and municipal contact information here.

Clerk



TOWN OF MINTO
POLLING CLERK AND/OR ELECTION ASSISTANT APPOINTMENT –
CONFIRMATION LETTER

Date:

Re: 2018 Municipal Election

POLL CLERK/ELECTION ASSISTANT

Name

DEPUTY RETURNING OFFICER/ASSISTANT RETURNING OFFICER

Identify Name of DRO/ARO

VOTING PLACE/REVISION CENTRE/HELP CENTRE/BALLOT RETURN STATION

Identify exact location

This will confirm your appointment as Poll Clerk or Election Assistant at the above Voting Place/Revision Centre/Help Center/Ballot Return Station in the municipality for the Municipal Election on **Monday, October 22, 2018 and the Advanced Vote on Saturday, xxxx, 2018 and Wednesday, xxxx, 2018. The Advanced Voting Place will be open at 11:00 a.m. and close at 7:00 p.m. SHARP. On Voting Day the Voting Place/Revision Centre/Help Center/Ballot Return Station will be open at 10:00 a.m. and close at 8:00 p.m. SHARP. Arrive at the Voting Place/Revision Centre/Help Center/Ballot Return Station before 10:30 a.m. on the advanced voting date and 9:30 a.m. on Voting Day to plan and prepare for the day.**

You are required to attend a training session at 10:00 a.m. on _____. On this date, you will be required to take your oath of office.

If there are any questions, please contact my office immediately at:

Insert Clerk and municipal contact information here.

Clerk



TOWN OF MINTO 2018 MUNICIPAL ELECTION VOTER - ID REQUIREMENTS

In accordance with the Municipal Elections Act, 1996 and Ontario Regulation 304/13

Proof of identity and residence is required in the following instances:

- When adding or deleting one's name from the Voter's List
- **When deactivating and re-issuing a PIN**
- When issuing an oath

One of the following is required:

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.

22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school



TOWN OF MINTO
APPOINTMENT OF SCRUTINEER BY ELECTOR
Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Elector)

An elector in the _____
(Name of Municipality)

hereby appoint _____ to represent me and attend at the recount for
the following:

in the Municipality of _____ in respect of the Municipal Elections
held on Monday, October 22, 2018 under the Municipal Elections Act, 1996.

Date

Signature of Elector

CONDUCT OF SCRUTINEERS

- 1) ANYONE who is creating a disturbance at the Recount will be removed as directed by the Clerk.
2) Before being admitted to the Recount, a person appointed as scrutineer shall produce and show his/her Form LC45 to the Clerk for the Recount and take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain at the Recount. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
3) Cell phones SHALL be turned off upon entering the Recount and their use is prohibited during the Recount.
4) The Clerk is responsible for the conduct of the Recount and no elector or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
5) Electors or Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.
6) Scrutineers/electors wishing to observe the recount MUST be at the Recount prior to the time designated by the Clerk. No one will be admitted to the Recount after the time designated. Once admitted to the Recount, no one shall be permitted to leave until the Recount has been completed and signed off by the Clerk.
7) The elector or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
8) The total of votes cast for each candidate as counted by the Clerk and Election Official is final. They are not required to do an additional recount.

Rights of Scrutineers (includes Electors)

- to attend the Recount 15 minutes before the designated time

- to examine each ballot as votes are counted, but shall not interfere with the counting process and shall not touch the ballot
- to object to a ballot or the counting of votes in a ballot
- to sign the statement of the results prepared by the Clerk
- to place a seal on the ballot box after the counting of the votes when the Clerk seals the box that the ballots cannot be deposited or withdrawn without breaking the seal
- a scrutineer may object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Clerk alone shall decide all objections.

Scrutineers and Electors are prohibited from the following:

- displaying a candidate's election campaign material or literature at the Recount
- obtaining or attempting to obtain, any information about how an elector has voted
- communicating any information obtained about how an elector has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Recount.



Form TM47

TOWN OF MINTO ELECTION OFFICIAL APPLICATION

For those persons interested in working as a
Election Assistant in the 2018 Municipal Election

Part 1 <i>(print clearly in space provided)</i>			
Last Name:	First Name:		
Mailing Address:			
City/Town:	Postal Code:		
Home Phone:	Cell Phone:		
Email Address:			
Part 2 <i>(check yes or no)</i>		Yes	No
Are you at least 18 years of age?			
Are you or do you anticipate being a candidate or the spouse of a candidate running in the 2018 Municipal Election in the Municipality?			
Are you or do you anticipate being actively involved in a campaign of a candidate running in the 2018 Municipal Election in the Municipality?			
Have you worked on a federal, provincial or municipal election before?			
Briefly describe your election experience.			
Part 3			
I declare that the information provided by me in this application is to the best of my knowledge, an accurate statement of facts.			
_____ Signature	_____ Date		

Note(s):

- i) Application forms are to be returned to **Annilene McRobb**, Deputy Returning Officer by **August 15th, 2018**, to the address below.
- ii) Attendance at an election training session on **Wednesday October 3rd at 2 p.m. or Thursday October 4th at 7 p.m.** is **mandatory** for all election personnel.

The collection of information is made under the authority of the Municipal Elections Act, 1996, as amended, and will be used to appoint and administer election personnel.

Town of Minto
Attention: Annilene McRobb, Deputy Clerk
5941 Highway 89
Harriston, ON N0G 1Z0



TOWN OF MINTO

2018 MUNICIPAL ELECTION Voters' List – Are You on the List?

Procedure

- The list is NOT available for public viewing at any time.
- Eligible electors can start asking if they are on the list as of September 4th (legislative)
- An elector can only ask about themselves, they cannot enquire about anyone else on the list, not even their spouse, DO NOT ever provide it
- Only the Clerk (Returning Officer), Deputy Clerk (Deputy Returning Officer), and Clerks Assistant (Election Assistant) have access to the Voters' List via VoterView
- When verifying information, always ask the potential eligible elector to give you their birth date, mailing address, etc., DO NOT ever provide it to them

In Person

If a potential eligible elector comes in to the Municipal Office:

- ask them for proof of identity and residence (see ID Requirements page)
- hold on to that piece of identity as you look up the potential eligible elector
- do not show them the screen at any time
- if you cannot find them in the system by searching their name, next search their qualifying address
- if they show up in the system, verify the following information in VoterView:
 - birth date
 - citizenship
 - mailing address
 - school support (only a permanent resident can vote)
- refer them to the Clerk or Deputy Clerk:
 - if they do not show up in the system at all
 - if they show up in the system more than once
 - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

Over the Phone

If a potential eligible elector calls in to the Municipal Office:

- ask them who they are
- look them up in the system
- if you cannot find them in the system by searching their name, next search their qualifying address
- ask them to provide their qualifying address, mailing address and birth date (if any of this information is missing or incorrect, ask them to come into the Municipal Office with ID)
- if they have provided this information correctly, verify their citizenship and school support
- ask them to come in to the Municipal Office with ID:

- if they do not show up in the system at all
- if they show up in the system more than once
- if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

Email and Fax

Elector cannot enquire via email or fax. Ask them to come in or to phone.

Municipal Elections Act, 1996

S.O. 1996, CHAPTER 32 SCHEDULE

17 (1) Repealed: 2002, c. 17, Sched. D, s. 5 (1).

Qualifications

- (2) A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she,
- (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
 - (b) is a Canadian citizen;
 - (c) is at least 18 years old; and
 - (d) is not prohibited from voting under subsection (3) or otherwise by law.

Persons prohibited from voting

- (3) The following are prohibited from voting:
1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
 2. A corporation.
 3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
 4. A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Status as tenant

- (4) Despite the definitions of “owner or tenant” and “tenant” in subsection 1 (1), a regulation may specify circumstances in which a person is, and is not, considered to be a tenant for the purposes of clause (2) (a).



TOWN OF MINTO
DECLARATION OF QUALIFICATIONS
THIRD PARTY ADVERTISER

Municipal Elections Act, 1996 (Section 88.6)

I, _____, am:
(individual or corporation or trade union name)

- An individual who is normally resident in Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario

I, _____, am:
(person or agents name)

- A person
- An agent

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* to file a notice of registration to be a registered third party advertiser for the election.
2. I am not:
 - A Candidate whose nomination has been filed.
 - A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
 - A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
3. I am not under the direction of a Candidate whose nomination has been filed.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Town of Minto

This _____ day of _____, 2018

(Signature of individual or representative of the corporation or trade union)

(Signature of Municipal Clerk or designate)

Note: *Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.*

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the registration of third party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, Town of Minto until the next municipal election. Questions about this collection of personal information should be directed to C.A.O. Clerk Bill White



TOWN OF MINTO CONTRIBUTIONS TO REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 (Sections 88.12, 88.13, 88.14)

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$750 to a registered third party that appear during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

*NOTE: Please note the third party advertiser is solely responsible for complying with the legislation in the *Municipal Elections Act* relating to third party advertising.



Form TM54

TOWN OF MINTO

OFFICIAL LIST OF REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 [Section 88.12 (9) and (10)]

NOTICE is hereby given that during the period commencing May 1st, 2018 and ending on October 19th, 2018, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified the following third parties:

NAME OF THIRD PARTY	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	HYPERLINK

Dated this _____ day of _____, 2018. *(May 1 to October 19, 2018)*

Municipal Clerk



TOWN OF MINTO CONTRIBUTIONS TO REGISTERED CANDIDATES

Municipal Elections Act, 1996 (Section 88.8 and 88.9)

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidate's own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

TOWN OF MINTO

BROADCASTER/PUBLISHER INFORMATION SHEET CANDIDATE

Municipal Elections Act, 1996 (Sections 88.3)

88.3 (1) In this section,

“**election campaign advertisement**” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

Mandatory information in advertisement

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

Prohibition, broadcaster or publisher

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

Records

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.



TOWN OF MINTO

BROADCASTER/PUBLISHER INFORMATION SHEET THIRD PARTY ADVERTISER

Municipal Elections Act, 1996 (Sections 88.5)

Mandatory information in third party advertisements

88.5 (1) No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement. 2016, c. 15, s. 48.

Mandatory information for broadcaster, etc.

(2) A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:

1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the registered third party is registered. 2016, c. 15, s. 48.

Prohibition, broadcaster or publisher

(3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided. 2016, c. 15, s. 48.

Records

(4) The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 48.



TOWN OF MINTO

ESTIMATED MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21]

TO:

_____ / _____	
(Name of Third Party)	(Name of Representative)

(Address)	(Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is

_____ *

_____ Date

_____ Municipal Clerk or designate

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. [Section 88.21 (13)(a)]

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]



TOWN OF MINTO

MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21]

TO:

Form with fields for Name of Third Party, Name of Representative, Address, and Postal Code.

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is

_____ *

Date Municipal Clerk or designate

On or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:
• the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
• the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]
* Formula for calculation provided in Ontario Regulation 101/97.



TOWN OF MINTO DUTIES OF CANDIDATES

Municipal Elections Act, 1996 (Section 88.22)

A candidate shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (v) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
- (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
 - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.



TOWN OF MINTO DUTIES OF REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 (Section 88.26)

A registered third party shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;
- (q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
 - (ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.



TOWN OF MINTO NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (Section 88.29)

TO:

_____ / _____	
(Name of Individual, Corporation or Trade Union)	(Name of Individual Who Filed Registration)
_____	_____
(Address)	(Postal Code)

FROM:

<p>The Clerk or designated election official of</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Town of Minto</p>

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on **March 29, 2019**, with the Clerk, a financial statement and auditor’s report in accordance with section 88.29 of the *Municipal Elections Act, 1996* reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor’s report, each in the prescribed form, reflecting the registered third party’s campaign finances in relation to third party advertisements,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election; and*
 - (b) *in the case of a by-election, as of the 45th day after voting day.*

*Note: The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.*

- (2) *If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.*
- (3) *If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.*
- (4) *A supplementary financial statement or auditor’s report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party’s campaign finances during the supplementary reporting period.*
- (5) *An auditor’s report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (6) *No auditor’s report is required if the total contributions received and total expenses incurred in the registered third party’s campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.*

(10) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every registered third party that registered in the municipality, notice of the filing requirements of section 88.29.

Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and conditions or limitations associated with it, if any.



TOWN OF MINTO NOTICE OF DEFAULT – REGISTERED THIRD PARTY

Municipal Elections Act, 1996 [Section 88.27 (1) & (2), 88.29, 92 (4)]

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)	
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official of _____
Town of Minto

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor’s report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document (a financial statement and if applicable, an auditor’s report) filed under Section 88.29 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties’ Expenses) of that Act. |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> . |

**(Insert Appropriate Wording or Use the Following Suggestions)
PLEASE SELECT THE APPROPRIATE SECTIONS ONLY**

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

- (i) until the next regular election has taken place, you are ineligible to be a registered

third party in the municipality to which the *Municipal Elections Act, 1996* applies.

NOTICE OF PENALTIES

Offences by registered third party

- (4) *A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),*
- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or*
 - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.*

Exception, action in good faith

- (5) *However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply.*

Additional penalty, registered third parties

- (6) *If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*

Date

Municipal Clerk or designate



TOWN OF MINTO NOTICE OF PENALTIES

Municipal Elections Act, 1996 [Section 88.29 (7)]

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)	
_____ (Address)	_____ (Postal Code)

EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date

OFFENCES [92 (4)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Date

Municipal Clerk or designate

The Clerk shall, at least 30 days before the filing date, give to each third party that registered in the municipality notice of the penalties under subsections 88.27 (1) and 92 (4) related to third party advertisements.



TOWN OF MINTO
APPLICATION FOR COMPLIANCE AUDIT
Municipal Elections Act, 1996 (Section 88.33 and 88.34)

An elector who is entitled to vote in an election and believes on reasonable grounds that a Candidate or Registered Third Party has contravened a provision of the Municipal Elections Act relating to campaign finances may apply for a Compliance Audit of the Candidate's or Registered Third Party's campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

An application for a compliance audit must be received by the Clerk of the municipality within 90 days after the latest of the following dates:

- the filing date, which is the last Friday in March following the election;
- the date the Candidate or Registered Third Party filed a financial statement, if the statement was filed within 30 days after the filing date, which is the last Friday in March following the election;
- the Candidate's or Registered Third Party's supplementary filing date, if any, which is the last Friday in September in the year following the election;
- the date on which the Candidate's or Registered Third Party's extension approved by the court, if any, expires.

APPLICANT INFORMATION	
Last Name of Applicant:	First Name:
Applicant's Full Qualifying Address within Municipality:	
Mailing Address, if different than qualifying address:	
Telephone:	Email:
CANDIDATE OR REGISTERED THIRD PARTY	
Candidate or Registered Third Party Name:	
Name of Office for which the Candidate Sought Election (if applicable):	
Filing Date of Candidate's or Registered Third Party's Financial Statements:	

REASONS FOR COMPLIANCE AUDIT

In the area below, provide the reason(s) that you believe the Candidate or Registered Third Party named above has contravened the *Municipal Elections Act, 1996* relating to campaign finances. (Attach additional sheets if necessary)

--

APPLICANT CONFIRMATION

I confirm that the information provided in this application is complete and accurate to the best of my knowledge and that I am presently, legally entitled to vote in a municipal election in the municipality.

Applicant's Signature:	Date:
Received By:	Date:

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used by the Joint Lanark County **2018** Election Compliance Audit Committee to process a Compliance Audit review. Pursuant to s. 88 of the *Municipal Elections Act, 1996*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

Form EL15
TOWN OF MINTO

Application to Amend Voters' List *Municipal Elections Act, 1996 (s.17, s.24)* **Form EL15**

- Check only one
- add** applicant's name to list
 - correct** applicant's information on list
 - delete** applicant's name from list (moved other)

			year	month	day
Name of applicant			date of birth		
last	First	middle			

Qualifying address on voting day					<input type="checkbox"/> commercial property	At qualifying address, applicant is:		
street number & name	apt. #	roll number	ward number	voting subdiv.				
city	postal code	(if house apartment, indicate floor level e.g. basement, 1 st floor etc.)						
							<input type="checkbox"/> owner <i>since</i> _____ <input type="checkbox"/> tenant <i>since</i> _____ <input type="checkbox"/> other <i>since</i> _____ date	
							<input type="checkbox"/> spouse _____ <input type="checkbox"/> unqualified (delete name only)	

Previous qualifying address (if applicable)					At qualifying address, applicant is:		
street number & name	apt. #	roll number	ward number	voting subdiv.			
city	postal code	(if house apartment, indicate floor level e.g. basement, 1 st floor etc.)					
							<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse

Current mailing address of applicant (if different than Qualifying address above)				At mailing address, applicant is:		
street number & name	apt. /unit #	city	postal code			
						<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse

School Support

- Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
- Applicant has French Language Education Rights

Applicant wishes to be an elector for the following school board

- English-Public (anyone can support English-public)
- English-Separate (must be Roman Catholic)
- French-Public (must have French Language Education Rights)
- French-Separate (must be roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name corrected on the Voters' List in accordance with such facts or information.

Signature of Applicant

Date

This information is collected under authority of s.17, s.24 and s.25 of the *Municipal elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

Certificate of Approval (to be completed by Clerk or designate)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Refused (state reason)
I hereby certify that the Voter's List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.	_____
_____	_____
Signature of clerk or delegate	Date

**INSTRUCTIONS TO COMPLETE
Application to Amend Voters' List – Form EL15**

Please check only ONE box to indicate the purpose of the form:

ADD applicant's name to list,
CORRECT applicant's name on list, or
DELETE applicant's name from list (moved, other)

Ensure the Applicant Completes the Following Information:

- ✓ Full name (last, first, middle)
- ✓ Date of birth (year, month, day)
- ✓ Indicate if it is a commercial property (check box if yes)
- ✓ Qualifying address on voting day (**including apt # if applicable**)
 - this is the property address where the person wants to be added on the voters' list
- ✓ Previous qualifying address (if the person has moved in the past 4 years)
 - ensures their name was removed from their previous property
- ✓ Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
 - these properties tend to have multiple units / households
- ✓ Current mailing address of applicant (if different from the qualifying address)
- ✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- ✓ Ward number, voting subdivision (i.e.: polling station)
- ✓ School support & school board
- ✓ Sign & date the form

School Support:

A person **must be** Roman Catholic to support the Separate School Board

- Includes Greek and Ukrainian Catholics

A person **must have** French Language Education Rights to support a French School Board

If a person does not indicate they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

Important Reminders:

All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.

All forms must be signed and dated by the applicant.

Items to be Completed by Municipal Staff:

Roll Number:

The roll number **must** be included on every EL15 form submitted to MPAC.

A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.

- the first 4 digits are the municipality;
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than '0000').

THE FINAL STEP PRIOR TO SUBMITTING FORM TO MPAC:

Please ensure all forms are signed and dated by the applicant.

CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)

Please check APPROVED or REFUSED

Sign and date the form.

TOWN OF MINTO

(Prepare in triplicate)

APPLICATION FOR REMOVAL OF DECEASED PERSONS NAME FROM VOTERS' LIST

Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)
-------------------	---------------------------------	---

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

Signature of Applicant

Date Signed

**TOWN OF MINTO
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES**

Municipal Elections Act, 1996

I, _____, a nominated candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor
- County of Wellington Councillor Ward One

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office of:

- Mayor
- Deputy Mayor
- Councillor
- County of Wellington Councillor Ward One

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Town of Minto or the owner or tenant of land in the Town of Minto or the spouse of such owner or tenant.

3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

- I am not an employee of the Town of Minto, or if I am an employee of the Town of Minto, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.

- I am not a person who is not an employee of the Town of Minto but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of Town of Minto, or a person who is not an employee of the Town of Minto but who holds an administrative position of the Town of Minto.
- I am not a judge of any court.

I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Town of Minto prior to 2:00 p.m. on Nomination Day, July 27, 2018. I understand that the Clerk of the Town of Minto will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
- I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such *Act*.

5. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.

- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
- I am not a corporation.
- I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)* in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Town of Minto

This _____ day of _____, 2018

(Signature of Candidate)

(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Town of Minto until the next municipal election. Questions about this collection of personal information should be directed to C.A.O. Clerk Bill White, Returning Officer

PENALTIES [88.23 (2)]

In the case of a default described above:

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies.

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

Date

Municipal Clerk or designate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.

TOWN OF MINTO

WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s. 36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

This withdrawal delivered to me at _____ this _____ day of _____, 2018.
(time)

Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day (July 27, 2018) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 1, 2018, if the nomination was filed under section 33(5).

TOWN OF MINTO

DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 [s. 37(1)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

NAME OF CERTIFIED CANDIDATE	OFFICE	QUALIFYING ADDRESS

Dated this 30th day of July, 2018

Municipal Clerk or designate

TOWN OF MINTO

CERTIFICATE AND RECEIPT FOR BALLOTS

Ward No.(if applicable)	Voting Subdivision No.(if applicable)	
Municipality		
List of Ballots by type and quantity		
BALLOT TYPE	QUANTITY (as delivered by Clerk)	CORRECTED QUANTITY (as verified by DRO)

I, the undersigned Clerk (or designated election official) of this Municipality, do hereby declare that I have supplied to the Deputy Returning Officer of the said voting subdivision, the types and quantities of ballots as listed above.

Municipal Clerk or designate

I, the undersigned Deputy Returning Officer for the said voting subdivision, do hereby declare that I received from the Clerk of this municipality, the types and quantities of ballots as delivered to me or, if different, as verified by me.

Deputy Returning Officer

Composite ballots count as one type. Single ballots count as one type and could be differentiated by the office for which they are prepared. The quantity (or corrected quantity) is the total to which ballot accounts on Voting Day will be made. This form should be prepared in duplicate with the Clerk retaining the original and the DRO's copy placed in the Ballot Box at the end of the Vote Count and returned with other materials to the Clerk.

TOWN OF MINTO

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES¹

Municipal Elections Act, 1996 (s.48, 49)

- Prohibition 48(1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.
- No Election (2) Without limiting the generality of subsection (1), no person campaign shall display a candidate's election campaign material or material literature in a voting place.
- Secrecy 49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.
- Offences (2) No person shall,
(a) interfere or attempt to interfere with an elector who is marking the ballot;
(b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or
(c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.
- Same (3) No elector shall show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).
- No requirement (4) No person shall, in a legal proceeding relating to an election, disclosure be required to disclose how he or she voted at the election.

¹ The Clerk may post copies of this notice in the voting place

TOWN OF MINTO

NOTICE OF OFFENCE NOTICE OF CORRUPT PRACTICE²

Municipal Elections Act, 1996 (s. 89)

Section 89 of the *Municipal Elections Act, 1996* provides that a person is guilty of an offence, if he or she,

- (a) votes without being entitled to do so;
- (b) votes more times than the *Act* allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

Section 90 of the said *Act* provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice

² The Clerk may choose to post this notice in the voting place.

TOWN OF MINTO

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [88.20 (13)]

TO:

_____ / _____ (Name of Candidate) (Office)
_____ (Address) _____ (Postal Code)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 22, 2018, is _____.

_____ Date _____ Municipal Clerk or designate

On or before September 25, 2018, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters' List from the current election, as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11)].

TOWN OF MINTO NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (Section 88.25)

TO:

_____ / _____	
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk or designated election official of

_____ Town of Minto

TAKE NOTICE EVERY CANDIDATE SHALL FILE the "Financial Statement – Auditor's Report" **PR FORM 4** on or before 2:00 pm on **March 29, 2019**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996* reflecting the Candidate's election campaign finances as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election; and*
 - (b) *in the case of a by-election, as of the 45th day after voting day.*

Note: *The earliest the "Financial Statement – Auditor's Report" **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2019.*

- (2) *If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.*
- (1) *If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.*
- (4) *If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (5) *If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.*
- (6) *A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.*
- (7) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*

(8) *No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000. 2016, c. 15, s. 60.*

(12) *If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).*

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of section 88.25.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and conditions or limitations associated with it, if any.

TOWN OF MINTO NOTICE OF DEFAULT

Municipal Elections Act, 1996 [Section 88.23, 88.25, 88.31, 92 (1)]

TO:

_____ (Name of Candidate)	/	_____ (Office)
_____ (Address)		_____ (Postal Code)

FROM:

The Clerk, or designated election official of _____ Town of Minto

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 78 88.25 (Candidates' Financial Statements, etc.) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 79 88.31 (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 78 88.25 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 88.20 (Candidates' Expenses) of that Act. |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> . |

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

If this notice indicates that you have failed to file a document required by Section ~~78 or 79.1~~ 88.25 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE

- (i) you forfeit any office to which you were elected and the office shall be deemed to

be vacant

- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

NOTICE OF PENALTIES

Corrupt practice and ineligibility for office

91. (1) *If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,*

- (a) *any office to which the person was elected is forfeited and becomes vacant; and*
- (b) *the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.*

Exception

- (2) *However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1) (b) does not apply.*

Offences re campaign finances

Offences by candidate

92. (1) *A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),*

- (a) *if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or*
- (b) *if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.*

Exception, action in good faith

- (2) *However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply.*

Additional penalty, candidates

- (3) *If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*

Date

Municipal Clerk or designate



TOWN OF MINTO

DATE: December 14, 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 December 14, 2017

Administration	\$ 2,055,564.93
People & Property	
Health & Safety	
Health Services	
Building	2,392.17
Economic Development	1,911.37
Incubator	4,698.85
Tourism	708.96
Fire	30,372.23
Drains	
Roads	96,650.91
Cemetery	
Waste Water	26,501.71
Streetlights	7,457.13
Water	16,552.67
Town Landscaping Care	
Recreation	1,832.32
Clifford	17,349.68
Harriston	16,990.27
Palmerston	29,117.32
Norgan	3,910.15

\$ 2,312,010.67

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. The largest payout in Administration is County and Education fourth quarter requisitions.

RECOMMENDATION:

That Council of the Town of Minto receives the Treasurer's report dated December 14th regarding Approval of Accounts, and approves the Town of Minto accounts by Department for November 2017.

Gordon Duff, Treasurer



TOWN OF MINTO

DATE: December 13, 2017

REPORT TO: Mayor and Council

FROM: Todd Rogers, Compliance Coordinator

SUBJECT: DWQMS Management Review

STRATEGIC PLAN:

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

BACKGROUND:

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

As Council is aware, Section 19 of the Safe Drinking Water Act (passed in 2002 but not executed) is in effect requiring municipal drinking water system owners exercise a “level of care, diligence and skill” in system maintenance. Section 19 contains penalties for any person, including a member of Council, who does not act “*honestly, competently and with integrity*” when “*protecting the safety*” of drinking water users. Penalties include fines up to \$4 million and imprisonment for up to five years.

On Thursday November 30 the Town’s DWQMS Coordinator Todd Rogers met with Chair of Public Works Councillor Turton, the Public Works Assistant, Water Foreman, Treasurer and CAO Clerk regarding contents of the Management Review. It was a good opportunity to go over the requirements of DWQMS and the Town’s overall operation. The DWQMS Coordinator has altered the format of the Management Review to a more consistent and readable format.

COMMENTS:

Through the management review process, Top Management shall identify deficiencies and action items (including personnel responsible and proposed timelines for implementation) to address the deficiencies. Results of the management review are reported to the Owner through Council Reports. It is important that Council read the management review and ask any questions that might be of concern.

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

On December 4, 2017 the Town received its two year certificate of accreditation under the Drinking Water Quality Management Standard. This certificate is issued following a thorough audit of the Town's water operations by an independent corporation SAI Global out of Toronto. SAI Global is authorized by the Province to review and certify municipal water systems. The accreditation is effective until December 31, 2019.

FINANCIAL CONSIDERATIONS:

There are no financial considerations resulting from the Management Review process. The Management Review does confirm that Council and responsible staff are performing the proper oversight of the systems including ensuring qualified operators are in place and adequate funding is available for system operations and capital improvements.

RECOMMENDATION:

That Council receives the Compliance Coordinators November 30, 2017 report DWQMS Management Review and that all Council members review, approve and endorse the report as well as their commitment to the Drinking Water Quality Management Standard.

Todd Rogers, Compliance Coordinator Water Lead Hand



Town of Minto
DWQMS
Management Review
2017



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1.0 Introduction to DWQMS Management Review

The requirements of the management review are dictated by The Ministry of the Environment and Climate Change (MOECC), Drinking Water Quality Management Standard (DWQMS), element 20 “Management Review”. This standard requires that a Management Review is conducted once every 12 months to evaluate the continuing suitability, adequacy and effectiveness of the Quality Management System.

Through the management review process, Top Management shall consider the results of the management review and identify deficiencies and actions items to address the deficiencies. Management will provide a record of any decisions and action items related to the management review, including the personnel responsible for delivering the action items and the proposed timelines for their implementation. The results of the management review, the identified deficiencies, decisions and action items will be reported to the Owner.

The following is a summary of the information that must be reviewed annually in accordance with the DWQMS program.

1. incidents of regulatory non-compliance,
2. incidents of adverse drinking-water tests,
3. deviations from critical control point limits and response actions,
4. the efficacy of the risk assessment process,
5. internal and third-party audit results,
6. results of emergency response testing,
7. operational performance,
8. raw water supply and drinking water quality trends,
9. follow-up on action items from previous management reviews,
10. the status of management action items identified between reviews,
11. changes that could affect the Quality Management System,
12. consumer feedback,
13. the resources needed to maintain the Quality Management System,
14. the results of the infrastructure review,
15. Operational Plan currency, content and updates, and
16. staff suggestions.

This report provides an overview of the operational performance of the both our drinking water systems and our management system.

2.0 Minto's Quality Management System Policy



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

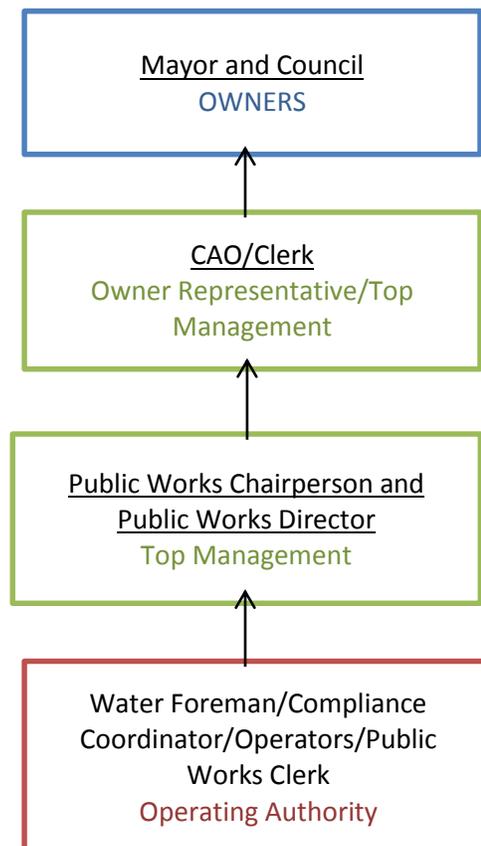
The Town of Minto is committed to supplying a consistent and safe drinking water supply which meets or exceeds all regulatory standards. We strive to achieve these goals through creating and managing a system comprised of policies and procedures which exhibit ongoing evaluations, staff competency through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

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

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

3.0 Roles and Responsibilities

Element 9 requires that you describe the organizational structure of the operating authority including respective roles, responsibilities and authorities. The chart below outlines each group that has a role in providing safe drinking water. To see specific roles and responsibilities and organisational chart for each group refer to The Town of Minto DWQMS Operational Plan Element 9.





4.0 Drinking Water System Performance

4.1 Incidents of Regulatory Non-Compliance

All of Minto’s water systems are inspected annually by the MOECC for regulatory compliance, below is list of the inspection dates and the resulting inspection rating:

System	Inspection Date	Final Inspection Rating
Clifford (DWS# 220000031)	May 3/17	100%
Harriston (DWS# 220000077)	May 31/17	100%
Palmerston (DWS# 220000059)	Aug 17/17	100%
Minto Pines (DWS#260007088)	Sept 13/17	100%

There were no items of regulatory non-compliance.

4.2 Incident of Adverse Drinking Water Tests

Ontario’s Drinking water regulations identify several standards and indicators that result in Adverse Water Quality Incidents (AWQI). For any AWQI the Town of Minto must notify both Wellington-Dufferin-Guelph Health Unit and the MOECC of the occurrence, corrective actions and final outcomes. From November 2016 to November 2017 there has been five AWQI’s, please see the details below.

AWQI#133081 May 16/17:

Issue: Sodium Sample Result for Well #1 Harriston 20.8mg/L, standard is 20 mg/L.
Corrective Action: Resample 7.12mg/L, this result closer to historical results.

AWQI 133576 June 23/17:

Issue: Precautionary boil water as result of severe flooding in the town of Harriston.
Corrective Action: June 27/17 the boil water advisory lifted, distribution samples show no contamination. Additional microbiological, chlorine residuals and turbidity sample were taken in the months following flood.

AWQI 134558 July 26/17:

Issue: Distribution sample showing 1 Coliform end of Allan St.
Corrective Action: Flush and resample at site, upstream and downstream. Resample results 0

AWQI 136744 Sept. 19/17:

Issue: Precautionary boil water result of planned maintenance on the Minto Pines well.
Corrective Action: Well sampled after maintenance result OK boil water lifted.

AWQI 136626 Sept. 13/17:

Issue: Distribution sample showing 2 Coliform end of Allan St.

Corrective Action: Flush and resample at site, upstream and downstream. Resample results 0

Reportable Spill May 9/17:

Issue: Harriston water tower overflowed discharging a large volume of water into the storm water system.

Corrective Action: Reviewed operation procedures with operators. Tested high level alarms at all of Minto's towers and adjusted as needed.

4.3 Deviations from Critical Control Point Limits and Response Actions

The risk assessment annual review was completed March 9/17 and as part of the review all CCP's were reviewed. There were no deviations from critical control points (CCP's) in past year that resulting in the potential for unsafe water. From time to time as a result of equipment failure there is low or high chlorine detected at the various pump houses but built in safety mechanisms shut down the well pumps to ensure no water outside our control limits enters the distribution system.

Water Main Breaks 2017

All watermain breaks were repaired following the MOECC Watermain Disinfection Procedure and ANSI/AWWAC651. There have been three breaks this year to date,

Jan 11/17, Clifford, John St. (between Clarke St. and Ann St.)

Feb 4/17, Harriston, Arthur St. (at Lawrence St.)

Nov 7/17, Harriston, Webb St. (at 31 Webb St.)

Flood 2017

June 23, 2017 Harriston experienced a severe flood event that resulted in a boil water advisory for the Harriston drinking water system. No production wells were compromised by the flood water, but the monitor well casings located outside of well #3 on King St. were submerged. As a precaution the system was placed on a boil water until microbiological testing result verified there had been no contamination. The boil water was lifted June 27/17. Well #3 was not put back online until July 6th as precaution because of low coliform levels in the raw water samples. Although not regulated in raw water supply the result were unusual for this well so extra testing and flushing was completed to ensure the source water was safe. Additional sampling above Minto's normal regulated sampling was completed in weeks and months following the flood to ensure there was no adverse effect on the drinking water system. All activities, sampling and results were communicated to both the Ministry of Health and the Ministry of the Environment and Climate Control.



May 8/17 the Water and Waste Water departments completed an emergency scenario specific to the possibility of flooding in Harriston and the possible outcomes. This training exercise proved invaluable in the actual event.

During the event the SCADA system had to be removed from the Harriston works shop as a result of the flooding and lack of power. Now the SCADA system has will be located in the office on HWY 89 to eliminate this risk.

As a result of the flood backup power for the SCADA system and increasing the height of the monitor well casings have been identified as items that need to be addressed.

4.4 Operator Certification

The Town of Minto water systems are operated by certified operators at all times. Currently there are eight operators employed by Minto shared between waste water and water departments with varying levels of certification. Training requirement are closely tracked to ensure regulatory compliance and ability of operators to meet recertification requirements.

4.5 Annual and Summary Reports

O.Reg 170/03 requires the Owner and Operating Authority to prepare Annual Reports and Summary Reports for each of Minto's water systems. The 2016 Annual Report was completed and submitted prior to Feb. 28, 2017, as per the regulation. The Summary Report for 2016 was endorsed by Council March 21, 2017, also required by the regulation.

4.6 Water Taking Levels

Maximum daily water taking volumes never exceeded the maximum litres per day stipulated in the permit to take water for any of Minto’s systems in 2017.

Harriston

2017 Month	Well#1			Well#2			Well #3		
	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity
Jan	70	979	7.2	510	2065	24.7	691	1634	42.3
Feb	125	979	12.8	331	2065	16	679	1634	41.6
Mar	111	979	11.3	332	2065	16.1	716	1634	43.8
Apr	76	979	7.8	292	2065	14.1	640	1634	39.2
May	91	979	9.3	643.5	2065	31.2	1322	1634	80.9
Jun	688	979	70.3	773	2065	37.4	913	1634	55.9
July	614	979	62.7	412	2065	19.9	748	1634	45.8
Aug	83	979	8.5	483	2065	23.4	831	1634	50.9
Sept	79	979	8.1	404	2065	19.6	681	1634	41.7

Clifford

2017 Month	Well#1			Well#3			Well #4		
	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity
Jan	165	1310	12.6	106	655	16.2	70	1310	5.3
Feb	193	1310	14.7	108	655	16.5	78	1310	5.9
Mar	161	1310	12.3	126	655	19.2	53	1310	4
Apr	138	1310	10.5	85	655	13	66	1310	5
May	140	1310	10.7	152	655	23	78	1310	5.9
Jun	141	1310	10.8	120	655	18.3	55	1310	4.2
July	150	1310	11.4	93	655	14.2	48	1310	3.7
Aug	154	1310	11.8	103	655	15.7	65	1310	5
Sept	196	1310	15	150	655	22.9	50	1310	3.8



Palmerston

2017	Well#1			Well#2			Well #3		
Month	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity
Jan	99	1964	5.0	343.1	1964	17.5	563	2291	24.6
Feb	110	1964	5.6	360	1964	18.3	556	2291	24.3
Mar	94	1964	4.8	388	1964	19.8	554	2291	24.2
Apr	89	1964	4.5	604	1964	30.8	734	2291	32.0
May	108	1964	5.5	423	1964	21.5	755	2291	33.0
Jun	98	1964	5.0	431	1964	21.9	815	2291	35.6
July	98	1964	5.0	439	1964	22.4	611	2291	26.7
Aug	132	1964	6.7	386	1964	19.7	679	2291	29.6
Sept	120	1964	6.1	588	1964	29.9	791	2291	34.5

2017	Well#4		
Month	Max m ³ /day	Permitted m ³ /day	% of capacity
Jan	133	2291	5.8
Feb	166	2291	7.2
Mar	331	2291	14.4
Apr	120	2291	5.2
May	126	2291	5.5
Jun	154	2291	6.7
July	123	2291	5.4
Aug	139	2291	6.1
Sept	154	2291	6.7

Minto Pines

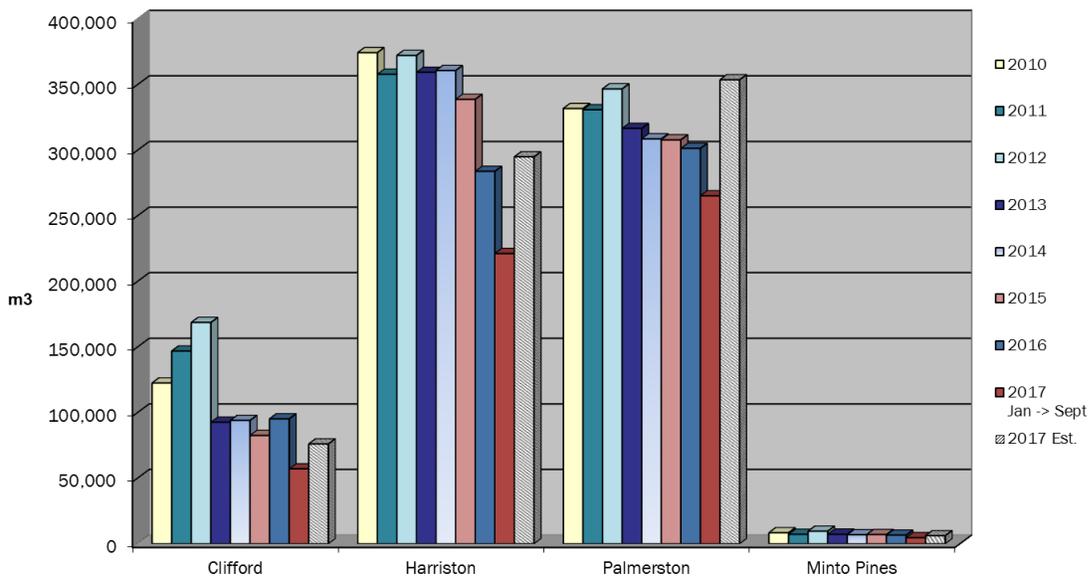
2017	Well#4		
Month	Max m ³ /day	Permitted m ³ /day	% of capacity
Jan	18	326.8	5.5
Feb	16	326.8	4.9
Mar	18	326.8	5.5
Apr	23	326.8	7.0
May	19	326.8	5.8
Jun	23	326.8	7.0
July	20	326.8	6.1
Aug	23	326.8	7.0
Sept	17	326.8	5.2

5.0 Raw Water Supply and Drinking Water Quality Trends

5.1 Consumption

	M3 used by System each Year							2017	
	2010	2011	2012	2013	2014	2015	2016	Jan - Sept	2017 Est.
Clifford	122,525	146,880	168,662	92,619	93,995	82,547	95,217	57,057	76,076
Harriston	374,359	357,877	372,237	359,357	360,719	338,778	283,877	221,211	294,948
Palmerston	331,769	330,818	346,739	316,635	308,637	307,909	301,400	265,261	353,681
Minto Pines	8,393	7,144	9,560	7,250	6,877	7,040	6,593	4,606	6,141

m3 used by System each Year



** 2017 Est. is equal to Total at September 2017 / 9 months x 12 months **

5.2 Sampling

Microbiological Testing to September 30, 2017

Microbiological testing for E.Coli , Total Coliform, heterotrophic plate count (HPC) is completed weekly at each well in Minto's water systems. Drew Hall & Town of Minto office wells are tested monthly.

Total Microbiological Samples Jan. -> Sept. 2017

Location	Raw & Treated Micro Samples	Distribution Micro Samples
Clifford	230	120
Harriston	260	119
Palmerston	228	152
Minto Pines	38	38
Drew Hall	18	N/A
Town Office	18	N/A

Distribution Chlorine Residuals

Chlorine residual are continuously monitored by inline chlorine analyzers at each well site. These analyzers are equipped to automatically shut off well pumps if chlorine residuals are outside regulated control limits. Operators verify the chlorine residual within the well houses and at various locations throughout the distribution systems daily through the week. The following table shows the minimum and maximum values for chlorine residuals collected in the distribution systems this year. Chlorine residual must never be below 0.05ppm in the distribution system.

Distribution Chlorine Residuals Jan. -> Sept. 2017

Location	# of Samples	Min	Max
Clifford	430	0.51	1.93
Harriston	472	0.42	1.42
Palmerston	430	0.67	1.39
Minto Pines	195	0.69	1.32

Lead

Minto’s Water systems have completed two rounds of reduced sampling and not more than 10% of plumbing results exceeded 10 ug/L. Now the systems are exempt from lead sampling in plumbing according to O.Reg. 170/03. Sampling in the distribution system is still required in the winter and summer periods for pH and alkalinity yearly and for lead every three years. Winter and Summer period lead sampling was completed in all of Minto’s distribution systems along with alkalinity and pH, all results were within acceptable limits. Reg. 243/07 requires daycares to perform lead sampling annually, we performed the sampling for the 1 daycare site William St. Palmerston and the results were within acceptable limits. .

Quarterly Sampling

Nitrate/Nitrite

Nitrate and Nitrite sample were collected as required and all results were beneath the regulated standards.

Total Haloacetic Acid (HAA)

Haloacetic acids are a disinfection by-product formed when Cl₂ reacts with organic material in water. This is a new parameter required for 2017 so currently only three samples results are available. The standard is 80ug/L and must be calculated as a running annual average.

HAA Running Annual Average

	1st Quarter 2017	2nd Quarter 2017	3rd Quarter 2017	4th Quarter 2017	Average ug/L
Minto Pines	1.4	< 1.4	2.2	pending	1.80
Palmerston	3.1	< 1.4	4.9	pending	4.00
Harriston	2.8	6.6	10.2	pending	6.53
Clifford	4.1	3.9	6.3	pending	4.77

Trihalomethanes (THM's)

Trihalomethanes are a disinfection by-product that can be formed when Cl₂ reacts with organic material in water. The standard is 100 ug/L and must be calculated as a running annual average.

THM Running Annual Average

	1st Quarter 2017	2nd Quarter 2017	3rd Quarter 2017	4rd Quarter 2017	Average ug/L
Minto Pines	9.6	5.2	5.9	6.1	6.70
Palmerston	10.7	6.6	9.6	9.9	9.20
Harriston	16.8	11.9	14.9	16.7	15.08
Clifford	22.8	12.9	12.7	7.5	13.98

Schedule 23 & 24 Sampling

Schedule 23 & 24 parameters (metals, pesticides & volatile organics) were tested at Minto Pines May 2017 as per Reg. 170/03, all results were within acceptable limits. The rest of the Minto systems were tested for schedule 23 & 24 parameters in 2016.

Sodium/Fluoride Sampling

The Guidelines for Canadian Drinking Water Quality and Ontario Drinking Water Standards set an aesthetic objective of 200 mg/L sodium. Sodium concentrations above 200 mg/L may alter the taste of water.

The Ontario Drinking Water Systems Regulation 170/03 under the Safe Drinking Water Act requires reporting to the local Medical Officer of Health when sodium levels in public drinking water supplies exceed 20 mg/L or more. At this point, the local Medical Officer of Health informs local physicians, as such information is intended to help persons on sodium-restricted diets control their sodium intake.

Harriston #1 initial sample was 20.8mg/L (AWQI #133081), but the resample was below 7.12mg/L and closer to historic values for that well. The sodium level in several of the wells is 15-20mg/L and may require reporting in the future. All fluoride results were under the standard. The next set of sodium/fluoride testing will occur in May 2022.



Sodium/Fluoride Results

Well	Sodium Result	Sodium Standard	Fluoride Result	Fluoride Standard
Harriston #1	20.8 mg/L Resample 7.12mg/L	20 mg/L	0.57 mg/L	1.5 mg/L
Harriston #2	17.1 mg/L	20 mg/L	0.28 mg/L	1.5 mg/L
Harriston #3	12.0 mg/L	20 mg/L	0.28 mg/L	1.5 mg/L
Clifford #1	7.27 mg/L	20 mg/L	1.13 mg/L	1.5 mg/L
Clifford #3	12.3 mg/L	20 mg/L	0.64 mg/L	1.5 mg/L
Clifford #4	9.18 mg/L	20 mg/L	1.04 mg/L	1.5 mg/L
Palmerston #1	17.4 mg/L	20 mg/L	0.23 mg/L	1.5 mg/L
Palmerston #2	19.6 mg/L	20 mg/L	0.21 mg/L	1.5 mg/L
Palmerston #3	15.0 mg/L	20 mg/L	0.21 mg/L	1.5 mg/L
Palmerston #4	12.7 mg/L	20 mg/L	0.21 mg/L	1.5 mg/L
Minto Pines	16.8 mg/L	20 mg/L	<0.10 mg/L	1.5 mg/L

Arsenic Sampling

The current regulation allows for 0.025mg/L of arsenic. January 2018 the standard will be lowered to 0.010mg/L. Reg. 170/03 states if a test result obtained is half of the standard prescribed for the parameter in Schedule 2 of the Ontario Drinking Water Quality Standards, the frequency of sampling and testing for that parameter under that section shall be increased so that at least one water sample is taken and tested every three months.

Most Recent Arsenic Results

Well	Arsenic Result	Arsenic Standard
Harriston #1	<1.0ug/L	10ug/L
Harriston #2	<1.0ug/L	10ug/L
Harriston #3	<1.0ug/L	10ug/L
Clifford #1	6.5ug/L	10ug/L
Clifford #3	<1.0ug/L	10ug/L
Clifford #4	8.1ug/L	10ug/L
Palmerston #1	3.5ug/L	10ug/L
Palmerston #2	2.4ug/L	10ug/L
Palmerston #3	1.3ug/L	10ug/L
Palmerston #4	<1.0ug/L	10ug/L
Minto Pines	<1.0ug/L	10ug/L

Clifford wells #1 and #4 both exceed half the standard and will require additional sampling. In consultation with the MOECC extra arsenic samples were taken in the distribution system to see if mixing of the wells lowered the values in the distribution system. The levels were lower but some locations still showed values higher than 5ug/L.

Manganese

Health Canada has proposed the existing guideline on manganese be lowered. Currently aesthetic objective (AO) of 0.05 mg/L (50 µg/L) to a maximum acceptable concentration (MAC) of 0.1mg/L (100ug/L) and an aesthetic objective of 0.02mg/L (20ug/L) for total manganese in drinking water.

In the past Ontario has followed the Federal governments lead in regards to drinking water standards. This proposal although not at the provincial level yet has been a topic of discussion at many recent water conferences and could lead to considerable cost at the municipal level.

Manganese Results

Well	Manganese
Harriston #1	0.006mg/L
Harriston #2	0.0064mg/L
Harriston #3	0.005mg/L
Clifford #1	0.045mg/L
Clifford #3	0.017mg/L
Clifford #4	0.040mg/L
Palmerston #1	0.038mg/L
Palmerston #2	0.060mg/L
Palmerston #3	0.041mg/L
Palmerston #4	0.05mg/L
Minto Pines	0.01mg/L

If the results of past manganese testing remained constant some of Minto's wells would exceed half the MAC and likely result in extra sampling.

5.3 Consumer Feedback

All water complaints are dealt with propyl and tracked. In 2017 there was a total of 50 complaints were received between all systems. The breakdown is as follows:

Summary of Water Complaints 2017

Issue	Number of Complaints
Construction related	7
Billing/Water Meter	18
Leaks	4
Flushing (colour)	6
Curb Stops	7
Misc. not water related	2
Water Quality	6
Total	50



The six water quality complaints are related to rusty water on George N (5 complaints from one resident). Increased flushing of this main and working with the service line to the residence seems to be helping with the issue.

6.0 DWQMS Management System Performance

6.1 Efficacy of the Risk Assessment Process

Element 7 risk assessment process identifies potential hazardous events and associated hazards. The assessed risks associated with the occurrence of hazardous events are ranked the hazardous events according to the associated risk. Control measures to address the potential hazards and hazardous events and critical control points must be identified. At least once a year the risk assessment must be reviewed for currency and validity and at least once every 36 months a full risk assessment must be conducted. The risk assessment must also consider the reliability and redundancy of equipment.

The annual review was completed March 9/17 and the 36 month full risk assessment was completed July 5/16.

A full Risk Assessment must be completed in 2018 to meet the new requirements of DWQMS version 2.0 (DWQMS 2.0 pg. 20). The new standard requires Minto to consider the following hazards:

- Long Term Impacts of Climate Change
- Water Supply Shortfall
- Extreme Weather Events (e.g. tornado, ice storm)
- Sustained Extreme Temperatures (eg. heat wave, deep freeze)
- Chemical Spill Impacting Source
- Terrorist and Vandalism Actions
- Sustained Pressure Loss
- Backflow

At the time of this risk assessment we will also address the opportunities for improvement in element 7 and 8 identified during our external accreditation audit.

6.2 Operational Plan Currency, Content and Updates

The Operational is reviewed and updated regularly to ensure the plan is both accurate and effective. In 2018 the Operational plan will undergo several changes and updates to reflect the new standard DWQMS 2.0. The requirements of the new standard are discussed later in this review.



6.3 Infrastructure Review

An annual infrastructure review was completed Oct 2017. Below is a list of capital budget items for 2017.

2017 Town of Minto Capital Water

Project	Budget	Year to Date	Complete
Clifford Well 4 Motor	\$8,361.98	\$8,361.98	Yes
Clifford Ann St Main from Allan to Nelson	\$112,000	\$11,0073	No
Well 2 Harriston upgrade	\$17,000	0	No
George St S. water main Young St to Arthur St	\$450,000	\$17,8027	No
Well #1 & #2 Palmerston Heater	\$6,000	0	No
Palmerston Jane St & Inkerman St	\$260,000	\$18,5243	No
Minto Pines Well Maintenance	\$15,000	\$19,530	Yes
William St Palmerston	\$70,000	\$7,015	No
Water Meters	\$20,000	\$17,128	N/A
Water Equipment	\$12,000	\$3,625	N/A

6.4 Projected Water Main Works

2018

Palmerston

- William St-Tower loop from Tower to Queen St main. (2017 move to 2018)
- Industrial park -on Noble Rd from Minto Rd to East end.
- Queen St from King St to the south end.

Harriston

- Lawrence St from Arthur St to William St. (pending development)
- Williams St from George St to Lawrence St.

Clifford

- Elora St From James St to north end and Park St to James St.

2019

Palmerston

- Whites Rd from Nelson St to Well #3
- Minto Rd to the North

Harriston

- Queen St from Arthur St to North end

Clifford

- Allan St east from Elora St to William St and in to well#1.

2020

Palmerston

- Nelson St from Whites d to Brunswick St



- Brunswick St from Nelson St to Dufferin St
Harriston
- William St East from Elora St to George St
- Thomas St from Arthur St to William ST.

6.5 Internal and Third-Party Audit Results

The internal audit was completed April 24/17 – May 5/17 by Stacey Pennington. In October of 2014 Stacey went to Walkerton Clean Water Centre to complete the “Internal Auditing for the DWQMS” course. There were no non-conformances identified during this audit, but several opportunities for improvement. The OFI’s included tracking of customer complaints, work orders, inventory as well as documentation regarding staffing changes. In time the implementation of CityWide Works will satisfy this OFI.

The external 3 year accreditation audit was completed (onsite Nov. 2) Nov. 7/17 By SAI Global. There was no non-conformance so the Town of Minto received accreditation expiring December 31, 2019. There was seven opportunities for improvement identified, all will be considered and implemented in the near future. The new accreditation expires Dec. 31, 2019, so there will only be a 2 year window, this will need to be captured in budget the accreditation audits are considerably more expensive than the annual table audits (\$1500 vs \$4500).

6.6 Results of Emergency Response Testing

On May 8/17, an Emergency exercise was conducted with the water and waste water department. The scenario was response to severe flooding in Harriston. The exercise was a key to the quick response and handling of the actual event that occurred the following month.

Findings of the exercise included:

1. On-Call phones contact numbers need to be reviewed and updated.
2. Testing of the SCADA 2 computer in Palmerston
3. Consider the requirement of licensed operators when dealing with the emergency and how to best use them to have around the clock coverage.
4. Ensure SOP’s and Contingency plans are used early in event.

6.7 Follow-up on Action Items from Previous Management Reviews

CAR 08-14 Water main abandonment Clifford

Update: With the construction being completed this year will allow the main between Nelson St and Geddes St, west of Clarke St to be abandoned in 2018.

CAR 09-14 Back flow prevention

Update: Currently under review by the CAO/Clerk before it is presented to Council



CAR MR15-02 Inventory Control

Update: Inventory is currently be input and tracked in an excel spreadsheet, City Wide may be utilised in the future.

CAR MR16-02 Review of Data Entry and use of SCADA

Update: Currently tracking using both SCADA and manual data will review closely for this years annual reporting.

Ontario One Call

In the 2016 Management Review locate volume was discussed as an extra demand placed on the water department. The volume of locates continues to climb, but the department has been able continue to deliver locates within five business days as required. The addition of a cooperative education student to the staff through the construction season has helped. The student did not complete locates but was able to take over duties to free up an operator for locating.

<u>Date</u>	<u># of Locate Request</u>
Jan 1 st - Dec 31 st 2013	145
Jan 1 st - May 6 th 2014	46 - Pre On1Call
May 6 th -Dec 31 st 2014	397 - Post On1Call
Jan 1 st - Dec 31 st 2015	514
Jan 1 st - Dec 31 st 2016	555
Jan 1 st - Nov. 27 th	624 (66 relocates)

6.8 Changes That Could Affect the Quality Management System

Staffing

2017 the position of Public Works Director is currently vacant and the responsibilities of this position were spread between the CAO/Clerk and various department foreman. The DWQMS program is very specific in roles and responsibilities, if it is determined the Public Works Position will not be filled then there is considerable changes to both the DWQMS operational plan and Standard Operating Procedure (SOP's) will need to be implemented.

CityWide Works

During Spring of 2017 the Town implemented the CityWide Works program. We already have and use the TA module which holds all of the Town's Assets, so we decided the Works program would be best as it can be used to link complaints as Service Requests and Work Orders to the customer, property and if applicable the Asset that is in need of repair as well as the parts and equipment used to make the repair.

We have been running our Complaints parallel to the Form 002 since implementation.

As staff becomes more familiar using this software and it is set up to create beneficial reports, we will make the necessary changes to our procedures and utilize the reporting functions of this new program.

DWQMS 2.0

DWQMS standard has been under review since 2013, 2015-2016 the standard was revised and QWQMS 2.0 was released February 2017. The new standard must be implemented prior to the first audit of 2019. Also Minto internal audit and management review must be completed using the new standard prior to the next accreditation audit.

Some of the highlights of the new standard include:

- Revised definitions and modified wording
- Requirements listed as “once every 12 months” revised to “once every calendar year”
- Minor revisions made to the following elements: element 2 (Quality Management System Policy), Element 6 (Drinking Water System), Element 10 (competencies), Element 12 (Communications), Element 16 (Sampling, Testing and Monitoring), Element 20 (Management Review).
- Element 7 (Risk Assessment), the MOECC has provide the following list of potential risks must be included with risk mitigation strategies in the risk assessment:
 - Long Term Impacts of Climate Change
 - Water Supply Short Fall
 - Extreme Weather Events
 - Sustained extreme temperatures
 - Chemical Spill Impacting Source Water
 - Terrorist and Vandalism Actions
 - Sustained Pressure Loss
 - Backflow
- Element 14 (Review and Provision of Infrastructure), addition requiring the outcomes of the risk assessment to be considered in the procedure for reviewing adequacy of the infrastructure necessary to operate and maintain the system.
- Element 15 (Infrastructure Maintenance, Rehabilitation and Renewal), requires the preparation of a long term forecast of major infrastructure maintenance, rehabilitation and renewal activities.
- Element 21 (Continual Improvement), Additions review and consider applicable best management practices, including any published by the MOECC. Document a process for identifying and implementing preventive actions to eliminate the occurrence of potential non-conformities.

7.0 Water System Requirements

Metered Water Rates

The Town of Minto implemented full metered rate billing in mid-2015. At the time the fixed and consumption rates were based upon consumption projections provided by our consultants. The intention was to maintain our policy of full cost recovery. Unfortunately, consumption and corresponding revenue fell below projections and a second rate adjustment was required to maintain cash flow and full cost recovery.

On staff's recommendation, Council took swift action and the rates, both fixed and variable were adjusted in mid-2016. This greatly improved the situation and brought the system closer to a sustainable basis. Contributions to lifecycle reserves were deferred until the situation improved. As rates were adjusted in the summer of 2016, it was decided to keep these rates in effect for all of 2017, delaying the schedule of rate increase set out in By-Law 2017-19. A review of total system revenue for the first three billing cycles of 2017 indicates that the gross revenue of \$1,554,314 is approximately 95% of the gross revenue of \$1,632,683 which was raised during the last three billing cycles under the flat fee regime.

Therefore, staff recommends that the rate adjustments set out in the Water and Sewer Charges be implemented with those amounts originally scheduled for 2017 be implemented in the first billing cycles of 2018, as attached.

SCADA Pump House Operator Interface Terminal

Eramosa our SCADA supplier provided the following information:

2 out of 3 of your existing Panelview 600 units have dead batteries or re-starting issues, and recommend replacing all of them with the Schneider Magelis units. This would create consistency at all sites, and one OIT program to maintain etc. Currently Minto uses two different styles of OIT's.

1. Allen Bradley Panelview 600. This unit/version is no longer available from the manufacturer. You can purchase a newer style called the Panelview Plus (ALB2711PT6C20D8) for apx. \$3000 per unit, but you would also need a new program developed to download to that unit.
2. Schneider Magelis OITs (HMISTU855). This unit is currently available and has an up-to-date program developed and deployed. This unit is approximately \$800 per unit.

SCADA Backup Power

The SCADA systems new location at the office requires the generator to manually be turned on to restore power. This means either the SCADA system and Wightman communication equipment must have enough battery backup to allow for someone to respond and start the generator or alternatively the generator needs to be equipped with an automatic switch. Currently Wightman is adding a power outage alarm to the alarm system. This will allow for



someone to be notified and respond to afterhours outages. The office sump pumps also need to be operational during a power outage so this will help with that issue.

Monitor Well Automatic Data Loggers

Data loggers used for monitoring water levels in various monitor wells around Minto are reaching the end of or have passed their life expectancy. The data collected by these units is used for compliance and permit renewal. It is the recommendation of Burnside engineering that Minto start replacing these units or risk the chance of data loss.

Monitor Well Casing Height

During the flood June 23/17 the monitor well casing at well #3 Harriston became submerged, resulting in the possibility of contamination of the aquifer. As a result of this risk it has been suggested we raise the casing levels to above the flood level experienced.

Resources Needed to Maintain QMS.

The majority of the resources required are in the form of time commitments by the Compliance Coordinator/QMS rep and the Public Works Clerk. Budget decisions and preparations for the water dept. are the responsibility of the CAO/Clerk and Water Foreman. The Water Foreman is formally involved & encouraged to participate in the decision making process involved in budgeting.

Water operators must continue to be provided with both practical on the job training and training with CEU's to maintain their licenses this is an ongoing and necessary expense. There is a need for training on the new DWQMS standard 2.0 and auditor training. Stacey Pennington is off on maternity leave so will not be available for this year's internal audit. Clarke Richardson has completed the auditor training on the old standard but could use some practical auditing experience. It may be possible for Clarke to shadow an auditor during another municipality's internal audit.

8.0 Communication/Staff Suggestions

Staff suggestions are always encouraged by the QMS Rep., ORO and management. The importance of operator input is communicated through scheduled water operator meetings and communication memos, e-mails. Information from QMS Rep, ORO is channeled through the water lead hand who then passes the information on to the water operators.

Daily morning "Tailgate" meetings are held with all Public Works departments. This is an opportunity for everyone to be informed of what the day's activities are and also to discuss safety, any concerns or important information. Public Works meetings are held weekly to keep all public works departments up to date on projects and discuss current issues and goals to achieve, once a month the Public Works Council Chairman attends this meeting. Minutes are taken at these meetings and are available for review. A memo was sent to all operators relating specifically to staff suggestions they would like included in the management review and there was none at this time.



9.0 Next Management Review Meeting

The next Management Review will be scheduled for final quarter of 2018. Consideration should be given to performing it earlier before budget season.



TOWN OF MINTO

DATE: December 13, 2017

REPORT TO: Mayor and Council

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

SUBJECT: Municipal Drain Update

STRATEGIC PLAN:

9.7 Promote environmentally friendly development through subdivision and site plan control such as naturalized stormwater management, low maintenance landscaping using native species, and energy and water preservation techniques that enhance design and improve the cosmetics of the community.

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

BACKGROUND:

A report was considered by Council on August 1, 2017 updating the status of Municipal Drains currently under section 4 or 78 of the Drainage Act. The report also looked at the need for floodplain mapping for the entire Maitland River Watershed. This would allow rural flood retention options to be identified that might help reduce flooding in Harriston. For example perhaps a municipal drain could be re-designed or a road or bridge structure altered to store water upstream of Harriston, or allow more water volume down street of Harriston and reducing backup. The following resolution was passed:

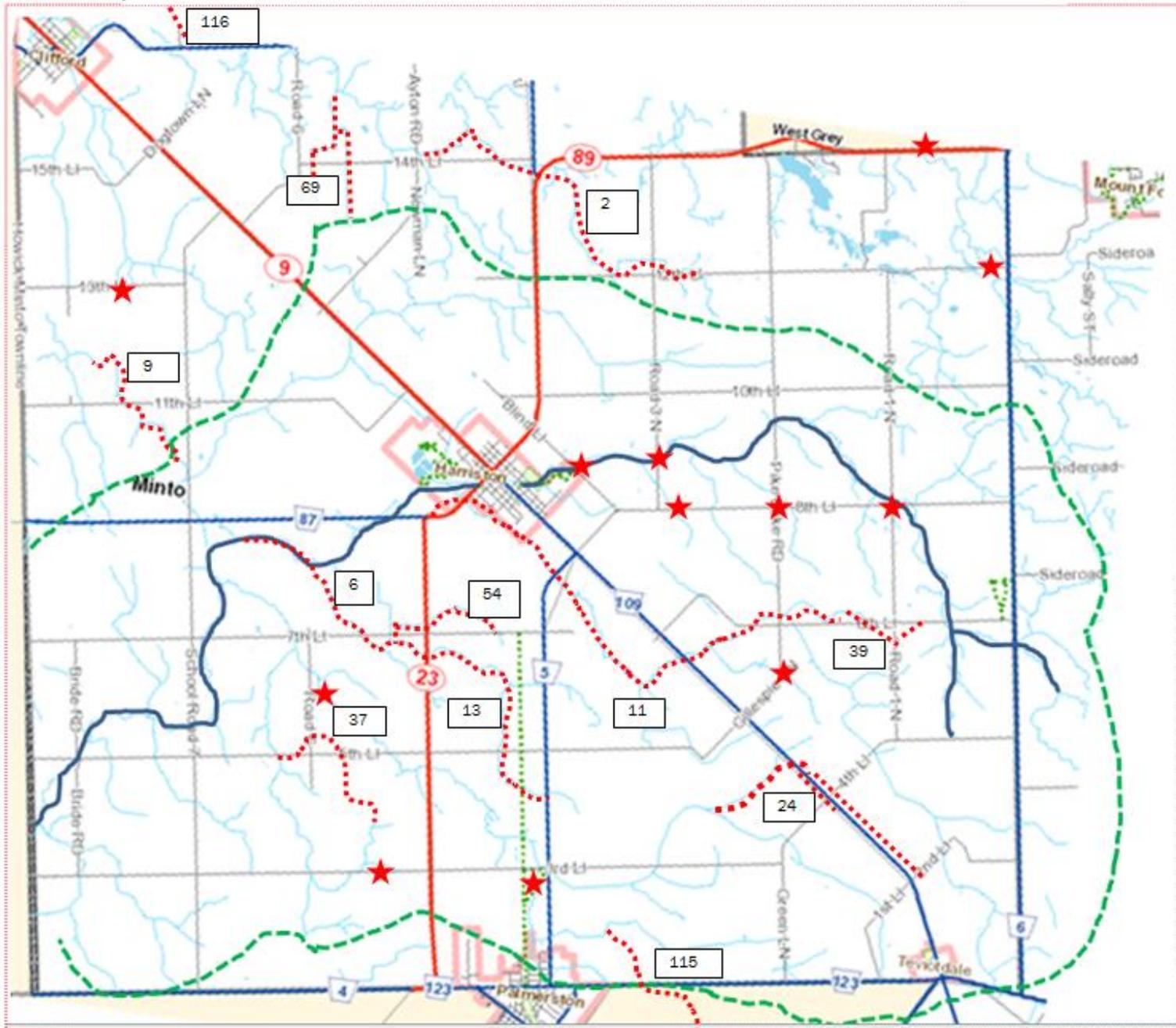
MOTION: COW 2017-202

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

The Town's application for flood mapping was submitted and has passed through the Provincial level approval to the Federal Government. There are positive signs the application will be approved but that is not confirmed. The 2018 draft operating budget includes funding for this initiative.

The main purpose of this report is to provide Council with the status of the municipal drains report on at Council August 1, and to provide updates as to additional drains now before the municipality. Greg Nancekivell from Dietrich Engineering will be present to provide further explanation as some of the engineering reports are still pending.

The map below shows the location of the municipal drains discussed August 1. Council will



note there are several new drains that are also being considered in the explanation below.

COMMENTS:

Council is aware the Drainage Act is one of the oldest laws in Ontario. Municipal Drains are not owned by the Town, but are owned by landowners' subject to a drain assessment which

is predetermined in each individual Drain Report. When maintenance or repairs are needed, the Drainage Act is designed to bring this forward in a fair way allowing input by owners who pay for the work. Agencies like the Conservation Authority and Department of Fisheries also have permit and approvals processes to be followed. The Town is required to follow procedures set in the Act, and to abide by the advice of its Engineer. The following summarizes the status of current active municipal drains in Minto:

- **Drain 11/Fischer Drain (Dredge Creek and Maitland River south of Harriston)** This project has previously been put on hold due to major improvements required at the bottom end (Maitland River) of Drain 11. The required improvements to the lower end of Drain 11 should be coordinated with the Harriston Flood Investigation project. Improvements to the river (Drain 11) “below” Harriston that are beyond the scope of normal drain maintenance could help move significant amounts of water out of Harriston sooner. However, this work cannot occur without a full understanding of the impact on downstream properties. These improvements to the “bottom end” of Drain 11 will help performance of the upper part of the drain.

Pending the results of the flood plain mapping staff suggests going ahead with the new branch of Drain 11 that will service Fischer, Tarr, Gray and MTO properties making them aware the new system will not function properly until the “bottom end is corrected”. The decision as whether the upper part of the system is improved first, before the “bottom end” should be left up to the property owners. If the landowners agree the branch would be tendered and constructed in 2017, leaving the “bottom end” on its own with a possibility of funding through National Disaster Mitigation funding or other sources.

- **Drain 24 (CR 109 2nd Line to 4th Line and beyond)** petition submitted March 2012, and last information meeting held June 10, 2014. Changes to the preliminary design were requested at this meeting and ongoing conversations with property owners have taken place. Edits to the design are underway and an information meeting will be needed this year to update landowners with costs and design.
- **Drain 69 (13th and 14th Concessions; from Ayton Road to Road 6 North)** The draft design was submitted for review on November 17, 2017 to the Department of Fisheries and Oceans Canada and to the Ministry of Natural Resources and Forestry on November 22, 2017. The draft report is complete – pending DFO and MNRF response.
- **Drain 39 (6th Line at Road 1N)** Onsite meeting was held on November 4, 2016 with impacted landowners. A survey of the drain was completed spring of 2017 and preliminary design is started. An information meeting will be held in early 2018.
- **Drain 116 (Part Lot 23, Concession 18)** Construction of the Drain was completed in the fall of 2017. After the final costs have been received, the engineer will complete a final

actual assessment schedule for the Town as well as a grant application to be signed by the treasurer and send it to OMAFRA.

- **Drain 2 (Road 3 North, 12th Line to 12th Line, Ayton Road)** A survey of the drain was completed in the summer/fall of 2017 and a preliminary design is started. An information meeting will be held early in 2018.
- **Drains 37 (5th Line and Road 6) and 115 (CR 123 Concession 1 Lots 16, 17 & North Perth):** Both completed and files are now closed.
- **Drains 6, 13 and 54 (County Road 5 to School Road 7; 7th Line to County Road 87):** A public meeting was held summer 2017 after the decision was made to proceed with a Section 78 report rather than do works under the maintenance program. This will better address current issues and ensure a fair assessment of the costs for such works. It was stated at the meeting a field survey was needed in the fall once the leaves had come off the trees as there are sections that go through bush land. Despite waiting until the leaves had come off the trees, parts of drain 13 and 54 require brushing and clearing before they can be surveyed. This clearing will occur before the end of 2017. Drain 6 survey is complete.
- **Drain 9 (our reference number 1718):** Onsite meeting was held May 4, 2017 with landowners. A survey of the drain will be completed in the winter of 2017 or spring of 2018, pending clearing of parts of the bush along the drain. A preliminary design and information meeting will follow.
- **Drain 52/Shannon Drain:** Onsite meeting was held on November 13, 2015 with the affected landowners. A survey was completed in August 2016 after cleanout of the ditch in June 2016. A preliminary design is underway. An information meeting will be held in the early summer of 2018.
- **Drain 117/20:** Onsite meeting held May 19, 2017 with landowners. This project will include a new branch, a clean out of an existing drain, incorporation of a crossing, and multiple apportionments as a result of a developed subdivision in the upper part of the Drain 20 watershed. A survey of the proposed drain and the existing drain will be completed in the winter of 2017 or the spring of 2018, pending clearing of parts of the bush along the drain. A preliminary design and information meeting will follow.
- **Drain 23** -An onsite meeting was held on October 13, 2017 with the affected landowners. A survey was completed in November 2017. A preliminary design is underway. An information meeting will be held in the summer of 2018.

- **Drain 60** - An onsite meeting was held on October 13, 2017 with the affected landowners. A survey was completed in October 2017. A preliminary design is underway. An information meeting will be held in the summer of 2018.
- **Harriston Flooding Investigation** - Survey has been completed for approximately 15.5 km of the upper end of the watercourse, data from the 17 level loggers has been obtained that were installed in various locations of the watershed. A hydrologic model is in progress for this watershed using PCSWM (Personal Computer Storm Water Management).

The next step is to calibrate it to the storm event of June 23rd. A summary report is being prepared. A meeting with Dietrich Engineering, Minto Staff and Maitland River Conservation Authority is recommended in the New Year. This information will be presented to the public and would tie in with the flood plain mapping grant request through the National Disaster Mitigation Program.

FINANCIAL CONSIDERATIONS:

As was reported in budget the number of new drain applications is significant. The level of activity in this area is the highest in the last seven years as per service measures below:

Service Measures	2011	2012	2013	2014	2015	2016	2017
Tile repairs	10	6	4	7	9	9	11
Ditch repairs, clean out	7	5	2	1	3	4	9
New petitioned drains	3	4	2	2	3	2	7
Totals	23	15	8	10	13	15	27

Cost of drain repairs are determined in the assessment schedules identified by the Engineers Report and presented in the Schedule of Assessment.

RECOMMENDATION:

That Council receives the Road and Drainage Foreman and C.A.O. Clerk’s December 13, 2017 report Municipal Drain Update as information.

Mike Mclsaac Roads & Drainage Foreman

Bill White C.A.O. Clerk

The Corporation of the Town of Minto
By-law Number 2017-101

Authorize the Mayor and Clerk to execute An Agreement between the Corporation of the Town of Minto and the Harriston Historical Society respecting a sublease of space at the Harriston Carnegie Library

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

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

AND WHEREAS the Council of the Corporation of the Town of Minto leases space in the Harriston Carnegie Library and is desirous to enter into a Sublet Lease Agreement with Harriston Historical Society; to sub-lease the part of the upper floor of the Harriston Carnegie Library pursuant to the terms and conditions of the attached Schedule "A" Sublease Agreement;

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

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

Read a first, second, third time and passed in open Council this 19th day of December, 2017.

Mayor George Bridge

C.A.O. Clerk Bill White

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

HARRISTON HISTORICAL SOCIETY

Hereinafter referred to as the "Society"
of the SECOND PART.

WHEREAS:

- A. The Town is the primary tenant of the upper floor of the Harriston Carnegie Library.
- B. The Society is the owner of an historical collection.
- C. The Society wishes to house its collection and related activities in the space allotted to this purpose by the Town.
- D. The Town is prepared to allow such use on and subject to the terms and conditions contained in this Agreement from July 1, 2017 – June 30, 2022 inclusive.

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

1. **Use Rights.** The Society agrees to the following conditions:
 - a. Use of the collection space will be under the sole control of the Society.
 - b. Notwithstanding Clause 1. (a), The Society agrees to work with the Town and the Minto Arts Council to promote joint activities and provide public access to the collection on a reasonable basis.
2. **Charges.** The Society agrees to the following conditions:
 - a. Rental payments will be set at \$2,250.00 per annum payable plus applicable taxes payable in monthly installments of \$187.50 plus taxes.
 - b. The space allocation for the Society will include approximately 605 square feet for the display area and use of the large storage space in the central exhibit gallery.
3. **Parking and Access.** The Society and attendees may use the facilities' available subject to the rules imposed by the County of Wellington for parking areas under its control.

4. **No Town Sponsorship/Responsibility.** The Society acknowledges and shall inform its members using the service that neither the Town nor the County of Wellington are sponsors of or otherwise responsible for the Society's activities and is just providing space for the Society to conduct its activities.
5. **Housekeeping.** The Society will be responsible for minor cleaning and the County of Wellington will be responsible for janitorial services for the facility.
6. **No Town Responsibility.** The Town assumes no responsibility for damage by theft or otherwise to belongings of the Society or the Society's attendees except to the extent caused by the negligence of the Town or any persons for whom the Town is responsible.
7. **Insurance** The Society should 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 of contents insurance. Cross liability coverage shall be included in the Commercial General Liability sections of the insurance policies.
8. **Termination by the Town.** 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 the facility.
9. **Not Assignable.** This Agreement shall not be assigned or transferred by the Society to any other person, business or corporation whatsoever. Sub-letting and sub-leasing by the Society of the space is permitted as long as the other terms of this agreement are followed.
10. **No Registration.** The Society shall not register this Agreement or Notice of this Agreement on the title to the facility.
11. **Freedom of Information.** The Town discloses and the Society 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.
12. **Notice to User.** Any notice that the Town determines to give to the Society regarding this Agreement may be given in writing by personal delivery to the Society Chair or by prepaid registered post sent to the Society's last mailing address known to the Town.

SIGNED BY THE HARRISTON HISTORICAL SOCIETY this 19th day of December 2017.

HARRISTON HISTORICAL SOCIETY

Per: _____
Mark Mac Kenzie, Chair

Per: _____
Linda Brown, Treasurer

We have the authority to sign on behalf of the User.

SIGNED BY THE TOWN this 19th day of December 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 Number 2017-102

Authorize the Mayor and Clerk to execute An Agreement between the Corporation of the Town of Minto and the Minto Arts Council respecting a sublease of space at the Harriston Carnegie Library

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

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

AND WHEREAS the Council of the Corporation of the Town of Minto has entered into a lease agreement with the County of Wellington regarding certain floor space in the Harriston Carnegie Library and is desirous to enter into a Sublet Lease Agreement with the Minto Arts Council; to sub-lease part of the upper floor of the Harriston Carnegie Library pursuant to the terms and conditions of the attached Schedule "A" Sublease Agreement;

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

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

Read a first, second, third time and passed in open Council this 19th day of December, 2017.

Mayor George Bridge

C.A.O. Clerk Bill White

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

MINTO ARTS COUNCIL

Hereinafter referred to as the "Arts Council"
of the SECOND PART.

WHEREAS:

- A. The Town is the primary tenant of the upper floor of the Harriston Carnegie Library.
- B. The Arts Council is the operator of the Minto Heritage Gallery.
- C. The Arts Council wishes to operate an art gallery and related activities in the space allotted to this purpose by the Town.
- D. The Town is prepared to allow such use on and subject to the terms and conditions contained in this Agreement from July 1, 2017 – June 30, 2022 inclusive.

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

- 1. **Use Rights.** The Arts Council agrees to the following conditions:
 - a. Use of the gallery will be under the sole control of the Arts Council.
 - b. Notwithstanding Clause 1. (a), The Arts Council agrees to work with the Town and the Harriston Historical Society to promote joint activities and provide public access to the gallery on a reasonable basis.
- 2. **Charges.** The Arts Council agrees to the following conditions:
 - a. Rental payments will be set at \$2,250.00 per annum payable plus applicable taxes payable in monthly installments of \$187.50.00 plus taxes.
 - b. The space allocation for the Council will include the central exhibit gallery, north gallery area and use of the small storage space off the central exhibit gallery.

3. **Parking and Access.** The Arts Council and attendees may use the facilities' available subject to the rules imposed by the County of Wellington for parking areas under its control.
4. **No Town Sponsorship/Responsibility.** The Arts Council acknowledges and shall inform its members using the service that neither the Town nor the County of Wellington are sponsors of or otherwise responsible for the Arts Council's activities and is just providing space for the Arts Council to conduct its activities.
5. **Housekeeping.** The Arts Council will be responsible for minor cleaning and the County of Wellington will be responsible for janitorial services for the facility.
6. **No Town Responsibility.** The Town assumes no responsibility for damage by theft or otherwise to belongings of the Arts Council or the Arts Council's attendees except to the extent caused by the negligence of the Town or any persons for whom the Town is responsible.
7. **Insurance.** The Arts Council 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 of contents insurance. Cross liability coverage shall be included in the Commercial General Liability sections of the insurance policies.
8. **Termination by the Town.** 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 the facility.
9. **Not Assignable.** This Agreement shall not be assigned or transferred by the Arts Council to any other person, business or corporation whatsoever. Sub-letting and sub-leasing by the Arts Council of the space is permitted as long as the other terms of this agreement are followed.
10. **No Registration.** The Arts Council shall not register this Agreement or Notice of this Agreement on the title to the facility.
11. **Freedom of Information.** The Town discloses and the Arts Council 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.
12. **Notice to User.** Any notice that the Town determines to give to the Arts Council regarding this Agreement may be given in writing by personal delivery to the Arts Council President or by prepaid registered post sent to the Arts Council's last mailing address known to the Town.

SIGNED BY THE MINTO ARTS COUNCIL this 19th day of December 2017.

MINTO ARTS COUNCIL

Per: _____
Julianne von Westerholt, President

Per: _____
Eleanor Butt, Vice-President

We have the authority to sign on behalf of the User.

SIGNED BY THE TOWN this 19th day of December 2017.

THE CORPORATION FO 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 No. 2017-103

to provide for the classification, retention and destruction of the records of
The Corporation of the Town of Minto

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS subsection 255 (3) of the *Municipal Act 2001, S.O. 2001, Chapter 25* provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

AND WHEREAS the Council of The Corporation of the Town of Minto adopted By-law 2000-018 being a by-law to establish record retention periods for records of the Town of Minto;

AND WHEREAS the Council of The Corporation of the Town of Minto deems it expedient to repeal By-law 2000-018 and grant the C.A.O Clerk, delegated authority to establish the retention schedule for the records of The Corporation of the Town of Minto;

AND WHEREAS the Council of The Corporation of the Town of Minto deems it expedient to retain, preserve and destroy municipal records:

1. **THAT** the Records Retention Program Policy attached hereto as Schedule "A" be adopted and the C.A.O. Clerk be authorized to amend the policy from time to time with approval from Council as needed.
2. **THAT** the Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule "B" be adopted and that the C.A.O. Clerk is authorized to amend the schedule from time to time with approval from Council as may be needed.

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

SHORT TITLE: RECORDS CLASSIFICATION AND RETENTION BY-LAW

1. DEFINITIONS

In this by-law:

- a. "Corporation" means The Corporation of the Town of Minto.
- b. "Functional" refers to a classification method for organizing records based on the actual business function, activity or transaction type associated with the records. The Records Retention Schedule attached as Schedule 'B' is the Corporation's functional classification system.
- c. "Record" means information however recorded or stored, whether imprinted form, on film, by electronic means or otherwise, and includes documents, financial

statements, minutes, accounts, correspondence, memoranda, plans, maps, drawing, photographs and films”.

d. “Transitory Record” means records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial, operational or other decisions of the municipality.

2. The Corporation will classify, retain and destroy records in accordance with this by-law and the Records Classification & Retention Schedule attached as Schedule B.
3. When records exist which fall outside of those listed in the Records Classification & Retention Schedule, functional classification based on an analysis of the Corporation’s business activities and legislative responsibilities shall be the guiding principle for classifying, retaining, and destroying those records in cooperation with the Deputy Clerk or designate.
4. Electronic records may be stored in databases, shared drives, servers or SharePoint sites. Records classifications and retention periods indicated in the Records Classification & Retention Schedule apply equally to paper and electronic records.
5. Unless otherwise specified in the Records Classification & Retention Schedule, or unless required for legal purposes or as otherwise provided by law, transitory records may be destroyed at any time.
6. By-law No. 00-18 being “A by-law to provide for the retention of documents and for the destruction of certain documents” passed on the 22nd day of March 2000 is hereby repealed.
7. 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 19th day of December, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

Section: Administration	Policy Number: 1.38
Policy: Records Retention	Effective Date: 12-19-2017
Date Last Revised:	Current Revision Date:

Schedule "A" of By-law 2017-103



1.0 POLICY STATEMENT:

The Records Retention Program is one of the cornerstones of a records management system. It defines responsibilities and provides a standard for the maintaining and disposal of records as required by applicable legislation.

The Retention Schedule defines the processing of all records, regardless of the format and medium of the records, from the creation to the destruction or the transfer to the Corporation or the County of Wellington Archives.

2.0 APPLICATION:

Retention provisions are based upon the informational content of the record rather than on its medium.

3.0 PURPOSE:

The retention provisions described in this policy apply to all records created, received or maintained by employees of the Town of Minto in the course of carrying out their corporate duties regardless of the medium or format.

4.0 DEFINITION(S):

Active Record shall mean the records that are referred to and used on a regular basis and are generally stored in a department.

Active Retention shall mean the period of time that records are considered active with a higher frequency of use, stored nearby and are readily accessible to the users.

Alternate Format Records shall mean original records that have been microfilmed or available electronically and is deemed to be an original copy.

Archival Record shall mean a record of enduring significance that has historical value for the Town and individuals engaging in historical research.

Archival Review shall mean the period of time during which a record is determined as having potential archival value.

Archival Value shall mean the evidential and informational value of records, which is determined during appraisal and justifies the records preservation.

Town shall mean The Corporation of the Town of Minto.

Clerk shall mean the CAO/Clerk of The Corporation of the Town of Minto.

Code shall mean the reference number for each records series, based on the corporate records classification system (TOMRMS).

Computer System shall mean a device or a group of interconnected or related devices, one or more of which:

- a) contains computer programs or other data; and
- b) pursuant to computer programs, performs logic and control, and may perform any other function.

Section: Administration	Policy Number: 1.38
Policy: Records Retention	Effective Date: 12-19-2017
Date Last Revised:	Current Revision Date:

Copy shall mean a record that is a duplicate of an original.

Current shall mean the year in which the record was prepared.

Data shall mean the representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

Department Head shall mean a Director or respective designate of The Corporation who is responsible for a specific department.

Duties and Responsibilities of Department Heads shall mean in addition to other duties assigned in this policy, Department Heads shall:

- a) Co-operate with the Records Manager in carrying out the policies and procedures established by the Town of Minto for the efficient and economical management of records and in carrying out the requirements of this ordinance;
- b) Adequately document the transaction of government business and the services, programs and duties for which the Department Head and applicable staff are responsible; and
- c) Maintain the records in the care of the Department head and carry out their preservation, electronic storage, destruction or other disposition only in accordance with the policies and procedures of the records management policy of The Town of Minto and the requirements of the applicable bylaw.

Dispose shall mean to destroy a record or remove it from the official records keeping system.

File shall mean a collection of related records.

Inactive Retention shall mean a period of time that records not currently active shall be kept in a lower cost storage location.

Non-records shall mean extra copies of documents kept solely for convenience reference or records not usually included within the scope of the official records of the Town of Minto. See Transitory Records for further information.

Official Holder shall mean the functional unit of The Corporation that creates the record(s) and/or is responsible for retaining/maintaining the official/original record(s).

Official Record shall mean a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts.

Original shall mean a record that was first produced or is a source document or is received by a department.

Orphan Data shall mean data that:

- a) is not machine readable by any of the Town's computer systems in place during the disposal year, because the data exists with no identifiable computer application that can retrieve the data; or
- b) is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Town employee who is knowledgeable about the business function or functions to which the data relates.

Permanent shall mean a record that is preserved and/or never destroyed or removed from the official records keeping system.

Section: Administration	Policy Number: 1.38
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Record shall mean any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, and any other documentary material, regardless of physical form or characteristics, made or received in the course of the conduct of the affairs of the Town, and retained by the Town for the purposes of future reference.

Records Centre shall mean a low-cost facility for the controlled maintenance, retrieval, and disposal of semi-active or inactive records.

Records Series shall mean a group of records that relate to a particular function or operation, that are filed together, and need to be retained for the same period of time.

Retention Period shall mean the period of time during which a specific records series must be kept before records in that records series may be disposed of and is calculated from the close date of the record. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (inactive).

Retention Schedule shall mean a schedule/timetable that identifies the length of time a specific record series must be retained for before it may be disposed of.

Superseded shall mean the record shall be retained until such time as they have been replaced with more current information.

TOMRMS shall mean The Ontario Municipal Records Management System which is The Corporations standardized file classification system.

Transitory Record shall mean a record that is:

- a) retained solely for convenience of reference;
- b) required solely for the completion of a routine action, or the preparation of another record;
- c) of insignificant or of no value in documenting Town of Minto business transactions;
- d) not an integral part of a Town record;
- e) not filed regularly with the Town of Minto's records or records keeping system;
- f) not required to meet statutory obligations or to sustain administrative or operational functions;
- g) about social events that are not special Town events;
- h) not related to Town business;
- i) a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record

Vital Record shall mean a record that is essential to the continuation or resumption of Town business in the event of a disaster. A vital record allows the Town to continue to fulfill its obligation to taxpayers, employees, other levels of government and outside interested parties. Examples of vital records include: accounts receivable, accounts payable, payroll records, tax rolls, contracts, infrastructure drawings, etc.

Working Papers shall mean rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official decisions.

5.0 SPECIFIC POLICY REQUIREMENTS:

a) General Principles:

The following general principles shall govern the destruction of records:

1. No record shall be destroyed unless first classified according to the current records classification system.

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2. No record shall be destroyed unless the retention period has expired or the record is a copy of the original record.
3. All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records.
4. No official record shall be destroyed without the appropriate authorization.
5. Any records pertaining to pending/actual litigation, an investigation or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose.

b) Responsibility

As the “Official Records Keeper” under the Municipal Act, the C.A.O. Clerk or designate is responsible for keeping a copy of all disposal reports on a permanent basis and for authorizing the establishment of retention schedule. The Deputy Clerk shall serve as “Records Manager” for the Town of Minto

It is the responsibility of all employees of the Corporation of the Town of Minto to follow the rules of the Records Retention Program who are expected to manage records created, received and controlled within their department or unit regardless of format in good operational order in accordance with the approved file classification.

Employees are expected to follow this policy and best records management practices.

c) Duties and Responsibilities of the Records Manager:

In addition to other duties assigned in this policy, the Records Manager shall:

1. Administer the records management program and provide assistance to department heads in its implementation;
2. Plan, formulate and prescribe records disposition policies, systems, standards and procedures;
3. In co-operation with department heads identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
4. Develop procedures to ensure the permanent preservation of the historically valuable records of the municipality;
5. Establish standards for filing and storage equipment and for recordkeeping supplies;
6. Study the feasibility of, and if appropriate, establish a uniform filing system and a forms design and control system for The Town of Minto;
7. Monitor records retention schedules and administrative rules;
8. Disseminate to Council and Department Heads information concerning the retention schedule;
9. Ensure that the maintenance, preservation, micro filming, destruction or other disposition of the records of The Town of Minto are carried out in accordance with the policies and procedures of the records management program;
10. Maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
11. Bring to the attention of the Clerk and Chief Administrative Officer non-compliance by Department Heads or other municipal personnel with the policies and procedures of the records management program.

d) Organization

The Corporation organizes records according to the approved corporate classification system which is based on the Town of Minto’s business activities.

e) Records Ownership

All records created, received, used or maintained by officers and employees in the course of their duties on behalf of The Corporation are the property of the Town of Minto.

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Employees leaving their positions with the Town shall leave all records for their successors. This applies to both temporary and permanent departures, including transfers within the organization.

f) Implementation

The Town`s Record Retention Schedule shall be reviewed on a regular basis to ensure legal compliance. The Official Records Keeper shall consult with the Records Manager, and may consult with Town Legal Counsel and the Town Auditor as the case may be to review and establish the retention schedule.

As part of the regular process for the disposal of records and prior to any destruction of records, such destruction shall be authorized in writing by the appropriate Department Head. Such authorization shall note the code, subject of the records, the title of the record, period of time the records relate to and shall identify the Retention Schedule under which the disposal was authorized.

Upon the Official Records Keeper being satisfied that the retention period as set out in the appropriate Retention Schedule has expired, and disposal has been properly authorized by the department, the Official Records Keeper shall:

- a) order the record(s) to be destroyed, in a manner which complies with *the Municipal Freedom of Information and Protection of Privacy Act, 1989*; or
- b) set aside the record(s) for long-term or permanent retention; or
- c) transfer the record(s) to the custody and control of the Archives program operated by the Town Clerk`s Office or the Wellington County Archives.

Copy/duplicate records do not require formal approval for destruction.

The Records Retention Program does not apply to records made outside the course of Town business.

g) Orphan Data – Electronic Systems

Prior to the destruction of any orphan data, a written description is required documenting the orphan data containing, to the extent that such information is obtainable, the following:

- a. The title of the orphan data;
- b. The identification of the department/section that is responsible for the creation or use of the orphan data;
- c. A brief description of the orphan data`s purpose;
- d. The format/software the orphan data is stored in;
- e. A brief description of any sub data, their purpose and relationship to the main data or other sub data;
- f. The written approval, authorizing the orphan data`s disposal from the department head or designate who is responsible for the business function to which the orphan data relates.

Records created for long-term space savings no matter what the form shall be deemed to be the original for the purposes of this policy if so indicated in the Retention Program and retained subject to the approved retention schedule.

h) Records Protection

It is the intention of The Corporation to protect their records for the duration of their scheduled retention through appropriate storage.

i) Records Storage

It is the intention of The Corporation to store records in a manner that:

- a) prevents loss through misplacement, deterioration, accidental destruction, and/or theft;
- b) prevents unauthorized or inappropriate access; and
- c) ensures continued readability.

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j) Records Disposal

It is the intention of The Corporation to destroy records as feasible in accordance with the approved retention schedule and in a secure and confidential manner based on informational content and format.

Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the following applies to the retention and disposal of all transitory, duplicate or copy records created or received by Town employees:

- a) A copy of a record may be destroyed at any time if the original is subject to a retention period established by the Records Retention Schedule.
- b) A transitory record may be deleted or otherwise destroyed unless otherwise specified in the schedule or unless required for legal or legislated purposes when their value ceases as determined by the individual work unit.

A transitory record shall be destroyed if the original record does not possess archival value and if there is no further business or legal requirement to retain the record in an original format.

k) Suspension of Policy

In the event of a notice of litigation, notice of claim, audit or investigation for which the Town may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.

l) Compliance

Compliance with the records retention program will be reviewed on a regular basis.

m) Rationale and Legislative Authority:

The Municipal Act provides that a record of a municipality may be destroyed if a retention period for the record has been established and the retention period has expired; or the record is a copy of the original record.

By-law 2017-103 provides that the Town C.A.O. Clerk or designated is granted delegated authority to establish the retention schedule for the records of The Corporation of the Town of Minto

Schedule “B” of By-law 2017-103

File Code	Series Title	Series Description	Retention (years)
A- ADMINISTRATION			
Includes records regarding routine administration and office services function			
A00	Administration - general	Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available	1
A01	Associations and Organizations	Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as AMCTO, FCM, AMO etc •	1
A02	Staff Committees and Meetings	Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. •	4**
A03	Computer Systems and Architecture Information	Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.	S+6
A04	Conferences and Seminars	Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality	1**
A05	Consultants	Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.	2**
A06	Inventory Control	Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and office and small equipment stock levels. •	6

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
C - Current Year; ** - Subject to Archival Selection

A07	Office Equipment and Furniture	Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. •	E
A08	Office Services	Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	1
A09	Policies and Procedures	Includes policy and procedure manuals, guidelines and directives.	P**
A10	Records Management	Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.	S
A11	Records Disposition	Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P
A12	Tele-communications Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	S
A13	Travel and Accommodation	Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	1
A14	Uniforms and Clothing	Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.	S**
A15	Vendors and Suppliers	Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders information sheets.	2
A16	Intergovernmental Relations	Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.	5**

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
C - Current Year; ** - Subject to Archival Selection

A17	Accessibility of Records (F.O.I.)	Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act.	2 years
A18	Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	5
A19	Facilities Construction and Renovations	Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.	E + 2** As built = until superseded
A20	Building and Property Maintenance	Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.	5 Setup tests and manuals = Equipment removed + 1 year
A21	Facilities Bookings	Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	1
A22	Accessibility of Services	Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.	5
A23	Information Systems Production Activity & Control	Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports and system changes.	2
A24	Access Control & Passwords	Records related to the management of and access to programs. Includes individual access, password management, etc.	S
A25	Performance Management/ Quality Assurance	Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), National Quality Institute (NQI), Benchmarking, Balanced Score Cards, Municipal Performance Measurement Programs. Key performance indicators, customer service results, etc. would also be included. Types of records included would be reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc.	S**

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File Code	Series Title	Series Description	Retention (years)
C- COUNCIL, BOARDS AND BY LAWS			
Includes records regarding the establishment of policy and By-Laws, and the operations of Council and of Boards for which Council is responsible.			
C00	Council and By-Laws –general	Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	1
C01	By-Laws	Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.	P**
C02	By-Laws - Other Municipalities	Includes final versions of by-laws of other municipalities which are of interest.	S
C03	Council Agenda	Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	S+5
C04	Council Minutes	Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes.	P**
C05	Council Committee Agenda	Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	S
C06	Council Committee Minutes	Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	6**
C07	Elections	Includes returned notices, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by council members and information on ward boundaries. Includes advertising.	E+4 Ballot = 120 days after voting or resolution of recount
C08	Goals and Objectives	Includes records concerning strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan	S**
C09	Motions and Resolutions	Includes final signed versions of resolutions and motions of Council.	P**
C10	Motions and Resolutions - Other Municipalities	Includes final versions of motions and resolutions of other municipalities which are of interest.	S
C11	Reports to Council	Includes all reports to Council. Filed by subject.	P**
C12	Appointments to Boards and Committees	Includes records regarding appointments by Council of staff and council members.	P**
C13	Accountability Transparency & Governance	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., etc.	2

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File Code	Series Title	Series Description	Retention (years)
D- DEVELOPMENT AND PLANNING			
Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning,			
D00	Development and Planning - general	Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	1
D01	Demographic Studies	Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	10**
D02	Economic Development	Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.	10**
D03	Environment Planning	Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans.	E+5**
D04	Residential Development	Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	10**
D05	Natural Resources	Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	5**
D06	Tourism Development	Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	10**
D07	Condominium Plans	Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	P Applications = 2 years after final decision
D08	Official Plans	Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	P**
D09	Official Plan Amendment Applications	Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	E+5
D10	Severances	Includes records regarding the granting of severances to parcels of land including application for severance.	E+6
D11	Site Plan Control	Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	P

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D12	Subdivision Plans	Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans.	P
D13	Variances	Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations.	P
D14	Zoning	Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	E+2
D15	Easements	Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.	E+6**
D16	Encroachments	Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	E+6**
D17	Annexation/ Amalgamation	Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	P**
D18	Community Improvement Projects	Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.	E+6**
D19	Municipal Addressing	Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	S+10**
D20	Reference Plans	Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	P
D21	Industrial/ Commercial Development	Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	10**
D22	Digital Mapping	Includes all records used to produce maps and updates in a digital format.	S
D23	Agricultural Development	Includes all records regarding development of agricultural growth.	10**
D24	Background Reports for Official Plan	Includes reports pertaining to amendments and changes to the Official Plan.	E+5
D25	Deeming Process	Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has	E+2

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		been registered for at least 8 years.	
D26	Development Charges Study	Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	10**
D27	Part Lot Control	Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision	E+5

File Code	Series Title	Series Description	Retention (years)
E- ENVIRONMENTAL SERVICES			
Includes Records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.			
E00	Environmental Services	Includes records regarding environmental services which cannot be classified elsewhere.	1
E01	Sanitary Sewers	Includes records regarding the design, construction and maintenance of sanitary sewers.	C+1 Specifications = permanent
E02	Storm Sewers	Includes records regarding the design, construction and maintenance of storm sewers.	C+1** Specifications = permanent
E03	Treatment Plants	Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.))	5 Specifications = permanent Plans = cease to apply + 2
E04	Trees	Includes records of tree removal, planting, trimming, pruning and preservation.	5
E05	Air Quality Monitoring	Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity.	E+5**
E06	Utilities	Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	5**
E07	Waste Management	Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.	10 or cease to apply + 10** *** if National Guidelines apply, retention = P
E08	Water Works	Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment. Includes water meter registration numbers. Includes water treatment facility/distribution and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.))	15 Specifications = P
E09	Drains	Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.	E+5** Specifications = P
E10	Pits and Quarries	Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	5** Specifications = P

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E11	Nutrient Management	NUTRIENT MANAGEMENT Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage biosolids on land, near waterways, runoff etc. Includes documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results.	5** or expiry of plan + 2 years
E12	Private Sewage Disposal Systems	Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	5** Specifications =P
E13	Water Monitoring	Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes H/C records of Ministry of the Environment DW and WW Compliance Inspection Reports, data request items, inspection responses and related documents.	E+15
E14	Water Sampling	Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes H/C records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.	E+15
E15	Chemical Sampling of Water	Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports. Lead sampling documents include all Community Lead Sampling Program – specific documents and guidance.	E+15
E16	Backflow Prevention and Cross Connection Control	Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	15
E17	Energy Management	Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and green house gas emissions. Also includes management of energy consumption and conservation at municipal buildings and facilities.	E+7
E18	Natural Heritage	Includes records regarding greenlands, municipal	E + 3

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		forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks.	
E19	Renewable Energy	Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	E + 15
E20	Source Water Protection	Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or the acceptance of an assessment.. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys	E+15
E21	MOE Environmental Compliance Approvals	Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	Cease to apply + 2 years

File Code	Series Title	Series Description	Retention (years)
F- FINANCE AND ACCOUNTING			
- Includes Records regarding the management of funds.			
F00	Finance and Accounting – general	Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	1
F01	Accounts Payable	Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.	E+7
F02	Accounts Receivable	Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation..	E+7
F03	Audits	Includes records regarding internal and external financial audits of accounts.	6
F04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.	6
F05	Budgets and Estimates	Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	6**
F06	Assets	Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	E+6**
F07	Cheques	Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.	6
F08	Debentures and Bonds	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.	E+6
F09	Employee and Council Expenses	Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.	E+7
F10	Financial Statements	Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements	P**
F11	Grants and Loans	Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.	E+6
F12	Investments	Includes records regarding the municipality's investments, term deposits, and promissory notes.	E+6

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F13	Journal Vouchers	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	E+6
F14	Subsidiary Ledgers Registers and Journals	Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers	E+7**
F15	General Ledgers and Journals	Includes all records in the Books of Original Entry.	P
F16	Payroll	Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, Blue Cross reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council.	E+6
F17	Purchase Orders and Requisitions	Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	E+6
F18	Quotations and Tenders	Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	6**
F19	Receipts	Includes receipts issued for payment of items such as licenses, rentals and taxes.	6
F20	Reserve Funds	Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	6
F21	Revenues	Includes records regarding the generation of revenues other than taxes such as development charges.	6 Mortgage related = 10
F22	Taxes and Records	Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	P
F23	Write Offs	Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	6 Court services write-offs – 37 years
F24	Trust Funds	Includes records regarding funds established by the municipality for money held in trust, such as bequests, Homes for the Aged Residents and Ontario Home Renewal Program.	E + 7
F25	Security Deposit	Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (ie. bonds).	E+6
F26	Working Papers	Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance.	E+1

File Code	Series Title	Series Description	Retention (years)
H- Human Resources			
Includes Records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.			
H00	Human Resources – general	Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	1
H01	Attendance and Scheduling	Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	3**
H02	Benefits	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	S
H03	Employee Records	Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee, and employee assistance. Includes full-time, part-time, student employees and volunteers.	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25
H04	Health and Safety	Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety & Insurance Board reports and information on health and safety programs for staff.	3
H05	Human Resource Planning	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.	1**
H06	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	S**
H07	Labour Relations	Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	E+10**
H08	Organization	Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	S**
H09	Salary Planning	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.	5
H10	Pension Records	Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.	E+6
H11	Recruitment	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	1**

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H12	Training and Development	Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.	E+2**
H13	Claims	Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD.	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made
H14	Grievances	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution.	E+10
H15	Harassment And Violence	Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.	E+3
H16	Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	E+7
H17	Employee Medical Records – Hazardous Materials	Includes records of exposure to asbestos and other hazardous materials.	E+40 or 20 years after last record of exposure
H18	Employee Medical Records	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation	E+3
H19	Disability Management	Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	E + 5
H20	Confined Spaces	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.	E+1 and 2 most recent records retained

File Code	Series Title	Series Description	Retention (years)
J- JUSTICE			
Includes records regarding POA and Court activities			
J00	Justice general	Includes Court & POA Records which cannot be classified elsewhere. Use only if no other heading is available.	4
J01	Certificates of Offence (Part I)	Includes Court and POA records including Part 1 Certificates of Offence.	2
J02	Control Lists Information (Part III)	Includes Court and POA records including all Part 3 Information and Part 1 Certificates of Offence relating to accident and careless driving matters only.	6
J03	Control Lists	Includes reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	4
J04	Court Dockets	Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	3 statement of defence – not set to trial = 5
J05	Transcripts and Records of Court Proceedings	Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	6
J06	Enforcements & Suspensions	Includes records regarding the suspension of licenses issued by Provincial Government agencies and fine collection efforts. Also includes audit reports provided by the provincial database.	8
J07	Appeals & Transfers	Includes records of appeals and of transfers to and from other Courts.	7
J08	Statistics	Includes reports and other statistical data, including all RICO reports (including ISCUS/Courtroom Utilization Reports). Also includes financial reports regarding write-offs	8
J09	Disclosure	Includes information requested by individuals in preparation for court cases.	6
J10	Certificates of Conviction Part 2	Includes Court and POA records including Part 2 - Certificates of Conviction.	6

File Code	Series Title	Series Description	Retention (years)
L- LEGAL AFFAIRS			
Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.			
L00	Legal Affairs – general	Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	1
L01	Appeals and Hearings	Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards.	P
L02	Claims Against the Municipality	litigation made by other parties against the municipality.	E+1
L03	Claims By the Municipality	litigation made against other parties by the municipality.	E+1
L04	Contracts and Agreements - Under By-Law	Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.	E+15**
L05	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	E+15
L06	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	E+15
L07	Land Acquisition and Sale	Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	E+10**
L08	Opinions and Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S**
L09	Precedents	Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	S**
L10	Federal Legislation	Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S
L11	Provincial Legislation	Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	S
L12	Vital Statistics	Includes registers of births, deaths and marriages.	P
L13	Prosecutions	Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	E+7
L14	Contracts and Agreements – Simple	Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements. Also includes consents required under The Canadian Anti Spam Legislation (CASL)	E+2** Long term care service providers = expiry + 7

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File Code	Series Title	Series Description	Retention (years)
M- MEDIA AND PUBLIC RELATIONS			
Includes records regarding the municipality's relationship with the media and the general public.			
M00	Media and Public Relations general	Includes records regarding media and public relations which cannot be classified elsewhere.	1
M01	Advertising	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	1**
M02	Ceremonies and Events	Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.	5**
M03	Charitable Campaigns/Fund Raising	Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.	1
M04	Complaints Commendations and Inquiries	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.	1**
M05	News Clippings	Includes clippings from newspapers, information from journals and other printed media.	1**
M06	News Releases	Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	1**
M07	Publications	Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	S** S+3 if publication is subject to copyright or trademark
M08	Speeches and Presentations	Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials..	3**
M09	Visual Identity and Insignia	Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	S+5**
M10	Website & Social Media Content	Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter	S
M11	Public Relations and Public Awareness Campaigns	Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness.	5**

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
C - Current Year; ** - Subject to Archival Selection

File Code	Series Title	Series Description	Retention (years)
P- PROTECTION AND ENFORCEMENT SERVICES			
Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.			
P00	Protection & Enforcement Services –general	Includes records regarding protection and enforcement services which cannot be classified elsewhere.	1
P01	By-law Enforcement	Includes records of municipal efforts to enforce bylaws such as parking tickets, order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc.	6**
P02	Daily Occurrence Logs	Includes daily occurrences logs maintained by the Chief Building Official	5**
P03	Emergency Planning	Includes records regarding the planning and rehearsal of emergency measures. May also include records of previous disasters including reports, press clippings, etc.	S** or E + 5 if Canadian Environmental Protection Act applies
P04	Hazardous Materials	Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.	S+5 7 years or tank removal + 7 years if Canadian Environmental Protection Act applies
P05	Incident/ Accident Reports	Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties	E+1 and 2 most recent records retained
P06	Building and Structural Inspections	Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force.	E+2 for inspections maintenance and testing related to the fire code
P07	Health Inspections	Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's or Public Health Inspections.	S
P08	Investigations	Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and fire fighting activities.	10**
P09	Licences	Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries and quarries, etc.	E+2
P10	Building Permits	Includes permits issued to builders, contractors, and residents giving them permission to build or renovate.	P
P11	Permits Other	Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, transport oversize loads, erect signs, park on the street, etc.	E+2

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P12	Warrants	Includes all issued warrants.	E + 2 Court services search warrants – 40 years
P13	Criminal Records	Includes all documentation relating to individuals with a history of criminal activity. •	E+5
P14	Animal Control	Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Excludes: • Dog Licenses - see P09.	E+2
P15	Community Protection Programs	Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Records include correspondence and brochures. Also includes video surveillance footage.	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2
P16	Emergency Services	Includes records regarding police, land ambulance, fire and rescue services.	S+2
P17	EMS Incident & Impact Reports	Records associated with emergency medical services incident reporting.	S+5
P18	EMS Accident Reports	Records associated with emergency medical services accident reporting	S+5
P19	EMS Accident Statistics	Records associated with statistical reporting of accidents involving emergency medical services, traffic and work-related issues	S+2
P20	Prohibition Notices & Orders	Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	15

File Code	Series Title	Series Description	Retention (years)
R- RECREATION AND CULTURE			
Includes records regarding the provision of recreational and cultural services to the community			
R00	Recreation and Culture -general	Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	1
R01	Heritage Preservation	Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries as well as archaeological digs and studies	E**
R02	Library Services	Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales.	5
R03	Museum and Archival Services	Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records.	1**
R04	Parks Management	Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.	5** Playground equipment maintenance = P
R05	Recreational Facilities	Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject..	5 As built = until superseded
R06	Recreational Programming	Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	1**

File Code	Series Title	Series Description	Retention (years)
S- SOCIAL AND HEALTH CARE SERVICES			
Includes records regarding social services and health care programs.			
S00	Social and Health Care Services - general	Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	1
S01	Children's Day Nursery Services	Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding drinking water testing and fire drills.	E+2 Water testing and reporting records = 6 years
S02	Elderly Assistance	Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include Indigent Elderly Patient reports	7 Menus = 1 Fire drills = 2
S03	Long Term Care Facility Residents	Includes records regarding individual residents of homes for the aged.	E+10
S04	Social Assistance Programs	Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.	10
S05	Ontario Works Case Records	Includes records regarding individual social assistance recipients. May include Income Reporting Cards.	E+5
S06	Medical Case Records	Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, etc.	E+1
S07	Children's Services	Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counselling children and parents involved in these programs	3
S08	Public Health	Includes records regarding public health programs such as health and safety education, school health programs, family planning and disease control including immunization.	5
S09	Cemetery Records	Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries.	p** Transfer to archives if no longer managed Burial permits = 2
S10	Day Nursery Case Records	Application for enrolment, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.	Last participated date + 3

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File Code	Series Title	Series Description	Retention (years)
T- TRANSPORTATION SERVICES			
Includes records regarding the development and improvement of transportation systems (roads and public transit).			
T00	Transportation - general	Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	1
T01	Illumination	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	E+6 Specifications = P
T02	Parking	Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	E+6
T03	Public Transit	Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.	E+1**
T04	Road Construction	Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc.	E+1** Specifications = P
T05	Road Design and Planning	Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	E+1** Specifications = P
T06	Road Maintenance	Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	E+1 Specifications = P
T07	Signs and Signals	Includes records and studies regarding the manufacture and installation of signs and signals.	E+1
T08	Traffic	Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	E+1**
T09	Roads and Lanes Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.	E+1**
T10	Field Survey/Road Survey Books	Includes engineering field survey notes as well as books.	E+1
T11	Bridges	Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	E+1 Specifications = P

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File Code	Series Title	Series Description	Retention (years)
V- VEHICLES AND EQUIPMENT			
Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.			
V00	Vehicles and Equipment - general	Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	1
V01	Fleet Management	Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal.	E+2 Daily Inspection Logs = 6 months from last entry
V02	Mobile Equipment	Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	E+1
V03	Transportable Equipment	Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	E+1
V04	Protective Equipment	Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.	E+1
V05	Ancillary Equipment	Records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as appliances, water heaters, garbage compactors, furniture (non-office), industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, maintenance and history records. Includes setup tests and manuals.	E+1 Set-up tests = until superseded

The Corporation of the Town of Minto
By-law No. 2017-104

to authorize the transfer and/or correction of ownership of certain roads within the Town of Minto to confirm ownership by the County of Wellington

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

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

AND WHEREAS the Corporation of the County of Wellington identified certain highways as defined under the Municipal Act within the Town of Minto that were not under the ownership of the County;

AND WHEREAS Council of the Town of Minto desires to correct various ownership issues for road's legal descriptions and or split some of the roads either along ownership lines or Town lines to rectify ownership issues by transferring Property Identification Numbers (PINs) from or to the County of Wellington;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to the transfer for County Road Ownership Corrections;
2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 19th day of December 2017

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law 2017-105

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

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 Lots 35 & 35, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's, with a municipal address of 260 Mary St. as shown on Schedule "A" attached to and forming part of this By-law, from **Residential (R3)** to **Residential (R3) Exception (37-46)** and **Residential (R3) Exception (37-47)**.
2. THAT Section 37 Exception Zone 4 - Palmerston, is amended by the inclusion of the following new exceptions:

<p>37.46 Lots 35 & 35, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's 260 Mary St.</p>	<p>R3-46 Notwithstanding the provisions of section 13.2.3.1 a minimum lot area of 1742.6 m² (18,757.7 ft²) is permitted. Notwithstanding the provisions of section 13.2.3.5 a minimum interior side yard setback of 1.84 m (6.0 ft) is permitted for the existing building.</p>
<p>37.47 Lots 35 & 35, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's</p>	<p>R3-47 Notwithstanding the provisions of section 13.2.2.3 a minimum front yard setback of 6.0 m (19.7 ft) is permitted for a 5-unit cluster townhouse. Notwithstanding the provisions of section 13.2.2.4 a minimum rear setback of 3.8 m (11.8 ft) is permitted for a 5-unit cluster townhouse. Notwithstanding the provisions of section 13.2.2.5 a minimum interior side yard setback of 5.0 m (16.4 ft) is permitted for a 5-unit cluster townhouse.</p>

3. 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.
4. 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.

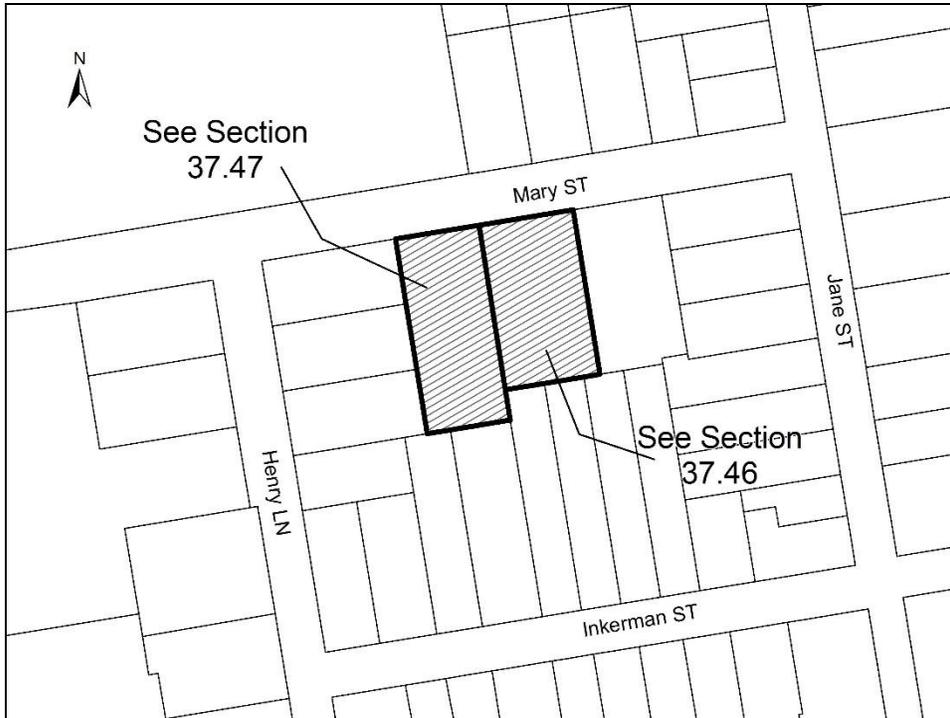
Read a first, second, third time and passed in open Council this 19th day of December, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

Town of Minto
BY-LAW NUMBER 2017-105

SCHEDULE "A"



Passed this 19th day of December 2017.

MAYOR

CLERK

EXPLANATORY NOTE
BY-LAW NUMBER 2017-105

THE SUBJECT LAND is legally described as Lots 35 & 35, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's, with a municipal address of 260 Mary St., Palmerston. The property is approximately 0.35 ha (0.87 acres) in size. A 12-unit apartment building is currently located on the property.

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12-unit apartment building, and permit reduced front yard, side yard and rear yard setbacks for a future multiple unit residential dwelling. This rezoning is a condition of severance application B129/16, which has been granted provisional consent by the Wellington County Land Division Committee. The consent application creates a new 0.17 ha (0.43 acres) parcel occupied by an existing 12-unit apartment building and a 0.18 ha (0.44 acres) retained vacant residential parcel (future multiple unit residential dwelling).

The Corporation of the Town of Minto
By-law Number 2017-106

Execute a Public Facilities Limited Use Agreement with
Norwell District Secondary School for the Community
Environmental Leadership Program

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;

AND WHEREAS the Corporation of the Town of Minto wishes to enter into a Public Facilities Limited Use Agreement with Norwell District Secondary School,

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 Norwell District Secondary School 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 19th day of December, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

**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

NORWELL DISTRICT SECONDARY SCHOOL

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

WHEREAS:

- A. The Town is the owner and operator of the Harriston-Minto Community Complex including its pavilion, surrounding green space and Greenway Trail system.
- B. The School wishes to use the pavilion, surrounding green space and Greenway Trail system to run their Community Environmental Leadership Program.
- C. The Town is prepared to allow such use on and subject to the terms and conditions contained in this Agreement from January 1st, 2018 – June 30th, 2018 inclusive.

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

- 1. **Use Rights.** The School agrees to the following conditions:
 - a. Use the aforementioned area, generally from April to June, each calendar year on weekdays between the hours of 8:00am to 4:00pm.
 - b. Use the baseball canteen for temporary storage from January – June.
 - c. Use the baseball washrooms from April to June.
 - d. Liaise with the Recreation Services Manager or designate regarding program details and to discuss any other pertinent information.
- 2. **Charges.** The School agrees to the following conditions:
 - a. There will be no fixed fee for usage; the School will invest in maintaining some of the areas used by providing for materials and labour where appropriate.
 - b. Pay for or remediate any damages caused by the running of the program.
 - c. If the Town has the opportunity to book any of these areas for the full rental fee, that booking will take precedence over the School’s booking for that day.

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 School 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 School acknowledges and shall inform its members using the service that the Town are not sponsors of or otherwise responsible for the School's activities and are just providing space for the School to conduct its activities.
6. **Third Party Use:** The School foregoes the right to rent any portion of the fairgrounds to a third party. The Town reserves the right to use any portion of the fairgrounds.
7. **No Town Responsibility.** The Town assumes no responsibility for damage by theft or otherwise to belongings of the School or the School's attendees except to the extent caused by the negligence of the Town or any persons for whom the Town is responsible.
8. **Insurance.** The School 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 as additional insured.
9. **Liability and Indemnification.** The School 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 School's obligations in this Agreement without restricting the generality of the foregoing with respect to any claims pursuant to the School'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 School 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 School's undertaking the prescribed works or using the same works during any event conducted on the Town's lands.
10. **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 School. 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.

- 11. **Not Assignable.** This Agreement shall not be assigned or transferred by the School to any other person, business or corporation whatsoever.
- 12. **No Registration.** The School shall not register this Agreement or Notice of this Agreement on the title to the facilities.
- 13. **Freedom of Information.** The Town discloses and the School 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.
- 14. **Carryover.** In the event that the School 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.
- 15. **Notice to School.** Any notice that the Town determines to give to the School regarding this Agreement may be given in writing by personal delivery to the School or by prepaid registered post sent to the School’s last mailing address known to the Town.

SIGNED BY THE SCHOOL this 19th day of December, 2017.

NORWELL DISTRICT SECONDARY SCHOOL

Per: _____
Paul Richard

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

SIGNED BY THE TOWN this 19th day of December, 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 Number 2017-107

Amended Agreement to maintain certain approved work
funded through the Town of Minto Community Improvement Plan (CIP)

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;

AND WHEREAS the Corporation of the Town of Minto wishes to amend an Agreement with Michael and Suzanne Hendrick for lands municipally known as 39 Elora Street South, Harriston, By-law 2016-96

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 Amendment to the Community Improvement Plan Agreement with Michael and Suzanne Hendrick 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 19th day of December, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2017-108

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held December 19, 2017

WHEREAS the Council of the Town of Minto met on December 19, 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 December 19, 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 19th day of December, 2017.

Mayor George A. Bridge

C.A.O. Clerk Bill White