



Tuesday, January 23, 2018
7:00 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 January 9, 2018	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	
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	c. 2018-06, Confirming Proceedings of January 23, 2018 Committee of the Whole/Council Meeting	110
15.	Adjournment	



**Council Minutes,
Tuesday, January 9, 2018
3:00 p.m. Council Chambers**

Council Present:

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

Council Regrets:

Councillor Jean Anderson

Staff Present:

Gordon Duff, Treasurer, Deputy CAO
Quinn Foerter, Clerical Assistant, Recording Secretary
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Building Assistant, Michelle Brown

- 1. Call to Order 3:04 pm**
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
Deputy Mayor Faulkner declares 12 c) 1) as a Conflict of Interest.
- 3. Motion to Convene into Closed Session**

RESOLUTION 2018-01

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

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

- **Previous Minutes of the November 7, 2017 Closed Session**
- **Proposed or Pending Acquisition or Disposition of Land- Clifford**

Carried

4. Motion to Convene into Open Session

RESOLUTION 2018-02

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Carried

5. Minutes of Previous Meeting

a. Regular Council Minutes of December 19, 2017

RESOLUTION 2018-03

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

THAT the minutes of the December 19, 2017 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

a. DWQMS Resolution

RESOLUTION 2018-04

Moved By: Councillor Colwell; Seconded By: Councillor Turton

WHEREAS the Ministry of Environment and Climate Change Safe Drinking Water Act is regulating a Municipal Drinking Water Licence Program;

AND WHEREAS This Municipal Drinking Water Licence Program is a requirement of Justice O'Connor's Part II of the Walkerton Inquiry Report;

AND WHEREAS The Certificate of Approval which the Town of Minto's water systems now operate under will be eliminated and upon accreditation will operate under a Municipal Drinking Water licence;

AND WHEREAS The Corporation of the Town of Minto developed a drinking water quality management standard for its municipal water systems as first endorsed on May 9th, 2007 by Resolution 193/07;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the Town of Minto publicly states their commitment to the Drinking Water Quality Management Standard (DWQMS);

AND FURTHER THAT The Council of the Corporation of the Town of Minto acknowledge that Todd Rogers, Compliance Coordinator, a very capable and qualified Town of Minto employee is appointed to the position that will ensure that the Drinking Water Quality Management System (DWQMS) procedures are followed.

Carried

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

RESOLUTION 2018-05

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

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

Carried

8. Public Meeting - None

9. Delegations

a. Shirley Borges and Allison Armstrong, Health Care Recruitment Report
Chair of Health Professional Recruitment Committee Shirley Borges, and Health Care Recruiter Allison Armstrong described key 2017 Recruitment Committee activities such as hiring two new physicians to replace Dr. Cressey in his retirement. They renewed their request to Council for \$10,000 annual support. Deputy CAO Duff confirmed it has been built in to the 2018 budget.

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

- a. National Eating Disorder Information Centre, Eating Disorder Awareness Week
- b. Crime Stoppers Guelph Wellington, Winter Newsletter
- c. Association of Municipal Clerks and Treasurers of Ontario (AMCTO), A review of municipal reporting to the Province
- d. MPP Ernie Hardeman, The People's Guarantee
- e. Clifford Recreation Association, January 2018 Newsletter
- f. Town of Amherstburg, resolutions on Tenanted Farm Tax Class, Negative Impacts of Bill 148, On-Call Provisions in Bill 148 and Provincial Flood Insurance Program
- g. Mapleton Seniors Centre for Excellence, January 2018 Calendar & Newsletter
- h. MPP John Nater, Response letter from Minister McKenna concerning flooding in Minto
- i. Ministry of Finance, Update on Cannabis retail and distribution
- j. Minister Infrastructure, Update on the Clean Water and Wastewater Funding (CWWF)
- k. Ontario Ombudsman, The Watchdog December Newsletter
- l. Palmerston Residents, Concern Regarding Proposed Toronto Street Walkway
- m. Too Far Too Fast Canada, Concerns Regarding Cannabis
- n. Irma DeVries, letter of Concerns regarding Cannabis
- o. Ontario Provincial Police, Municipal Policing Bureau Initiatives

Councillor Colwell question 11 I). Mayor Bridge and Deputy CAO Duff stated the walkway is not proposed. Staff will confirm with a letter.

MOTION: COW 2018-01

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

THAT Council receives the correspondence for information.

Carried

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

a. Committee Minutes for Receipt

1. Saugeen Valley Conservation Authority Minutes of October 17, 2017

MOTION: COW 2018-02

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT the Saugeen Valley Conservation Authority Minutes of October 17, 2017 be received for information.

Carried

b. Committee Minutes for Approval

c. Staff Reports

1. Building Assistant, B161/17 – Andrade Severance Part Lot 79, Concession C, 5892 Highway 9 Harriston

Building Assistant Brown explained Town Staff had no concerns.

MOTION: COW 2018-03

Moved By: Councillor Turton; Seconded By: Councillor Colwell

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B161/17 Andrade Severance, Part Lot 79, Concession C, 5892 Highway 9 Harriston, and 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 supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.**
3. **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 for the severed parcel including payment of applicable fees.**

4. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.

Carried

2. Chief Building Official, December and 2017 Permit Stat Review
Chief Building Official Kuipers reviewed 2017 permit statistics which has 17 more permits and \$7.5 Million more construction than last year. Highlights included 29 Single Family Dwellings and 10 Multi-Residential Buildings, and 17 Industrial Permits.

MOTION: COW 2018-04

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

THAT Council receive the Chief Building Official's December and 2017 Permit Review for information.

Carried

3. C.A.O. Clerk, Ann Street Lot Bid Process, Four Remaining Lots
Deputy CAO Duff described the bid process. Criteria include obtaining a building permit before November 1, 2018, \$28,000 minimum bid and no restriction on number of lots bid upon.

MOTION: COW 2018-05

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council receives the C.A.O. Clerk's January 3, 2018 report regarding Ann Street Lot Bid Process, Four Remaining Lots and that Council supports the bid process as outlined including eliminating the requirement restricting purchasers to one lot.

Carried

Councillor Colwell assumed the Chair.

4. Treasurer, Investment Policy Amendments
Treasurer Duff discussed the current investment policy, and the proposal to include credit unions as an allowable investment, and adding Schedule III banks on the approved list.

MOTION: COW 2018-06

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

THAT Council receives the Treasurer's report dated December 20, 2017, and approves proposed amendments to the Investment Policy to include credit unions as an eligible investment and adding Schedule III banks to the investment list.

Carried

4. Treasurer, Approval of Accounts

Treasurer Duff noted payments for Jane and Inkerman project, Palmerston servicing, sewer and transformer works, and the final pay out of the 2017 Structural Grants.

MOTION: COW 2018-07

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for December 22, 2017 as follows: Administration \$74,641.53, Building \$3,960.65, Economic Development \$19,830.73, Incubator \$692.98, Fire \$8,782.01, Drains \$299.45; Roads \$418,395.33, Waste Water \$47,097.44, Streetlights \$4,419.78, Water \$26,451.47, Recreation \$2,600.65, Clifford \$10,509.85, Harriston \$13,506.66, Palmerston \$40,962.23, Norgan \$4,109.41 for a total of \$684,945.41.

Carried

5. Treasurer and Tax Collector, Interim Tax By-Law

Treasurer Duff noted the Interim Tax bylaw allows a levy of 50% of the previous year's taxes.

MOTION: COW 2018-08

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

THAT Council receives the January 4, 2018 report from the Treasurer and Tax Collector regarding the Interim Tax By-law and consider passing By-law 2018-01 in open session.

Carried

6. Treasurer, Temporary Borrowing By-Law

Treasurer Duff advised the Temporary Borrowing By-law is passed yearly in case any short term borrowing is needed.

MOTION: COW 2018-09

Moved By: Councillor Turton; Seconded By: Mayor Bridge

THAT Council receives the Treasurer's report dated January 4, 2018, and considers passing By-law 2018-02 in regular Council session to authorize Temporary Borrowing if deemed.

Carried

Mayor Bridge resumed the Chair.

d. Other Business Disclosed as Additional Items

Councillor Colwell mentioned that the AGM for the Chamber of Commerce will be Monday February 12th at Gramma Joe's at 6:30. The cost is \$20 and that includes dinner.

Councillor Turton noted the Canada Packers Reunion August 11, 2018 is part of the Harriston Street Party. All are welcome to a meeting January 11 Harriston Legion at 7:00 pm.

Mayor Bridge thanked everyone who participated in the successful Fire & Ice Event. The Fireworks and the Fire Dancer were excellent.

Mayor Bridge mentioned the possibility of cancelling the February 6th Council Meeting, as there are quite a few councillors away and the agenda is not heavy.

MOTION: COW 2018-10

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT The Council of the Town of Minto cancels the February 6th, 2018 Council Meeting.

Carried

13. Motion to Return To Regular Council

RESOLUTION 2018-06

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

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

Carried

14. Notices of Motion- None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-07

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

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

Carried

16. By-laws

- a. By-law 2018-01, To provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for taxes in default

RESOLUTION 2018-08

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT By-law 2018-01; To provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for taxes in default; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. By-law 2018-02, Authorizing the Temporary Borrowing of monies to meet current expenditures pending receipt of current revenues of the Corporation of the Town of Minto

RESOLUTION 2018-09

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

THAT By-law 2018-02; Authorizing the Temporary Borrowing of monies to meet current expenditures pending receipt of current revenues of the Corporation of the Town of Minto.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2018-03, Confirming Proceedings of January 9, 2018 Committee of the Whole/Council Meeting

RESOLUTION 2018-10

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

THAT By-law 2018-03; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held January 9, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

17. Adjournment- 3:57 PM

RESOLUTION 2018-11

Moved By: Councillor Turton; Seconded By: Councillor Elliott

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

Carried

Mayor George A. Bridge

Treasurer Deputy Gordon Duff

North for Youth: A Summary

Recapping the work done to date
and discussing next steps

Outline

- ▶ Our Story
- ▶ OTF Requirements
- ▶ Annual Initiatives
- ▶ Ongoing Initiatives
- ▶ Community Outreach Efforts
- ▶ Research Projects
- ▶ New Youth Recognition Efforts
- ▶ It Takes a Village
- ▶ How a CYRW Supports Communities
- ▶ Looking Ahead
- ▶ Recommendations
- ▶ Questions, Comments, Suggestions



Our Story

- ▶ Throughout 2013, NWCYR conducted numerous consultations with local service providers and community members to better understand the needs of local youth
- ▶ There was a need for youth engagement efforts to improve youth well-being and reduce substance misuse in Northern Wellington
- ▶ In February, 2015, a Community Forum was held to identify priorities:
 - ▶ Increase awareness of opportunities/programs/services
 - ▶ Increase collaboration and youth engagement by establishing a Youth Action Council
 - ▶ Increase accessibility of programs
 - ▶ Increase opportunities for community interaction
 - ▶ Ensure momentum continues by forming a “Glue Group”

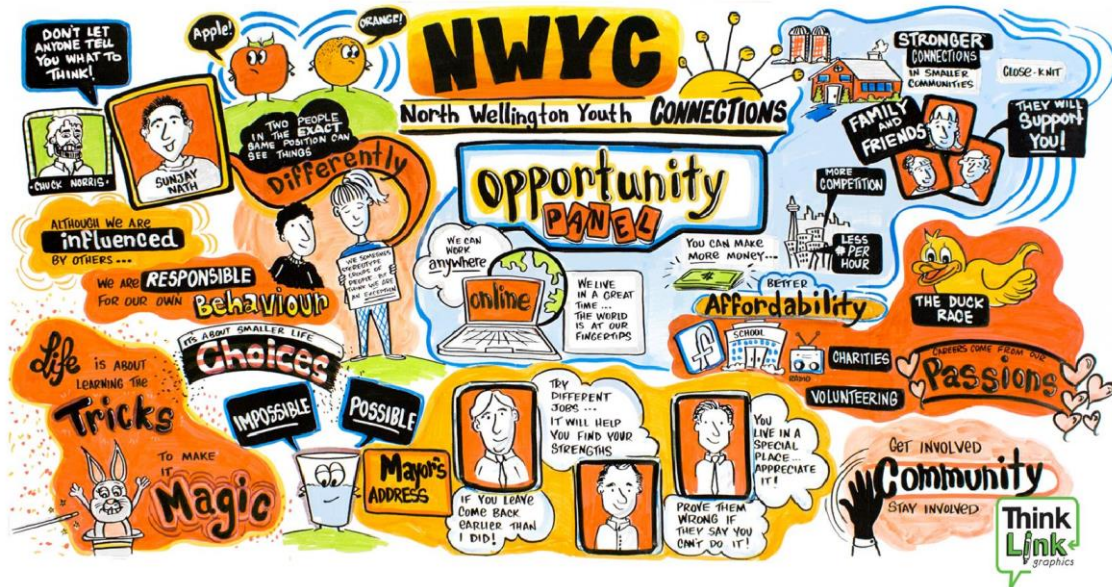


OTF Requirements

Impact Indicator Type	Impact Indicator(s)	Indicator Target(s)	Targets Met and Surpassed
Result Indicator	# of unified, shared or integrated systems to better serve communities	8	<ul style="list-style-type: none"> - Mapleton YAC - WN YAC -Minto YAC -YAC Adult Allies -YECOP -Rural Youth Homelessness -Intentional Self-Harm PAG -Happy Healthy Families -Towards Common Ground -Youth/Employer Engagement -Rural Engaged
Outcome Indicator	#of new organizational, program or membership models that respond to community issues	1	<ul style="list-style-type: none"> -North for Youth -Truth About Youth

Annual Initiatives

- ▶ Leaf Clean Up
- ▶ Northern Wellington Youth Connections Day



► Recruitment Fair

► Grad Attire Swap

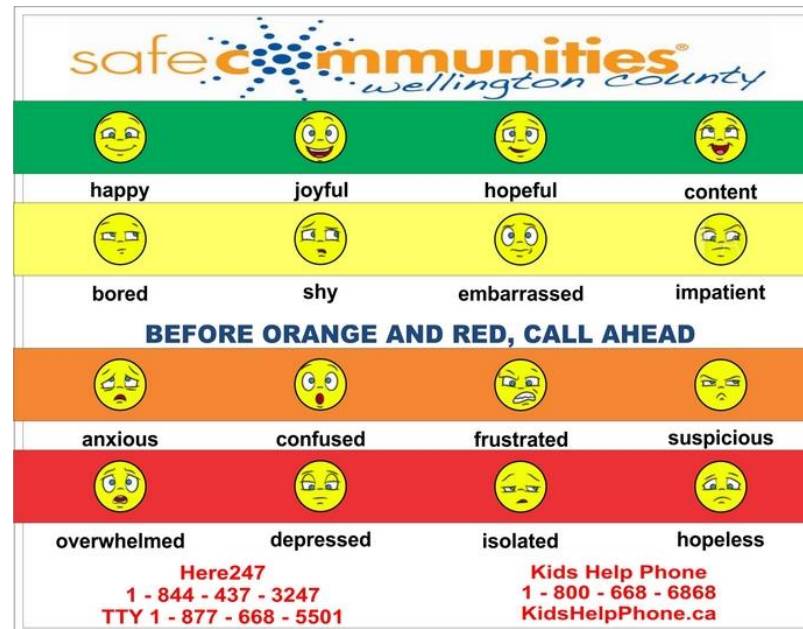
► Youth Week



► Food Skills Workshops

► Safe TALK Workshop

► Teen Video Contest on Distracted Driving



Ongoing Initiatives

- ▶ Truth About Youth Program
- ▶ Youth Engagement Community of Practice



Youth Action Councils



Community Outreach Efforts

- ▶ Youth Job Connection Program- Agilec
- ▶ Young & Parenting Program- CRC
- ▶ Social Equity, Civics, Raising Healthy Kids, Alt Ed Classes-WHSS
- ▶ Student Council, Interact Club, Horticulture, Centre Peel- Norwell
- ▶ Youth Options
- ▶ Palmerston Public with Mayor Bridge
- ▶ Victoria Cross with Mayor Lennox
- ▶ Wellington North & Minto Safe Communities
- ▶ Drayton Youth Centre
- ▶ Upper Deck
- ▶ Interviews with 88.7, Mount Forest Mirror, Wellington Advertiser, Community News, Confederate



Research Projects

- ▶ Rural Transportation Options
- ▶ Program Sustainability Practices
- ▶ Youth Harm Reduction- Northern Wellington Focus
- ▶ Rural Youth Homelessness- Wellington County Focus

New Youth Recognition Efforts

- ▶ YAC: Young Citizen of the Year Award
- ▶ Mapleton YAC: Youth of the Year Awards
- ▶ Minto YAC: MYAC Bursary
- ▶ North for Youth: Youth Week Acknowledgements



How a CYRW supports communities

- ▶ Develops connections between schools, municipalities, businesses and social services
- ▶ Facilitates intergenerational opportunities
- ▶ Supports youth in finding their place in the community, develop a sense of belonging
- ▶ Increasing the number of professional development and networking opportunities offered locally to youth service providers (instead of having to go to the city)
- ▶ Working collaboratively in community: bringing community members and service providers together to work side-by-side
- ▶ Creates a positive and inclusive environment for youth
- ▶ Offers outlets for youth that promote a sense of unity, belonging, support and connection
- ▶ Bridges the gap between youth and the community
- ▶ CONNECTIONS, CONNECTIONS, CONNECTIONS

It Takes a Village



Mount Forest
Family Health Team



Upper Grand
Family Health Team



Ontario
Trillium
Foundation



Fondation
Trillium
de l'Ontario

Relève du gouvernement de l'Ontario.



Looking ahead...

- ▶ Youth Unemployment & Entrepreneurship
 - ▶ Skill development training and workshops
- ▶ Experiential Volunteering
- ▶ Mental Health & Wellness- Outlets
- ▶ Young Caregivers
- ▶ Developing New Inclusive & Accessible Youth Programs
- ▶ Youth Spaces
- ▶ Online youth hub/website



Recommendations

- ▶ Continue to support your local Youth Action Council
 - ▶ Consult with them on municipal projects, get their feedback, and implement it
- ▶ Continue to designate at least one staff member to act as a liaison for youth initiatives
- ▶ Invite Community Youth Resiliency Worker to provide recommendations for strategic goals and plans for youth services and/or identify gaps/barriers to service and ways to address these
- ▶ Provide financial and in-kind support to continue the Community Youth Resiliency Worker position
 - ▶ \$5,000.00
 - ▶ Office space as needed; in order to better serve youth in all 3 municipalities



Questions

Comments

Suggestions





North for YOUTH

A Summary Report



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Our Story

Throughout 2013, the North Wellington Coalition for Youth Resiliency (NWCYR) conducted numerous consultations with local service providers and community members to understand the needs of local youth. Overwhelmingly, it was reported that there was a need for local youth engagement efforts in order to improve youth well-being and reduce substance misuse in Northern Wellington. In 2013 a grant application was submitted and later approved by the Ontario Trillium Foundation (OTF) to allow this work to begin.

The original working group consisted of 15 member organizations who outlined the following priorities:

- 1) Reduce barriers and increase access to social and civic participation for youth in the towns and rural areas of Northern Wellington County.
- 2) Increase capacity among organizations in northern Wellington County to adapt, innovate, collaborate, and embrace sustainable ways of working together in order to achieve an improvement in youth resiliency.
- 3) Increase capacity of youth to advocate regarding issues and system delivery components that directly impact them.
- 4) Foster networks that strengthen the multi-sectoral coordination and collaboration around community-based asset development.



However, since the work we were setting out to do was based on a community-based asset development approach, it was critical that we speak to community members and get their feedback on the direction we should take. On February 21, 2015 a Community Forum was held to bring together community members, service providers, and relevant stakeholders. 33 individuals attended this event! Much conversation ensued about the various assets and gaps specific to youth in Minto, Mapleton and Wellington North Townships. Through these discussions, 5 priorities were identified and deemed to be the focus of the NWCYR:

- 1) Increase awareness of opportunities/programs/services through a communication plan ●
- 2) Increase collaboration and youth engagement by establishing a Youth Action Council ●
- 3) Increase accessibility of programs (cost, transportation, location) ●
- 4) Increase opportunities for community interaction (intergenerational/cross-community/inter-municipal) to nurture mutual respect and community asset development ●
- 5) Ensure momentum continues and build leadership support for initiatives by forming a "Glue Group" ●

Over the past 3 years, we have worked hard to meet these outcomes as well as others that have come up along the way. We did experience some changes in staffing and committee structure: Alison Vasey originally held the position of Community Youth Resiliency Worker and was followed by Gabriella Ieropoli in March 2016. The North Wellington Coalition for Youth Resiliency and North for Youth Community Group merged together to form North for Youth: a true community coalition made up of community members and service providers invested in positive youth development. Despite these changes, we have continued the work we set out to do and have surpassed original expectations!

OTF Requirements

In receiving our 3 year grant from OTF, we were expected to meet specific targets. The following chart identifies both the impact indicators and our actual outcomes. Over the years, we have blended these indicators with the 5 priorities identified at our Community Forum.

Impact Indicator Type	Impact Indicator (s)	Indicator Target (s)	Targets Met and Surpassed
Result Indicator	# of unified, shared or integrated systems to better serve communities	8	<ul style="list-style-type: none"> • Mapleton YAC • Minto YAC • WN YAC • YAC Adult Allies • YECOP • Rural Youth Homelessness • Youth Harm Reduction • Intentional Self-Harm PAG • Towards Common Ground • Youth -Employer Engagement • Happy Healthy Families
Outcome Indicator	# of new organizational, program or membership models that respond to community issues	1	<ul style="list-style-type: none"> • North for Youth • Truth About Youth Program

Annual Initiatives

Over the course of the past 3 years, North for Youth has been involved in a number of initiatives throughout Minto, Mapleton and Wellington North. Below is a brief overview of some of annual initiatives we have facilitated and supported.

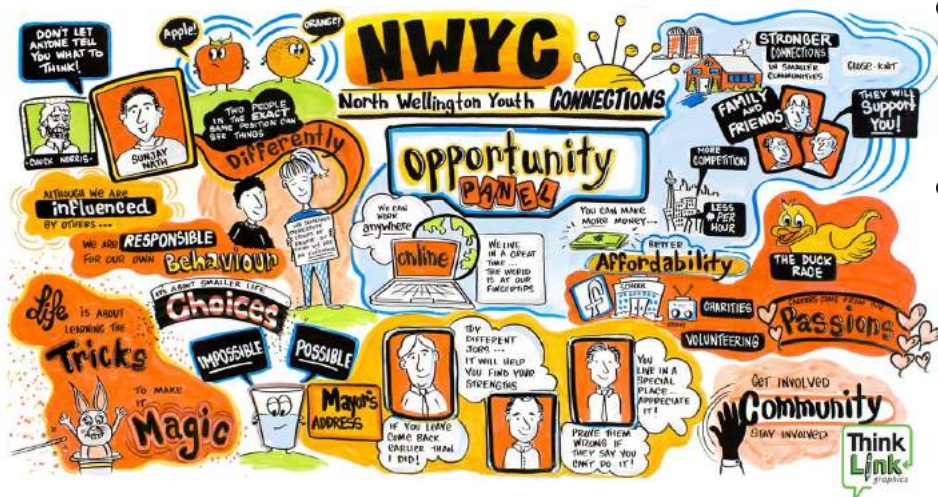
Leaf Clean Up

- Fall 2016 & 2017
- Helen Edwards of the Seniors Centre for Excellence met with Gabby to see about ways of connecting youth and seniors. We came up with a leaf raking project.
- 18 students from Wellington Heights participated in 2017 and raked leaves for 21 seniors in Mount Forest.
- In 2017, we expanded the program to Arthur, Palmerston, and Drayton! Students from Norwell, Youth Options and Wellington Heights participated.



Northern Wellington Youth Connections Day

- May 4, 2017
- 150 gr.10 students from Norwell and Wellington Heights attended
- The day was meant to inspire youth, connect them with local opportunities, and offer some practical workshops such as resume writing, stress relief, and getting involved in the skilled trades or as an entrepreneur!



Recruitment Fair

- March 2nd, 2017
- Together with our partners at Agilec, we organized a Recruitment Fair at WHSS
- 40 businesses and non-profits actively recruiting youth (paid or volunteer) in Mount Forest and Arthur attended
- Interviews took place on the spot! Hiring gaps were filled!

"The recruitment fair was a huge success because it offered an opportunity to build community connections between youth and local employers/non-profits.. Bringing the fair to the high school and allowing time for face-to-face meetings made it youth-friendly and engaging."

- Edit Giffen, Agilec



Grad Attire Swap

- Spring 2017
- Graduation can be a stressful time of year for some families trying to make ends meet financially. So, Gabby put out a call for dresses, suits, and jewellery! The community generously responded and over 55 outfits were given to local youth!
- Next year, we will have a swap in order to include more people and reduce stigma

Youth Week

- May 1-7
- Communities across Canada make a special effort to recognize the positive contributions of local youth during Youth Week
- Through our efforts we have brought attention to this week for the first time in northern Wellington!
- 50 youth attended events in 2015; 110₃₃ in 2016; and over 200 in 2017



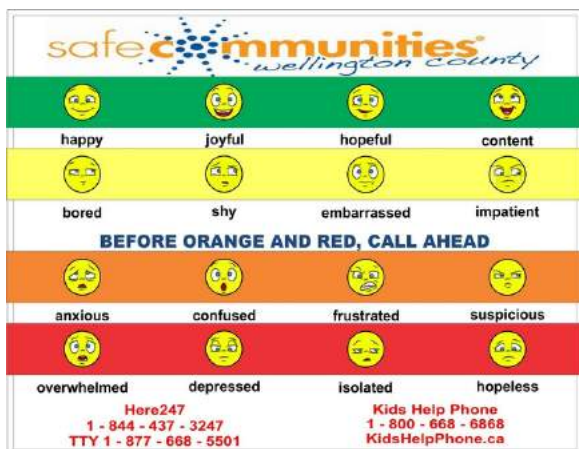
Food Skills Workshops

- November 2016; December 2017
- 23 WHSS students enrolled in the "Raising Healthy Children" prepared lessons on Canada's Food Guide, portion size and making healthy snacks. They then went to Victoria Cross PS, delivered the lessons to all gr.1-8 classes and then they all prepared snacks together
- First time the two schools connected on a project like this
- Great leadership opportunity; hands-on application on what they are learning in school



Safe TALK Workshop

- April 20, 2017
- A 3 hour workshop to prepare individuals to be a suicide-alert helper
- 11 individuals attended the workshop in Harriston; 4 participants were youth



Teen Video Contest: Distract Driving

- February-April 2017
- 15-19% of all fatal crashes involving a teen driver are due to distracted driving
- We teamed up with Safe Communities to host a youth video contest in order to increase awareness of this prominent issue
- 22 videos were submitted

Ongoing Initiatives

In addition to specific annual events, North for Youth has been actively engaged and involved in a number of ongoing engagement efforts.

Youth Action Councils

A Youth Action Council is a youth-driven, grassroots initiative made up of local youth volunteers. Members have an opportunity to create change in their community and make a difference in the issues that affect youth.



Mapleton

To establish a positive youth presence in Mapleton, that shapes the growth and future of our community through meaningful, youth participation

Projects: Youth of the Year, Chalk Fest, Minute to Win It Pizza Party, Norwell Self-Care Kits, Community Christmas Party

Minto

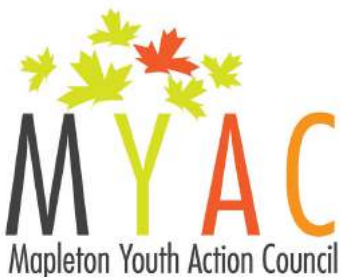
The Minto Youth Action Council is working towards creating a positive environment for youth in our community to be empowered, use their voices and create meaningful change.

Wellington North

To establish more opportunities for youth involvement in Wellington North so as to create a safe and empowering community that reflects a positive perception of youth!

Projects: YAC-tivities, Yoga & Martial Arts in the Park, Outdoor Movie Night, Human Trafficking Workshop, WHSS Self-Care kits, Haunted Trail.

Projects: Youth Dances, Amazing Race, Outdoor Movie Nights, MYAC Bursary, YOUth Should Know Community Boards.



What does MYAC mean to you?

A Personal Letter

When I first heard of the Minto Youth Action Council, I was unsure what to think. Walking into the building, I was a little bit intimidated. But I know now that I really shouldn't have been. From the beginning, being in MYAC was such a welcoming experience. We could make the program whatever we thought was the best fit for the youth in our town.

With the support that MYAC, and our adult allies, provided, we were able to bring our ideas for the town to life, whether it was to creating youth dances, and outdoor movies to bringing the youth together and giving them a safe place to engage with others in their town, or providing workshops that help sharpen the skills youth feel they need more practice with.

In the past year as a member of the council, I feel that I have personally grown as a leader in my town. Our meetings have helped me feel more confident in many ways. I now find it easy to suggest ideas because I know everyone will be supportive and help to make my ideas better. I feel comfortable working in large or small groups, and being a leader and a follower. Going to MYAC events has helped my leadership skills as it helped me think on my feet, and talk in front of crowds.

However, not only have my leadership skills improved in the typical way, they have in more unconventional ways as well. I feel more connected to my town, and all the people in it. I feel as though I can make an impact on my town, that my voice is heard, and that it has been for as long as I've been a part of MYAC and before then too.

This program brings forward thoughts and ideas that may never have been heard without MYAC, it shows kids that their opinion matters too, and that we don't have to wait until we are older, we can take action now.

Erin Raftis
MYAC Member

Truth About Youth Program

- *“Teenagers and alternative education students, especially, have a reputation of being bad people and the truth is we are good people capable of doing good things in our community” - Program Participant*
- Target populations: at-risk youth and seniors
- To date, students enrolled in the alternative education program at WHSS and Youth Options have worked on the following community betterment projects: leaf raking, painting playgrounds, yard work at churches, tree planting, building raised flower beds and an accessible ramp!



Youth Engagement Community of Practice (YECOP)

- Purpose: To better collaborate and engage with colleagues, who work within Wellington County, with youth ages 12-24, using youth engagement strategies and methods.
- 4 meetings/year focused on networking and information sharing (ex. working with LGBTQ+ youth, mediation and conflict resolution with youth)
- Monthly YOUTh Should Know E-newsletter that includes information on events, initiatives, resources, and professional development opportunities available in Wellington County

38 active members

29 organizations represented

Community Outreach Efforts

Meeting face-to-face with different groups of youth, organizations, and community groups has been a critical component of the CYRW role in order to best identify youth needs and community assets. The following is a list of some of the different groups we have connected with over the years to help us plan events, initiatives, and advise us on the direction of different projects (ex. how to create youth-friendly services).

- Youth Job Connection Program- Agilec
- Young and Parenting Program- CRC
- Social Equity & Civics Class at Wellington Heights Secondary School
- Interact Club at Norwell District Secondary School
- Youth Options
- Palmerston Public with Mayor Bridge
- Victoria Cross with Mayor Lennox
- Wellington North & Minto Safe Communities Committees
- Drayton Youth Centre
- The Upper Deck
- Minto Chamber BBQ
- Interviews with 88.7 The River, Mount Forest Mirror, The Confederate, Drayton Community News, Wellington Advertiser



Research Projects

1) Rural Transportation Options

- North for Youth partnered with the UofG Research Shop
- Research purpose: Identify realistic options for addressing transportation barriers in rural communities

3) Youth Harm Reduction- Rural Wellington Focus

- The Youth Harm Reduction Committee partnered with the UofG Community Engaged Scholarship Institute
- Research purpose: Identify the unique needs of RURAL youth regarding substance misuse as well as identifying barriers to service
- One-on-one interviews were conducted with rural service providers AND youth focus groups were held with youth with lived experience

2) Program Sustainability Practices

- North for Youth partnered with the UofG Research Shop
- Research purpose: identify recommendations for sustainability planning and ways of involving youth in this process

4) Rural Youth Homelessness- Wellington County focus

- The Rural Youth Homelessness Committee partnered with the UofG Research Shop
- Research purpose: Identify best practices for addressing youth homelessness in rural communities
- The committee also conducted focus groups with youth with lived experience who are from Wellington County

NEW

Youth Recognition Efforts

Each of the Youth Action Councils are finding creative ways of recognizing and acknowledging youth leaders in the community. In doing so, they are helping to increase awareness of the positive contributions that youth make to their community.

Mount Forest Chamber Excellence Awards

Young Citizen Award

Wellington North Youth Action Council



Youth of the Year
Mapleton Youth Action Council

Youth Week Acknowledgements
North for Youth



MYAC Bursary
Minto Youth Action
Council

"It takes a VILLAGE"

Northern Wellington Youth
Connections Day

YOUth Should Know E-
newsletter

Mapleton
Youth Action Council

H.O.P.E

Toward Common Ground

Truth About Youth Program

Pride & Prejudice

Youth Drop-In Clinic

WN Showcase

Minto
Youth Action Council

North for Youth

Norwell LINK Days

Wellington County

Food Skills Workshops

Youth Engagement Community of Practice

Grad Attire Swap

YouthTALK Conference

Teen Distracted Driving
Video Contest

Rural Volunteer Engagement

YACtivities

Happy Healthy Families

Outdoor Movie Nights

Youth Harm Reduction

Youth Forum

Drayton Farm Show

Amazing Race

Recruitment Fair

Wellington North
Youth Action Council

Help, Hope, and Cope

Rural Youth Homelessness

Safe Communities ; Intentional Self-
Harm

Minto Volunteer Appreciation Dinner

North for Youth Month

Youth Employer Engagement

Youth Skills Training Program

Creating Inclusive Spaces

Safe Communities Day

How a CYRW supports communities

When planning events, looking for supports or networking I certainly knew that I had solid resource. North for Youth has helped foster community connections for WHSS such as with our at-risk youth and seniors, within our youth (at risk or not) and with the local Chamber, YAC and Town Council.

- Billie Gitter, UGDSB

While working as an Independent Facilitator with Facilitation Wellington Dufferin, I had the opportunity to work with a young person who, prior to becoming involved with North for Youth, had very little connection to other young people, or to community.

I watched as this young person grew more confident and began to form relationships; leading to a greater sense of purpose and excitement about being involved in community events, planning, and committees. Gabby accepted this young person without reservations, labels, or judgement, and helped MYAC create a space that was not only inclusive, but stronger and richer. Youth initiatives such as those that are being done every single day through North for Youth programming are what lay the groundwork for strong, resilient, and diverse communities now and for future generations.

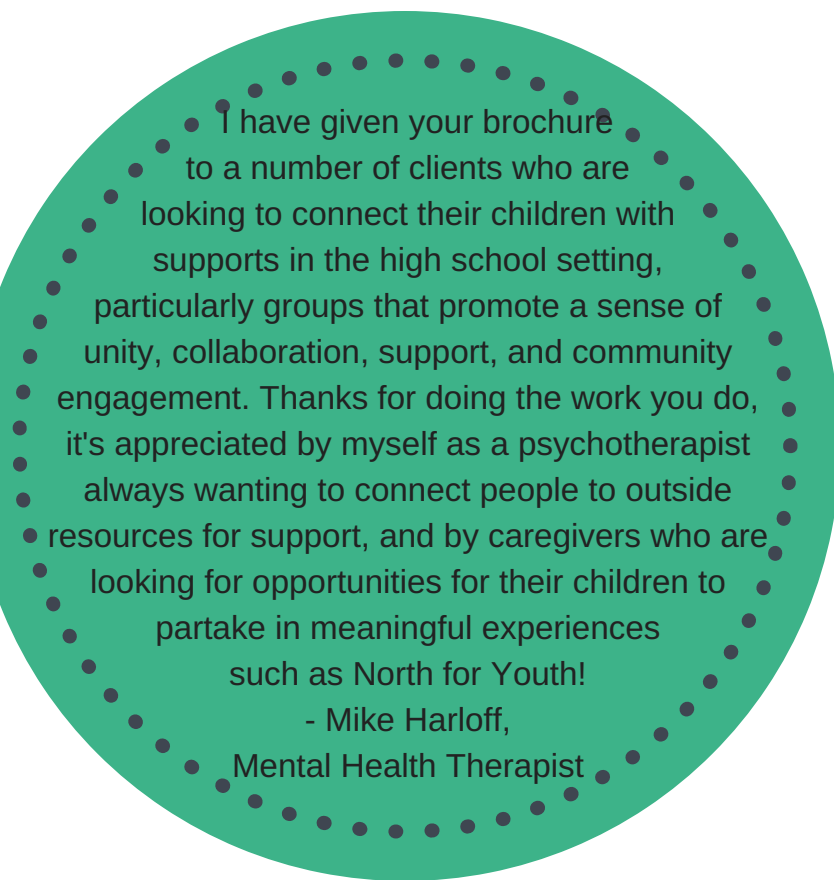
- Kim Kool, FWD

Two of the most frequent complaints I hear about living in rural communities is that there's nothing for youth to do and that there's not enough people volunteering to get things done. To be honest, in my various roles running youth productions for the local community theatre, as a member of the town's Cultural Round Table, and, now, as an Adult Ally for the Minto Youth Action Council, I've always wondered why these two complaints didn't cancel each other out more often.

Now, having worked with Gabby Ieropoli, I realize that that's because we didn't have a Community Youth Resiliency Worker before. In Minto, Gabby has played a vital motivating role in galvanizing all the various groups and people interested in making the town more accessible and friendly for youth to actually take action on the issue. The Youth Action Council which has now been formed is a vital part of bringing more youth oriented events to the area, but is, perhaps even more importantly, a way to bridge the gap between the youth who want to be involved and the community groups who are looking for that involvement and buy-in from the youth.

In my experience, it isn't so much that rural communities lack the interest or desire to engage with the younger generation, or that the younger generation isn't willing to be engaged, it's more that the two groups don't communicate effectively with each other. Gabby, in her role as Youth Resiliency Worker, has been able to fill in that gap and create those connections, and is the reason we have an active and growing Youth Action Council in Minto. But even beyond that, Gabby provides our Youth Action Council with connections to other groups outside of Minto, including nearby YAC's that we have been able to partner with for specific events, but also organizations that are interested in sponsoring those events. The biggest impact of the Community Youth Resiliency Worker has been in bringing widely spread interests and resources together, and in a lot of ways, bringing that sense of community to any number of youth who used to think that their home town had nothing to offer them.

- Megan Raftis, Community Champion



I am particularly inspired by how Gabby facilitated the youth projects where they helped seniors with things such as yard work and building an accessible deck. This not only showed value to the seniors but really instilled self-worth in the youth. Many area seniors and municipal leaders have spoken to me about the value she brings in her leadership of the youth in bringining out their abilities to contribute to the community, build self-esteem and gain construcive experience for future jobs

- Teri White, Office of John Nater, MP
Perth-Wellington

The CYRW has been responsible for spearheading and maintaining many wonderful initiatives in Wellington County. Through the dedicated work of the CYRW and North for Youth we have experienced the following benefits:

- 1) Increased opportunities to participate in numerous no cost or low cost youth focused training
 - 2) Increased number of community events providing 2nd Chance the opportunity to share resources with youth and the public
 - 3) Up to date, relevant information on youth via the creation of the "YOUth Should Know" newsletter to share with shared with staff and clients
 - 4) Consistent, productive networking at the Wellington County Youth Engagement Community of Practice committee (developed and organized by the CYRW)
 - 5) Increased collaboration and positive "vibe" between service providers, municipalities, community members and youth
- Michelle Dally, 2nd Chance



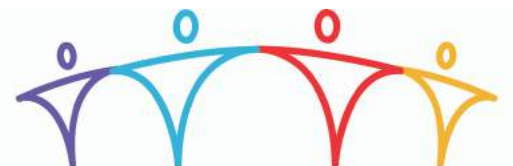
Thank you!

Thank you to all of our amazing community partners who are helping us to achieve our mandate:

TOGETHER with our community partners, we are helping to build communities where youth have ample opportunities and options to pursue personal, educational, vocational, social and health-related goals that will form a foundation for a HIGH QUALITY OF LIFE.



Mount Forest
Family Health Team



COMMUNITY RESOURCE CENTRE
of north and centre wellington



Association canadienne
pour la santé mentale
Waterloo Wellington
Dufferin



Homewood
Health Centre



Upper Grand

Family Health Team



Ontario
Trillium
Foundation



Fondation
Trillium
de l'Ontario



44
An agency of the Government of Ontario.

Relève du gouvernement de l'Ontario.

Road safety is a major issue in Ontario, one that steals lives every single day.

At the Vision Zero Advocate Institute, we are working to change that, supporting municipalities just like yours as they create innovative, comprehensive traffic safety strategies, designed to eliminate serious injuries and fatalities. We know that can be a tall order—that is why we are here to help, making traffic safety planning easy, collaborative and effective.

On behalf of the Vision Zero Advocate Institute, I would like to invite you to attend the 2018 Vision Zero Advocate Conference (www.visionzeroconference.ca), hosted in Toronto from February 28th to March 2nd, 2018. **I'm also happy to offer a unique promotional code for \$100 off registration- please use AK395 at registration.**

This is the second Vision Zero Advocate Conference, preceded by a sold-out event in Edmonton. The conference is focused on the concrete implementation of proven traffic safety strategies, providing pragmatic solutions for municipalities ready to take the next step in Vision Zero adoption.

We are excited to feature speakers from around the world, including:

- Leah Shahum, Founder of the US Vision Zero Network,
- Chief Batiste, Washington State Police,
- Karin Hassner, Swedish Traffic Safety Expert,
- as well as representatives from Calgary, Vancouver, Los Angeles, Montreal, Toronto and more, to discuss the in-depth details of how they succeed in Vision Zero adoption

The Vision Zero Advocate Institute is a national leader in the accelerated adoption of Vision Zero, the international traffic safety framework that works to eliminate serious injuries and fatalities on our roadways. We offer our conference as a way to connect communities to best practice interventions to save lives. Delegates will leave with actionable ideas for traffic safety innovation in their community.

We are always here to help- for any questions, please email us at info@visionzeroai.com, or call me directly at 647-524-4841.

Warmly,



Alexandra Kelly
Director, Vision Zero Advocate Institute



January 16, 2018

Town of Minto
RR #1
Harriston, ON
N0G 1Z0

Attention: Clerk

**Re: Appointment to Maitland Valley Conservation Authority Board of Directors and
Maitland Source Protection Authority Board for 2018**

The term of your current appointment to the Maitland Valley Conservation Authority is due to end as of February 21, 2018 which is the date of our Annual Meeting.

Please advise our office **in writing** who your appointment will be for 2018 prior to February 21, 2018 including a copy of the council's resolution that specifies your Municipality's appointment to the **MVCA Board of Directors and the Maitland Source Protection Authority** for 2018. It is generally the same person who sits on both Boards.

If you have any questions please contact the undersigned.

Sincerely,

Phil Beard
General Manager/Secretary-Treasurer

Cc: David Turton



FEBRUARY 2018

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

FEB 04: GRASSROOTS HOCKEY, 3:30-4:30 pm

FEB 11: GRASSROOTS HOCKEY, 6:00-7:00 pm

FEB 18: GRASSROOTS HOCKEY, 3:30-4:30 pm

FEB 20: CRA MARCH NEWSLETTER DEADLINE

FEB 24: GRASSROOTS HOCKEY, 5:00-6:30 p,

Visit town.minto.on.ca website >Facilities Calendars and click on the Clifford Arena & Community Hall for up to date online booking and scheduling.

PUBLIC SKATING AND OTHER WEEKLY PROGRAMS — SEE ADS ON THIS PAGE

FREE ADULT SKATING

Wednesdays 7:00-8:30 pm

February 7, 14, 21 & 28

Sponsors

- ◆ Clifford Firefighters' Assoc.,
- ◆ Country Life Financial, and
- ◆ Clifford Recreation Association



MARCH 2018

CRA Newsletter Deadline

is Tuesday, FEBRUARY 20th. randy@ruetz.ca
Please include complete information: event name, date, time and contact information.

MASS REGISTRATION



Tuesday,
March 6

6:30-7:30 pm

CLIFFORD COMMUNITY HALL
Baseball, soccer, swimming,
library and other programs.



PARENTS, TOTS'n'SENIORS SKATE



Fridays

1:30 to 3:30 p.m.

(sponsored by the
Clifford Firefighters Assoc.)

PUBLIC SKATING is FREE

Sunday, Feb. 4, 2:00-3:20 pm

(sponsored by Larry Epworth and Sons Ltd.)

Sunday, Feb. 18, 2:00-3:20 pm

(sponsored by Clifford Recreation Association)

Monday, Feb. 19 12:30-2:00 pm

(sponsored by Wightman Telecom)

Please note that session times occasionally need to be adjusted.
Advance notice will be given on Town of Minto FaceBook page in these instances.

Come join us in Clifford!

KIDS!

CLIFFORD COMMUNITY KIDS CLUB:

Thursdays 6:45-8:00 pm

Clifford Community Centre

KID'S WORSHIP EVENT:

Third Saturday of month, 10 am—1 pm
Knox United Church

Join us at the...



CLIFFORD LIBRARY!

BEDTIME STORIES (all ages) Wed., Feb. 7-21, 6:30-7:00 pm. Wear your PJs. Drop in. Quiet evening story time for families.

EVENING BOOK CLUB (adult), 2nd Thursday of each month 6:45-8:00 pm. Feb. 8, discussing "Beautiful Ruins" by Jess Walter. Please register. All welcome.

CARNEGIE CAFÉ TRIVIA CHALLENGE (adults) Feb. 14, 2:00-3:30 pm. Test your memory in a fun and interesting way! Please register.

TECH TALK (adults) Wed., Feb. 21, 2:30-3:30 pm. Bring your questions about computers, e-readers or other mobile devices and we will explore them together. Please register.

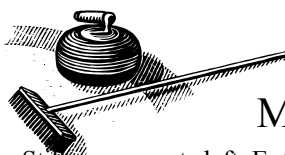
TWEEN CLUB (pre teens) Wed., Feb. 28, 6:45-7:15 pm

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

Stay up-to-date on the CLIFFORD DIGGIN IT 2018 PROJECT

by following...
www.clifforddiggin.it.ca

Clifford Food Grains BONSPIEL



March 03, 2018

Still some spots left. Entry fee for each team is \$120.00.

Start times are 8:30 and 10:30 am.

Lunch Included & Meat Prizes & 2 Games

Contact *Lorne Underwood* to register your team.

519 392 8573, lorell@wightman.ca or for more info.

Come join us!

EUCHRE or SOLO



\$3.00/evening * Lunch Provided

7:30 p.m. Clifford Community Hall (small room)

- ♦ February 5, 19 ♦ May 14, 28
- ♦ March 5, 19 ♦ June 11, 25
- ♦ April 2, 16, 30

Every two weeks until May.

2nd Annual PANCAKE SUPPER



Knox United
Church

Tuesday,
February 13
5:00 to 7:00 pm

Tickets
available at
Leonard's
Place.

Adults — \$10
Youth 12 & under — \$5
Preschoolers — Free.

All are welcome to attend this event.

Questions? Contact Sharon Priebe at prieby@gmail.com

CLIFFORD ROTARY BONSPIEL

— February 03, 2018 —

\$120.00/team. Two games per team

(aggregate point system to determine the winner). Two Draws: 8:30 am and 10:30 am (2nd game at 12:30 pm and 2:30 pm)

Lunch provided!
Meat prizes for everyone!

Contact: Leonard Underwood 519 327 8850
or leonardsgeneral@wightman.ca



THE ONTARIO ENERGY BOARD WANTS TO HEAR FROM YOU

Westario Power

has applied to increase its electricity distribution rates by \$2.78 per month.

This application may impact your bill for the next 5 years, starting January 1, 2018.

**HAVE YOUR SAY AT THE
ONTARIO ENERGY BOARD'S
COMMUNITY MEETING**



WHEN?

Wednesday, January 24, 2018
7 to 9 p.m.
(Doors open at 6:30 p.m.)

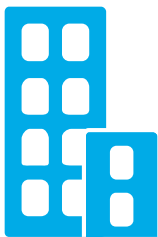
WHERE?

Royal Canadian Legion
505 Scott Street, Walkerton
Refreshments will be served.

REGISTER

Registration is not required,
but appreciated!
Visit **oeb.ca/community-meetings**
for details.

If assistive devices or any other special considerations
are needed, please contact **AODA@oeb.ca**



WHY ATTEND?

- Learn more about your utility's costs and rate application
- Find out how you can get involved in the OEB's process
- Provide your comments to the OEB about your utility's application



WANT TO MAKE A PRESENTATION AT THE MEETING?

If you would like to make a 5-minute presentation at the meeting, contact us at **Registrar@oeb.ca** or call **1-877-632-2727** (toll-free).

Our file number for this case is **EB-2017-0084**.

View Westario Power's full application at **oeb.ca/notice**.



ONTARIO
ENERGY
BOARD

COMMISSION
DE L'ÉNERGIE
DE L'ONTARIO

Wednesday, January 17, 2018

Bill White
CAO/Clerk
Town of Minto

Good afternoon Bill:

The following correspondence was sent to your Head of Council earlier this afternoon. OGRA respectfully requests that you please it on your next Council agenda for information.

Regards,

Scott R. Butler

OGRA, Policy and Research
22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2
T: 289-291-6472 Ext. 24 C: 416-564-4319 www.ogra.org

The Ontario Good Roads Association is seeking reforms to the Municipal Class Environmental Assessment (MCEA) process. In its current form the MCEA process has made municipal infrastructure projects longer in duration and more costly. The OGRA Board of Directors encourages all municipalities in Ontario to adopt the following resolution that calls on the Minister of the Environment and Climate Change to accelerate the Application for Review of the MCEA process.

Links to further background information about the Municipal Class Environmental Assessment process can be found below the resolution.

DRAFT RESOLUTION

Whereas a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

And whereas impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

And whereas the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

And whereas analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

And whereas the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

And whereas in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

And whereas local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

Therefore be it resolved that Town of Minto requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

And further that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*;

And further that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

BACKGROUND INFORMATION

The following links provide a comprehensive background of the work that the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario have done to advance this issue of MCEA reform.

- [October 2017 Correspondence from the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario to the Hon. Chris Ballard, Minister of the Environment and Climate Change.](#)
- [ReNew Magazine editorial examining the need to review the Municipal Class Environmental Assessment process](#)
- [The Development Approval Roundtable Action Plan, November 2017](#)
- [Meeting Notes from the November 29, 2017 Evolution of the MCEA Workshop.](#)
- [The MEA Companion Guide for the Municipal Class Environmental Assessment Manual](#)

- Are Ontario's Municipal Class Environmental Assessments Worth the Added Time and Costs? The 2014 Edition

If you have any questions or concerns, please contact Scott Butler, OGRA's Manager of Policy and Research at 289-291-6472 ext. 24 or via email at scott@ogra.org.

Regards,

A handwritten signature in black ink, appearing to be 'S. Butler', with a long horizontal stroke extending to the right.

Scott R. Butler

OGRA, Policy and Research

22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2

T: 289-291-6472 Ext. 24 C: 416-564-4319 www.ogra.org

Scott Butler



TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

January 16, 2018

All Ontario Municipalities

VIA EMAIL

To Whom It May Concern:

**RE: ALLOCATE INFRASTRUCTURE FUNDING DEDICATED TO
MUNICIPALITIES FOR STORM WATER MANAGEMENT AND
DRAINAGE IMPROVEMENTS**

At their meeting of November 7, 2017 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Wilder moved and Deputy Mayor Fazio seconded:

WHEREAS weather patterns seem to have changed, in that excessive and prolonged precipitation is now becoming more frequent and regular;

WHEREAS there is an increased chance of flooding, as result of excessive and prolonged precipitation;

WHEREAS municipalities are now faced with the reality that significant storm water management and drainage infrastructure improvements are required to mitigate against flooding, which will come at a significant cost;

WHEREAS it is not feasible for municipalities to pass along the costs of all storm water management and drainage improvements onto property owners through property tax increases or drainage assessments;

WHEREAS municipalities are almost entirely reliant upon property taxes for their funding needs; and

WHEREAS the Government of Canada and the Government of Ontario have recognized the need for infrastructure investments and have promised funding for these investments.

NOW THEREFORE BE IT RESOLVED that the Government of Canada and the Government of Ontario be urged to immediately allocate infrastructure funding dedicated to municipalities for storm water management and drainage improvements;

BE IT FURTHER RESOLVED that the Government of Canada and the Government of Ontario prioritize funding allocations according to the recent propensity of specific regions to flood, with a specific focus on regions that have flooded multiple times, within a 1 year period;

BE IT FURTHER RESOLVED that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Motion Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse
Clerk

/km

cc: Right Honourable Justin Trudeau, Prime Minister of Canada
cc: Honourable Kathleen Wynne, Premier
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada
cc: Ms. Elizabeth May, Leader of the Green Party of Canada
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party
cc: Hon. Andrea Horwath, Leader of New Democratic Party
cc: Members of Provincial Parliament in Ontario
cc: Federation of Canadian Municipalities (FCM)
cc: Association of Municipalities of Ontario (AMO)
cc: Via Email - All Ontario Municipalities

Jamesway Board Meeting

October 12, 2017

Attendance - Larry Hummelt, Randy Ruetz, Jean Anderson, Karen Dawler, Martin Styllie
Minutes - from August 10th meeting Motion by Larry Hummelt to accept, seconded by Jean Anderson. Carried

Update to Existing Business

Matheko's Tree Removal has been here and completed the work requested.

New Business - Snow Removal

Larry Hummelt made a Motion we hire Larry Litt @ \$53 an hour seconded by Jean Anderson Carried
Insurance - Quotes received from Marsh Canada (HSC) and Miller Insurance. Marsh's quote has come in \$1,500. Less. Motion made by Larry Hummelt seconded by Jean Anderson that Karen is to confirm that the coverage is comparable to Miller's and if it is to proceed to get our insurance through Marsh Canada. Carried
Property Taxes are up \$1,883.54 over last year. Christines get together. Motion by Jean Anderson seconded by Larry Hummelt that we go to Meikeljohn House in Harrison on December 14/17 @ 5:30 pm. Carried

Review Operating Budget - Motion by Jean Anderson seconded by Larry Hummelt Carried
Review Capital Budget & B.C.A. - that was just completed. Larry Hummelt made a Motion.

• Jean Anderson seconded it as amended Carried
Review Profit & Loss

Accounts Payable September \$20,981.31
October \$15,763.58

over

Motion by Jean Anderson
seconded by Larry Greenmett Carried

Next Meeting December 14 @ 9 A.M

Christmas Dinner December 14 @ 5:30 P.M.

Adjourn - Randy Kuetz

President

Secretary
Mauro Hylce

Jamneyway Board Meeting December 14, 2017

Attendance - Randy Ruetz, Larry Grummett,
Gear Anderson, Dianne Lawless, Karen Dowler
Marion Wylie -

Minutes from October 13, 2017. Motion by Larry
Grummett seconded by Dianne Lawless. Carried.
Update to Existing Business - Insurance has been
purchased from Thrash Insurance.

New Business Review of Rents. Increase
Motion by Larry Grummett & seconded by Dianne
Lawless. One Bedroom \$565.00 & 2 Bedroom \$635.00

Carried

Supper at Meidleyjohn House tonight Social @ 5:30 pm
Supper 6:00 p.m.

Next Meeting January 10th 2018 @ 9. AM.
Annual & Regular Meeting.

Review Profit & Loss

Accounts Payable November \$25,057.26
December \$11,426.91

Moved by Larry Grummett seconded by
Gear Anderson. Carried

Adjourn Randy Ruetz

President

Secretary
Marion M. Wylie



Minto Trails Committee Minutes
December 20, 2017 7:00 p.m.
Town of Minto Municipal Office

Present: Deputy Mayor Ronald Faulkner, Greg Mallett, Vic Palmer, Rick Rock, Dave Mallett, Quinn Foerter

Absent: Susan Forbes, Scotty Forbes, Paul Frayne, Jill Welsh, Paul Judge

Deputy Mayor Faulkner called the meeting to order at 7:01 pm

Motion

Moved By: Vic Palmer; Seconded By: Dave Mallett

THAT the minutes be adopted as circulated.

Carried

Strategic Plan

After discussion, the Trails Committee recommends that the maintenance plan for the Trails is as follows; the Palmerston Trails out to the 7th Line should be improved first this coming summer, with the Harriston Trails to follow second and the Clifford Trails in 2019, due to the construction in Clifford in 2018. It was also found that the Clifford Trail is not recorded on the Wellington County GIS system, which should be rectified.

Chair Faulkner mentioned the possibility of beginning work on the trails in March, to see how the new equipment works, as well as mulching and tree planting. The Trails Committee is planning on partnering with the Minto Youth Action Council to plan an event on the Trails in the spring. We are hoping to have a representative from MYAC join the Committee.

Capital Budget

The Trails Committee would like to see the Capital Budget sit at around 3 times the Operating Budget, or around \$30,000. A \$10,000 operating budget will allow for a yearly program for the Boom Flail Mower, a weekly program for the Scraper as well as maintenance and labour. Stone Dust to line the Trails will cost around \$10 a tonne undelivered. The Stone Dust put down on the North Perth Trails cost around \$11.50 a tonne, and was laid down. The total for the Stone dust would be around \$27,000 and therefore would need to be tendered.

Motion

Moved By: Dave Mallett; Seconded By: Rick Rock

THAT the Trails Committee recommend to approve the Capital Budget at \$30,000 for 2018, as presented by Recreation Facilities Manager Al Carr.

Carried

Signage

The cost for a double-sided Trail Head sign would be \$2300, plus \$411 for each 4x8 sign with post and awnings for a total of \$2300 and \$40 each for a 12x18 Trail Sign for a total of \$2500. The Trail Head sign in Palmerston should be redone, but the one in Clifford simply needs to be moved. The recommended legal wording for the signs include statements such as 'Recreational Trail', 'Assumed Risk', and 'No Winter Maintenance'.

Other

Due to member absence, the Trails Committee will not meet in either January or February. Regular meetings will begin again in March.

Next Meeting will be held Wednesday, March 21 2018 at 7:00 PM at the Town of Minto office.

Meeting adjourned at 7:29 p.m.

Quinn Foerter
Clerk's Department, Town of Minto



Town of Minto

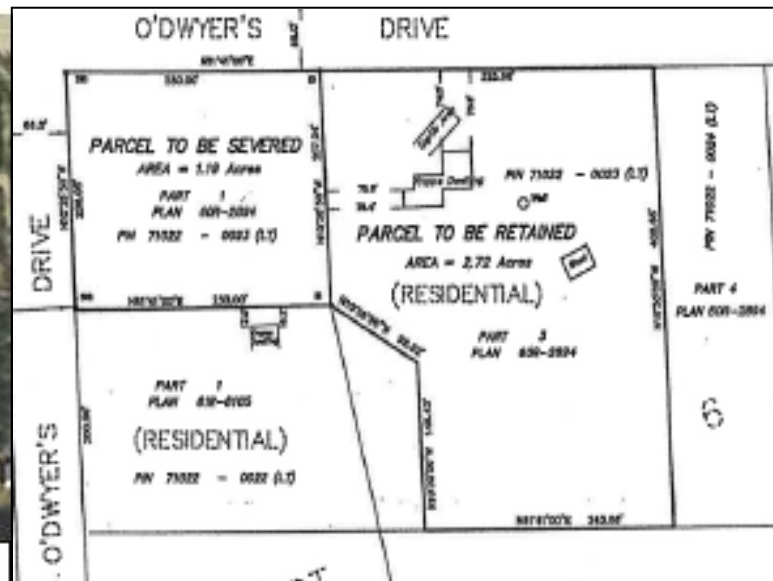
DATE: January 18, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: PLBB118004 - Harris Severance
 Part Lot 6 Concession 13, 9575 O'Dwyer's Rd. Mount Forest

STRATEGIC PLAN

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

BACKGROUND

This application to the County of Wellington Land Division is to sever a vacant 0.48 hectares (1.19 ac) parcel of land with 25 ft frontage for a proposed residential use. The retained parcel is 1.10 hectares (2.72 ac) with 325.66 ft frontage with an existing rural residence and shed. The property is currently zoned A- Agricultural. The location of the parcel is shown on the map below on the bend of O'Dwyers Road:



COMMENT

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

Clerks

Standard financial conditions including parkland dedication are recommended.

Public Works

Currently the retained parcel has private septic and well. An apportionment will need to be completed for this severance for any Municipal Drains taking the original assessment of one

property and reassessing for 2 separate ones Section 65(5) of the Drainage Act. An entrance permit must be obtained prior to construction.

Building

Standard building permit fees and development charges will be required prior to the issuance of a building permit.

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

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application PLBB118004, Harris, Part Lot 6 Concession 13, 9575 O'Dwyer's Rd. Mount Forest, 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.

ATTACHMENTS

County of Wellington Planner Report, Michelle Innocente

Michelle Brown

Building Assistant

PLBB118004 Harris Severance Planning Report



Application	PLBB118004
Location	Part Lot 6, Concession 13 TOWN OF MINTO
Applicant/Owner	Richard Edward Harris

PRELIMINARY PLANNING OPINION: This application would sever a vacant 0.48 ha (1.19 ac) rural residential parcel in the Secondary Agricultural Area. A 1.1 ha (2.72 ac) parcel would be retained with an existing dwelling and shed.

Regarding Minimum Distance Separation 1 (MDS 1), there is a barn located at 9576 O'Dwyers Road and a barn located at 9563 O'Dwyers Road. We require farm data sheets to ensure that MDS compliance can be achieved. In all other respects we would consider this application to be consistent with Provincial Policy and generally conforms to the Official Plan, we would have no concerns provided that the following matters are addressed as conditions of approval:

- a) That any concerns of the Conservation Authority can be addressed;
- b) That MDS compliance be achieved to the satisfaction of the County of Wellington Planning and Development Department;
- c) That a Tree Saving Plan be prepared by a qualified individual and submitted to the satisfaction of the County of Wellington Planning and Development Department
- d) That site servicing can be accommodated on the site to the satisfaction of the local municipality; and
- e) That a safe driveway access can be accommodated on the site to the satisfaction of the local municipality.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2017 was prepared and approved under the Places to Grow Act, 2005 and came into effect on July 1, 2017. The Natural Heritage System mapping and Agricultural System mapping prepared under the Growth Plan for the Greater Golden Horseshoe is currently in draft format and we understood from the Province that mapping would be issued by the end of 2017, however it has not been. Once the mapping is issued, the prime agricultural areas, natural heritage system and related policies will take effect and planning decisions will be required to conform with the 2017 Growth Plan.

The Committee should be aware that if the Provincial mapping for the Agricultural System and the Natural Heritage System is issued prior to a decision being made on this application, a new policy framework will be applicable and our opinion on this matter may change.

PROVINCIAL POLICY STATEMENT (PPS): The PPS states in section 2.5.2.5 that "in known deposits of mineral aggregate resources and on adjacent lands, development and activities which would preclude or hinder the establishment of new operations or access to the resource shall only be permitted if:

- a) Resource use would not be feasible
- b) The proposed land use or development serves a greater long-term public interest; and
- c) Issues of public health, public safety and environmental impact are addressed.

Given the presence of several residential dwellings and natural features in the area we are satisfied that mineral aggregate extraction would not be feasible at this location.

Regarding Minimum Distance Separation 1 (MDS 1), there is a barn located at 9576 O'Dwyers Road and 9563 O'Dwyers Road. It appears that there may be an MDS1 deficiency. We require farm data sheets to complete the necessary calculations. We would encourage the applicant to provide the forms to avoid unnecessary delays in the processing of this application.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated SECONDARY AGRICULTURAL and falls within the Aggregate Sand Gravel Resource Overlay area. According to Section 10.4.4, one new residential lot may be allowed from a parcel of land within the Secondary Agricultural designation, which existed on March 1, 2005, subject to the following criteria:

- a) The lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water services, while taking into account site constraints such as grading, sightlines, natural heritage features, hazardous lands, and Minimum Distance Separation requirements;



Pg.2...PLBB118004

- b) The accessory buildings referred to in a) above may include a hobby barn, subject to local regulations;
- c) The lot has access to an open public road;
- d) The residential use will not hinder or preclude the present use or future potential for agricultural or mineral aggregate operations;
- e) The residential use is compatible with surrounding development;
- f) The use is well removed from any settlement boundary;
- g) The lands have been owned by the applicant for at least five years.

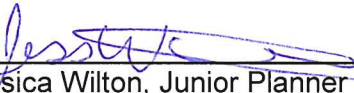
No new lots have been created on the parcel since March 1st, 2005 and the lands have been owned by the applicant for over 5 years.

The matters under section 10.1.3 were also considered including ...j) that natural resources such as agricultural lands and mineral aggregates would not be affected adversely.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA D, with a vulnerability score of 4.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) zone. It appears that both the severed and retained lots can meet the minimum lot area and frontage requirements of the Zoning by-law.

SITE VISIT INFORMATION: The subject property has not been visited or photographed. The survey sketch appears to meet the application requirements.



Jessica Wilton, Junior Planner
January 17th, 2018



Michelle Innocente, Senior Planner

COMMENT

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

Clerks

Standard financial and access conditions recommended. The existing garage on the severed parcel is encroaching into the right-of-way. If the intention is to keep the garage then an encroachment agreement will be required with the Town of Minto.

Public Works

Currently both parcels have access to water and sewer. The severed parcel has existing water and sewer connections. The water line for the severed parcel is currently providing service to the retained parcel. This line will need to be tied off and the retained parcel will need a separate service line for water as well as sewer.

Standard conditions in relation to servicing and frontage fees are recommended. An entrance permit must be obtained for the retained parcel.

Building

The proposed retained lot will require a zoning amendment to accommodate the intention to allow the Church to be converted to a residential dwelling.

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

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B161/17 Andrade Severance, Part Lot 79, Concession C, 5892 Highway 9 Harriston, and 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 obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made for the severed parcel including payment of applicable fees.
3. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.

4. THAT the applicant enters into an Encroachment agreement with the town of Minto and provides proof that the Encroachment Agreement signed between the parties is registered on title and all required securities and deposits are to the satisfaction of the Town.
5. THAT the applicant provides written confirmation from the Town of Minto Public Works Department that they are satisfied that separate municipal services are available to each of the separate lots proposed for the subject lands, these services are properly connected to each existing structure, or that appropriate arrangements have been made for the connection through servicing agreement or similar approach.

ATTACHMENTS

County of Wellington Planner, Michelle Innocente

Michelle Brown
Building Assistant



Application	PLBB118007
Location	Part Lot 14, S/W of Webb Street TOWN OF MINTO (HARRISTON)
Applicant/Owner	The Incorporated Synod of the Diocese of Huron c/o Paul Rathbone

PRELIMINARY PLANNING OPINION: This application would sever a 512 m² urban residential parcel in the Residential Area with an existing dwelling and detached garage. A 512m² parcel would be retained with an existing church.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We would have no concerns, provided the following can be addressed as conditions of approval:

- a) That any concerns of the Conservation Authority can be addressed; and
- b) That the existing garage on the severed parcel be recognised to the satisfaction of the local municipality.

PLACES TO GROW: No Issue.

PROVINCIAL POLICY STATEMENT (PPS): No Issue.

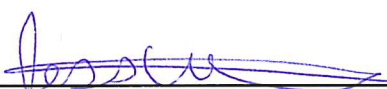
WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL and is located within the Urban Centre of Harriston. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses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

The matters under section 10.1.3 were also considered including I) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA B, with a vulnerability score of 8.

LOCAL ZONING BY-LAW: The subject property is currently zoned Institutional (IN) zone and Low Density Residential (R1C) zone. It appears that the new lot line will not create any additional zoning deficiencies. The existing detached garage on the severed parcel is identified on the survey sketch to have an encroachment on the road allowance. This will need to be recognized by the local municipality through a condition of encroachment or to be removed as a condition of severance.

SITE VISIT INFORMATION: The subject property has not been photographed and a site visit has not been done. The survey sketch appears to meet the application requirements.



Jessica Wilton, Junior Planner
January 17th, 2018



Michelle Innocente, Senior Planner



TOWN OF MINTO

DATE: January 18th, 2018

REPORT TO: Mayor and Council

FROM: Matthew Lubbers, Recreation Services Manager

SUBJECT: After School Program

STRATEGIC PLAN:

9.4 Provide strong community development policies and practices that support a family friendly environment, attract family oriented businesses, and enhance Minto as a welcoming, attractive, and safe location.

BACKGROUND:

The Provincial Government mandated that beginning in September 2017, school boards across Ontario need to ensure the provision of before-and-after school programs in each elementary school for students in Kindergarten – Grade 6 where there is sufficient demand. Mayor Bridge and County staff had spoken to Recreation Services about whether the Town could facilitate a program.

The Upper Grand District School Board issued a request for proposal for the provision of before and/or after school programs on January 5th, 2018 for the 2018-19 school year. The closing date is February 14th 2018. If the Town is interested in pursuing this kind of program in partnership with the School Board and County a response to the RFP is required.

COMMENTS:

As a municipal entity, the Town is eligible to apply to run an authorized recreational program, which can be run after school for kids in Grades 1-6 (aged 6 or older). The Town is not eligible to run any before school programming or programming for children aged 5 and under. The County of Wellington will likely apply to run that program in their facility at Palmerston Public School this fall.

This leaves a potential need for after school programming for kids of an age Town staff works with in summer programs. School Boards need qualified partners willing to provide quality programming. The Town could offer the program in the schools in Palmerston and/or Harriston. One challenge with moving locations is getting children from one site to another during the work day. Staff suggests phasing in a program starting in Palmerston (where County daycare and before school program will be) and then expanding to Harriston in future years if demand is apparent.

Staff is looking to visit a couple of nearby after school programs before attending a meeting with officials from the School Board and County in Guelph on Friday January 26th. This will help with a submission on the RFP if Council is interested in pursuing.

Depending on the success of the program and number of participants and locations, it is likely the Town will need to look at staffing. It may be a requirement that there be at least one staff at each location with social work/child care education and experience. It is unlikely students could be hired (like summer programs) to run the after school program with a staff supervisor available if needed. The Town has some existing staff with social work/child care background, but they are not necessarily available every weekday from 330 pm to 6. Any staff costs would need to be funded by the program.

FINANCIAL CONSIDERATIONS:

There is no cost to submit a proposal. If the RFP is accepted, staff would need to develop a business plan for the service for Council consideration. It would look at potential revenue based on need and anticipated expenses to run the program. Some of the planning resources required to run this type of program are already on hand from summer day camp. Day camp ran a modest surplus in 2016 and 2017 and a surplus in 2018 could be earmarked to this new initiative. There would need to be an agreement regarding cost of facility. It would be preferable to run the program from the two schools in that necessary services are in place (gym, library, restrooms) and children do not need to be relocated. However facility costs could greatly increase the program cost.

RECOMMENDATION:

That Council receives the January 18th, 2018 report from the Recreation Services Manager entitled After School Program, and that a proposal to run an after school program at local schools be submitted to the Upper Grand District School Board subject to Council having a chance to review the business plan for the program that addresses partnership, need, standards of care, revenue and expenses

Matthew Lubbers
Recreation Services Manager



TOWN OF MINTO

DATE: January 18, 2018
REPORT TO: Mayor and Council
FROM: Bill White, C.A.O. Clerk
SUBJECT: Provincial Workplace Electric Vehicle Charging Incentive Program

STRATEGIC PLAN:

10.9 Implement the Integrated Community Sustainability Plan, continue to be a leader in Environmental consciousness, and proceed with energy conservation initiatives including recognizing employees who develop and implement environmentally friendly practices

BACKGROUND

In 2016 a public Electric Vehicle Supply Equipment (EVSE) station was installed at the Clifford Arena through the Province's Electric Vehicle Charger Program. This was accomplished by Rolf Maurer of Arntjen Solar (Sun Saver 2) on behalf of the Town by applying for units at the municipal office, and three Community Centres. Only the Clifford location was approved.

That one-time program funded 100% of the station cost including 2% annually operating costs that might be incurred. The Town signed a 10 year agreement with Arntjen committing to operating the equipment. After five years funds supporting annual operating costs run out and the Town and Arntjen are fully responsible. After cost revenue is shared 50-50. As was expected users fees for the station have resulted in only a few hundred dollars annual revenue to the Town initially, but this should grow as more electric vehicles come on line.

The new program for workplaces is not 100% funding, and if approved would require a capital contribution by the Town and Arntjen if successful. Arntjen suggest the program could work well with a dual port CT4k (similar than the small charger in Clifford) at the Municipal office in the front parking area beside the accessible parking spot. It also could work at the Palmerston or Harriston arenas, or the Palmerston Railway Heritage Museum. The latter site only has seasonal employees working there, but the site improvements at that location could have broader benefit (paving, lighting etc.). The public can use the charger if it is not occupied by an employee.

Arntjen estimates the cost of a dual port CT4k charger is \$11,000 plus about \$5,000 for electrical installation and \$3,000 for site costs. The approximate cost of \$19,000 would be eligible for 80% funding to a maximum of \$15,000. The incentive is paid on actual invoices submitted on completion of each installation.

COMMENTS:

Arntjen has applied on our behalf for several green energy programs over the years. Most recently under the microFIT program their submission for a solar installation at the Town

office was processed by IESO. This means it has a file number and awaits a decision on a contract offer.

Staff appreciates having Arntjen apply on the Town's behalf as they are aware of the information requirements of the Province. If the workplace charger application is successful an agreement will be needed with the company regarding installation, maintenance, and revenue from the charger. To obtain full subsidy the station will need to be installed within six months of receiving a contract offer.

This application process is "first come first served" with some preference given to larger employers over 75 people. However there may have to be some accommodation for smaller business locations in rural Ontario. Having a charging station in the front parking lot of the municipal office will allow the Town to consider electric vehicle options with future purchases (Building Department pickups). The equipment can be tied in to solar installations particularly if the Town's microFIT installation is approved, creating a situation where solar power is directed into the charger as a more "complete" environmental solution.

FINANCIAL CONSIDERATIONS:

There are sufficient funds in various budgets to cover the small capital cost for these installations if a contract offer is made.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's January 18, 2018 report regarding Provincial Workplace Electric Vehicle Charging Incentive Program and agrees to Arntjen Solar preparing and submitting an application for 80% funding under the incentive program to install Electric Vehicle Charging Equipment at the Town office, Harriston Minto Community Complex, Palmerston Community Center and/or the Palmerston Railway Heritage Museum on the understanding installation, maintenance and cost sharing agreement will be negotiated between the parties if the application is successful.

Bill White, C.A.O. Clerk

Workplace Electric Vehicle Charging Incentive Program

Program Guide

January 2018

Workplace Electric Vehicle Charging Incentive Program Guide

Program Overview:

As part of the Climate Change Action Plan, the government is taking action to increase the number of electric vehicle (EV) charging opportunities in Ontario in an effort to accelerate the electrification of transportation. The Workplace Electric Vehicle Charging Incentive Program (Program or WEVCIP) will support employers and commercial building owners and managers that wish to provide level 2 EV charging stations for their employees or workplace tenants by providing 80 per cent of the initial costs, up to \$7,500 per approved charging space, subject to meeting eligibility and technical requirements.

Guide:

The purpose of this Guide is to describe WEVCIP and outline requirements for eligible entities intending to submit an application for a Project, i.e. the provision of level 2 EV charging at a place of work for use by employees.

To be considered eligible for the Program, Applicants must meet all of the Program terms and conditions, including the eligibility criteria, set out in this Guide.

Some of the terms and expressions used in this Guide are defined in Appendix 1 (Definitions). These terms can be identified as they appear capitalized, e.g., Guide, Project, Owner.

Applications:

Applications **must** be submitted through Grants Ontario:

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantsHome/>

How to Reach Us:

For assistance with the Grants Ontario system:

By Email: GrantsOntarioCS@Ontario.ca

By Phone: 416-325-6691 (Toronto) or 1-855-216-3090, 8:30 AM to 5 PM EST

For questions regarding Program requirements or eligibility:

Workplace Electric Vehicle Charging Incentive Program Guide

By Mail: Workplace Electric Vehicle Charging Incentive Program
Ontario Ministry of Transportation
Policy and Planning Division
Program Management Office
777 Bay St., 27th Floor
Toronto, ON M7A 2J8

By Email: WEVCIP@ontario.ca

By Phone: 1-866-999-9018

Workplace Electric Vehicle Charging Incentive Program Guide

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Workplace Electric Vehicle Charging Incentive Program Guide

Introduction

The province is continuing to move forward on implementing the Climate Change Action Plan (CCAP). CCAP aims to reduce greenhouse gas emissions to 15 per cent below 1990 levels by 2020, 37 per cent by 2030 and 80 per cent by 2050.

The first round of the Electric Vehicle Chargers Ontario (EVCO 2016) grant program was launched in December 2015 with a \$20 million investment. CCAP includes a plan to make additional investments in EV charging to help make Ontario the easiest jurisdiction in North America to charge an electric car. As such, the province plans to expand and strengthen the existing network of EV charging stations in cities, along highways and at workplaces, apartments, condominiums, and public places across Ontario.

The Program is specifically focused on the deployment of level 2 EV charging at workplaces across Ontario. This Guide defines the requirements, eligibility, and details of the Program for interested Applicants.

Key Dates

The Program will begin accepting applications on January 16, 2018. Applications will be reviewed and processed in the order they are received, until the funding allocation for the Program is exhausted.

Context

One of the key concerns for EV drivers is the distance the vehicles can be driven before having to recharge (also known as 'range anxiety'). As part of increasing the uptake of EVs in Ontario, the government has committed to the continued deployment of EV charging stations in workplaces, multi-unit residential buildings, downtowns, and town centres. Increasing the availability of charging opportunities enables EV drivers to recharge their vehicles, either at or on their way to their destination.

While EV owners most often charge their vehicles at home, workplace charging supports EV owners who may not have access to convenient residential charging. It also increases the convenience and affordability of EV ownership. For employers and commercial building owners and managers, making EV charging available helps to attract and retain employees and tenants and demonstrates leadership in innovation and environmental sustainability.

Workplace Electric Vehicle Charging Incentive Program Guide

1.0 Program Overview

1.1 What is the Workplace Electric Vehicle Charging Incentive Program?

The Program is designed to increase the availability of EV charging opportunities at workplaces across Ontario. The Program is an ongoing, eligibility-based intake program.

Applications will be reviewed and processed in the order they are received. Applications received that meet the eligibility requirements may be conditionally approved for funding. Following Project implementation as described in a Recipient's application and submission of documents demonstrating completion, the Recipient, if the Recipient has complied with the Program requirements/Contract, will be provided with Program Funds up to the incentive amount set out in the Notification of Approval from the Ministry. Recipients also commit to operating and reporting requirements, which are described in the Guide.

1.2 What are the expected outcomes of the Program?

The province expects the following outcomes of the Program:

- An increase in the number of level 2 EV charging stations installed at workplaces across the province.
- Supporting employers who wish to provide EV charging for their employees who are or may become EV owners.
- Support for EV owners who wish to or must extend their EV range by charging their EV at work.
- Enabling a reduction in gasoline powered trips by increasing the effective electric range of both battery electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs).
- Increased public awareness of EVs, leading to increased EV ownership.

1.3 How do I participate in the Program?

If you are interested in WEVCIP, you must:

1. Read this Guide in its entirety to ensure that you are eligible and that you will be able to meet the requirements of the Program. If you have any questions about the Program, please contact the Ministry.
2. Consult with your electricity utility, licenced electrical contractors, and EV charging service providers prior to submitting your application to obtain information on initial and ongoing costs associated with providing EV charging for your employees or tenants (for example, monthly fees associated with

Workplace Electric Vehicle Charging Incentive Program Guide

management services). Determine if your preference is to own or lease the charging equipment.

3. Any costs incurred prior to receiving a Notification of Approval from the Ministry will not be eligible for Program Funds.
4. Complete an application for the Program using the [Grants Ontario](#) portal.
5. If you are approved for an incentive, you will receive a Notification of Approval from the Ministry which will clearly indicate the Program Funds which you are eligible to receive for your Project.
6. If you are accepted to the Program, you will have six months to complete the Project and submit the required documentation (including proof of Project costs and Project completion) to the Ministry. The Ministry will review and, subject to compliance with Program requirements, release the Program Funds.
7. If your application is not accepted, you will receive a notification explaining the rationale for rejection. If there was an error on your application, you may make corrections and apply again. If you are deemed ineligible, you may reapply if you or your Project becomes eligible in the future.

1.4 How does a workplace undertake a Project?

A workplace accepted to participate in the Program can undertake their Project in a number of ways. These include:

1. Purchasing EV charging stations that meet the technical requirements of the Program, and working with a qualified electrical contractor to install the charging stations. Please note that as the Program requires that the charging stations include data management capabilities, there may be ongoing monthly fees associated with such service. The Ministry will not provide Program Funds for any ongoing fees associated with participation in the Program.
2. Leasing EV charging stations that meet the technical requirements of the Program, and working with a qualified electrical contractor to install the leased charging stations. Leased charging stations often include services such as data management, routine maintenance, and non-routine maintenance as part of monthly lease payments. Except for the costs described in section 4.1, the Ministry will not provide Program Funds for any ongoing fees associated with participation in the Program.
3. Leasing EV charging stations that meet the technical requirements of the Program as part of a 'turn-key' agreement that includes installation services. Leased charging stations often include services such as data management, routine maintenance, and non-routine maintenance as part of monthly lease

Workplace Electric Vehicle Charging Incentive Program Guide

payments. Except for the costs described in section 4.1, the Ministry will not provide Program Funds for any ongoing fees associated with participation in the Program.

2.0 Program Criteria

2.1 Who is eligible to apply?

Incentives are limited to validly existing legal entities with a Canada Revenue Agency (CRA) business number. Eligible Applicants to the Program include businesses, municipalities, Indigenous communities or organizations, local distribution companies, universities, non-governmental organizations, not-for-profit organizations, conservation authorities, consolidated entities (school boards, colleges and hospitals), and other legal entities.

Eligible Applicants must provide parking spaces dedicated for their employee use. These dedicated employee parking spaces must be owned by or under the direct control (i.e. under lease) of the Applicant.

In cases where the Applicant is not the property owner, or the Project property requires consent of any third party, such as an Owner (including a condo corporation), the Owner must provide their consent in the appropriate section of the application form.

Commercial building owners or managers (which own or operate parking that is exclusively available for employees of their tenants) are also eligible to apply for an incentive.

2.2 Who is not eligible to apply?

The federal and provincial government, and their respective ministries, departments, entities, agencies, and Crown corporations are not eligible to apply. Individuals are also not eligible to apply.

2.3 Where can these charging stations be installed?

Charging stations funded by the Program must be installed at a workplace location in Ontario with at least 10 full time employees. For workplaces where the building owner or manager is the Applicant, the building must have at least 10 full time employees (combined among all tenants).

Residential properties are not eligible locations for charging stations funded by the Program, including cases where businesses are operated from a residential property.

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2.4 How much can each Applicant apply for?

Applicants are eligible to receive up to 80 per cent of the costs associated with the purchase (or down payment costs associated with a lease) and installation for eligible level 2 EV charging stations, up to a maximum of \$7,500 per approved charging space. A charging station that has two charging connectors which can simultaneously charge two vehicles and supports two dedicated parking spaces may be eligible for up to \$15,000.

Each location may be eligible for up to the greater of either 1) two incentives, or 2) a number of incentives equal to four per cent of employee parking spaces (rounded down), per location.

For example:

Workplace example:	Workplace with 10 or more employees and 0 to 74 employee parking spaces	Workplace with 75 employee parking spaces	Workplace with 100 employee parking spaces
Number of incentives available:	Up to 2 (up to \$15,000)	Up to 3 (up to \$22,500)	Up to 4 (up to \$30,000)

A complete table is included in Appendix 2.

Employee parking is considered parking spaces provided by the employer/workplace primarily for the use of their employees. Parking reserved for, or provided primarily for the use of visitors or customers should be excluded when calculating eligibility.

In the event that the Applicant is a building owner or manager and is applying on behalf of one or more tenants at a workplace location, and parking at the workplace is not restricted to tenants' employees (e.g. a public parking structure associated with a commercial building), the Applicant must apply a 50 per cent deduction to the total number of spaces when calculating the total number of employee spaces. For example, in a parking structure with 300 spaces, the Applicant can only apply for up to six incentives at this workplace (four per cent of 150 spaces).

Applicants are further limited to a maximum of 50 incentives per Program year, regardless of how many applications they submit or locations they apply for.

Workplace Electric Vehicle Charging Incentive Program Guide

Applications will be reviewed for an Applicant in the order they are submitted and received.

Incentive amounts are determined based upon total Eligible Project Cost components per approved charging space created. Eligible Project Costs include:

- Purchase or lease down payment costs of eligible EV charging stations (subject to lease agreement requirements);
- Site preparation and finishing costs (such as trenching, conduit installation, protective bollards, signage, painting of parking spaces for visual demarcation);
- Installation of eligible EV charging stations, including any necessary electrical equipment or upgrades (energy management equipment, transformers, electrical panel upgrades, conduit associated with the eligible EV charging stations).

For a lease agreement down payment to be considered an Eligible Project Cost, the lease agreement must be for a minimum of five years (from the date on which all eligible charging stations are first put into service), and must include operation/management services, routine maintenance, and non-routine maintenance (up to and including charging station replacement in the event of critical failure).

2.5 Who owns and operates the charging stations and for how long?

If the Applicant is purchasing the charging stations, the Applicant must own and operate them for a minimum period of five years from the date on which all eligible charging stations are first put into service. If the Applicant chooses to lease the charging stations, the lease agreement must meet the requirements in section 4.1. In both cases, the charging station must remain in the Recipient's name for the entire five-year period (as the charging station owner or lessee).

2.6 Are incentives available to operate the charging stations?

There are no incentives available for operating and maintenance costs. Where eligible charging stations are leased and the lease meets the requirements outlined in section 4.1, the initial down payment is an Eligible Project Cost.

2.7 How much will it cost someone to use the charging stations?

During the five year operating period, it is recommended that the Recipient charge their employees a nominal fee for use of the charging stations. Recipients may choose a fee structure that meets their business requirements, and could include hourly, session/daily fees, or monthly/annual passes. Recipients may also choose how to collect fees from users (e.g. payroll deduction, credit card, etc.). Recipients must not generate revenue from EV charging fees that exceed the cost of electricity associated with the Project.

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2.8 What are the operational requirements of the charging stations?

The charging stations must be available for use year-round by employees. The Recipient must maintain the charging stations in good working condition usable by employees, and if a charging station is out-of-order, repairs must be undertaken within 14 days. The Applicant must maintain the parking lot in all seasons, including any required winter maintenance such that the charging stations are accessible all winter.

The Recipient must dedicate any EV charging spaces for which incentives are provided to be for their employee EV parking only, and may also require that spaces be limited to vehicles actively charging. In cases where the Recipient is a building owner or manager and the charging stations are installed in parking accessible to the public, charging spaces must be dedicated to workplace employees only during normal working hours.

2.9 What are the usage requirements of the charging stations?

Charging stations for which an incentive was provided under this Program must be operated for a minimum duration of five years after the In-service Date of the Project.

The charging stations are for use by employees of the Recipient (or in cases where a building owner or manager is the Recipient, employees of their tenants). The Recipient must install signage that clearly indicates that the spaces are for Recipient EV parking only (or optionally, EV charging only).

Applicants may make charging stations available to non-Applicant employees or the public outside of standard and posted employee work hours; in these cases the Applicant must ensure that charging station use is limited to employees during working hours through access control or other means (i.e. software restrictions).

2.10 Does the Recipient have to own the property on which the charging station is installed?

A Recipient must either own the property where the Project is to be located, or in cases where the Project property requires consent of any third party, such as an Owner (including a condo corporation), the Owner must provide their consent in the appropriate section of the application form.

2.11 What happens if the Recipient moves during the five year operating period?

If the Recipient moves during the five year operating period, they are required to relocate the charging stations at their own expense to the new location.

Recipients are expected to give 30 days' notice to the province in the event of a move.

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2.12 When does the Applicant need to complete its proposed Project?

Upon approval of an Applicant's application, the Applicant must complete the Project within six months of the Notification of Approval and submit the required documentation proving the completion of the Project. All charging stations for which the incentive was approved must be in-service at the time of submission of the completion documentation. Once the Ministry has reviewed the documentation and confirmed compliance, it will provide the Recipient with the Program Funds.

A Completion Report must be submitted to show completion of the Project, which will include:

- A signed report indicating acceptance of Program terms and conditions;
- Site photos showing charging stations, signage, and site conditions;
- Electrical Safety Authority (ESA) certificate of final inspection; and
- Copies of documentation showing total Project installation costs (including receipts), and final charging station purchase agreements or lease agreements (with confirmation of funds paid by the Applicant).

2.13 How many Applications can an Applicant submit? Can an Application include multiple Projects?

The Applicant can submit multiple applications, however only one application will be considered per location. Applications are reviewed on a first come first serve basis.

Applicants are only eligible to apply for a maximum of 50 incentives and are eligible for a maximum incentive value of up to \$375,000 for all applications submitted.

Applications received that would result in exceeding the Applicant's limit for incentives will not be considered and will be denied. Applicants are responsible to ensure that their application(s) adhere to the limitations noted above.

2.14 Are Applicants required to install provincial signage?

Provincial signage on charging stations funded by the Program is not required. However, Recipients must indicate that EV charging at the Recipient's facility was supported by funding from the Province of Ontario in communication to employees about the charging stations (including email, verbal, and posters). Specific requirements will be set out in the Completion Report.

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3.0 Technical Requirements

3.1 Eligible Charging Station Requirements

Level 2 EV charging stations installed as part of the Program must meet the following minimum technical requirements to be eligible for an incentive:

- Must be new;
- Must use AC input (208 to 240 VAC) of at least 20 Amps (per charging space);
- Must include a charge connector that is SAE J1772 compliant;
- Must support the remote collection of usage data, including the cumulative number of sessions and detailed session information including session fee (if applicable), session start date and time, session duration, electricity consumption, and vehicle state-of-charge at start and end of session; and
- Must be certified by an Accredited Certification Organization such as CSA, cUL, cETL or other certification marks approved by the ESA. In cases where the charging station is installed outdoors, it must be approved for outdoor use.

3.2 Installation and Inspection of Charging Stations

Electrical work undertaken for the site preparation and installation of EV charging stations must be in compliance with the law, including any licensing and ESA inspection requirements.

Proof of installation in the form of a certificate of inspection issued by the ESA is mandatory in order for installation expenses to be eligible for an incentive. If a licensed electrical contractor carries out the electrical work, the certificate of inspection can be obtained from the contractor. If an authorized person, other than a licensed electrical contractor carries out the electrical work, the certificate of inspection can be obtained from the ESA.

To find a licensed electrical contractor in their area, Applicants can visit the [ESA's website](#).

4.0 Eligible Project Costs

4.1 What Project Costs are eligible for Program Funds?

Eligible Project Costs include site design, site preparation, purchase (or lease down payment) and installation of charging stations, and all necessary permits to undertake the Project.

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Some lease agreements will include site preparation, installation, and permits as part of the services.

Specifically, **Eligible Project Cost** components include:

- **Purchase costs or lease down payment** costs of eligible charging stations (subject to lease agreement requirements);
- **Site preparation** and finishing (including trenching, conduit installation, protective bollards, signage, painting of parking spaces for visual demarcation); and
- **Installation of eligible EV charging stations**, including any necessary electrical equipment or upgrades (energy management equipment, transformers, electrical panel upgrades, conduit associated with the eligible EV charging stations).

For a lease agreement down payment to be considered an Eligible Project Cost, the **lease agreement must be for a minimum of five years** (from the date on which all eligible charging stations are first put into service), and must include operation/management services, routine maintenance, and non-routine maintenance (up to and including charging station replacement in the event of critical failure).

4.2 What Project Costs are **ineligible** for Program Funds?

For all Projects, the following are Ineligible Project Costs:

- Any **costs incurred prior to receiving a Notification of Approval** from the Ministry;
- **Ongoing operating costs** (e.g., electricity consumption, operation, maintenance, electricity consumption, networking fees, etc.);
- **Communications costs** (i.e. marketing);
- **Administrative costs** incurred by the Recipient during the implementation of the Project (including but not limited to salary and wages, rent, travel or accommodations, meal expenses, legal fees, postage);
- Purchase/lease and/or installation of charging stations that do not meet the requirements set out in this Guide;
- **Salary and wages of any Recipient employee**, including any Recipient employee that is managing / overseeing the Project;
- Any **legal fees** relating to the establishment of an agreement with a tenant or a workplace;
- Any **administrative costs** incurred by the Applicant relating to the oversight of the Project (e.g., photocopying, phone calls); and,

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- Any other costs as determined by the Ministry from time to time and at its sole discretion.

5.0 Financial and Reporting Matters

5.1 What proportion of Eligible Project Costs can be requested from the Province?

Incentives are limited to a maximum of up to 80 per cent of Eligible Project Costs incurred for the purchase/lease down payment and installation of eligible charging stations, up to a maximum of \$7,500 per eligible and approved charging space created. Actual Program Funds will be determined on the basis of documentation submitted by the Applicant.

5.2 Is there a cap for Program Funds for a Project?

Each application submitted by an Applicant is considered a Project. A Project may include multiple charging space incentive requests.

Each location may be eligible for up to the greater of either 1) two incentives, or 2) a number of incentives equal to four per cent of employee parking spaces (rounded down), per location. Applicant eligibility is limited to a maximum of 50 incentives or \$375,000 in total incentive funding. The incentive for each charging space is capped at \$7,500, and limited to 80 per cent of Eligible Project Costs per approved charging space created. There is no upper limit on the total cost the Recipient incurs for purchasing/leasing and installing charging stations.

5.3 What financial due diligence is required upon receipt of Program Funds?

The documentation showing completion of the Project will include proof of payment receipts/invoices showing total Eligible Project Costs. The incentive will be determined based upon the documentation submitted and will be limited to the maximum amount identified in the Notification of Approval.

5.4 What happens if a Recipient incurs higher Eligible Project Costs than were estimated in the application?

The province's contribution is limited to up to \$7,500 per charging space created and more specifically, to the maximum amount identified in the Notification of Approval. Recipients are responsible for funding any cost overruns related to their Project.

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5.5 When do Projects need to be completed?

The Ministry requires that Recipients provide proof that all charging stations in their Project are operational and all required documentation be submitted to the Ministry within six months of receiving the Notification of Approval.

5.6 What are the reporting requirements?

Once a Project is complete, the Recipient shall prepare a Completion Report. This report must be completed and submitted to the Ministry (including all required documentation). This will allow the Ministry to calculate and release the approved Program Funds for the Project.

The Recipient agrees to submit five annual reports to the Ministry (or a third party identified by the Ministry) showing the usage data covering the previous 12 months, starting on or about the first anniversary of the Project's In-service Date for a five year period. This data must be provided in a non-proprietary format and any personal/identifying information must be removed. This may also include a requirement to provide an API Key.

5.7 What data needs to be collected and submitted to the Ministry?

The data collected and submitted to the Ministry (or a third party identified by the Ministry) includes:

- Gross revenue generated from charging user fees;
- The date, time and duration of each charging session;
- The kWh drawn for each charging session;
- The vehicle battery state of charge at the start and end of each charging session;
- The number of unique employees that have utilized charging services during the previous 12 months; and,
- The date, time, and duration of any service outages.

This may include the provision of an API Key to support automated data collection.

6.0 Project Evaluation Considerations

The Program is eligibility-based and available funds will be dispersed to eligible Applicants on a first come first served/as approved basis until Program Funds are fully committed. To be eligible, an Applicant must demonstrate/and or attest to the following:

- Site selection – location must be a commercial workplace with 10 or more full time employees;

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- Charging station eligibility – number of incentives sought is within the eligibility criteria for the location and Applicant;
- **Adherence to the requirements listed** in this Guide, including (but not limited to):
 - Location requirements (2.3);
 - Operational requirements (2.8);
 - Land ownership/land owner consent requirements (2.10); and,
 - Submission of the Completion Report (2.12) and annual data reporting (for five years).

7.0 Submitting an application for the Workplace Electric Vehicle Charging Incentive Program

Applicants must first enrol in the [Transfer Payment Common Registry](#) (TPCR). Applications must be completed and submitted electronically through [Grants Ontario](#).

As part of applying, Applicants must **submit the same application form twice** in the following manner:

1. Submit the completed application form **electronically**.
2. **Print the completed application form**, sign where appropriate, scan the form and upload a copy of the scanned form in the appropriate field in Grants Ontario.

8.0 General

8.1 Contract

Program Funds will be provided to Recipients pursuant to Contracts.

Where Program Funds are provided to a Recipient under the Program, the Program Funds will be provided to the Recipient in accordance with the terms and conditions set out in the Contract between the Recipient and the Ministry. The Contract will consist of:

- (a) the application form submitted by the Applicant for the Program;
- (b) the Guide;
- (c) the Notification of Approval from the Ministry to the Recipient outlining the total funding eligibility, as well as other terms and conditions to which the Recipient must adhere; and
- (d) the Completion Report.

The above documents will constitute the entire agreement between the Ministry and the Recipient with respect to the subject matter contained in the Contract.

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A Contract will be effective as of the date of the Notification of Approval for the Program provided pursuant to the Contract and, subject to any provisions surviving its expiration, will expire five years from the Project's In-service Date.

In the event of a conflict or inconsistency between any of: (a) the Notification of Approval and any of the requirements of the Guide, the Notification of Approval will prevail to the extent of the inconsistency; and (b) the Guide and any of the information provided by a Recipient in an application form, the Guide will prevail to the extent of the inconsistency.

The invalidity or unenforceability of any provision of a Contract pursuant to the Program will not affect the validity or enforceability of any other provision of the Contract. Any invalid or unenforceable provision will be deemed to be severed.

Any provisions which by their nature are intended to survive the termination or expiration of a Contract under the Program including, without limitation, those related to, accountability, records, audit, inspection, liability, indemnity, and remedies will survive its termination or expiration and continue in full force and effect for a period of seven years from the date of expiry or termination of the Contract.

8.2 Non-compliance with the Terms and Conditions of a Contract

Under a Contract, each of the following events will constitute an event of default:

- (a) In the opinion of the Ministry, the Recipient that has received Program Funds breaches any representation, warranty, covenant or other material term of the Contract, including, without limitation, failing to do any of the following in accordance with the terms and conditions of the Contract:
 - i. the Recipient fails to comply with any of the terms and conditions set out in the Contract including, without limitation, fails to carry out the Project in accordance with the Contract or to use Program Funding for the purpose of carrying out the Project;
 - ii. the Recipient fails to own or lease any of the charging stations acquired with Program Funds for five years after the Project's In-service Date;
 - iii. the Recipient fails to comply with the reporting requirements set out in the Guide;
 - iv. the Recipient or any of the charging stations for which Program Funding were provided no longer meets one or more of the eligibility requirements of the Program; or,

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- v. the Recipient fails to maintain any of the charging stations in good working condition usable by employees or fails to repair out-of-order charging stations within the timeframe set out in the Guide.
- (b) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (c) the Recipient ceases to operate.

If an event of default occurs, the Ministry may, at any time, take one or more of the following actions:

- (a) provide the Recipient with an opportunity to remedy the event of default upon terms and conditions set by the Ministry at its sole discretion;
- (b) reduce the amount of the incentive(s);
- (c) demand from the Recipient the payment of an amount equal to any funds the Ministry provided to the Recipient; and
- (d) terminate the Contract at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice.

For greater certainty, the rights and remedies of the Ministry under a Contract are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

8.3 Liabilities and Indemnities

A Recipient that has received Program Funds is responsible for anything that may arise, directly or indirectly, in connection with the Project for which the Program Funds are received. The Ministry's involvement under the Program is for the sole purpose of, and is limited to, the provision of Program Funds.

Furthermore, a Recipient that has received Program Funds must indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with a Contract with the Ministry pursuant to the Program, unless solely caused by the negligence or willful misconduct of the Indemnified Parties.

A Recipient that has received Program Funds is also responsible for its own insurance and must carry, at its own costs and expense, the necessary and appropriate insurance

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that a prudent recipient in similar circumstances would maintain in order to protect itself and the Ministry and support the indemnification, as set out above, provided to the Ministry. For greater certainty, the Recipient will not be covered by the Province of Ontario's insurance program and no protection will be afforded to the Recipient by the Government of Ontario for any losses or proceedings that may arise out of the Program.

8.4 Compliance with the Law and Governing Law

An Applicant/Recipient must comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws applicable to any aspect of the Project, the Program Funds, or both.

A Contract and the rights, obligations and relations of the Ministry and any Applicant/Recipient will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with a Contract will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

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Appendix 1: Definitions

When used in this Guide or the associated application form, the words set out below that import the singular include the plural and vice versa:

“Applicant” means an organization that submits an application to the Program for the purpose of obtaining Program Funds.

“API Key” means a unique identifier or authentication token which enables the holder to access information about the charging station, and enables automated collection of data.

“charging station” refers to an EV charging station; a device used to provide electricity to an EV for the purpose of charging the vehicle’s onboard battery.

The charging station is designed to provide a safe connection between the source of electricity and the vehicle and communicates with the vehicle’s control system to ensure electricity flows at the proper voltage and current. While there are three types of charging stations, only level 2 EV charging stations are eligible.

- “Level 1” represents a charging station with a 120 volt alternating current (AC);
- “Level 2” represents a charging station with a 208 – 240 volt alternating current (AC); and
- “Level 3” represents a charging station with a high voltage, direct current (DC) - up to 480 volts.

“Climate Change Action Plan” or **“CCAP”** means Ontario’s five year plan to fight climate change, reduce greenhouse gas pollution and transition to a low-carbon economy.

“Completion Report” means the report, including documentation showing proof of costs incurred and proof of completion, which the Recipient must submit to the Ministry before receiving Program Funds.

“Conflict of Interest” includes any circumstances where: (a) and Applicant/Recipient; or (b) any person who has the capacity to influence an Applicant/Recipient’s decisions, has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Applicant/Recipient’s objective, unbiased, and impartial judgement relating to the Project, the use of Program Funds, or both.

“Contract” means a contract described in Section 8.1 (Contract) of the Guide.

“Electric Vehicle” or **“EV”** means a vehicle propelled by an electric motor with a battery as the motor’s energy storage device, and using an external electricity source to recharge the battery. There are presently two types of EVs:

Workplace Electric Vehicle Charging Incentive Program Guide

- “Battery Electric Vehicles” or “BEVs” use an electric motor to propel the vehicle forward, powered by a battery that is recharged directly from a source of electricity.
- “Plug-In Hybrid Electric Vehicles” or “PHEVs” can be driven either by an electric motor or an internal combustion engine or can be driven only by its electric motor with an internal combustion engine assist and generator to recharge the battery. The battery may also be recharged directly from a source of electricity.

“Eligible Project Cost” means an eligible expenditure as described in this Guide.

“Guide” means this program guide entitled “Workplace Electric Vehicle Charging Incentive Program Guide”.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

“Ineligible Project Cost” means an ineligible expenditure as described in this Guide.

“In-service Date” means the date on which the charging station(s) included in the Project are available for use for the purpose of charging EVs.

“Ministry” means Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario.

“Notification of Approval” means a letter or notice provided to the Recipient from the Ministry which outlines the total funding eligibility based on the Project proposed by the Applicant, as well as other terms and conditions to which the Recipient must adhere.

“Owner” means a landlord/corporation/owner, or an authorized representative of the Owner, of the property on which a Project is proposed.

“Program” means the Workplace Electric Vehicle Charging Incentive Program.

“Program Funds” or **“Program Funding”** means the money the Ministry provides to a Recipient pursuant to a Contract to be used strictly towards Eligible Project Costs for a Project and in accordance with and as set out in the Contract.

“Project” means a project described in the application for Program Funding, including any modification to the project which has received the prior written approval of the Ministry.

“Recipient” means an Applicant whose Project has received a Notification of Approval from the Ministry.

“WEVCIP” means the Workplace Electric Vehicle Charging Incentive Program.

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Appendix 2: Incentive Eligibility

Where parking spaces are primarily for employees only:

Number of Employee Parking Spaces	Number of Incentives
Up to 74	Up to 2
75-99	Up to 3
100-124	Up to 4
125-149	Up to 5
150-174	Up to 6
175-199	Up to 7
200-224	Up to 8
225-249	Up to 9
250-274	Up to 10
275-299	Up to 11
300-324	Up to 12
325-349	Up to 13
350-374	Up to 14
375-399	Up to 15
400-424	Up to 16
425-449	Up to 17
450-474	Up to 18
475-499	Up to 19
...	...
1250 and up	Up to 50

Where parking spaces are available to the public (i.e. parking garage):

Number of Employee Parking Spaces	Number of Incentives
Up to 149	Up to 2
150-199	Up to 3
200-249	Up to 4
250-299	Up to 5
300-349	Up to 6
350-399	Up to 7
400-449	Up to 8
450-499	Up to 9
500-549	Up to 10
550-599	Up to 11
600-649	Up to 12
650-699	Up to 13
700-749	Up to 14
750-799	Up to 15
800-849	Up to 16
850-899	Up to 17
900-949	Up to 18
950-999	Up to 19
...	...
2500 and up	Up to 50



TOWN OF MINTO

DATE: January 5, 2018

REPORT TO: Mayor and Council

FROM: Bill White, CAO/Clerk

SUBJECT: W. Schwindt & Sons Amendment Agreement of Purchase and Sale

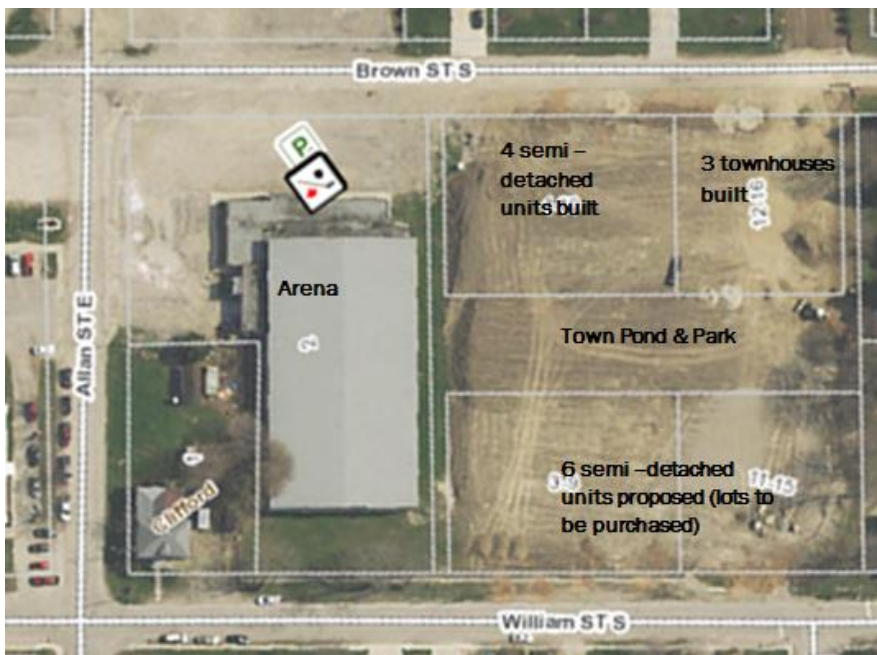
STRATEGIC PLAN:

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

In 2014 the Town and Brad Schwindt of W. Schwindt & Sons negotiated an agreement of purchase and sale to sell him the old Clifford ball field. The purchase price was \$180,000 for the land and \$60,000 toward installing servicing laterals. The transfer and servicing was to proceed in phases with \$100,000 for land and \$30,000 for servicing received February of 2015. This has resulted in three street townhouse units and four semi-detached units being built fronting on Brown Street.

The time period for the second sale to allow development along William Street inadvertently expired. The parties have agreed to an extension that would see the sale of the lands close before June 3, 2018. The Purchaser pays the Town \$36,000 for servicing work (at building permit stage), increased \$6,000 since the original agreement was negotiated. One other change is that six semi-detached homes be built instead of seven townhouses.



COMMENTS:

In addition to the units built or nearing completion on Brown Street, Schwindt and Son have built the stormwater pond and park between the proposed units on William Street. The six semi-detached homes on William Street will integrate well with existing homes in the area. Mr. Schwindt has been a pleasure to work with and has built good quality produce. It is recommended Minto allow him to finish this excellent infill project.

FINANCIAL CONSIDERATIONS:

The Town budget has \$245,000 to complete work on William Street including removing ultra-rib piping and extending a storm sewer southerly toward Coon Creek. Mr. Schwindt agreed to contribute additional funds given the Town's cost has increased which is helpful, and the infrastructure improvements on William Street are beyond what was originally planned in 2014. This will ensure a better overall development and lower on-going maintenance costs for the Town.

RECOMMENDATION:

That Council receives the report from the C.A.O. Clerk dated January 18, 2018 regarding W. Schwindt & Sons Amendment Agreement of Purchase and Sale, and authorizes the Mayor and C.A.O. Clerk to sign the said agreement and proceed to closing.

Bill White, C.A.O. Clerk

**AMENDMENT TO THE AGREEMENT OF PURCHASE AND SALE (hereinafter called
the “Amending Agreement”)**

THIS AGREEMENT made as of the 18th day of January, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO

hereinafter called the “Vendor” of the FIRST PART;

-and-

W.SCHWINDT & SONS BUILDING CONTRACTORS LTD.

hereinafter called the “Purchaser” of the SECOND PART;

WHEREAS the Vendor and the Purchaser entered into an Agreement of Purchase and Sale dated the 30th day of September, 2014 (the “APS”), regarding, among other things, the purchase of vacant land known as the former Clifford Ballfield comprising parts of PIN Nos. 71000-0040 (LT) and 71000-0152 (LT) in the Town of Minto, Ontario;

AND WHEREAS the APS provided for the transfer of property in phases the first of which was concluded February 3, 2015 for lands fronting on Brown Street, while the subsequent transfer of lands fronting on William Street will not occur within the time limitation in Schedule B of the APS.

AND WHEREAS the Vendor and the Purchaser wish to amend the APS as hereinafter provided to allow for the complete transaction to conclude between the parties on or before June 3, 2018;

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

1. The Parties agree that the purpose of this amendment to the APS is to provide for the transfer of lands fronting on William Street subject of the original APS generally under the same terms of conditions except the following:

- a) That the date for concluding the transfer outlined in Schedule “B” Section 3.b) of the original APS shall be June 3, 2018; and
- b) That the Purchaser’s contribution toward installation of lateral water, sewer and storm sewer connections and other works on William Street outlined in Schedule “B” Section 6 shall be \$36,000 for connection of six semi-detached units payable in installments of \$12,000 per semi-detached building of two dwelling units as a condition of and prior to receiving a building permit.

2. The Parties agree to broadly interpret provisions of the original APS that refer to number of street townhouses to be constructed on William Street to allow the Vendor to construct no less than three semi-detached buildings (total of six semi-detached dwelling units) on the said lands, or any combination of semi-detached and street townhouses up to seven units so long as the provisions of the Town’s zoning by-law and other applicable law are met.

3. The Parties agree that the Vendor has proceeded with purchasing and developing the lands fronting on Brown Street generally in accordance with the intent of the original APS in that three street townhouses and two semi-detached buildings (four semi-detached dwelling units) have been completed or commenced in accordance with approvals provided by the Town.

IN WITNESS WHEREOF the parties have executed this Amending Agreement.

**W.SCHWINDT & SONS BUILDING
CONTRACTORS LTD.**

Per: _____
Name: Brad Schwindt
Title: President

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN
OF MINTO**

Per: _____
Name: George A. Bridge
Title: Mayor

Per: _____
Name: Bill White
Title: C.A.O. Clerk

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



TOWN OF MINTO

DATE: January 16th, 2018

REPORT TO: Mayor and Council

FROM: Gordon Duff, Treasurer & Janet Klemp, Tax Collector

SUBJECT: Changes to the Vacancy Rebate Program

STRATEGIC PLAN:

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

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

BACKGROUND:

The Vacancy Rebate Program provides a reduction in the taxes levied on certain Commercial and Industrial properties that are available for rental use or sale. As outlined in a previous report, dated April 11, 2017, the existing program provided very little discretion to local Councils and staff as to how this program is administered.

During 2016 and 2017, the Province indicated that it was willing to review this matter and enact legislation to give more authority to local municipalities. The new rules were passed in late 2017 which granted this authority to upper and single tier municipalities. There was a provision that lower tiers could enact certain provisions which were suited to their particular community's needs.

The Council of the Town of Minto formally requested the County of Wellington to notify the Minister of Finance of our intention to modify the Vacant Unit Rebate in the Town of Minto as approved by our Economic Development Committee through Council, taking effect January 1, 2017. The County made this request before the July 1, 2017 deadline. Staff worked with Ministry of Finance staff and the County Treasury Department to refine the wording of the draft regulations governing these changes.

COMMENTS:

On December 20, 2017, Ontario Regulation 581/17 was enacted which gives authority to make the changes to the Vacant Rebate program. The exact provisions governing the operation of this program in the Town of Minto are specifically set out under Section 31 of this Regulation as outlined on the previous page.

Staff is pleased that the objectives of the Town concerning restrictions on the use of this program are in place while maintaining the flexibility to encourage temporary uses of vacant

space under such initiatives as Renew North Wellington and seasonal pop-up stores. Local municipalities are required to pass a By-Law on or before January 31 in the year following the first taxation year to which it applies, which in our case is 2017.

Specified municipalities in the County of Wellington

31. (1) This section applies with respect to the following municipalities for the 2017 taxation year and subsequent taxation years:

1. The Town of Minto.
2. The Township of Wellington North.

(2) Even if a property that is classified in one of the commercial classes or in the landfill property class does not satisfy the requirements of clause 1 (2) (b), the property is prescribed to be an eligible property under section 364 of the Act if,

- (a) the property satisfies the other requirements in section 1 to be an eligible property;
- (b) the property is located within a community improvement project area as defined in section 28 of the *Planning Act*; and
- (c) the applicable municipality has made a grant or loan under subsection 28 (7) of the *Planning Act* with respect to the property.

(3) No rebate is payable under section 364 of the Act for a taxation year in respect of a building, structure or portion of a building if,

- (a) there are, in respect of the building, structure or portion, as the case may be, outstanding taxes for municipal or school purposes or outstanding municipal charges; or
- (b) the municipality paid or credited a rebate in respect of the building, structure or portion, as the case may be, in respect of any two previous taxation years the earlier of which was,
 - (i) 2017,
 - (ii) the year that is four years before the taxation year in respect of which the application is made, if that year is later than 2017, or
 - (iii) the most recent taxation year in which the property changed ownership, if that year is later than the year described in subclause (ii).

(4) No rebate is payable under section 364 of the Act in respect of a building, structure or portion of a building for a period of time unless the building, structure or portion, as the case may be, was advertised for lease or sale throughout the period of time.

(5) Despite any requirement in subsection 1 (1), (2) or (3) that a building, structure or portion of a building must not be used in order to be eligible property, the temporary use of a building, structure or portion of a building does not disqualify the building, structure or portion, as the case may be, from being eligible property in a taxation year if,

- (a) the applicable municipality has passed a by-law respecting the provision of tax rebates to owners of property that has been temporarily used;
- (b) the by-law is passed on or before January 31 in the year following the first taxation year to which it applies; and
- (c) the by-law contains the maximum time that a building, structure or portion of a building may be temporarily used in order to be eligible for a rebate.

(6) A by-law referred to in subsection (5) may contain other requirements if they relate only to the type of property that may be temporarily used and the manner in which it may be temporarily used.

FINANCIAL CONSIDERATIONS:

The dollar amount of the proposed changes is small, however it is hoped that property values in commercial and industrial areas will rise as derelict properties are improved. As mentioned earlier, the average amount of vacancy rebates over the past five years has been \$12,309 annually with Minto's share being \$3,607. Under the proposed changes, this amount is expected to be reduced.

RECOMMENDATION:

THAT Council of the Town of Minto accepts the Treasurer and Tax Collector's report dated January 16th, 2018 regarding changes to the Vacancy Rebate Program and considers a by-law in open session.

Gordon Duff, Treasurer

Janet Klemp, Tax Collector

**TOWN OF MINTO**

DATE: January 15, 2018
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 January 15, 2018

Administration	\$ 251,156.94
People & Property	
Health & Safety	
Health Services	
Building	3,871.71
Economic Development	7,768.20
Incubator	1,620.10
Tourism	1,458.55
Fire	14,297.36
Drains	
Roads	483,634.30
Cemetery	
Waste Water	23,394.58
Streetlights	11,079.10
Water	19,249.30
Town Landscaping Care	
Recreation	676.00
Clifford	6,262.33
Harriston	8,973.27
Palmerston	19,286.01
Norgan	2,173.46
	<hr/> <hr/>
	\$ 854,901.21

Once again most of the payments relate to roadway work include payments for paving work and George Street South, while others payments include new street lights in Palmerston and sand and salt.

COMMENTS:

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

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

FINANCIAL CONSIDERATIONS:

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

RECOMMENDATION:

That Council of the Town of Minto receives the Treasurer's report dated January 15th regarding Approval of Accounts, and approves the Town of Minto accounts by Department for December 2017.

Gordon Duff, Treasurer

The Corporation of the Town of Minto
By-Law No. 2018-04

To establish a Tax Rebate Program for the vacant portions of property in the Commercial Property or the Industrial Property classes and to repeal By-Law #02-22.

WHEREAS Section 364 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires municipalities to establish a program for property tax relief to owners of property where a building or a portion of a building is vacant with the Commercial and Industrial Property Classes; and

AND WHEREAS the Province of Ontario has introduced legislation enabling municipalities the option to review its Vacancy Rebate Program and make changes to reflect community needs and circumstances; and

AND WHEREAS the municipalities' request for changes will be subject to Ministry approval and implemented through Resolutions; and

AND WHEREAS the Province of Ontario passed Ontario Regulation 581/17 amending O. Reg. 325/01; and

AND WHEREAS the Council of the Corporation of the Town of Minto deems it appropriate to enact this By-Law for the purpose of establishing a property tax vacancy rebate program;

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

1. The section of O. Reg 581/17 applies with respect to the Corporation of the Town of Minto for the 2017 taxation year and subsequent taxation years.
2. Even if a property that is classified in one of the commercial classes or in the landfill property class does not satisfy the requirements of clause 1 (2) (b) of Ontario Regulation 325/01, the property is prescribed to be an eligible property under section 364 of the Act if:
 - (a) the property satisfies the other requirements in section 1 to be an eligible property;
 - (b) the property is located within a community improvement project area as defined in section 28 of the *Planning Act*, and
 - (c) the applicable municipality has made a grant or loan under subsection 28 (7) of the *Planning Act* with respect to the property.
3. No rebate is payable under section 364 of the Act for a taxation year in respect of a building, structure or portion of a building if:
 - (a) there are, in respect of the building, structure or portion, as the case may be, outstanding taxes for municipal or school purposes or outstanding municipal charges; or
 - (b) the municipality paid or credited a rebate in respect of the building, structure or portion, as the case may be, in respect of any two previous taxation years the earlier of which was:
 - (i) 2017;

- (ii) the year that is four years before the taxation year in respect of which the application is made, if that year is later than 2017; or
 - (iii) the most recent taxation year in which the property changed ownership, if that year is later than the year described in subclause (ii).
- 4. No rebate is payable under section 364 of the Act in respect of a building, structure or portion of a building for a period of time unless the building, structure or portion, as the case may be, was advertised for lease or sale throughout the period of time.
- 5. Despite any requirement in subsection 1 (1), (2) or (3) on Ontario Regulation 325 (1) that a building, structure or portion of a building must not be used in order to be eligible property, the temporary use of a building, structure or portion of a building does not disqualify the building, structure or portion, as the case may be, from being eligible property in a taxation year if:
 - (a) the applicable municipality has passed a by-law respecting the provision of tax rebates to owners of property that has been temporarily used;
 - (b) the by-law is passed on or before January 31 in the year following the first taxation year to which it applies; and
 - (c) the by-law contains the maximum time that a building, structure or portion of a building may be temporarily used in order to be eligible for a rebate.
- 6. A by-law referred to in subsection (5) may contain other requirements if they relate only to the type of property that may be temporarily used and the manner in which it may be temporarily used.
- 7. This By-Law shall come into force on and take effect on January 1, 2017.

Read a first, second, third time and finally passed in open Council this 23rd day of January 2018.

Mayor – George A. Bridge

C.A.O. Clerk – Bill White

The Corporation of the Town of Minto
By-Law No. 2018-05

To amend Agreement of Purchase and Sale of the former Clifford Ballfield
between William and Brown Street at John Street
with W. Schwindt and Son's Building Contractors Ltd.

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 Schwindt and Son's Building Contractors Ltd purchased part of the former Clifford Ballfield from the Town in 2015 and has built seven units and parkland stormwater management, and is in the process of developing the lands for additional units as contemplated in an original purchase and sale agreement and site plan approval with the Town of Minto;

AND WHEREAS the Town has met the requirements of its disposition of property bylaw permitting it to sell the applicable lands;

AND WHEREAS the Corporation of the Town of Minto wishes to amend an Agreement of purchase and sale with W. Schwindt and Son's Building Contractors Ltd to purchase remaining vacant land known as the former Clifford Ballfield comprising parts of PIN Nos. 71000-0040 (LT) and 71000-0152 (LT) in the Town of Minto, Ontario, By-law 2014-70 to continue the development;

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 Agreement of Purchase and Sale with W. Schwindt and Son's Building Contractors Ltd. attached hereto as Schedule "A" and forming part of this By-law, and to sign any further documentation needed to close the transaction.
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 23rd day of January, 2018

Mayor George A. Bridge

C.A.O. Clerk Bill White

Schedule “A” of By-law 2018-05

AMENDMENT TO THE AGREEMENT OF PURCHASE AND SALE (hereinafter called the “Amending Agreement”)

THIS AGREEMENT made as of the 18th day of January, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO

hereinafter called the “Vendor” of the FIRST PART;

-and-

W.SCHWINDT & SONS BUILDING CONTRACTORS LTD.

hereinafter called the “Purchaser” of the SECOND PART;

WHEREAS the Vendor and the Purchaser entered into an Agreement of Purchase and Sale dated the 30th day of September, 2014 (the “APS”), regarding, among other things, the purchase of vacant land known as the former Clifford Ballfield comprising parts of PIN Nos. 71000-0040 (LT) and 71000-0152 (LT) in the Town of Minto, Ontario;

AND WHEREAS the APS provided for the transfer of property in phases the first of which was concluded February 3, 2015 for lands fronting on Brown Street, while the subsequent transfer of lands fronting on William Street will not occur within the time limitation in Schedule B of the APS.

AND WHEREAS the Vendor and the Purchaser wish to amend the APS as hereinafter provided to allow for the complete transaction to conclude between the parties on or before June 3, 2018;

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

1. The Parties agree that the purpose of this amendment to the APS is to provide for the transfer of lands fronting on William Street subject of the original APS generally under the same terms of conditions except the following:

- a) That the date for concluding the transfer outlined in Schedule “B” Section 3.b) of the original APS shall be June 3, 2018; and
- b) That the Purchaser’s contribution toward installation of lateral water, sewer and storm sewer connections and other works on William Street outlined in Schedule “B” Section 6 shall be \$36,000 for connection of six semi-detached units payable in installments of \$12,000 per semi-detached building of two dwelling units as a condition of and prior to receiving a building permit.

2. The Parties agree to broadly interpret provisions of the original APS that refer to number of street townhouses to be constructed on William Street to allow the Vendor to construct no less than three semi-detached buildings (total of six semi-detached dwelling units) on the said lands, or any combination of semi-detached and street townhouses up to seven units so long as the provisions of the Town’s zoning by-law and other applicable law are met.

3. The Parties agree that the Vendor has proceeded with purchasing and developing the lands fronting on Brown Street generally in accordance with the intent of the original APS in that three street townhouses and two semi-detached buildings (four semi-detached dwelling units) have been completed or commenced in accordance with approvals provided by the Town.

IN WITNESS WHEREOF the parties have executed this Amending Agreement.

**W.SCHWINDT & SONS BUILDING
CONTRACTORS LTD.**

Per: _____
Name: Brad Schwindt
Title: President

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN
OF MINTO**

Per: _____
Name: George A. Bridge
Title: Mayor

Per: _____
Name: Bill White
Title: C.A.O. Clerk

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

The Corporation of the Town of Minto
By-law No. 2018-06

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held January 23, 2018

WHEREAS the Council of the Town of Minto met on January 23, 2018 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 January 23, 2018 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 23rd day of January, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White