



Tuesday, March 20, 2018

4:00 p.m.

Council Chambers

---

Pages

1. **Call to Order**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
3. **Motion to Convene into Closed Session**
  - a. Previous Minutes of the February 20, 2018 Closed Session
  - b. Personal matters about an identifiable individual - C.A.O. Clerk
  - c. Personal matters about an identifiable individual - Recreation/Facilities
  - d. A proposed or pending acquisition or disposition of land - Palmerston Industrial Park
4. **Motion to Convene into Open Session**
5. **Minutes of Previous Meeting**
  - a. Regular Council Minutes of March 6, 2018
6. **Additional Items Disclosed as Other Business**
7. **Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**
8. **Public Meeting**
9. **Delegations**

a.	Canada Packers Reunion Committee, Request for Financial Support	13
b.	Somer Gerber, LaunchIt Year in Review	14
<b>10.</b>	<b>Public Question Period</b>	
<b>11.</b>	<b>Correspondence Received for Information or Requiring Direction of Council</b>	
a.	County of Wellington, Comments on the Proposed Greenbelt Expansion Study Area	36
b.	Saugeen Valley Conservation Authority, Municipal Resolution re Provincial Underfunding of Conservation Authorities	47
c.	Grey County, Invitation to Recolour Grey Public Meeting	48
d.	Saugeen, Grey Sauble, and Northern Bruce Peninsula Sourcewater Protection Committee, Information on Source Protection Committee Renewal Process	50
e.	Minister of Environment & Climate Change, Requirements for Asset Management Plans	51
f.	Town of Essex, Letter to AMO and FCM re userpay childcare services	52
g.	Municipality of Kincardine, Increase Base Funding to Ontario Conservation Authorities	54
h.	Waterloo-Wellington LHIN, February 2018 Newsletter	56
i.	Municipality of West Grey, Notice of Passing of Zoning By-law Amendment	61
j.	2018 Municipal Election Candidate Info Session April 12, 2018	65
k.	Fred Dean's Candidate Information Workshop April 19, 2018	66
l.	Township of South Stormont, Support for Township of Norwich re Ontario Building Code	67
m.	Township of South Stormont, Landfill Approval resolution	68
n.	Saugeen Conservation Flood Contingency Plan 2018	70
<b>12.</b>	<b>Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given</b>	

a.	Committee Minutes for Receipt	
b.	Committee Minutes for Approval	
1.	Trees for Minto Minutes of February 1, 2018	85
c.	Staff Reports	
1.	Business & Economic Manager, Butter Tart Trail Agreement	88
2.	Business & Economic Manager, Sale Price of Municipal Industrial Land	96
3.	Building Assistant, B32/18- Koersen Severance	100
4.	Clerk's Assistant, Lot Sale by Tender Ann Street Clifford	105
5.	Deputy Clerk, Appointment By-law update	109
6.	C.A.O. Clerk, Property Liability, FIT 4.0 Solar Panels on Town Lands	111
7.	C.A.O. Clerk, Proposed By-law Authorizing Land Transfers Quality Homes, Metzger Construction	113
8.	C.A.O. Clerk, Municipal Services Corporation, Harriston Lions Medical Clinic Renovations	116
9.	Treasurer, 2017 Council Remuneration	118
10.	Treasurer, Approval of Accounts	120
11.	Water and Sewer Foreman, Water Concerns 96 George Street North	122
12.	Roads & Drainage Foreman, MTO Approvals Pedestrian Crossovers Harriston	125
13.	Roads and Drainage Foreman, Municipal Drain #39 Improvement	128
14.	Roads and Drainage Foreman, 2017 Bridge and Culvert Biennial Report	131
15.	Roads and Drainage Foreman, Asphalt and Shoulder Gravel, Tender 2018-01	137
d.	Other Business Disclosed as Additional Items	

<b>13.</b>	<b>Motion to Return To Regular Council</b>	
<b>14.</b>	<b>Notices of Motion</b>	
<b>15.</b>	<b>Resolution Adopting Proceedings of Committee of the Whole</b>	
<b>16.</b>	<b>By-laws</b>	
	a. 2018-13, Partnership Agreement Butter Tarts and Buggies	140
	b. 2018-14, Appointment By-law	145
	c. 2018-15, Ann Street Lot Sales	152
	d. 2018-16, Authorize Land Transfers in Harriston from Metzger Construction to the Town of Minto and from the Town of Minto to Quality Homes	154
	e. 2018-17, Confirming Proceedings of March 20, 2018 Committee of the Whole/Council Meeting	156
<b>17.</b>	<b>Adjournment</b>	



**Council Minutes**  
**Tuesday, March 6, 2018**  
**3:00 p.m. Council Chambers**

**Council Present:**

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

**Council Regrets:**

Mayor George A. Bridge  
Councillor Dave Turton

**Staff Present:**

Bill White, C.A.O. Clerk  
Terry Kuipers, Chief Building Official  
Gordon Duff, Treasurer  
Wayne Metzger, Water Foreman  
Todd Rogers, Compliance Coordinator/DWQMS Representative  
Quinn Foerter, Clerical Financial Assistant, Recording Secretary  
Michelle Brown, Building Assistant

1. **Call to Order 3:01 PM**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act- None**
3. **Minutes of Previous Meeting**
  - a. Regular Council Minutes of February 20, 2018

**RESOLUTION: 2018-33**

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

**THAT the minutes of the February 20, 2018 Council Meeting be approved.**

**Carried**

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

Councillors Elliott & Dirksen, Deputy Mayor Faulkner and C.A.O. White disclosed items.

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

**RESOLUTION: 2018-34**

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

**THAT The Town of Minto Council convenes into Committee of The Whole**

**6. Public Meeting at 5:00 pm**

a. ZBA-2018-01, Michlowski, 6426 5th Line, Palmerston

Chair Faulkner called the Public Meeting to rezone the subject lands to order at 5:02 PM requesting members of the public to please sign the attendance record. He stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Chair Faulkner called upon C.A.O. Clerk White who described the location and legal description of the property. The proposed amendment would rezone the subject lands to prohibit any future residential development on the agricultural (retained) portion of property. This rezoning is a condition of severance application B124/17, that was granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 7.3 ha (18 ac) parcel with the existing dwelling, barns and sheds from the retained 32.8 ha (81 ac) vacant agricultural parcel. The C.A.O. Clerk described the method of notice which included mail and posting of a sign, and noted Town staff advised of no concerns, and Curtis Marshall, County Senior Planner was present in support of his report.

Chair Faulkner called on the applicant or his agent to provide comments and no one came forward. Council asked for clarification of the reason a home would not be allowed on the retained lot. Chair Faulkner called on anyone who wishes to comment in favour or in opposition of the proposed Amendment and no one came forward.

Chair Faulkner stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at [Bwhite@town.minto.on.ca](mailto:Bwhite@town.minto.on.ca). With no further comments, Chair Faulkner adjourned this Public Meeting at 5:08 PM.

**7. Delegations**

a. Wellington Source Water Protection, Minto 2017 Clean Water Act Annual Report  
Risk Management Official Kyle Davis presented the 2017 Annual Report noting 70 development review notices issued in Minto, two risk management plans executed, and 15 in negotiation. Ten source water road signs were installed, and source protection education and outreach is ongoing. 2018 the focus shifts to negotiating risk management plans.

**MOTION: COW 2018-46**

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

**THAT Council receives the Risk Management Official's 2017 Clean Water Act Annual Report.**  
**Carried**

**b. Helen Edwards & Fran Dawson, Seniors Active Living Grant**

Helen Edwards thanked Council for their support, outlined current Minto programs, stated Seniors Centre goals and noted clients helped in 2017. The Seniors Centre wants to apply for a Seniors Active Living Centres Program Expansion grant to increase programs. To match the \$42,500 grant, a contribution is needed from Minto, Mapleton and Wellington North. Minto's support would be \$5,530 cash and \$10,720 in-kind. Fran Dawson spoke about how the centre benefitted her. Council discussed funding. The Treasurer stated it could be added to the 2018 budget. The Deputy Mayor thanked the Centre for the presentation.

**MOTION: COW 2018-47**

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

**THAT Council accepts the report from The Seniors Centre for Excellence, and approves an in-kind contribution to the Seniors Active Living Centres Program Expansion Grant, as well as a cash contribution of \$5,530 to be added to the 2018 budget.**

**Carried**

**c. Mark MacKenzie, Harriston Historical Society 2017 Review**

Mark Mackenzie thanked Council for a rent reduction for their sublease at Harriston Library and highlighted upcoming activities like participation in the Canada Packers Reunion, and a Public Forum on "Home Children in Canada." Council thanked the society for their work.

**d. Vic Palmer, Clifford Horticultural Society Request for Signage**

Vic Palmer asked if Council would support modest signage on three entrances into Clifford which the Society would landscape and maintain. It was noted the signs would be on County roads and required their approval. C.A.O. White stated staff could approach the County for permission on behalf of the Society.

**MOTION: COW 2018-48**

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

**THAT Council direct staff to approach Wellington County, in consultation with the Clifford Horticultural Society, for permission to place a modest community identification sign on each of three County Roads entering Clifford.**

**Carried**

**8. Public Question Period**

Mr. MacDonald resident of 96 George Street displayed a sample of discoloured water. He asked Council what would be done about this problem. Council asked staff to report back at the next Council meeting.

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

- a. AMO, Bill 175 Safer Ontario Act
- b. Saugeen Valley Conservation Authority, Newsletter Winter 2018
- c. City of Cornwall, Ask Ontario to Better Promote and Support Remediation of Contaminated Properties in Urban Centres
- d. Clifford Recreation Association, March 2018 Newsletter
- e. Mapleton Seniors Centre for Excellence, March 2018 Calendar & Newsletter
- f. Mapleton Seniors Centre for Excellence, Invitation to International Women's Day Lunch
- g. Mac Pierce, Letter of Concern re George Street Surplus Land
- h. Rolf & Kerri Schuttel, Letter to the Editor re George Street Surplus Land

**MOTION: COW 2018-49**

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

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

**Carried**

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

- a. Committee Minutes for Receipt- None
- b. Committee Minutes for Approval- None
- c. Staff Reports
- 1. Building Assistant, Part Lot Control Exemption- 30-32 George Street Metzger  
Chief Building Official Terry Kuipers presented the request. Wellington County will agree to authorise part lot control removal, but Minto Council must first pass the bylaw.

**MOTION: COW 2018-50**

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

**THAT Council receives the report from the Building Assistant dated February 28, 2018 regarding the Part Lot Control Exemption Application Metzger George Street N. Part Park Lot 5, Parts 1 & 2 Plan 61R-21255, Harriston and considers passing a By-law in open session.**

**Carried**

- 2. Chief Building Official, Model Home Agreement- Wrighthaven Homes  
The Chief Building Official reviewed the request for another model home by Wrighthaven Homes. Staff is satisfied the agreement protects the Town's interest and allows for up to two more model homes.

**MOTION: COW 2018-51**

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

**THAT Council receives the Chief Building Official's report dated March 01, 2018 report Wraithaven Homes Request For Model Unit – Lot 22 and approves up to 3 additional model homes on the subdivision subject to the Builder signing a model home agreement in the form attached to this report and providing security in the amount of \$5,000 per unit prior to a conditional building permit being issued by the Chief Building Official for the Town.**

**Carried**

**3. Chief Building Official, MTO Request for Noise By-law Exemption**

CBO Kuipers reviewed the Ministry of Transportation noise by-law exemption request. He recommends modifying the request to require written permission for work within 50 metres of homes. Council discussed the need to complete the work while providing protection to residents. The option of reviewing the exemption monthly was discussed and Deputy Mayor Faulkner requested a motion on the monthly review

**MOTION: COW 2018-52**

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

**THAT Council request staff reviews the Ministry of Transportation request every 30 days depending on feedback from the community.**

**Carried**

A vote was held on the staff recommendation.

**MOTION: COW 2018-53**

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

**THAT Council receives the Chief Building Official's report dated March 01, 2018 report titled MTO Noise By-law Exemption Request, and grant the contractors working on behalf of the Ministry of Transportation a conditional exemption between May 01, 2018 to October 31, 2018, with the following condition:**

**No construction activities are to take place between the hours of 9:00pm on one day to 7:00am on the next (9:00 on Sundays) within 50m of a dwelling unit unless specific written permission is granted by the occupier of the dwelling unit agreeing to the after hour construction activity to take place on specific calendar days, and such written permission obtained is to be submitted to the Town of Minto.**

**Carried**

**4. Deputy Clerk, Fees and Charges By-law Update**

C.A.O. Clerk White summarized proposed fee increases for which notice was given. Council asked for clarification of some fees. Treasurer Duff explained tax registration fees.

**MOTION: COW 2018-54**

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

**THAT Council receives the Deputy Clerk's February 15, 2018 report regarding the Fees and Charges By-law Amendments 2018, and that Council considers adopting a By-law in regular session.**

**Carried**

**5. C.A.O. Clerk, Quality Homes Land Conveyance**

The C.A.O. Clerk noted the report follows a motion from Closed Session regarding a land conveyance to Quality Homes on George Street North set out in a December 2017 Council resolution and Minutes of Settlement signed in 2016. Council must determine the land is surplus to the Town's needs before it can be sold. There was some public concern the Town should not convey the lands due to flooding February 20. Paul Ziegler of Triton Engineering was present to address the engineering report confirming the stormwater design for the lands is suitable. He explained why this section of North Ward Drain floods. Council asked questions about the proposed conveyance, impact on the area and flooding.

**MOTION: COW 2018-55**

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

**THAT Council receives the C.A.O Clerk's report dated February 28, 2018 Proposed Land Trade Metzger Construction, Quality Homes and Town of Minto, that Metzger Construction and Quality Homes be advised the Town is prepared to accept the triangular shaped lands from Metzger Construction at a nominal fee to increase the size of the Town Park and Pond and to include with the lands to be conveyed to Quality Homes, and that Council declares the less than 0.29 acres of lands to be conveyed to Quality Homes as outlined in the February 28 report surplus to the needs of the Town.**

**Carried**

**MOTION: COW 2018-56**

**Councillor Dirksen; Councillor Anderson**

**THAT Council receives as information the February 28 report from Triton Engineering Services Limited regarding the February 20, 2018 Flood Event and Impact of Developments, Harriston.**

**Carried**

**Councillor Colwell assumed the Chair.**

**6. Treasurer, Approval of Accounts**

Treasurer Duff noted payments for repairs to Drain 16, as well as payroll remittances.

**MOTION: COW 2018-57**

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

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 28, 2018 as follows: Administration \$145,449.83,**

Building \$2,998.15, Economic Development \$1,236.17, Incubator \$1,634.76, Fire \$4,322.57, Drains \$50,730.24, Roads \$70,129.66, Waste Water \$29,846.80, Streetlights \$1,782.62, Water \$12,528.61, Town Landscaping Care \$332.22, Recreation \$9,418.07, Clifford \$5,115.22, Harriston \$2,188.43, Palmerston \$13,850.32, Norgan \$2,944.69 for a total of \$354,508.69.

Carried

Deputy Mayor Faulkner resumed the Chair.

7. Water Foreman, Backflow Prevention Program

Water Foreman Wayne Metzger explained the new backflow prevention program for industrial, commercial, institutional and large residential properties. Staff will work with users to make sure devices to prevent siphoning back into the water system are installed, monitored and documented with the Town.

**MOTION: COW 2018-58**

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

**THAT Council receives the Water Foreman's February 15, 2018 report Backflow Prevention Program, and the information on the program attached and supports staff working with water users to ensure compliance with applicable requirements in Bylaw 2017-06.**

Carried

8. Compliance Coordinator / DWQMS Representative, 2017 Drinking Water System Annual and Summary Reports

Compliance Coordinator Todd Rogers spoke on the 2017 Drinking Water System Annual and Summary Reports for each of four water systems. He note there were no non-compliance orders, all adverse water incidents were addressed, and the only boil water advisories were during the flood and work at Minto Pines. Council questioned the Compliance Coordinator exercising its oversight role for the systems.

**MOTION: COW 2018-59**

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

**THAT Council approves the 2017 Annual & Summary Reports for the Town of Minto Drinking Water Systems, including Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System and Minto Pines Subdivision Drinking Water System, and that individual members of Council and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.**

Carried

9. Roads & Drainage Foreman, 2018 Green Legacy Day

CAO Clerk White reported that Green Legacy Day is May 5<sup>th</sup> from 8-10am and volunteers willing to help out are needed.

**MOTION: COW 2018-60**

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

**THAT Council receives the Public Works February 2, 2018 report regarding Minto Green Legacy Days to be held May 5<sup>th</sup>, 2018 from 8-10 am.**

**Carried**

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

Councillor Elliott is asking for support to run for OSUM Board again in 2018 which requires a nomination from Council.

**MOTION: COW 2018-61**

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

**THAT The Council of the Town of Minto nominate Councillor Ron Elliott for OSUM director in 2018.**

**Carried**

Councillor Dirksen reported the Wellington Farm and House Safety Association breakfast on Saturday had about 250 people. An ATV night will soon be held in Minto.

C.A.O. Clerk White spoke about the February 20<sup>th</sup> flood and thanked Town staff for their effective response. The Town had received a notice today from the Ministry of Transportation that Highway 89 would be closed due to repairs to the bridge toward Mount Forest. It was learned later in the meeting Highway 89 was closed before the Council meeting ended.

Deputy Mayor Faulkner noted on his trip to Texas, he saw mass devastation caused by Hurricane Harvey and is very proud of how Town staff handles emergency situations.

**11. Resolution Moving Committee of the Whole into Committee of Adjustment (after 5pm)**

**RESOLUTION: 2018-35**

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

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

**Carried**

- a. Minor Variance Application MV-2018-02, as 22 Ann Street S Clifford, Town of Minto, Ben Bray & Jordan Taylor (See "Schedule A" for minutes).

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

**RESOLUTION: 2018-36**

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

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

**Carried**

**13. Notices of Motion**

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

**RESOLUTION: 2018-37**

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

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

**Carried**

**15. By-laws**

**a. 2018-09, ZBA, Michlowski, 6426 5th Line Palmerston**

**RESOLUTION: 2018-38**

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

**THAT By-law 2018-09; To Amend Zoning By-law Number 01-86 For 6426 5<sup>th</sup> Line Palmerston in the Town of Minto from “Agricultural” to “Agricultural Exception”; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**b. 2018-10, Fees & Charges Bylaw**

**RESOLUTION: 2018-39**

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

**THAT By-law 2018-10; Bylaw to establish Fees and Charges for various services provided by the municipality; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**c. 2018-11, Part Lot Control for 30-32 George St N, Metzgers**

**RESOLUTION: 2018-40**

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

**THAT By-law 2018-11; By-law to Exempt Part Lot Control for lands being Part of Park Lot 5, North East of George Street, being Parts 1 & 2 Plan 61R-21255, Former Town of Harriston, in Town of Minto, under Section 50 (7.1) of the Planning Act, R.S.O. 1990, as amended.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**d. 2018-12, Confirming Proceedings of March 6, 2018 Committee of the Whole/Council Meeting**

**RESOLUTION:2018-41**

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

**THAT By-law 2018-12; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held March 6, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**16. Adjournment 4:51 PM**

**RESOLUTION: 2018-42**

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

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

**Carried**

---

Mayor George A. Bridge

---

C.A.O. Clerk Bill White

**Schedule "A"**  
**Minutes of the Committee of Adjustment Hearing**  
**Tuesday March 6, 2018 5:00 pm Council Chambers**  
**Minor Variance Application File No. MV-2018-02, Bray & Taylor**

Chair Faulkner called the Public Hearing to order at 5:10 PM and stated any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same. The Public Hearing is to consider Minor Variance Application File No. MV-2018-02, Bray/Taylor.

Secretary -Treasurer White stated the location of the property at 22 Ann Street S, Clifford, and the purpose of the variance is to permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5"), whereas Section 12.2.2.7 of the Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7').

The Secretary-Treasurer stated notice was mailed to the property owners within 60 metres of the lands and applicable agencies February 22, posted on the property, and circulated to staff on the same date. No concerns were expressed by Minto staff, Wellington County Planning and Saugeen Valley Conservation Authority.

Chair Faulkner called upon the applicant or agent to speak. The applicants were present and had no comments. Chair Faulkner then requested any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair, and no one came forward.

Chair Faulkner asked if there were any questions from the Committee who asked about the impact of the variance on future road extension. Staff noted the road is not likely to be extended and the setback could work with a proper boulevard if the road were needed.

The Secretary -Treasurer provided the resolution(s) for the Committee to consider. Upon the resolution being carried, the Notice of Decision of the Committee of Adjustment was signed by all members of the Committee of Adjustment in favour of the decision.

**MOTION: COA 2018-02**

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

**THAT The Town of Minto Committee of Adjustment approves the application by Ben Bray and Jordan Taylor, for property legally described as PLAN CLIFFORD PT LOT 304 RP, 61R21110**

**PART 1, municipally known as 22 Ann Street S, Clifford, Town of Minto. To permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, requires a minimum exterior side yard setback of 6.0m (19.7’).**

**Carried**

Chair Faulkner stated that anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting and officially adjourned the Public Hearing at 5:16 PM.

---

Ronald Faulkner, Chair

---

Bill White, Secretary-Treasurer

Feb 19/2018

*Dear Mayor Bridge and Council:*

*Please accept this letter as a request for \$5000 on behalf of the Canada Packers Reunion Committee 2018. Our committee is working hard to organize the weekend of Aug 9,10,11/2018 for former CP workers to come to the Town of Minto (Harriston) and meet and greet old friends. This money will be used over the course of the weeks leading up to the Reunion Weekend. The \$5000 will be paid back after the event is over.*


Thanking you in advance!!

Dave Turton

CPR2018 Committee Member



**Helping Businesses and  
Entrepreneurs Soar**

A close-up photograph of a person's hands working on a design table. The hands are holding a stylus and a ruler, and are in the process of drawing or measuring on a surface. The background is blurred, showing some indistinct shapes and colors.

Rebranding to reach the needs of more businesses

# Business Solution Centre

We offer support to new  
and expanding  
businesses.



## Updated Business Flight Program (BFP)

1. In class and online (GoForth) training
2. Experienced Mentors
3. Small Business Advisor Coaching

## 8 Mentors

- Mayor George Bridge
- Paul Brown
- Heather Watterworth
- Bethany McMullen
- Wendy Lockwood
- John Burgess
- John Mohle
- Andy Pridham

## Professional Volunteers

- Mary Lou Colwell
- Bonnie Cowan
- Glen Hall

# Providing Opportunities and Resources to Learn

- Customer Service
- Marketing
- Entrepreneurship 101
- Business
- Bookkeeping
- Leadership
- Social Media
- Youth Employment Skills
- YSTOP
- Health & Safety
- Human Resources
- Government Compliance

# Entrepreneurship Fast Facts

GoForth Institute is for any size business at any stage.

Use this training as part of the BFP or not.

Access to professionals 24/7



**GoForth Institute**

Educating Entrepreneurs.

**130,000**

NEW BUSINESSES  
PER YEAR

**99.8%**

LESS THAN 500  
EMPLOYEES

**55%**

LESS THAN 5  
EMPLOYEES

**35%**

FAIL WITHIN  
2 YEARS

**50%**

FAIL WITHIN  
IN 5 YEARS



# Outcomes and Success Stories

1. Over 10,000 entrepreneurs have taken GoForth training
2. 93% of entrepreneurs indicate GoForth education is an “extremely valuable tool” for early-stage entrepreneurs.
3. 90% of entrepreneurs who start GoForth training - finish it.
4. 91% of entrepreneurs who take GoForth training are still in business two years later.
5. 71% of users renew their subscription.



# Who is using LaunchIt?

January 17'- January 18'	# Of Sessions	# Of Attendees
● 1:1 Client Meetings & Info Sessions	● 60	82
● Business Training Workshops	● 19	240
● Live2Lead Events	● 3	325
● Client Meetings w Business Advisor	● 10	40
● Lunch & Learn Events	● 9	72

# Number Crunch - Year to Date

**759 Attendees**

**101 Events**

Lunch & Learn

Advisor Meetings

Training

1:1 Service

# Successes - Attendance

June 2014 – December 2017	# Of Attendees
● Overall Visits	3,031
● Business Training Workshops	687
● Live2Lead Events	625
● Client Meetings w Business Advisor	105
● Lunch & Learn Events	188

Affordable office  
space for rent on a  
monthly or  
occasional lease  
basis.



# Who is using LaunchIt?

- Savour in the Street Committee
- Canada Packers Reunion 2018 Committee
- Infrastructure Ontario
- Randy Scott Clinical Services



McLaughlin Financial



Kit-Kat Photography



# Ian Cubitt

Business Transition Coach  
Succession Planning

# Home of Minto Youth Action Council

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

Meetings:  
1st and 3rd  
Wednesdays  
of the month!



# Home of Minto Chamber of Commerce



# Elevate Agriculture

Creating a regional profile on the FarmLINK website to make connects between farm opportunities and farm seekers.

Town of Minto

Where Your Family Belongs

Introductory blurb about this town for farmers at the beginning of their journey. Example: Soil classes, types of economic development initiatives, farmers markets, festivals.

News

Water Ban Summer 2017  
Short summary here of what this announcement involves.

Event Name Here  
Location here  
May 17th 2017

Initiative Name here  
New hub agents in town.

Event Name Here  
Location here

Farm Opportunities in Minto

☒ All
 ☐ On-farm Employment
 ☐ Mentoring/ Internship
 ☐ Business Partnership
 ☐ Lease/ Lease-to-own
 ☐ Purchase

Stats

Distance from Minto to major cities

Toronto	150 km
London	123 km
Hamilton	125 km

LAST UPDATED APRIL 24TH

Population

8334

LAST UPDATED APRIL 24TH

Community

Libraries	3
Farmers Markets	2
Schools	6
Hospitals	1
Book shops	15
Festivals	3
Parks	10

LAST UPDATED APRIL 24TH

Average property value

\$ 2k/ acre

\$ 95k/ home

LAST UPDATED APRIL 24TH

Businesses

Independently owned	150
Chains	3
Co-ops	5
Abattoirs	5
Processors	6
Shipping	3

LAST UPDATED APRIL 24TH

Featured Initiatives & Resources

LAUNCHIT Minto  
Creative Industry Business Incubator

Launchit Minto  
Creative Industry Business Incubator

As part of the Town of Minto's economic development strategy, the Town, in partnership with the Minto Chamber of Commerce have developed a Creative Industry Business Incubator called Launchit Minto. Launchit Minto strives to assist new businesses to start, grow and succeed in a creative environment.

2017 PitchIt! Minto Business Plan Competition!

New! PitchIt! Minto Business Plan Competition

The purpose of "Pitch It!" is to encourage small business growth in Minto and to increase awareness of the resources available to businesses in the community. The competition is geared towards entrepreneurs that wish to open, purchase, expand or relocate a business within the Town of Minto.

Minto Farmers' Market

Saturdays 9:00AM - 12:00PM  
Palmerston Highway Heritage Museum  
June 3 - August 26

The Minto Farmers' Market is located in Palmerston. They feature 100% locally grown fruits and vegetables (organic and non-organic), home baking, meat, cheese, maple syrup, preserves, spices, plants and unique artisan products.

Map showing farm locations and nearby amenities.

2.5 acres

3 acres

2-5 acres

Chickens, sheep, rabbits and a room for single occupancy.

On-farm Employment • Mentoring • Internship • Business Partnership with Existing Farmer(s) • Business Partnerships with New Farmers • Lease • Lease-to-own • Purchase

Show nearby

- Schools
- Farmers Markets
- Grocery Stores
- Recreation Centers
- Abattoirs
- Processors
- Distribution

Harold DeVries

- Business Advisor

Faith Loft

- 2<sup>nd</sup> Chance Employment

Tom Lusi

- County of Wellington



WE ARE EXPANDING TO HELP SERVE YOU BETTER

# ASK AN ADVISOR

THURSDAYS EACH MONTH

2ND THURSDAY - SMALL BUSINESS  
ADVISOR

3RD THURSDAY - 2ND CHANCE  
EMPLOYMENT COUNSELLING

4TH THURSDAY - COUNTY OF  
WELLINGTON EMPLOYMENT & TALENT  
ATTRACTION SERVICES

TO BOOK YOUR APPOINTMENT:  
519-510-7400 [INFO@LAUNCHITMINTO.COM](mailto:INFO@LAUNCHITMINTO.COM)

# Our Champions



INNOVATIVE

## Innovative Ink

Innovative Print grew from 2 employee to 4 in under a year at LaunchIt. They moved into a beautiful new location downtown Harriston and continue to grow and serve Minto.



## Triton Engineering

After 1 short year at LaunchIt, Triton Engineering decided to make Minto a permanent location. Triton has moved into The Old Post and hired more staff to further grow this location.



## Ag Business & Crop Inc.

April 14, 2016 BFP Ag Business & Crop Inc. celebrated their Grand Opening in the Palmerston Industrial Park and have added new and innovative product lines as well as manufacturing of products in this location.



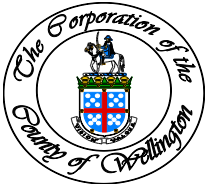
**GoForth Institute**  
Educating Entrepreneurs.



Connecting  
businesses with  
funding, training and  
grant opportunities  
offered by our  
partners.

# *Thank You*





COUNTY OF WELLINGTON

KIM COURTS  
DEPUTY CLERK  
T 519.837.2600 x 2930  
F 519.837.1909  
E [kimc@wellington.ca](mailto:kimc@wellington.ca)

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

February 27, 2018

Protecting Water  
Ministry of Municipal Affairs  
Provincial Planning Policy Branch  
777 Bay Street, 13<sup>th</sup> Floor  
Toronto, ON M5G 2E5

To whom it may concern,

At its meeting held on February 22, 2018 Wellington County Council approved the following recommendation from the Planning Committee:

**That the report titled Comments on the Proposed Greenbelt Expansion Study Area be forwarded to the Minister of Municipal Affairs, member municipalities in Wellington County, neighbouring municipalities in the Greater Golden Horseshoe and the Grand River Conservation Authority.**

Please see the attached report and if you have any questions, please contact Mark Paoli, Manager of Policy Planning at 519.837.2600 ext. 2120 or [markp@wellington.ca](mailto:markp@wellington.ca).

Respectfully,

A handwritten signature in black ink that reads "Courts". The signature is written in a cursive style with a horizontal line underneath.

Kim Courts  
Deputy Clerk



## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Mark Paoli, Manager of Policy Planning  
**Date:** January 31, 2018  
**Subject:** COMMENTS ON THE PROPOSED GREENBELT EXPANSION STUDY AREA

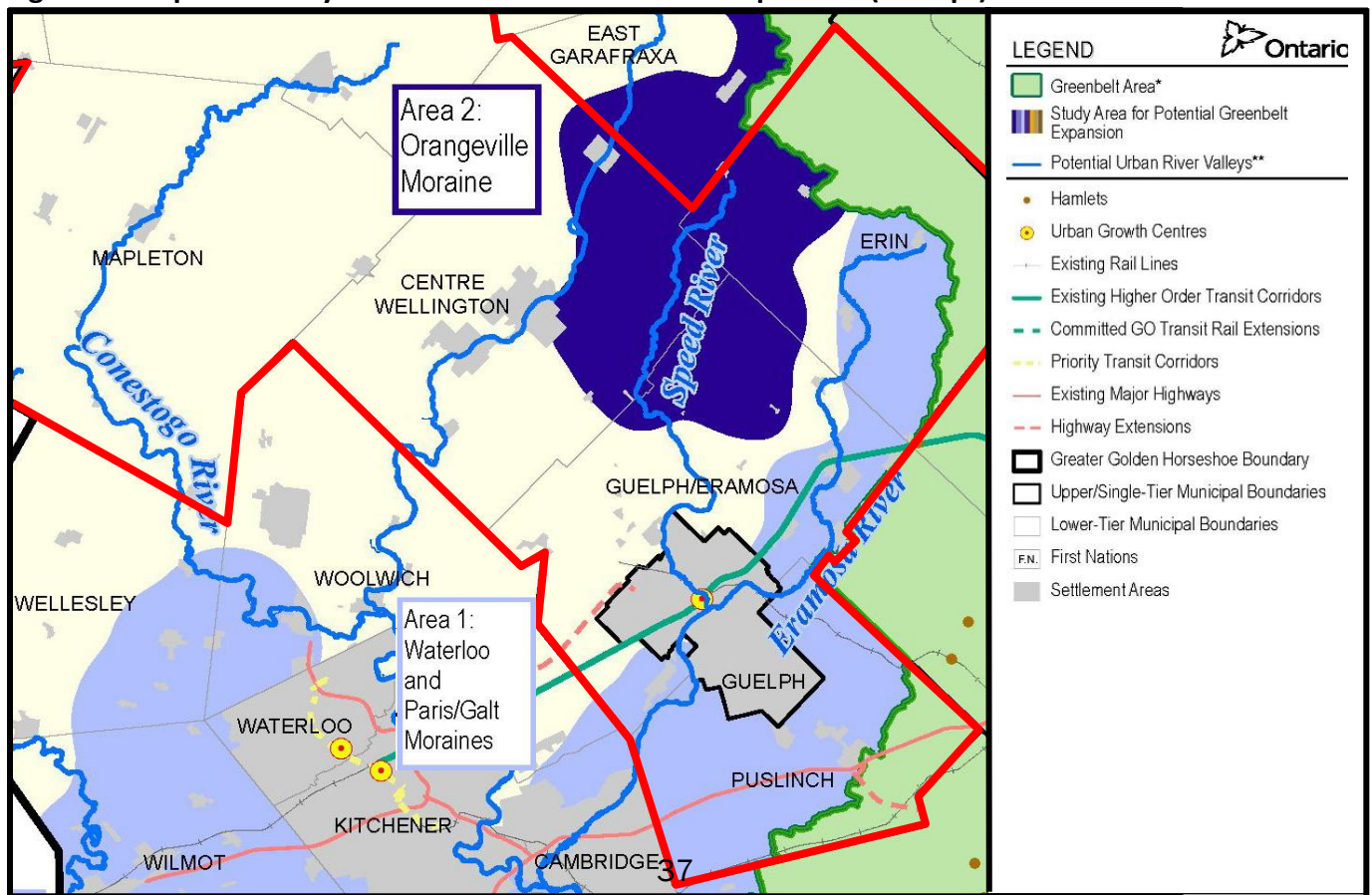
### 1.0 Background:

The Province is consulting on a proposed Study Area for potential expansion of the Greenbelt Plan to protect water resources from urbanization. The Public Consultation Document states that:

**“We are not consulting on a proposed Greenbelt boundary at this time. Input received through this consultation will help inform decisions on how to move from a study area to a proposed Greenbelt boundary. We would consult further on a proposed boundary before any boundary changes are made.”**

The Study Area includes lands labeled on Figure 1 below as Area 1: Waterloo and Paris/Galt Moraines and Area 2: Orangeville Moraine, both of which extend into Wellington County along with Potential Urban River Valleys associated with the Conestogo, Grand, Speed and Eramosa Rivers.

**Figure 1: Proposed Study Area for Potential Greenbelt Expansion (excerpt)**

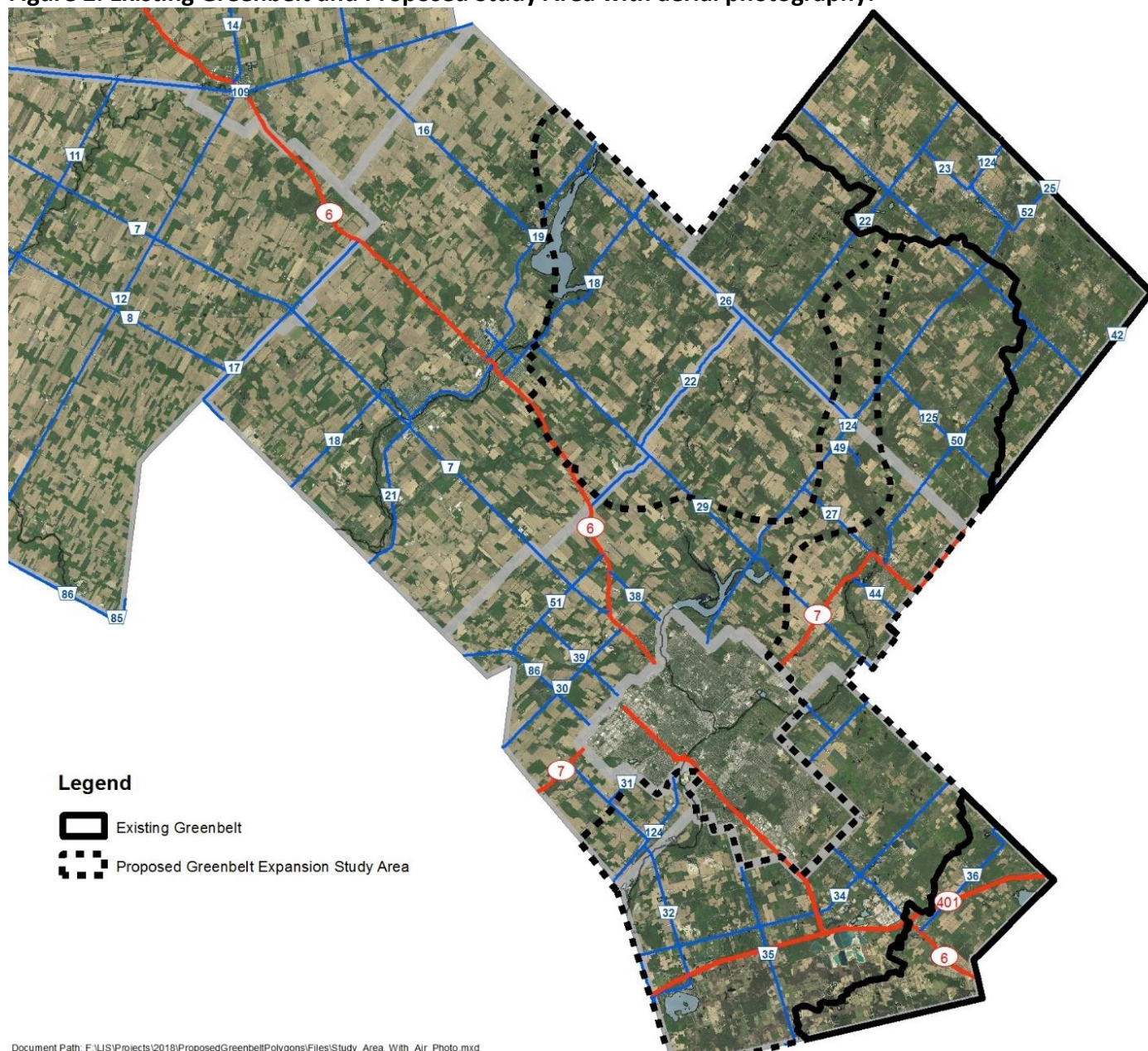


The deadline for comments is March 7, 2018. We are bringing this report forward at this point in the process to give member municipalities in the County time to review and consider should they also wish to submit comments.

## 2.0 Proposed Study Area General Description

As shown in Figure 2 below, the study area is mostly farmland dotted with small towns and hamlets. As a headwaters area, several rivers and their tributaries cross the landscape, which has varying amounts of natural cover. The Study Area has several lakes/reservoirs and adjacent recreational areas and contains one of the largest mineral aggregate resource areas in Ontario. The Study Area is approximately: 11,500 ha in Centre Wellington; 13,700 ha in Guelph/Eramosa; 14,200 ha in Erin; and 16,900 ha in Puslinch, for a total area in Wellington County of 56,300 ha.

**Figure 2: Existing Greenbelt and Proposed Study Area with aerial photography.**

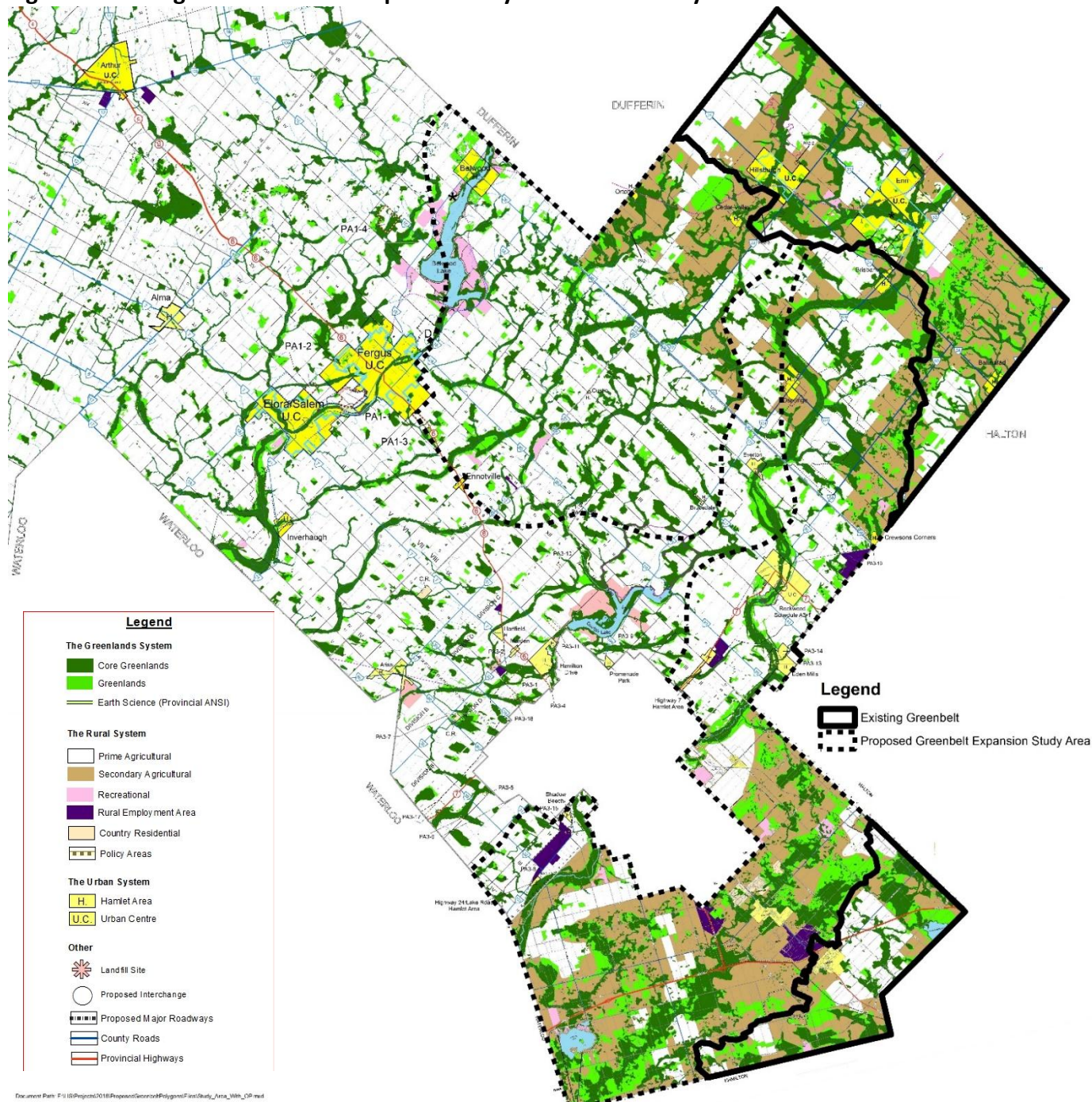


### 3.0 County Official Plan

The Official Plan land use designations in the Study Area are shown on Figure 3 and summarized in Table 2 below.

About 62% of the Study Area is designated for agricultural uses and about 1/3 is protected in the Greenlands System.

**Figure 3: Existing Greenbelt and Proposed Study Area with County Official Plan Land use Schedule**



**Table 2: Proposed Study Area Land Use Designations**

Designation	Prime or Secondary Agricultural Area	Core Greenlands or Greenlands	Urban Centre or Hamlet	Recreational	Rural Employment Area	Country Residential or Lifestyle Community	TOTAL
Area (ha)	34,680	18,800	1,190	840	650	140	56,300
% of Study Area	62	33.3	2.39	1.5	1	0.2	100

### 3.1 Settlement Areas

The Study Area contains two Urban Centres and 16 Hamlets (see Table 2 below).

**Table 2: Settlement Areas inside the Study Area**

Type	Centre Wellington	Guelph/ Eramosa	Erin	Puslinch	TOTAL
Urban Centre	0	1 Rockwood	0	1 Aberfoyle	2
Hamlet	2 Belwood, Ennotville	8 Barrie Hill, Brucedale, Crewson's Corner, Eden Mills, Hwy 7, Lake Road, Oustic, Shadow Beech	5 Brisbane, Cedar Valley, Crewson's Corner, Orton, Ospringe	1 Arkell	16
TOTAL	2	9	5	2	18

The City of Guelph, City of Cambridge and the Urban Centre of Fergus are adjacent to the Study Area. The study area adjacent to Fergus includes land that may need to be considered for future urban expansion. None of the Wellington County settlements inside the Study Area need to expand to meet the Official Plan growth forecasts to 2041, based on current long-term land supply estimates. More importantly, under the Growth Plan for the Greater Golden Horsehoe (Growth Plan), Wellington County, Waterloo Region, and the City of Guelph will be required to use a standard methodology to assess the quantity of land needed to accommodate forecasted growth. The location of any expansion, if needed, will be determined based on a series of criteria and studies that require the natural heritage system, key hydrological areas and prime agricultural areas to be avoided where possible. This analysis will form part of the larger municipal comprehensive review that will be required by 2022 and subject to approval by the Province.

### 3.2 Key Water Resources Policy Updates to the Official Plan since the Greenbelt was established

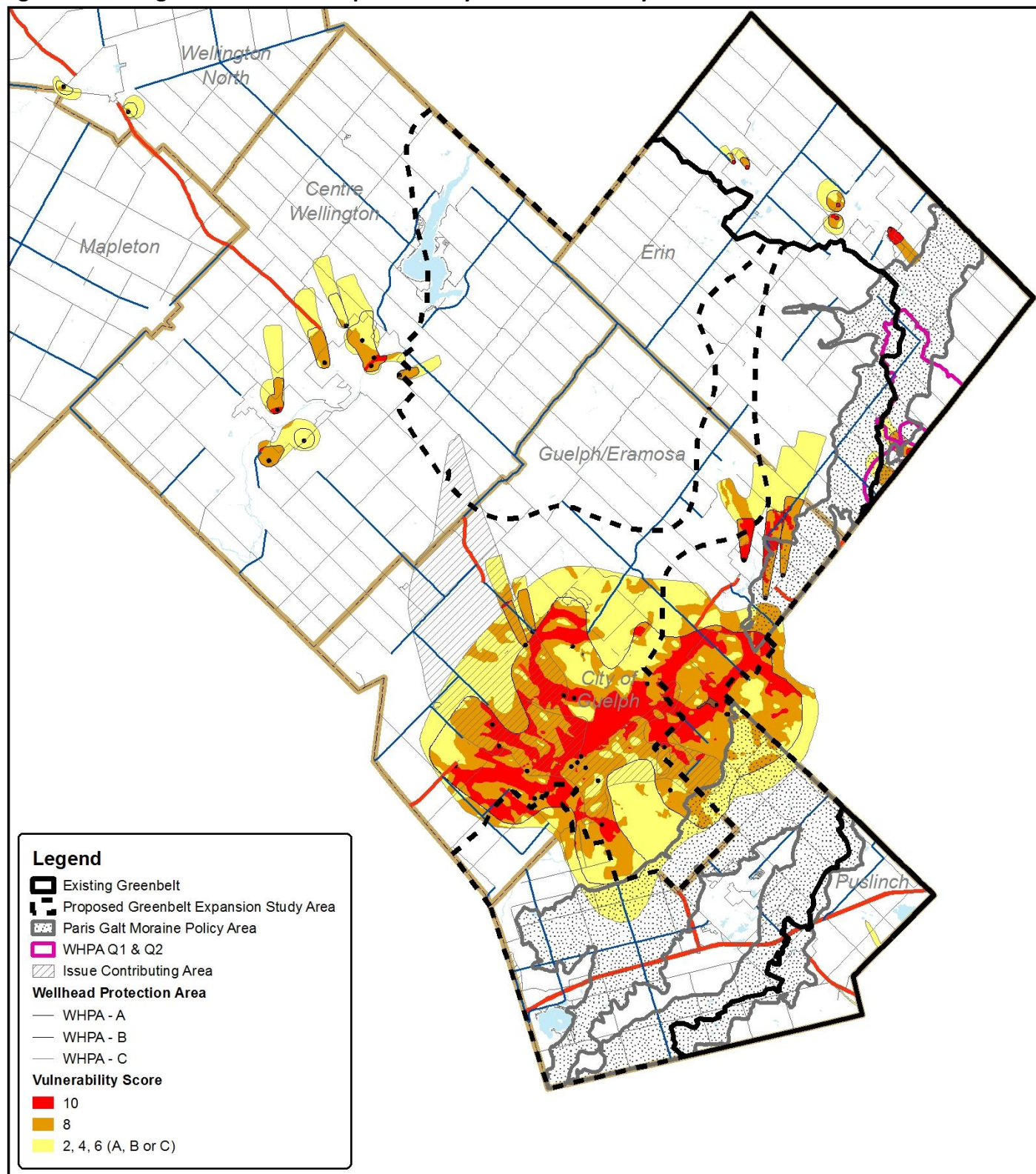
Policies were added to the County Official Plan (OPA 98) to conform with the 5 Source Protection Plans. Areas for which policies are approved in the Source Protection Plans (water quality and quantity Well Head Protection Areas, Issue Contributing Areas and Intake Protection Zone) are on Schedule 'B'. The policies work in combination with *Clean Water Act* tools and Provincial instruments under a variety of other Acts in a multi-barrier approach to protect municipal drinking water supplies.

Schedule 'B' also shows the Paris and Galt Moraine Policy Area that was added through the 5-Year Review (OPA 81) that the Province approved in 2014. The Paris and Galt Moraine policies state that:

- Large scale development proposals including intensive recreation, mineral aggregate operations, new rural employment area designations, and urban boundary expansions are required to demonstrate that ground and surface water functions will be maintained, and where possible, restored and enhanced;
- Small scale developments that do not rely on significant site alterations are not normally required to demonstrate protection of the moraines. Where planning approvals for small-scale developments are needed, best practices for alteration will be required to reduce or eliminate cut and fill activities that would fill in land surface depressions.
- Agriculture is a major activity on the moraines and is an accepted and supported use of land. The County will encourage best practices for agriculture by developing and supporting stewardship programs.

The Study Area is overlaid on Schedule 'B' in Figure 4 below.

**Figure 4: Existing Greenbelt and Proposed Study Area with County Official Plan Schedule 'B'**



## 4.0 The Greenbelt Plan and the Provincial Planning System

The following is an excerpt from the Greenbelt Plan, Section 1.4:

### **“Relationship with the Provincial Policy Statement**

**The PPS provides overall policy direction on matters of provincial interest related to land use and development in Ontario and applies to the Greenbelt, except where this Plan or another provincial plan provides otherwise.**

**Like other provincial plans, this Plan builds upon the policy foundation provided by the PPS and provides additional and more specific land use planning policies to address issues facing specific geographic areas in Ontario. This Plan is to be read in conjunction with the PPS. The policies of this Plan take precedence over the policies of the PPS to the extent of any conflict, except where the relevant legislation provides otherwise. Where the policies of this Plan address the same, similar, related or overlapping matters as policies in the PPS, applying the more specific policies of this Plan satisfies the requirements of the more general policies in the PPS. In contrast, where matters addressed in the PPS do not overlap with policies in this Plan, those PPS policies must be independently satisfied.**

### **Relationship with Other Provincial Plans, Legislation and Regulation**

**This Plan must also be read in conjunction with other provincial plans, related planning mechanisms, regulations and standards of conservation authorities, other agencies and the federal government. This includes the Growth Plan, the ORMCP and the NEP as well as the Parkway Belt West Plan and the Central Pickering Development Plan. Other plans, including the Lake Simcoe Protection Plan under the *Lake Simcoe Protection Act, 2008* and some source protection plans under the *Clean Water Act, 2006*; upper-, lower- and single-tier official plans; zoning by-laws; Minister’s zoning orders under the *Planning Act* as well as other pertinent legislation (e.g. the federal *Rouge Urban Park Act*) and regulations (e.g. those under the *Endangered Species Act, 2007* and *Conservation Authorities Act*) also apply within the Greenbelt.**

**Within the Greenbelt Area, there may be other provincial, federal or agency plans, regulations or standards that also apply. An application, matter or proceeding related to these plans, regulations or standards shall conform with the Greenbelt Plan. However, where the plans, regulations or standards are more restrictive than this Plan, the more restrictive provision shall prevail.**

**With respect to the Growth Plan specifically, the policies of that Plan that address the same, similar, related or overlapping matters as this Plan do not apply within the Greenbelt Area, except where the policies of this Plan provide otherwise. In contrast, where matters addressed in the Growth Plan do not overlap with policies in this Plan, those Growth Plan policies must be independently satisfied.”**

To summarize the above, the Provincial planning system in the Greater Golden Horseshoe is a complex array of legislation, regulations, policy and plans that often overlap; this complexity is even greater with respect to water resources where Source Protection Plans and Conservation Authority Regulations also apply.

## 5.0 Implications for Development Proposals

The updated Growth Plan and Greenbelt Plan have more overlap than their predecessors did, particularly with respect to natural heritage and water resources. At the same time, there are specific policy differences that would affect a range of development proposals if the Greenbelt were expanded. The summary in Table 3 below is intended to highlight policies that are unique to the Greenbelt Plan.

**Table 3: Development Implications of Policies that are Unique to the Greenbelt Plan**

Type of Proposal	Effect of being added to the Greenbelt
Farm Splits in Prime Agricultural Areas	In the Greenbelt, the minimum lot size is 40 ha. Outside the Greenbelt per the County Official Plan the minimum lot size is 35 ha.
Surplus Farm Dwelling Consents in Prime Agricultural Areas	The Greenbelt Plan requires that the residence that is surplus to the farm operation existed before December 16, 2004. Outside the Greenbelt, the County Official Plan has no date requirement for the existing surplus residence.
Rural residential consents in Secondary Agricultural Areas	Generally, to date, rural residential consent activity in the Greenbelt portion of the Secondary Agricultural Area in the County has occurred to a slightly lower degree than in the Secondary Agricultural Area outside the Greenbelt.
Second Units	In the Greenbelt, second units are not permitted in the Natural Heritage System. This restriction does not exist outside the Greenbelt where the Natural Heritage System includes existing residences and ancillary buildings where the creation of second units may be considered.
Official Plan Amendment to redesignate Prime Agricultural Area for non-agricultural uses	Examples: applications to expand Rural Employment or Recreational Areas. <ul style="list-style-type: none"> <li>- Not permitted in the Greenbelt.</li> <li>- May be considered outside the Greenbelt but must meet Provincial Policy Statement, Growth Plan and Official Plan policies.</li> </ul>
Urban Centre Expansion	Urban Centres outside the Greenbelt cannot expand into the Greenbelt.  In the Greenbelt, if expansion of a Town/Village (Urban Centre in the Official Plan) is justified as a result of the Growth Plan municipal comprehensive review, the expansion will be subject to the following (among other matters): <ul style="list-style-type: none"> <li>- Not more than a 5% increase in the size of the settlement area;</li> <li>- A maximum size of 10 ha;</li> <li>- Residential development not permitted on more than 50% of the area;</li> <li>- Expansion into the Natural Heritage System is prohibited.</li> </ul>
Hamlet Expansion	In the Greenbelt, Hamlet expansions are not permitted. Outside the Greenbelt, Hamlet expansions are limited but may be considered in the municipal comprehensive review.
Mineral Aggregate Extraction	The Greenbelt Plan has additional requirements on rehabilitation and maximum disturbed area and requires municipalities to apply Source Protection Plan and Subwatershed Plan policies.

The permanent protection of Prime Agricultural Areas and prohibition of large settlement expansions typically receive the most attention in discussions of Greenbelt expansion. It is worth noting from the above; however, that there are policies unique to the Greenbelt Plan that either prohibit or make it more difficult to get approval for small-scale developments.

## 6.0 Consultation Question Responses

Responses to the questions in the Public Consultation Document are set out below:

Question	Response
1. Are there additional “building blocks” features that should also be considered for addition to the Greenbelt to protect water?	It is our view that those water resource matters that are subject to the <i>Planning Act</i> are adequately addressed by the overlap of the Provincial Policy Statement, Growth Plan, Official Plans, Source Protection Plans, and Conservation Authority Regulations.
2. Are there additional data sets or types of analysis that should be considered?	Completion of land needs assessments as part of Growth Plan municipal comprehensive reviews.
3. Of the seven areas, are there some that are more or less important?	The Paris and Galt Moraine Policy Area was added to the County Official Plan through the 5-Year Review Amendment (OPA 81) and approved by the Province in 2014.
4. Are there areas beyond the study area that you think should be considered for potential future Greenbelt expansion?	It is our view that those water resource matters that are subject to the <i>Planning Act</i> are adequately addressed by the overlap of the Provincial Policy Statement, Growth Plan, Official Plans, Source Protection Plans, and Conservation Authority Regulations.
5. Should the province consider adding rivers that flow through urban areas as Urban River Valleys in the Greenbelt?	We note that the policy would only apply to publicly owned lands and that urban river valleys are already connected to the rural landscape by the existing overlap of the Provincial Policy Statement, Growth Plan, Official Plans, Zoning By-Laws and Conservation Authority Regulations.

Question	Response
6. With the range of settlement areas in the GGH, how should the province balance accommodating future urban growth with protecting water resources?	For the purposes of water resource matters that are subject to the <i>Planning Act</i> , the policy framework for balancing the accommodation of future urban growth with protection of water resources is already set out in the Provincial Policy Statement and Growth Plan.
7. What are other key considerations for drawing a potential Greenbelt boundary around settlement areas?	Consideration of Greenbelt boundary changes should not occur until after the Province has approved Growth Plan municipal comprehensive reviews at which point the community will have a clear understanding of the need for, size and direction of urban expansion in Wellington County and in its neighbouring municipalities.
8. How should the province determine which settlement areas become Towns/Villages or Hamlets, if included in a potential Greenbelt?	The Province should defer to the Official Plan as amended through the Growth Plan municipal comprehensive review, which includes a requirement to establish a settlement hierarchy.
9. Once the Agricultural System and Natural Heritage System under the Growth Plan are finalized, how should they be considered as part of potential Greenbelt Expansion?	These new systems, when approved, should not be drivers for expansion of the Greenbelt.
10. How should other provincial priorities or initiatives, such as mineral aggregates and infrastructure, be reflected in potential Greenbelt expansion?	Provincial priorities in the areas of infrastructure and mineral aggregates are reflected in the Provincial Policy Statement and the Growth Plan.
11. What other priorities or initiatives do you think the province should consider?	<p>The province should consider the potential for Greenbelt Expansion to have unintended outcomes related to:</p> <ul style="list-style-type: none"> <li>- The potential to reduce the ability of farmers to get approval for small scale development proposals such as farm splits, surplus farm dwelling consents, or second units; and/or</li> <li>- The potential to cause development pressure to advance outwards from the Greater Toronto Area at a faster rate than forecast.</li> </ul>

## 7.0 Moving from Study Area to Greenbelt Boundary Change

According to the Public Consultation Document,

**“The process of moving from a study area to a proposed new Greenbelt boundary will include elements of both scientific and land use planning analysis. For example, refinements may be made to the study area to reflect additional information regarding the location of hydrological features or important land use planning considerations such as accommodating forecasted growth. Feedback received through public consultation will help inform this process.**

**In keeping with the requirements of the Greenbelt Act, 2005 the province would consult with the public, municipalities, conservation authorities, stakeholders and Indigenous communities and organizations on a proposed amendment to the Greenbelt Plan and boundary prior to any changes being made. This would provide an additional opportunity to comment on the province’s approach.”**

### **Recommendation:**

That the report “Comments on the Proposed Greenbelt Expansion Study Area” be forwarded to the Minister of Municipal Affairs, member municipalities in Wellington County, neighbouring municipalities in the Greater Golden Horseshoe and the Grand River Conservation Authority.

Respectfully submitted,



Mark Paoli  
Manager of Policy Planning

Letter to  
Premier Kathleen Wynne  
PC Interim Leader Vic Fedeli  
NDP Leader Andrea Horwath

Subject: Increase base funding to Ontario Conservation Authorities

The Council of \_\_\_\_\_ recognizes that there is only one taxpayer supporting all levels of government and that these are challenging times for the Province of Ontario with respect to its budget. We also recognize that transfer payment funding cuts to the Conservation Authorities were initially implemented in 1995, and have subsequently never been increased in the 22 years since, remaining at the same 1995 dollar value, with the only change being the further cut of several hundred thousand dollars directed at the two largest of the Authorities, Toronto Region and Grand River.

As a member municipality of our local Conservation Authority we followed with interest the multi-year review of the Conservation Authorities Act in which a consistent message was heard from virtually all stakeholders that there was a need for the Province of Ontario to address the chronic underfunding of the Conservation Authorities.

We wish to point out that while the base funding for Conservation Authorities comes through the MNR&F, and the MOE&CC for Drinking Water Source Protection, the work that Conservation Authorities do in partnership with those ministries also benefits other provincial ministries through the various programs and projects of the Authorities, i.e. Education; Health; Agriculture, Food and Rural Affairs; Municipal Affairs and Housing; Tourism, Recreation and Culture; Infrastructure; and Community Safety.

Further, we observed that during debate on Bill 139 addressing the proposed amendments to the Conservation Authorities Act, MPPs of **all** parties were supportive of the work of the Conservation Authorities, and acknowledged the need to address the chronic underfunding. We also observed that the subsequent passage of Bill 139 received **all** party support so as to be passed in the Legislature in December of 2017, and receive Royal Assent immediately thereafter.

**Therefore, be it resolved that** the Council of \_\_\_\_\_ hereby requests that the Province of Ontario, demonstrate their all party support for Conservation Authorities and the work that they do on behalf of all our ratepayers by increasing the transfer payment allocation through reallocation of dollars from other benefiting provincial ministries, or other new revenues, i.e. Carbon Cap and Trade revenues; and

That the Council of \_\_\_\_\_ direct staff to forward a copy of this letter and resolution to the Ministers of Finance, MNR&F, MOE&CC, Education, Health, Agriculture, Food & Rural Affairs, Municipal Affairs & Housing, Tourism, Recreation & Culture, Infrastructure, and Community Safety; local MPs and MPPs; the Association of Municipalities of Ontario; Conservation Ontario; and the member municipalities of its local Conservation Authority.

# Public Notice

*Dated at the County of Grey this 28th day of February, 2018*

## Recolour Grey Public Meeting

Grey County has drafted a new Official Plan and is holding one last public meeting to collect feedback.



**Tuesday, March 27, 2018**

**6:30 P.M.**

**Grey County Administration Building  
(Council Chambers)  
595 9th Ave. East, Owen Sound**

### **What is the purpose and impact of an Official Plan?**

An official plan is an important land use planning document that helps Grey County manage our land and resources. It is a forward looking plan that sets goals and policies about how Grey County should grow and develop over the next 20 years. Over the past two years, Grey County has been working with the community to update and replace the current official plan.

### **What is Recolour Grey?**

Recolour Grey is the name of Grey County's review of the County Official Plan. Recolour Grey challenges everyone to think 20 years into their future and envision the County the way they want to see it. Recolour Grey will result in a new County Official Plan under Section 17 of the Planning Act, R.S.O. 1990, as amended.

The County Official Plan sets goals related to development, communities and our natural resources. This plan divides the county into different land uses (agricultural, wetland, urban etc.) and sets policies for each designation. The Official Plan is active for 20 years and is revised every few years to ensure it is effective and relevant.

The success of Recolour Grey relies on meaningful public input and everyone can contribute. It doesn't matter if you are young or old, a resident of Grey or a visitor. We want your input to help us preserve what matters most and to grow opportunities for the next 20 years.

### **What is the effect of the Official Plan? How can it benefit or impact your property?**

Land use planning affects almost every area of life. It helps decide where our communities, homes, businesses and factories should be built; where parks and schools should be located; and where roads, sewers and other essential services should be installed.

The changes to the Official Plan may result in benefits to your property. The range of permitted uses in an official plan may allow for more than what is currently on a property. For example, the Recolour Grey draft policies would allow for more on-farm businesses than are currently permitted.

The official plan also maps environmental features and hazard lands for protection. Sometimes the location of these features on your property may limit what you can do with your land, including where buildings can be built. In other cases, it may trigger the need for further environmental study at the landowners expense. Through Recolour Grey the County is proposing new environmental features, including cores, linkages, and significant valleylands.

You may wish to check the mapping to see if any of these features are located on or near your property.

### **Recolour Grey Interactive Map**

Want to compare the land use types and mapping between the current Official Plan and the proposed Official Plan? Want to see if or how your property is impacted? We've developed an interactive map for Recolour Grey. Zoom right into your property and see the different schedules and appendices. Visit [www.grey.ca/recolourgrey](http://www.grey.ca/recolourgrey) to find a link to the Recolour Grey Interactive Mapping.

*\*Please note these maps have a lot of detail and take some time to load. If you are having difficulties, please contact us at [recolour@grey.ca](mailto:recolour@grey.ca).*

### **What to expect at the meeting**

County staff will highlight key changes of the proposed Official Plan, including suggested revisions we've already received from the public. After the presentation there will be a formal public question and comment period. If you wish to present at the public meeting in respect of the proposed Official Plan, please let us know by sending us an email or writing to us at the addresses noted below by 4:30pm on March 26, 2018.

### **Find a copy of the draft Official Plan online**

A copy of the proposed Official Plan and additional background information can be found on Grey County's website at [www.grey.ca/recolourgrey](http://www.grey.ca/recolourgrey). A hard copy can also be viewed at the Grey County Administration (address below) during regular business hours. A key map has not been provided because the Official Plan covers the entire county. If you can't attend the meeting you can also send your comments by email or mail to the Grey County Planning Department at the address listed below.

**If a person** or public body does not make oral submissions at a public meeting or make written submissions to the County of Grey before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision of the Minister to the Ontario Municipal Board/Local Planning Appeal Tribunal if the decision can be appealed.\*\*

**If a person** or public body does not make oral submissions at a public meeting or make written submissions to the County of Grey before the proposed Official Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board/Local Planning Appeal Tribunal unless, in the opinion of the Board/Tribunal, there are reasonable grounds to add the person or public body as a party.\*\*

*\*\*Please note that changes to the Planning Act and the appeal process come into effect April 3, 2018. Based on the changes to the appeal process it is very likely that the Province's decision on the Official Plan will not be appealable.*

**If you wish to be notified** of the decision of the County of Grey on the proposed Official Plan, you must make a written request to the County of Grey at the address listed below. Following Council's adoption of the Official Plan it will then be sent on to the Province for their review and approval.

Grey County  
595 9th Avenue East  
Owen Sound, ON N4K 3E3  
[recolour@grey.ca](mailto:recolour@grey.ca)  
[www.grey.ca/recolourgrey](http://www.grey.ca/recolourgrey)  
Phone: 519-372-0219 x 1232  
Fax: 519-376-7970

## Representatives for local Source Protection Committee

There are immediate openings to represent the Environmental/Health/Public Sector as well as the Agricultural/Commercial/Industrial Sector on the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee (SPC). The Committee oversees a science-based planning process to protect municipal sources of drinking water that is governed by the *Clean Water Act*. The SPC has had its Source Protection Plan and supporting technical work approved by the Minister of the Environment and Climate Change and continues to work to ensure that policies are in place to protect local municipal sources of drinking water.

## Obligations of SPC Members

- Act as liaison by bringing forward common concerns from the environmental/health/public sector or agricultural/commercial/industrial sector to the Committee and assist in communicating the Committee's work to the respective sector
- Review and understand technical reports
- Exhibit solid problem-solving, analytical, communication and organizational skills
- Weigh different points of view and work with others collaboratively
- Expected to attend 3-4 meetings per year
- Members are compensated for their participation (\$250 for a full day meeting)
- 5 year term limits for representatives

## How to Apply

Submit your Expression of Interest (cover letter and resume) by

**4:00 pm on Friday March 30, 2018 to:**

Carl Seider, Project Manager, Drinking Water Source Protection  
Saugeen, Grey Sauble, Northern Bruce Peninsula

email: [c.seider@waterprotection.ca](mailto:c.seider@waterprotection.ca)

or by mail (marked 'Confidential') to: Carl Seider

237897 Inglis Falls Road, RR4 Owen Sound, Ontario N4K 5N6

This application has been posted at: [home.waterprotection.ca](http://home.waterprotection.ca)

RECEIVED MAR 6 1 2018

**Sylvia Jones, MPP**  
Dufferin-Caledon

February 8<sup>th</sup>, 2018

Room 443, Legislative Building  
Toronto, Ontario M7A1A8

Tel: 416-325-1898  
Fax: 416-325-1936  
E-Mail: [sylvia.jonesla@pc.ola.org](mailto:sylvia.jonesla@pc.ola.org)

Hon. Chris Ballard  
Ministry of Environment and Climate Change  
11<sup>th</sup> Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, Ontario M7A 2T5

Dear Minister Ballard,

I want to draw your attention to the work of your colleague, the Minister of Infrastructure. I trust you are aware the newly released requirements for asset management plans for municipal infrastructure include a variety of measures on wastewater assets.

These include the frequency and volume of overflows in combined sewers, and a "description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system."

Municipalities are already required to send notice to the Ministry of Environment regional offices. It seems redundant for municipalities to be required to report the same information to the Ministry of Infrastructure. The government already has this information.

Municipalities are already burdened by red tape and there is concern among smaller municipalities about their ability to comply with the new asset management plans. I encourage you to reduce the burden on municipalities by sharing the information you already have on sewage bypasses with the Ministry of Infrastructure.

Sincerely,



**Sylvia Jones, MPP**  
Dufferin-Caledon

Cc: Hon. Bob Chiarelli, Minister of Infrastructure  
Cc: Progressive Conservative Municipal Affairs Critic, Ernie Hardeman



March 12, 2018

To: Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, Ontario M5H 3C6

Federation of Canadian Municipalities (FCM)  
24 Clarence Street  
Ottawa, Ontario K1N 5P3

And To: All Ontario Municipalities

Re: User Pay Childcare Services at AMO and FCM Conferences

Dear Sir/Madam,

At its regular council meeting of March 5, 2018, Essex Town Council discussed the issue of ensuring access to childcare services for elected and municipal officials when they attend with their families at AMO and FCM conferences.

As a result of the discussion the following resolution was passed by Essex Town Council at its March 5, 2018 regular meeting:

Moved by Councillor Bondy  
Seconded by Councillor Voakes

**(R18-03-096) That** the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) be requested to offer user pay childcare services at conferences during conference hours;

**And that** this resolution be circulated to all Ontario municipalities.

**Carried**



On behalf of Essex Town Council we accordingly ask the Association of Municipalities of Ontario and the Federation of Canadian Municipalities to respectfully give consideration to this request. Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly

A handwritten signature in black ink, appearing to read "Robert Auger", written in a cursive style.

Robert Auger, L.L.B.  
Clerk, Legal and Legislative Services  
Town of Essex  
Email: [rauger@essex.ca](mailto:rauger@essex.ca)

RA/Im

March 9, 2018

The Honourable Kathleen Wynn, Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Mr. Victor Fedeli, MPP, PC Leader of the Official Opposition  
Room 347, Main Legislative Building  
Queen's Park  
Toronto, ON M7A 1A8

Ms. Andrea Horwath, MPP, NDP Leader  
Room 115, Main Legislative Building  
Queen's Park  
Toronto, ON M7A 1A5

Subject: Increase base funding to Ontario Conservation Authorities

The Council of the Municipality of Kincardine recognizes that there is only one taxpayer supporting all levels of government and that these are challenging times for the Province of Ontario with respect to its budget. We also recognize that transfer payment funding cuts to the Conservation Authorities were initially implemented in 1995, and have subsequently never been increased in the 22 years since, remaining at the same 1995 dollar value, with the only change being the further cut of several hundred thousand dollars directed at the two largest of the Authorities, Toronto Region and Grand River.

As a member municipality of our local Conservation Authority we followed with interest the multi-year review of the Conservation Authorities Act in which a consistent message was heard from virtually all stakeholders that there was a need for the Province of Ontario to address the chronic underfunding of the Conservation Authorities.

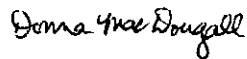
We wish to point out that while the base funding for Conservation Authorities comes through the MNR&F, and the MOE&CC for Drinking Water Source Protection, the work that Conservation Authorities do in partnership with those ministries also benefits other provincial ministries through the various programs and projects of the Authorities, i.e. Education; Health; Agriculture, Food and Rural Affairs; Municipal Affairs and Housing; Tourism, Recreation and Culture; Infrastructure; and Community Safety.

Further, we observed that during debate on Bill 139 addressing the proposed amendments to the Conservation Authorities Act, MPPs of **all** parties were supportive of the work of the Conservation Authorities, and acknowledged the need to address the chronic underfunding. We also observed that the subsequent passage of Bill 139 received **all** party support so as to be passed in the Legislature in December of 2017, and receive Royal Assent immediately thereafter.

THAT the Council of the Municipality of Kincardine hereby requests that the Province of Ontario, demonstrate their all party support for Conservation Authorities and the work that they do on behalf of all our ratepayers by increasing the transfer payment allocation through reallocation of dollars from other benefiting provincial ministries, or other new revenues, i.e. Carbon Cap and Trade revenues; and

AND FURTHER THAT the Council of Municipality of Kincardine direct staff to forward a copy of this letter and resolution to the Ministers of Finance, MNR&F, MOE&CC, Education, Health, Agriculture, Food & Rural Affairs, Municipal Affairs & Housing, Tourism, Culture and Sport, Infrastructure, and Community Safety; local MPs and MPPs; the Association of Municipalities of Ontario; Conservation Ontario; and the member municipalities of its local Conservation Authority.

Sincerely,



Donna MacDougall,  
Clerk

Hon. Charles Sousa, Minister of Finance  
Hon. Nathalie Des Rosiers, Minister of Natural Resources and Forestry  
Hon. Chris Ballard, Minister of the Environment and Climate Change  
Hon. Dr. Helena Jaczek, Minister of Health  
Hon. Indira Naidoo-Harris, Minister of Education  
Hon. Jeff Leal, Minister of Agriculture, Food and Rural Affairs  
Hon. Bill Mauro, Minister of Municipal Affairs  
Hon. Daiene Vernile, Minister of Tourism, Culture and Sport  
Hon. Bob Chiarelli, Minister of Infrastructure  
Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services  
Mr. Ben Lobb, MP  
Ms. Lisa Thompson, MPP  
Association of Municipalities of Ontario  
Conservation Ontario  
Member Municipalities of the Saugeen Valley Conservation Authority

Waterloo Wellington **LHIN**

# LHIN NEWS

For Health Professionals



The Waterloo Wellington LHIN's news for health professionals provides the latest updates from across the local health system as we work together to deliver high-quality, integrated, and patient-centred care for local residents.



## A Full and Independent Life

## Shannon's journey with CCHS

Every parent wants their child to be born healthy, so when Shannon received a prenatal diagnosis for her son of Congenital Central Hypoventilation Syndrome (CCHS), she and her husband were scared.

CCHS is a rare genetic disorder affecting “the central nervous system impacting approximately 1,200 individuals worldwide. It impairs the body’s ability to breathe automatically, especially during sleep. Those with CCHS are also at risk for cardiac pauses, cancer, GI dysfunction, seizures, and learning and behavioral issues.” (CCHS Network)

[Read more here.](#)



FACES of the Waterloo Wellington LHIN brings you closer to the people behind your health system – learn about their motivations, their experiences, and perhaps even more about your own health journey. Click on the image above to learn more about Danaka and check **FACES** weekly for new stories.

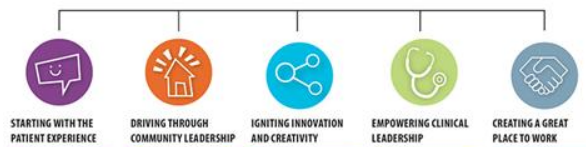


## Building the next global health and social innovation centre

*In a pre-budget consultation with the Ontario Ministry of Finance on Tuesday, February 6, 2018, Elliot Fung, Director of Innovation and Strategic Partnerships at the Waterloo Wellington LHIN was given three minutes to outline a few things for the Minister of Finance on what the local health system needs for consideration for the next year's provincial budget. The following is a summary of his presentation.*

In partnership with clinicians and health service providers, we have made incredible progress to improve the health and well-being of local residents.

[Read more here.](#)



Transforming the local health system

**WWLHIN**  
**Partner News**

Hospice Waterloo Region - [Take Care to Give Care Conference: May 31, 2018](#)

Health Shared Services Ontario - [Achieving Excellence Together Conference: June 19-20, 2018](#)

Closing the Gap, in Partnership with the University of Toronto - Free online course with certificate for PSWs Email: [hilary.agyemang@closingthegap.ca](mailto:hilary.agyemang@closingthegap.ca)

Waterloo Region Immigration Partnership [Support immigrants and refugees looking for employment](#)



Expanding Indigenous Programs

It's been a very busy time in the local health system. The Waterloo Wellington LHIN would like to thank the many doctors, nurses and other health professionals who are working hard to support patients during this busy season.

We have been busy at the Waterloo Wellington LHIN supporting our patients, as well as working with staff and partners to draft the annual business plan for the health system.

The Waterloo Wellington LHIN's 2018-2019 Annual Business Plan will be implemented at the beginning of April.

**[Read more here.](#)**

In its continued effort to improve the health outcomes of Indigenous residents, the Waterloo Wellington LHIN is expanding an Indigenous Health and Wellness Program in Waterloo Wellington.

An Indigenous Seniors Day Program at The Healing of Seven Generations has been providing traditional services in downtown Kitchener.

The program is expanding to downtown Guelph to establish important connections with the local Indigenous community.

The Indigenous Seniors Day Program will operate out of the Guelph Community Health Centre and will connect residents to local health services, including referrals to social services.



### **Quality improvement reports for physicians and administrators**

Health Quality Ontario (HQO) is the provincial advisor on the quality of health care. In addition to monitoring and reporting on how the health system is performing, HQO promotes continuous quality improvement to bring about positive changes in health care.

### **Patient and Family Advisory Committee update**

Through the WWLHIN's new Patient and Family Advisory Council (PFAC), patients are participating in a broad cross-section of activities to improve the patient experience across the health system. Some of PFAC's recent accomplishments include:

- Successfully advocating with the Ministry of Health and Long-Term Care for formal

One of the ways, HQO is making a difference is by assisting primary care, long-term care, and hospital sectors to drive quality improvement. HQO is providing regional and provincial data in reports that will assist physicians and administrators with information about their practice.

[Read more here.](#)



#### **Donor milk bank for babies at Grand River Hospital**

Grand River Hospital is the first in Waterloo Region to open a donor milk bank for babies in neonatal intensive care. The hospital is able to offer donor breast milk to premature infants who meet the criteria and have a prescription.

These preemies will benefit from the extensive benefits that breast milk provides. Until now, some premature infants in the region may not have had access to the benefits of breast milk.

[Read more here.](#)

recognition of peer-to-peer support programs

- Actively participating in Waterloo Wellington LHIN working groups in areas of interest such as projects on chronic heart failure and joint replacements
- Participating in the development of resources for patients in the community



#### **Bringing more fresh food to neighbours in need**

In the winter 2018 edition of The Food Bank of Waterloo Region's Fresh Approaches newsletter, Executive Director, Wendi Campbell writes how "accessing affordable, healthy food is a daily struggle for people living on low incomes."

Read how the community is supporting a fresh new approach to fighting hunger.

[Read more here.](#)

**Notice of the Passing of a Zoning By-law**  
**By the Corporation of the Municipality of West Grey**

Take notice that the Council of the Corporation of the Municipality of West Grey passed By-law Number 32 - 2018 on the 5<sup>th</sup> day of March, 2018, under Section 34 of the Planning Act R.S.O. 1990, as amended.

And take notice that the Zoning By-law may be appealed to the Ontario Municipal Board by filing with the Clerk of the Corporation of the Municipality of West Grey not later than the 28<sup>th</sup> day of March, 2018, a notice of appeal setting out the objection to the By-law and the reasons in support of the objection, accompanied by the fee prescribed under the Ontario Municipal Board Act.

Only individuals, corporations and public bodies may appeal a Zoning By-law to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

An explanation of the purpose and effect of the By-law, describing the lands to which the By-law applies, and a Key Map showing the location of the lands to which the By-law applies are attached.

Dated at the Municipality of West Grey

This 8<sup>th</sup> day of March, 2018.

Mark Turner, Clerk  
Municipality of West Grey  
402813 Grey Road 4  
R.R. 2, Durham  
Ontario, NOG 1R0  
Ph: (519) 369-2200  
Fax: (519) 369-5962

**Explanatory Note**

The purpose and effect of the Zoning By-law Amendment is to change the zoning of lands described as Part Lot 69, Lot 70, Concession A, former Township of Normanby, Municipality of West Grey from the "A2" (Rural) Zone, "A3" (Restricted Rural) Zone, and "NE" (Natural Environment) Zone to the "A2" (Rural) Zone and the "NE" (Natural Environment) Zone to facilitate the potential expansion of livestock operations on the subject property.

The subject lands are designated 'Rural' and 'Hazard Lands' on Schedule A to the County of Grey Official Plan.

The Council of the Municipality of West Grey has adopted this By-law and is now circulating it in accordance with Provincial Regulations. Please be advised that all written and oral submissions received regarding this application were considered, the effect of which helped make an informed recommendation and decision.

**The Corporation of the Municipality of West Grey**

**By-law Number 32 - 2018**

Being a By-law to amend Zoning By-law No. 37-2006, for the Municipality of West Grey

Whereas the Council of the Corporation of the Municipality of West Grey deems it in the public interest to pass a By-law to amend By-law No. 37-2006;

And whereas, pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

Now therefore the Council of the Corporation of the Municipality of West Grey enacts as follows:

1. Schedule "44" to By-law No. 37-2006, is hereby amended by changing the zone symbol of Part Lot 69, Lot 70, Concession A, former Township of Normanby, Municipality of West Grey from the "A" (Rural) Zone, "A3" (Restricted Rural) Zone, and NE (Natural Environment) Zone to the "A2" (Rural) Zone and NE (Natural Environment) Zone, as shown on Schedule "44G" attached to and forming part of this by-law.
2. Notwithstanding subsection 6.20.2 of By-law No. 37-2006 to the contrary, lands within the Natural Environment (NE) Zone shall be included in the calculation of lot area for the lands subject to this By-law.
3. That this By-law Amendment shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34(30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first and second time this 5<sup>th</sup> day of March, 2018.

Read a third time and finally passed this 5<sup>th</sup> day of March, 2018.

  
Kevin Eccles, Mayor

  
Mark Turner, Clerk



# ZONING SCHEDULE 44G

By-Law Number 32-2018  
 Date Passed March 5, 2018  
 Mayor Ken Eick  
 Clerk [Signature]

ZONES	
<b>A1</b>	Agricultural
<b>A2</b>	Rural
<b>A3</b>	Restricted Rural
<b>R1A</b>	Unserviced Residential
<b>R1B</b>	Residential
<b>R2</b>	Residential
<b>R3</b>	Residential
<b>ER</b>	Estate Residential
<b>MH</b>	Mobile Home Park
<b>C1</b>	General Commercial
<b>C2</b>	Highway Commercial
<b>C3</b>	Neighbourhood Commercial
<b>C4</b>	Space Extensive Commercial
<b>C5</b>	Hamlet Commercial
<b>C6</b>	Rural Commercial
<b>MU1</b>	Mixed Use
<b>M1</b>	Industrial
<b>M2</b>	Restricted Industrial
<b>M3</b>	Rural Industrial
<b>M4</b>	Extractive Industrial
<b>I</b>	Institutional
<b>OS</b>	Open Space
<b>FD</b>	Future Development
<b>NE</b>	Natural Environment
<b>NE2</b>	Natural Environment 2
<b>FL</b>	Flood Way
<b>FL</b>	Flood Fringe Overlay
<b>FL</b>	Regional Storm Floodline
<b>FL</b>	Regulation Limit
<b>-1</b>	Zone Exception



JAN 2018 - 11X17 - GREY COUNTY PLANNING



TOWNSHIP OF SOUTHGATE



WELLINGTON COUNTY

SEE SCHEDULE 43





## **2018 MUNICIPAL ELECTION CANDIDATE INFORMATION SESSION**

**Calling All Candidates for the October 22, 2018 Municipal Election!**

**Thursday, April 12, 2018 at 6:30 pm**

**Aboyne Hall  
Wellington County Museum and Archives  
0536 Wellington Road 18, Fergus**

Hosted in partnership with the Ontario Ministry of Municipal Affairs and will provide attendees with information on topics such as:

Qualifications and requirements  
Financial obligations  
Candidate Duties and Responsibilities  
Role of Council  
Role of Municipal Staff

**Free Event – No Registration Required**

# So You Want To Run for Council?



## Candidate Information Workshop 2018 Municipal Election

7:00pm

Thursday, April 19, 2018

Aboyne Hall  
Wellington County Museum and Archives  
536 Wellington Road 18, Fergus, ON

### Who should attend:

- Potential Candidates
- Spouse or Partner
- Anyone interested in learning more about local government

This workshop will give you an understanding of Council's roles and responsibilities. It will also explain how duties and responsibilities of public office will impact your life.

**Speaker: Fred Dean** is a lawyer who acts exclusively for municipalities across Ontario and municipal associations. He works with elected officials and senior staff giving them tools to make effective decisions on behalf of their communities. He has been one of the facilitators training members of council and heads of council on behalf of the Association of Municipalities of Ontario since 2002.

**FREE EVENT - NO REGISTRATION REQUIRED**

### Topics will Include:

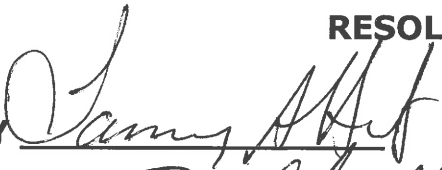
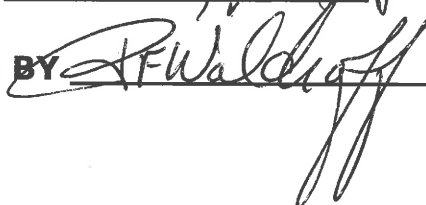
- Municipal Powers
- Roles & Responsibilities
- Public's Role in Local Government
- Difference between Governance and Administration
- Municipal Conflict of Interest and other personal responsibilities
- Impact on Family Life

Hosted by the Municipalities of Wellington County



## TOWNSHIP OF SOUTH STORMONT

### RESOLUTION

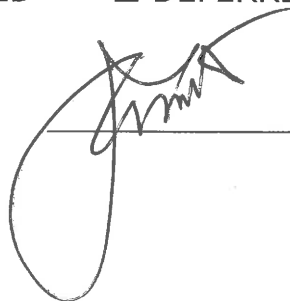
**MOVED BY**  **RESOLUTION NO** 048/2018  
**SECONDED BY**  **DATE** March 14, 2018

That Council supports the Township of Norwich and requests that the Province ensure that the intent of the legislation and regulations relative to the Ontario Building Code continue to be principally for the protection of the public and occupant health and safety.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED

  
Chairperson

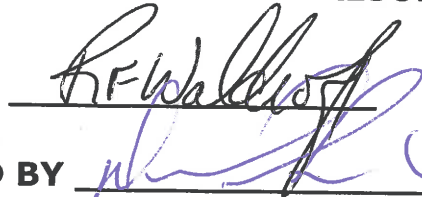
#### Recorded Vote:

Councillor Primeau	_____
Councillor Smith	_____
Councillor Waldroff	_____
Deputy Mayor Hart	_____
Mayor Bancroft	_____

## TOWNSHIP OF SOUTH STORMONT

### RESOLUTION

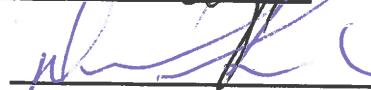
MOVED BY



RESOLUTION NO

062/2018

SECONDED BY



DATE March 14, 2018

Whereas municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

And whereas this outdated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignores them;

And whereas proposed Ontario legislation (Bill 139) will grant municipalities additional authority and autonomy to make decisions for their communities;

And whereas municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities and further that the province has recognized the value of municipal approval for power generation facilities;

And whereas the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15% and unless significant efforts are made to increase recycling and diversion rates, a new home for this Toronto garbage will need to be found, as landfill space is filling up quickly;

And whereas municipalities across Ontario are quietly being identified and targeted as potential landfill sites for future Toronto garbage by private landfill operators;

And whereas other communities should not be forced to take Toronto waste, as landfills can contaminate local watersheds, air quality, dramatically increase heavy truck traffic on community roads and reduce the quality of life for local residents;

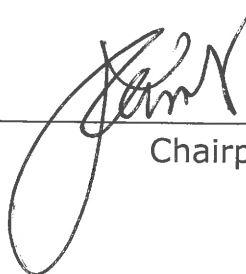
And whereas municipalities should be considered experts in waste management as they are responsible for this within their own communities and often have decades worth of in-house expertise in managing waste, recycling and diversion programs;

And whereas municipalities should have the exclusive right to approve or reject these projects and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

Now therefore be it resolved that the Township of South Stormont calls upon the Government of Ontario and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities prior to June, 2018; and that in the case of a two-tier municipality, the approval be required at both the upper tier and affected lower tier municipalities;

And further, that the Township of South Stormont encourage all other municipalities in Ontario to consider this motion calling for immediate provincial action.

☒ CARRIED      ☐ DEFEATED      ☐ DEFERRED

  
\_\_\_\_\_  
Chairperson

Recorded Vote:

Councillor Primeau	_____
Councillor Smith	_____
Councillor Waldroff	_____
Deputy Mayor Hart	_____
Mayor Bancroft	_____

# FLOOD Contingency Plan 2018



1078 Bruce Rd. 12, P.O. Box 150  
Formosa ON N0G 1W0  
Tel 519-367-3040 Fax 519-367-3041  
[www.svca.on.ca](http://www.svca.on.ca)

## CONTENTS

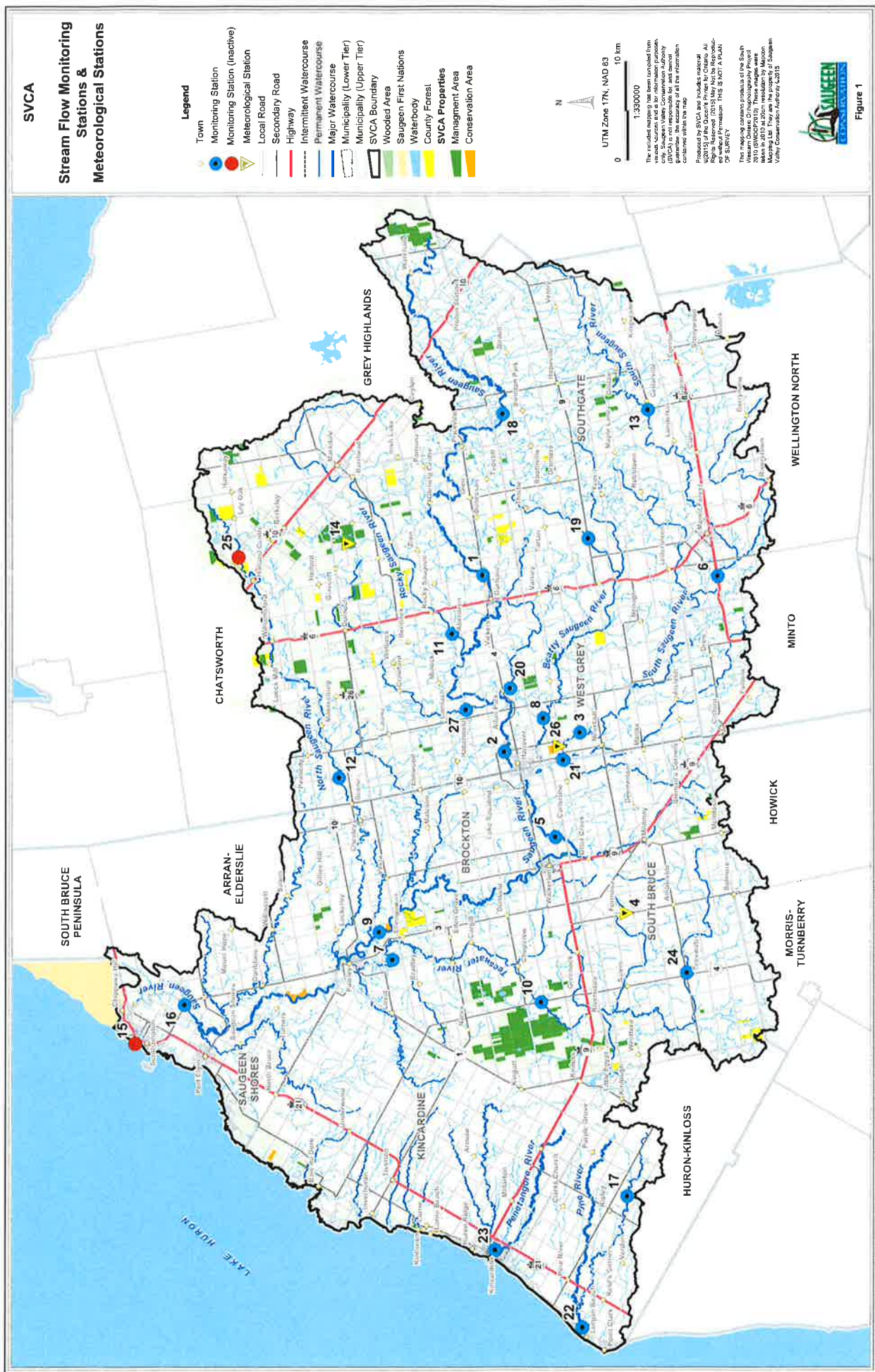
Saugeen Valley Conservation Authority Member Municipalities.....	1
Watershed Map.....	2
Preparing for Flood Emergencies	
Introduction.....	3
SVCA Flood Forecast System Communication.....	3
SVCA Flood Forecast System – How it Works.....	4
Roles & Responsibilities of Participating Organizations.....	4
Communicating Flood Messages	
Flood Messages – Terminology.....	6
Flood Status – SVCA Website.....	8
The Communication Process.....	8
Communication Flowchart.....	9
Flood Message Sample – Watershed Conditions Statement.....	10
Flood Message Sample – Flood Watch.....	11
Flood Message Sample – Flood Warning.....	12
Contingency Plan Distribution List.....	13
Contact List for Flood Emergencies	
SVCA Flood Forecast Centre / Administration / Media Services.....	14
Police Services.....	14
Watershed News Media Services.....	15
Ministry of Natural Resources and Forestry.....	16

## MEMBER MUNICIPALITIES

Municipality of Arran-Elderslie  
Township of Chatsworth  
Town of Hanover  
Township of Huron-Kinloss  
Town of Minto  
Town of Saugeen Shores  
Township of Southgate  
Municipality of West Grey

Municipality of Brockton  
Municipality of Grey Highlands  
Township of Howick  
Municipality of Kincardine  
Municipality of Morris-Turnberry  
Municipality of South Bruce  
Township of Wellington North

***The Saugeen Valley Conservation Authority is a corporate body established under the Conservation Authorities Act of Ontario to manage watershed resources and related conservation projects in partnership with its 15 member municipalities and the Province of Ontario.***



## PREPARING FOR FLOOD EMERGENCIES

### Introduction

Flooding is the leading cause of public emergency in Ontario. Floods can occur at any time of the year and any time of the day or night. High flow events have always been a natural function within the Saugeen Valley Conservation Authority (SVCA) area of jurisdiction. As the global climate changes, flooding may become more frequent and severe in the future.

Flood magnitudes vary with the extent of snow cover, ambient air temperature, amount and duration of rainfall, direction and velocity of wind, pre-event soil conditions, river ice conditions, etc. The SVCA operates snow measuring courses, precipitation stations and automated river level recording gauges that assist in predicting the probability, height and time of arrival of a flood downstream. This Flood Forecast System attempts to minimize the loss of life, property damage and social disruption through effective communication. Selected agencies and officials are sent flood messages when flooding is anticipated. When notified, municipalities should distribute such messages as quickly as possible to residents, institutions, and businesses that may be at risk.

A fundamental component of any emergency response system is relaying the essential information to all potentially affected parties and initiating an effective and coordinated response to the identified emergency. The primary purpose of this Flood Contingency Plan is to address these important elements of public safety.

Under the SVCA's Water Management program, the SVCA has constructed flood control structures to protect many of the high risk populated areas. However, it must be remembered that such structures provide a limited degree of protection and only for specific locations. As long as watershed residents live and work in flood susceptible areas, an effective flood forecast system must be in operation.

The procedures outlined in this document and the accompanying selected contacts list comprise the information dissemination components of the SVCA's Flood Forecast System. ***Each municipal and public official associated in any way with this system should be fully aware of his/her responsibilities and be prepared to make every possible effort to ensure its effectiveness.***

### Flood Forecast System Communication

The system that is used by the SVCA to communicate flood-related messages within its jurisdiction serves two primary purposes:

1. It provides rapid, advance warning and technical support to relevant officials and agencies, and via the media it informs the public.

2. It also enables the Authority to relay routine information concerning watershed river conditions to selected agencies and municipal officials.

### **The Flood Forecast System – How It Works**

The system consists of an extensive network of data collection gauges strategically located throughout the SVCA Watershed, constantly monitoring factors that could potentially affect the amount of water entering the river system and the corresponding water levels. Information concerning the water content of the snow cover, present stream levels, intensity and duration of precipitation, wind speed, temperature and sunlight is recorded either manually or automatically and accessible on demand from the Forecast Centre. In addition, regular field inspections are made of river ice conditions throughout the Watershed during the winter months.

With this data, flood forecast personnel operate a real time computer model that can predict the flood potential within the Watershed. Coupled with analytical comparisons of up-to-date streamflow measurements, long range weather forecasts, and past flood events, forecast staff can estimate potential river levels and peak flow volumes and timing, as well as monitor the progression of a flood as it travels downstream through the river system.

### **Roles and Responsibilities of Participating Organizations**

A number of agencies, municipal departments and individuals bear responsibility, in varying degrees, for the efficiency of the Flood Forecast System. These groups and personnel are identified below. A more detailed outline of the responsibilities and functions of Conservation Authorities and the Ministry of Natural Resources and Forestry (MNRF) are contained within the **Ontario Flood Forecasting and Warning Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources (2008)**, prepared by the Provincial Flood Forecasting and Warning Committee. Roles and responsibilities for municipalities and for other agencies are described in their own Emergency Response Plans.

#### **SAUGEEN VALLEY CONSERVATION AUTHORITY:**

- Monitors Watershed and weather conditions and operates the Flood Forecast System;
- Issues messages to municipalities, other appropriate agencies, and the media to advise of potential, or the occurrence of, flooding;
- Provides advice to municipalities in preventing or reducing the effects of flooding;
- Maintains communications with municipalities and the Ontario Ministry of Natural Resources and Forestry during a flood event.

***POLICE:***

During a flood emergency, the “police service of jurisdiction” is responsible for carrying out rescue operations, obtaining necessary medical aid and maintaining law and order within affected areas as per that jurisdiction’s municipal emergency plan.

***RADIO, TELEVISION AND PRINT NEWS MEDIA SERVICES:***

Provides the primary means of relaying flood-related information to the public, for those outlets serving the SVCA Watershed.

***MUNICIPAL OFFICIALS:***

Are initially responsible for the welfare and protection of their residents from floods. Under the Emergency Management & Civil Protection Act municipalities are required to have an Emergency Management program. Emergency response plans are also the municipality’s responsibility, which may include specific procedures for floods.

***LANDOWNERS AND RESIDENTS:***

Have an obligation to be prepared prior to a flood emergency, to evacuate safely when so instructed by the municipality or police service, and to safeguard their belongings to the best of their abilities.

***MINISTRY OF NATURAL RESOURCES AND FORESTRY:***

Operates the provincial Surface Water Monitoring Centre in Peterborough, which advises the SVCA of weather conditions that may adversely affect Watershed streams. Also, through the local Emergency Response Coordinator (Owen Sound Area Supervisor for the Saugeen Watershed), the ministry directs and delivers the provincial response to a municipal request for assistance, when a flood emergency has escalated beyond the capabilities of local resources.

## **COMMUNICATING FLOOD MESSAGES**

### **Flood Messages – Terminology**

There are three types of flood messages: *Watershed Conditions Statement*; *Flood Watch*; and, *Flood Warning*. The preamble for all flood messages will indicate the type of message as described below, and the types follow common terminology approved by the Province for use by all agencies issuing flood-related messages. The numbering of flood messages will be sequential throughout a flood period. Examples of the three types of messages are provided further on in this Flood Contingency Plan.

All flood messages are sent to the primary recipients by email. Flood Warning messages are also followed with a fax being sent to the primary recipients and acknowledgement of receipt required.

#### **Watershed Conditions Statement**

A Watershed Conditions Statement is a general notice of potential Watershed conditions that pose a safety risk (high flows, unsafe ice, slippery banks). A Statement may include sub-headings under the categories of “Water Safety Bulletin” and/or “Flood Outlook”.

A Watershed Conditions Statement reports on general Watershed conditions and is primarily directed to Municipal Flood Coordinators throughout the Watershed.

Water Safety Bulletins are issued to media sources and are general public information messages in which awareness is encouraged. These bulletins are usually issued before overbank flow occurs, before spring breakup or any other time of year as conditions warrant, as a general reminder of the potential for high flows and unsafe conditions.

A Flood Outlook message may be issued when a major storm is pending, when above normal snow pack conditions exist or when general conditions suggest high runoff potential.

#### **Flood Watch**

A Flood Watch serves to notify Municipal Flood Coordinators and other primary contacts that the potential for flooding exists and is issued to specified affected municipalities, usually following the onset of over bank flow. A Flood Watch message describes current Watershed conditions, potential flooding effects, and a related weather forecast.

This type of message does not require Municipal Flood Coordinators to take specific emergency action, but having been alerted to the potential for flooding they should start precautionary measures. Such measures vary according to local municipal requirements but typically include: checking their Emergency Response Plan, monitoring of potential problem areas, and possibly having staff remain on a stand-by alert.

Recipients of a Flood Watch message do not have to confirm receipt by responding to the SVCA, unless the message specifically states it.

### **Flood Warning**

A Flood Warning is issued after a forecast has been made and will apply to specific flood damage centres where flooding appears inevitable. A Flood Warning message is sent only to those Municipal Flood Coordinators and other primary contacts whose municipality is affected by flooding and they will in turn relay the message to other relevant individuals and departments within their organization. Upon receipt of a Flood Warning message for their area, municipal officials should be prepared to issue warnings and/or evacuation instructions to households, businesses and industry that may be threatened by the flood. Municipal officials should also alert and mobilize necessary labour for sandbagging and other flood combating services.

Flood warning messages will be as specific as available information permits, in order that recipients are not faced with problems of interpretation. Where possible, the Warning message will contain time of flood stages and crests in reference to specific locations and shall include the approximate time of the next flood message.

In addition to disseminating the Flood Warning message by email and fax, SVCA staff follow-up by phoning the appropriate municipal staff of the affected flood damage centre. Recipients of a Flood Warning message must confirm receipt by responding to the SVCA.

### **Normal**

No messages are issued while in the Normal status, but it is indicated on the SVCA website.

“Normal” status generally indicates low flow to base flow stream conditions, and area-wide flooding is not anticipated. Nevertheless, during intense rainfall events that can appear quite suddenly, typically in the summer months, there is the potential for very localized flooding. It should be noted as well that during Normal flow conditions the inherent risk to personal safety associated with flowing water still exists.

### **Flood Status – SVCA Website**

The current flood status in the SVCA Watershed is always indicated on the home page of the SVCA's website (<http://www.svca.on.ca>). The four status levels are also colour-coded as follows: Normal – green; Watershed Conditions Statement – yellow; Flood Watch – orange; and, Flood Warning – red.

### **The Communication Process**

During anticipated or actual flood events, the Saugeen Valley Conservation Authority is responsible for the operation of the Flood Forecast Centre, located within its administrative office in the hamlet of Formosa just west of Walkerton.

When the condition status of a Flood Watch is in effect the Centre is staffed during regular business hours (8:30am to 4:30pm). When a more serious Flood Warning level is reached the Flood Forecast Centre operates on a 24-hour basis, until the emergency has expired. In some situations, the 24-hour status may be enacted even during a Flood Watch.

Based on available information, SVCA flood forecast personnel send out Flood Watch messages to relevant officials regarding the latest flood probability assessment and existing or potential flood conditions. Upon receipt of the first such message Municipal Flood Coordinators should initiate a check of internal emergency response plans. The senior official of each organization receiving a message determines whether further internal notification or action is required.

If requested beforehand, flood messages are also sent to other municipal and emergency staff for their information; however, the SVCA's primary responsibility is to only notify the senior official in the affected municipalities.

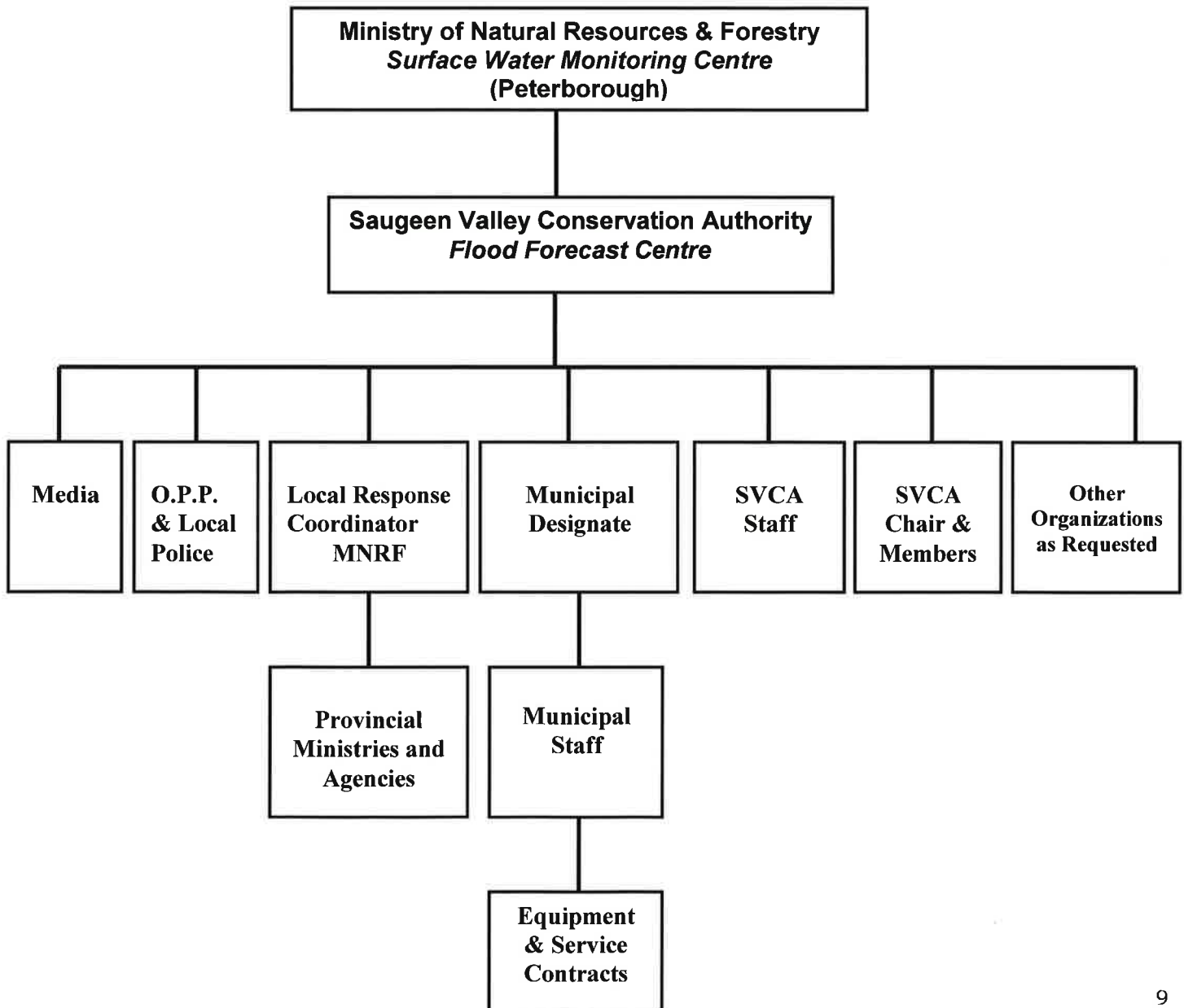
Flood messages are sent from the SVCA by email (also by fax for Flood Warnings). The same messages are also posted on the SVCA's website (<http://www.svca.on.ca>) and distributed via the SVCA's social media outlets (e.g. Facebook).

In the event that primary telephone communications fail, where no alternative exists, the Authority may contact the South Bruce OPP Detachment who will in turn notify the police service of jurisdiction, the affected municipality in the South Bruce Detachment area, or the affected detachment outside of South Bruce, as required.

The SVCA office in Formosa has a stand-by generator sufficient to operate essential Authority functions should the municipal power grid be unavailable during a flood event.



## COMMUNICATION FLOWCHART





---

## **WATERSHED CONDITIONS STATEMENT FLOOD OUTLOOK / WATER SAFETY BULLETIN**

---

### **SAUGEEN VALLEY CONSERVATION AUTHORITY**

**Tel: (519) 367-3040   Fax: (519) 367-3041   Website: [www.svca.on.ca](http://www.svca.on.ca)**

---

**Message Number:** 2014.1.1

**Issued at:** Friday, March 28, 2014, 4:00 pm

**Issued by:** SVCA Flood Forecast Centre

**To:** Watershed Media  
Watershed Municipalities and Counties  
SVCA Board of Directors

**MESSAGE:**

Temperatures slightly above freezing are forecast for the weekend with no significant amount of rain or snowfall likely to occur. Warmer weather is likely for the first half of next week, with daytime temperatures possibly reaching 10 degrees Celsius. Temperatures are projected to be lower later in the week.

No significant flooding is expected over the weekend and into early next week, although localized flooding might occur where flow in smaller watercourses and ditches are impeded by snow or ice. Some melting of the snowpack will occur but the snow conditions aren't likely to be reduced substantially.

The Saugeen, Pine and Penetangore River watersheds have an above average snowpack. The long range forecast is for the spring snowmelt to be extended through much of the month of April. Although early next week will see warmer weather, the rest of the week and through to the third week of April will generally experience cooler than normal temperatures. The snow melt process will likely be slow during this time. On much of the larger rivers the ice still remains in place. Typical spring like weather conditions may be 3 to 4 weeks later than usual.

Streambanks are unstable and slippery at this time and the water is cold, so residents are advised to use caution near all watercourses. Parents are encouraged to keep their children and pets away from streams and off frozen water bodies.

Saugeen Conservation staff will continue to monitor conditions as they evolve, and further statements will be issued as warranted.

This message is in effect until 11:00 am on Wednesday, April 2, 2014.

**Contact:** Gary Senior, Shannon Wood

Confirmation of receipt of this message: **not required**

- End of Message -

---



---

## **FLOOD WATCH**

---

### **SAUGEEN VALLEY CONSERVATION AUTHORITY**

**Tel: (519) 367-3040    Fax: (519) 367-3041    Website: [www.svca.on.ca](http://www.svca.on.ca)**

---

**Message Number:** 2014.2.1

**Issued at:** Wednesday, April 9, 2014, 10:00 am

**Issued by:** SVCA Flood Forecast Centre

**To:** Watershed Media  
Watershed Municipalities and Counties  
OPP and Municipal Police  
SVCA Board of Directors

**MESSAGE:**

The weather forecast for the next several days calls for temperatures well above freezing with some days above 10 degrees C, and night time temperatures generally above zero. Scattered showers are also possible on Thursday. These factors will result in further melting of the snow pack and produce increased runoff into watercourses. The snow pack has been steadily declining over the last two weeks, but in many areas such as forests there still remains an above-average snow depth for this time of year.

Throughout the SVCA Watershed water levels in watercourses are expected to gradually rise through the rest of the week and into the weekend. Significant flooding is not expected at this time, but flooding in the traditional low-lying flood plain areas can be expected.

Most of the ice has already moved off the watercourses and so large ice jamming is not anticipated at this time. Nevertheless, there may be localized blockages at some watercourses and snow or ice could still impede flow in ditches and drainage channels.

As of the beginning of April the average water content in the snow pack was in the range of 13 cm (5 inches). This amount is well above the long term average for the time of year. As such, there is substantial meltwater that will be moving through the system over the next week or so.

Due to the elevated flows in the rivers and streams and unstable streambanks, the public is advised to stay away from area watercourses.

SVCA staff will be monitoring conditions as they evolve, and further statements will be issued as warranted.

This message is in effect until 11:00 am on Monday, April 14, 2014, unless a further statement is issued.

**Contact:** Gary Senior, Shannon Wood

Confirmation of receipt of this message: **not required**

- End of Message -

---



---

## **FLOOD WARNING**

---

### **SAUGEEN VALLEY CONSERVATION AUTHORITY**

**Tel: (519) 367-3040    Fax: (519) 367-3041    Website: [www.svca.on.ca](http://www.svca.on.ca)**

---

**Message Number:** 2003.1.2

**Issued at:** 10 am, April 6, 2003

**Issued by:** SVCA Flood Forecast Centre

**To:** Watershed Media  
OPP  
Southgate, West Grey  
SVCA Board of Directors

**MESSAGE:**

A rapid rise in temperatures and projected rainfalls of 30 -40 mm, will escalate the melting of the heavy snowpack in the upper watersheds. Latest snow course readings indicated in excess of 150mm water content on the ground. Significant flooding is expected to occur within the headwater areas of the South Saugeen, Beatty Saugeen, and main Saugeen above Durham. Existing flood control works in potentially affected urban centres will contain the peak flows expected, but widespread flooding will occur within the floodplains in rural areas. All municipal flood co-ordinators in the affected municipalities are advised to notify those residents of the pending high water and possible evacuation as needed.

**Update:** will be issued at 4 PM today

**Contact:** Gary Senior, Shannon Wood

Confirmation of receipt of this message: **Required**

- End of Message -

---

## **CONTINGENCY PLAN DISTRIBUTION LIST**

This document is issued to:

Municipal and county governments located within the jurisdictional boundaries of the Saugeen Valley Conservation Authority

Members of the Saugeen Valley Conservation Authority

Saugeen Valley Conservation Authority staff

Police services serving the Watershed

News media services serving the Watershed

Provincial and federal members of Parliament within the jurisdiction of the Saugeen Valley Conservation Authority

Ontario Ministry of Natural Resources and Forestry  
- Owen Sound Area Office, Midhurst and Guelph District Offices  
- Surface Water Monitoring Centre in Peterborough

Ontario Ministry of Community & Social Services, Owen Sound

Canadian Red Cross (Owen Sound)

Union Gas

Enbridge Gas

Westario Power

Hydro One

Wellington North Power Inc.

Veolia Water Canada



**Trees for Minto Committee Minutes  
Thursday, February 1, 2018 7:00 p.m.  
Council Chambers**

**Members Present:**

Councillor Judy Dirksen, Annilene McRobb, Jared James, Edwin Martin, Hayley Murray, Judy Dirksen, Rob Johnson, Paul Judge, Paul Martin and Melvin Steckle

Member Regrets: Jonas Martin, Terry Fisk, Ron Faulkner and Linda Redmond

**1. Call to Order 7:12 p.m.**

Chair Jared James introduced the new representative for the Maitland Valley Conservation Authority, Hayley Murray Assistant Stewardship Technician.

**2. Minutes of Previous Meeting**

- a. Trees for Minto Minutes of November 23, 2017

**MOTION:**

**Moved by: Melvin Steckle Seconded by: Rob Johnson**

**THAT the November 23, 2017 Trees for Minto Minutes be accepted.**

**Carried**

**3. Reports**

- a. 2018 Budget update

Annilene McRobb presented the 2018 draft budget to the committee. The committee discussed selling 100 fruit trees with a \$5 discount and offer a maximum of 2 trees per household. Rob will confirm prices and availability of trees. The Committee discussed future sales that could be themed based, such as pollinator trees (Birds, Bees and Trees) or Nut

Trees. The committee does not want to compete with local nurseries but just get people involved in planting more trees.

**MOTION:**

**Moved by: Rob Johnson; Seconded by: Paul Martin**

**THAT the Trees for Minto Committee sell fruit trees in 2018 at a discounted rate.**

**Carried**

**b. Rob Johnson, Growing a Hazelnut Orchard**

Rob Johnson presented information on growing a hazelnut orchard noting that the type of hazelnut tree we would be purchasing would be filbert blight resistant and good yielding coming in at one foot high and growing to approximately 12 feet height and 6 feet wide. The trees will begin to produce nuts in 3 to 5 years and full yield in 8 years. Johnson noted that having plots in a couple different locations will allow you to look at yield in regards to their growth in different locations and soil. The LEAF program at Norwell may be interested in helping out with this initiative and we would be able to show economic viability of this perennial agricultural. These test plots will be able to show data to those that may be interested in this type of agriculture as these are an easily sold product.

The committee discussed parameters to be set for the program.

For a one acre 323 hazel nut trees would be planted, Johnson state that other trees be planted as well for pollination. Green Legacy would provide al materials needed for this project with exception to the hazel nut trees. The committee will consider either 3 -1/3 acre plots or 2 -1/2 acre plots dependant on the plots to be considered. Any members that are interested in having a demonstration plot are to contact Rob Johnson and he will look at the viability of their plots and will present his findings at the next meeting.

**MOTION:**

**Moved by: Hayley Murray**

**Seconded by: Melvin Steckle**

**That the Trees for Minto Committee plant hazel nut demonstration plots in 2018.**

**Carried**

**4. Roundtable Discussion**

Hayley Murray reminded the committee that the MVCA has \$3,000 for signage and the committee may use this for the demo plots in parks and at community gardens. The committee will discuss this further at the next meeting.

The committee suggested advertising in the paper and put info the tax bill insert regarding fence rows for line fences and then look at hosting a meeting in regards to this. Jared will write an article on windbreaks and provide it to Annilene who will contact the media so we can get this information out to the public on the benefits of these windbreaks.

**5. Adjournment 9:02 p.m.**

# BUTTER TARTS & BUGGIES

EXPLORE THE SIMPLER LIFE

2018-2020



# BACKGROUND

- Established in 2016
- Originally the Town of Minto, Township of Wellington North and Township of Southgate, with the Township of Mapleton joining in 2017
- Celebrates a Spring Launch in conjunction with Northern Wellington County's Spring Rural Romp on the fourth Saturday of May
- Year-Round
- Self-Guided Tours
- 4 categories: Farm, Garden, Food & Retail



# PROGRAM OVERVIEW

- Website Marketing
- Brochure Distribution
- Special Passport Promotion
- Social Media Marketing (Facebook & Twitter)
- CTA (Culinary Tourism Alliance) Website & Social Media Mentions
- Taste Real Guelph Wellington Local Food Map & Social Media Mentions
- Ontario Food & Culture Feature - Toronto Star, June 2016
- 88.7 The River
- Municipal Inclusion in local Directories & Guides
- Wellington County Festivals & Events Guide/Website
- Mentioned in an Article by the **New York Times** in January 2018

"The butter tart is celebrated in its homeland, where the preference for runny or firm fillings, plain or with raisins, is a matter of passionate national debate. Ontario, where most scholars believe the butter tart was born, celebrates it with two dueling tourism trails (Kawarthas Northumberland Butter Tart Tour and *Butter Tarts and Buggies*) ..."



# WEBSITE STATISTICS

## Top 10 Website Visitors:

1. Toronto
2. Brampton
3. Guelph
4. Kitchener
5. London
6. Hamilton
7. Waterloo
8. Calgary
9. Mississauga
10. Minto

## Gender:

45.85% Female  
54.15% Male



## Website Found through Social Media:

1. Facebook: 92.66%
2. Twitter: 4.59%
3. Instagram: 2.75%

## Age:

18-24: 27.5%  
25-34: 33.5%  
35-44: 15.5%  
45-54: 12.5%  
55-64: 5.5%  
65+: 5.5%

# SOCIAL MEDIA STATISTICS

## #TARTSBUGGIES

### Facebook:

356 Likes (359 Follows)  
87% Women & 10% Men

### Age Groups of Followers:

0.281% 13-17  
3% 18-24  
11% 25-34  
19% 35-44  
24% 45-54  
20% 55-64  
10% 65+



### Instagram

158 Followers  
since May 30, 2017  
81% Women & 19% Men  
Average age group of followers is  
25-34



**Top Locations:** Harriston 15%,  
Mount Forest 12%, Toronto 10%,  
Guelph 7%, Palmerston 6%

### Twitter:

101 Followers  
(Joined May 2016)



# FALL FROLIC

- An event that was held in October to encourage tourists to take advantage of Autumn specials at each of the participating businesses
- Self-guided
- Special promotions and Fall inspired activities
- Posters, Rack Cards, Radio Interviews and Social Media campaign for the event
- Successful with over 500 participants
- October 12, 13 & 14 in 2018!



# PARTNER COMMITMENT

- A commitment to a 2 year term (2018-2020)
- \$2,500 per year (\$5,000 for the term)
- Approaching potential businesses in your municipality
- Choosing a maximum of 10 businesses/venues that meet the criteria to be included
- Responsible for communication with your municipality's participating businesses (forwarding newsletters, delivering brochures, communications, and gathering content for social media posts)
- Minto takes care of Social Media scheduling





**[www.buttertartsandbuggies.com](http://www.buttertartsandbuggies.com)**  
**[explore@buttertartsandbuggies.com](mailto:explore@buttertartsandbuggies.com)**



## TOWN OF MINTO

**DATE:** March 8, 2018

**REPORT TO:** Mayor & Council

**FROM:** Belinda Wick-Graham, Business & Economic Manager

**SUBJECT:** Sale Price of Municipal Industrial Land

### STRATEGIC PLAN:

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

### BACKGROUND:

Minto has two industrial parks, one in Harriston and one in Palmerston. Between 2005 - 2007 the Town of Minto worked with Colliers International to market the municipally owned land. In October 2005 the Council of the Town of Minto passed a resolution approving the cost of municipally owned industrial property as follows:

0-3 acres \$45,000/acre

3-7 acres \$40,000/acre

7+ acres \$35,000/acre

In February 2007, the Town of Minto discontinued the relationship with Colliers and lowered land prices to \$15,000/acre in an effort to be more competitive with neighbouring municipalities. In addition to the cost of the land most purchasers in Palmerston had to import fill at their own cost to bring their site to grade. All of the purchasers paid full development charges in order to build on the property.

A lot of development has occurred in the Industrial Parks over the last few years and both are running out of serviced land. Current tenants in the Industrial Parks include:

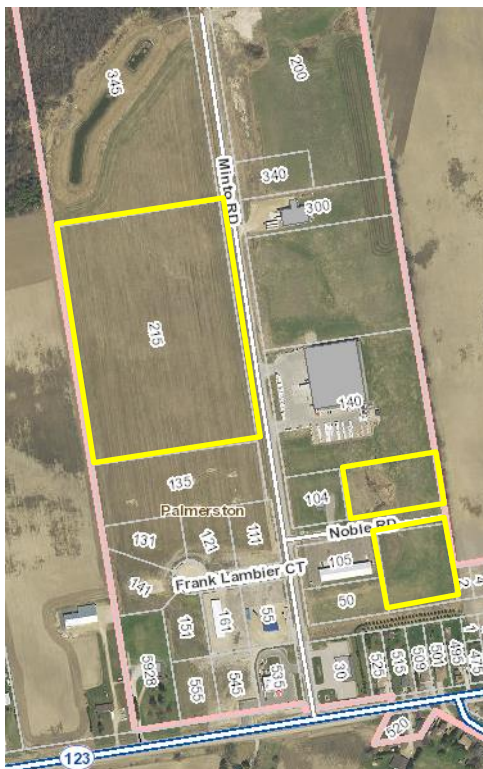
Palmerston Industrial Park	Harriston Industrial Park
Tim Hortons	Farm Fresh Poultry
Esso/Pizza Pizza	Phoenix Broadcasting
Grant's Service Centre	Countryside Concrete
Minto Storage	NR Stor
Alfred DeVries (pending construction)	Westario
Felix & Bernice Weber (Holloway Automotive Supply, Ag. Business & Crop Inc. & Dave Scholten Flooring)	Nielman Construction
Jim Horrigan (reclaim solutions)	Midwest Express Car Wash
Felix Weber & Bernice Weber	Heritage Builders
Tucker Industries	
Tri Coat Wood Finishing	
MSW Plastics	
Inland Insulation	
Shrimp Canada (pending construction)	
Krosinski Enterprises (pending construction)	

The Harriston Industrial Park currently has one 2.3 acre parcel of serviced industrial land available and this parcel has a first right of refusal on it.



In 2017, we completed a Municipal Class Environmental Assessment on the future expansion of the Harriston Industrial Park. The cost to service Phase 1 (11 acres) is estimated at \$625,000 or \$56,818/acre

The Palmerston Industrial Park has a 14.2 acre serviced parcel remaining that is currently in the Certified Sites Program (215 Minto Road) and pending budget approval approximately 3.5 – 4 acres will be serviced on Noble Road at a cost of \$300,000 in 2018.



Triton Engineering has also begun work on designing a sewer lift station to service the back lots in the Palmerston Industrial Park and any future expansions. Construction of the sewer lift station is projected for 2019/20.

**COMMENTS:**

With the current supply of serviced industrial lots running low and the need to service additional lots it is necessary to increase our sale price per acre to assist in covering the associated costs of servicing more lots.

An email was sent out to surrounding municipalities in late January requesting information related to municipally serviced industrial land. A comparison chart noting serviced acres remaining, cost per acre, municipal and county development charges and tax rates is below:

**2018 Industrial Land Comparison**

Municipality	Serviced Acres Remaining	Price Per Acre	Municipal Development Charge	County Development Charge	Total Industrial Occupied Tax Rate
<b>Minto</b>	20	\$15,000	\$2.45/sq.ft.	\$1.40/sq.ft.	0.04321205
<b>Wellington North</b>	12	\$15,000	\$2.62/sq.ft.	\$1.40/sq.ft.	0.04144671
<b>Mapleton</b>	0 (at capacity)	\$40,000 (under review)	\$3.87/sq.ft.	\$1.40/sq.ft.	0.04053640
<b>Centre Wellington</b>	4.5	\$72,500	\$7.38/sq.ft.	\$1.40/sq.ft.	0.02403820
<b>Hanover</b>	12	\$45,000 (increasing to \$65,000)	\$0	\$0	0.03573558
<b>Southgate</b>	25	\$35,000 (decreased when fill required)	\$6.20/sq.ft.	\$0	0.03400692
<b>Brockton</b>	55	\$27,500 - \$38,500	\$0	\$0	0.03399384
<b>Huron <u>Kinloss</u></b>	30 (serviced Spring 2018)	Not available	\$0	\$0	0.03095580
<b>North Perth</b>	0 (45 acres in process)	\$42,000	\$0.40/sq.ft.	\$0	0.03465026

***Hypothetical***

Purchasing 2 acres for a 10,000 sq. ft. Industrial Building. Tax Assessment of \$300,000

Municipality	Land and Development Charges	Taxes (2017)
Brockton	\$55,000	\$10,198.15
Minto	\$68,500	\$12,963
Wellington North	\$70,200	\$12,434.01
North Perth	\$88,000 may also be increasing	\$10,395.08
Hanover	\$90,000 increasing to \$130,000	\$10,720.67
Southgate	\$132,000	\$10,202.78
Mapleton	\$132,700 under review	\$12,160.92
Centre Wellington	\$232,800 under review	\$7,211.46

In reviewing this information it was noted that the average price per acre is \$36,500. In looking at a hypothetical situation which includes development charges, the average price for a two acre parcel with a 10,000 sq. ft. building would be \$108,650. Removing Minto development charges from the scenario the cost per acre would be \$35,075.

Comparators in Grey, Bruce and Perth Counties do not have County Development Charges and some don't even have municipal development charges. When setting the Town of Minto price per acre this is a consideration.

Several municipalities are also running low on serviced municipal land or are at a servicing capacity; therefore many are reviewing their price per acre. Municipalities south of us are able to command a much higher price per acre due to the proximity to the 401 while others north of us tend to charge less because of their distance from the 401.

**FINANCIAL CONSIDERATIONS:**

The cost to service 11 acres in the Harriston Industrial Park is estimated to be \$625,000 or \$56,818 per acre.

Servicing of Noble Road in the Palmerston Industrial Park is expected to be \$300,000 to service 3.5-4 acres or \$75,000 - \$80,000/acre.

There average price to service these 15 acres would be \$61,666/acre.

Previous servicing costs were approximately \$43,000/acre and we were selling at \$15,000/acre. Subsidizing costs by approximately \$28,000/acre in an effort to be competitive and spur on development, which has been successful.

If the price per acre was increased to \$35,000/acre we would be subsidizing the lots by approximately \$26,666/acre. This would allow us to keep up with the rising costs of servicing and decrease the subsidy slightly while still remaining competitive.

**RECOMMENDATION:**

That the Council of the Town of Minto accepts the March 8, 2018 Sale Price of Municipal Industrial Land report from the Business & Economic Manager and approves the sale price of municipally serviced industrial land at \$35,000/acre.

Belinda Wick-Graham, Business & Economic Manager



**Town of Minto**

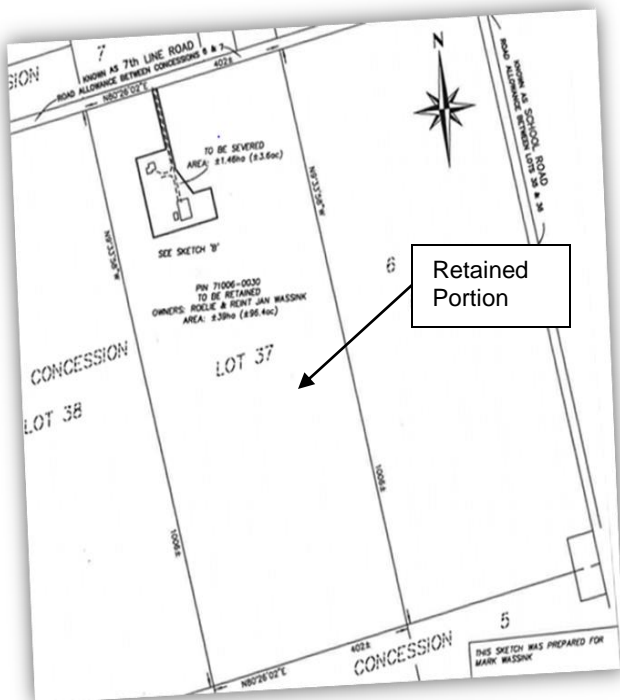
**DATE:** March 15, 2018  
**TO:** Mayor Bridge and Members of Council  
**FROM:** Michelle Brown, Building Assistant  
**RE:** B32/18- Koersen Severance  
 Part Lot 37 Concession 6, 5411 7<sup>th</sup> Line

**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 Surplus Farm Dwelling application to the County of Wellington Land Division is to sever a 1.46 ha (3.6 ac) parcel with an existing residence and barn located at Part Lot 37, Concession 6, municipally known as, 5411 7<sup>th</sup> Line. The retained parcel is 39 hectares (96.4 ac) of vacant agricultural land. The severed portion is for proposed rural residential use, while the retained portion is for existing and proposed agricultural use. The property is currently zoned A- Agriculture, NE – Natural Environment, and E1- Extractive Industrial. The location of the parcel is shown on the map below:



## COMMENT

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

Clerks

Standard financial conditions are recommended.

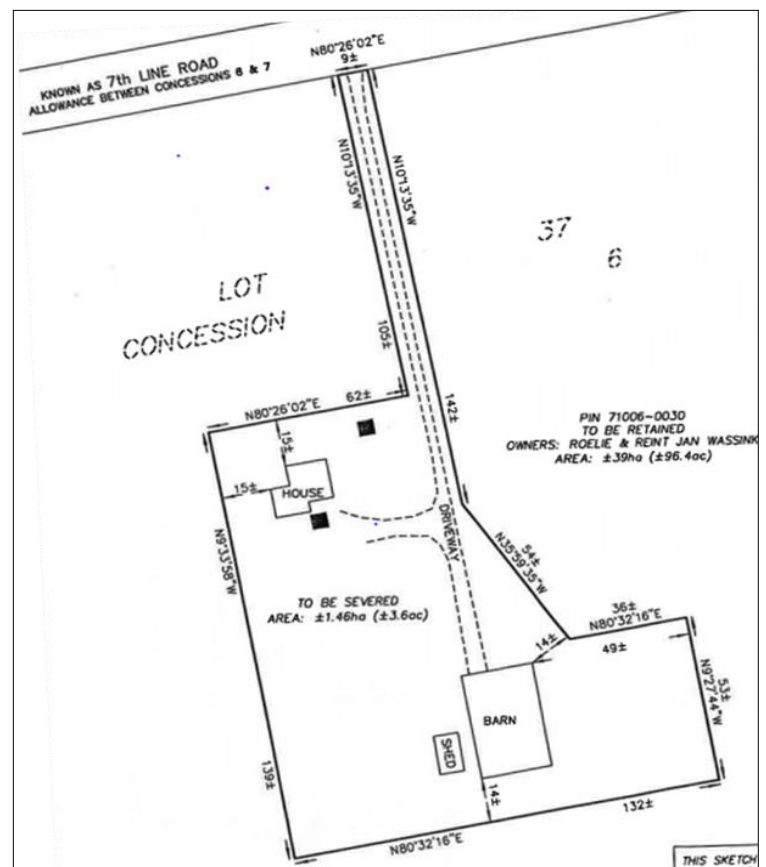
## Public Works

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

The severed parcel does not meet the requirements under Section 8.5.2.1 Lot Area. A minimum area of 0.4 hectares (1.0 acres) is required, where a lot area of 1.46 hectares (3.6 acres) is proposed. The severed parcel will also require relief for the reduced lot coverage. Section 6.1.4 (b) allows maximum ground floor coverage of 1,900 ft<sup>2</sup> (176.5 m<sup>2</sup>). The ground floor coverage of the barn and shed are approximately 10,600 ft<sup>2</sup> (213 m<sup>2</sup>). Staff is also recommending a change of use By-law to allow the barn and shed to remain on the severed parcel as an accessory use building not permitted for commercial or agricultural uses.

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 B36/18 Koersen, Part Lot 37 Concession 6, 5411 7<sup>th</sup> Line, 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 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.
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 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.

#### **ATTACHMENTS**

County of Wellington Planner Report, Jameson Pickard

Michelle Brown  
Building Assistant



Application	B32/18
Location	Part Lot 37, Concession 6 TOWN OF MINTO
Applicant/Owner	Jan & Johanna Koersen

**PLANNING OPINION:** This application would sever a 1.46 ha (3.6 ac) with an existing residence and barn. A vacant 39 ha (96.4 ac) agricultural parcel would be created. This application is being applied for under the Surplus farm dwelling policies.

The severed lot is larger than intended by Official Plan policies for surplus farm dwellings. Staff's preference is to see a smaller parcel of approximately 0.8 ha. (2 ac.) in size, where feasible. The Committee should be satisfied that the proposal is justified based on existing site conditions.

If approved, we would request that servicing be provided to the satisfaction of the Township and that the following matters be addressed as conditions of approval:

- a) That safe driveway access can be provided to the retained lands to the satisfaction of the local municipality;
- b) That the retained lands are rezoned to prohibit residential use to the satisfaction of the local municipality and County of Wellington Planning and Development Department;
- c) That zoning compliance for lot coverage is achieved by removal of the barn/accessory buildings or by rezoning the severed parcel to the satisfaction of the local municipality.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states Lot creation in the Prime agricultural areas is discouraged and may only be permitted for c) a residence surplus to a farming operation as a result of a farm consolidation, provided that: 1) The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and, 2) The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLAND and falls within the Mineral Aggregate Overlay. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), d) and e). Item f) can be addressed as a condition of approval. With respect to item c) we note that there are portions of cultivated land included within the limits of the severed lot and inclusion of the barn, manure pit and shed has increased the size of the lot beyond the 1 to 2 acres normally needed for a residential lot.

In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.



**Pg.2... B32/18**

**WELL HEAD PROTECTION AREA:** The subject property is not located within a WHPA.

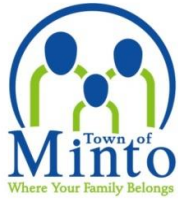
**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A), Natural Environment (NE) zone and Extractive Industrial (E1) zone.

A zoning by-law amendment would be necessary to prohibit residential use on the retained parcel. Zoning relief would also be necessary for the reduced frontage on the severed parcel and accessory buildings being kept with the house. The zoning by-law would permit a maximum ground floor area of 176.5 m<sup>2</sup> (1,900 ft<sup>2</sup>), while the barn and shed account for approximately 985 m<sup>2</sup> (10,600 ft<sup>2</sup>) of ground floor area.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

---

Jameson Pickard, Planner  
March 2, 2018



**TOWN OF MINTO**

**DATE:** March 13, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Quinn Foerter Clerk's Assistant  
**SUBJECT:** Lot Sale by Tender Ann Street Clifford

**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**

At the January 9, 2018 meeting Council passed a resolution approving the bid process for the four remaining lots on Ann Street including eliminating the requirement restricting purchasers to one lot.

A bid form was emailed February 5 to past purchasers and advertisements placed in local papers. The bid form contained the following general terms to apply to all bidders:

- Compliance with Town standard covenants (not for resale or speculation)
- Obtaining a building permit as a condition of closing to start construction this year by November 1, 2018 (earlier start preferred)
- Minimum bid \$28,000 includes one connection for water and sewer to lot line
- Purchaser to identify whether single family or semi-detached lot to be constructed; additional cost for second water and sewer connection
- Town may assign lots based on availability and interest
- Compliance with Town disposition of land policy

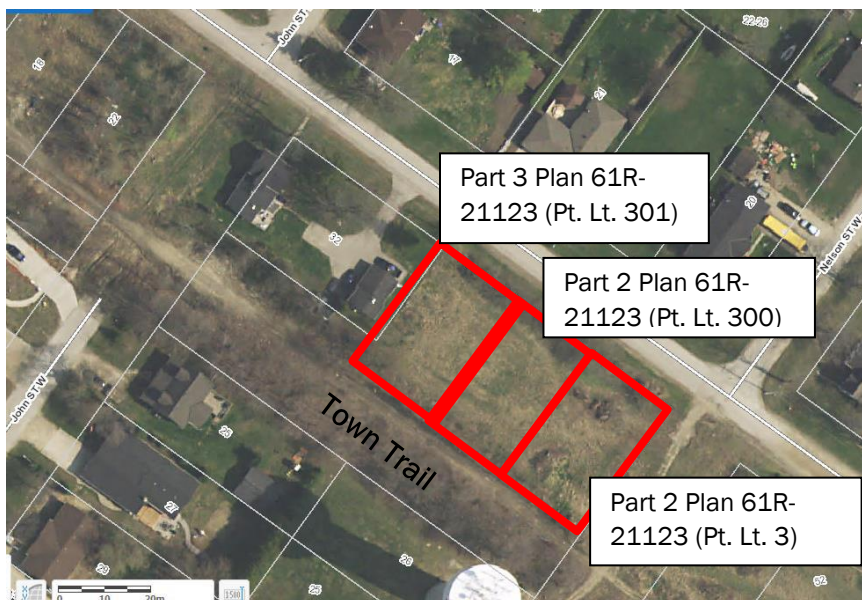
The signed bid form accompanied by a certified deposit is to form the agreement of purchase and sale. Five bids received are summarized below:

Summary of Ann Street Lot Bids							
Name	Lot Choice	Offer	Type	Closing	Deposit		
A	305	\$30,000	Single Family	20-Jul-18	\$3,000.00	*bid revised March 13, 2018 with C.A.O. Clerk	
A	300	\$28,500	Single Family	20-Jul-18	\$3,000.00		
B	305	\$36,500	Single Family	15-May-18	\$3,650.00		
C	305	\$35,101.10	Semi-Detached	01-Aug-18	\$3,510.11		
D	299	\$30,000	Single Family	05-Jun-18	\$3,000.00		
E	301	\$34,000	Single Family	18-May-18	\$3,400.00		
		\$129,000			\$13,050.00		

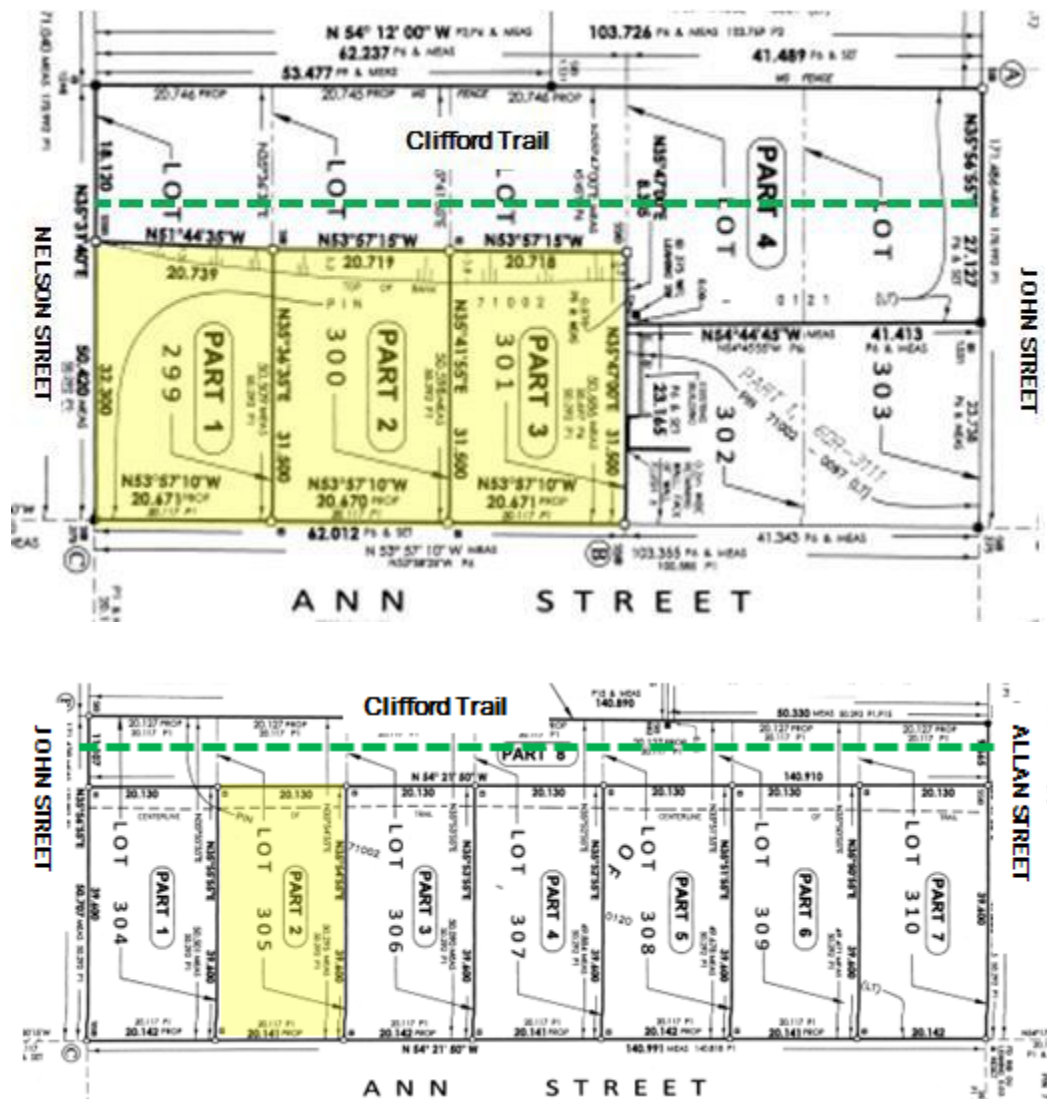
Of the four lots up for sale only Lot 300 did not have an original bid, while three bids were received on Lot 305. The C.A.O. Clerk offered the two low bidders on Lot 305 a chance to amend their bid to Lot 300. One bidder chose not to proceed on any lot, and one adjusted their bid. As a result all four lots can be sold. Three of the lots close in May or early June, with the rest close late July. All building permits will be issued by the end of the year.

#### COMMENTS:

If the four sales proceed as a result of the bids, all Town owned lots on Ann Street will have been sold. Currently there are about 16 houses underway or completed already with these four purchases there will be at least 20 homes completed or underway on Ann Street.



The following shows the trail in green retained by the Town, and lots sold (yellow) in Blocks C and D.



The lots were previously declared surplus by Council and notice posted of their pending sale.

#### FINANCIAL CONSIDERATIONS:

The Town bought the former rails lands for \$440,000 which included 24 lots between Queen Street to Park Street, plus land north to West Heritage Street and south to the 13<sup>th</sup> Line. Sale of the first 20 lots amounted to \$512,701. With final sale of the remaining four lots, the Town's total sales will be about \$641,701. Proceeds from sales are directed to pay off the debenture for the original purchase of \$440,000 to settle the lawsuit and to fund the Town purchase at the corner of Allan and Elora Street.

The sale of these lots, the former Clifford Ballfield, and two infill lots for housing across from Block A resulted in \$838,000 in actual or pending sales revenue to the Town. When all

transactions are done about 45 new homes will be built in Clifford from the sales including at 24 plus homes and 8 apartments on Ann Street and 13 homes on the former ballfield.

**RECOMMENDATION:**

That Council receives the Clerk's Assistant March 13, 2018 report regarding Ann Street Lot Bids and that Council approve proceeding with final sales as follows:

Purchaser A Lot 300 \$28,500 closing July 20/2018

Purchaser B Lot 305 \$36,500 closing May 15/2018

Purchaser D Lot 299 \$30,000 closing June 5/2018

Purchaser E Lot 301 \$34,000 closing May 18/2018

Quinn Foerter Clerk's Assistant

Approved by Bill White, C.A.O. Clerk



## TOWN OF MINTO

**DATE:** March 14, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Annilene McRobb, Deputy Clerk  
**SUBJECT:** Appointment By-law update

---

### STRATEGIC PLAN:

Demonstrate Council and Staff leadership by taking primary responsibility for implementing and following the Strategic Plan, while recognizing the roles of community leaders in achieving Plan success.

12.1 Implement the strategic plan in consultation with the community at all times, and draw on the volunteers, private business, non-profit groups and key individuals to assist and promote strategic goals.

### BACKGROUND

The Procedural By-law provides for Council appointments to ad hoc, advisory and special purpose committees annually. The Appointment By-law establishes representation on these committees as well as bodies such as Committee of Adjustment, Property Standards Committee, Conservation Authorities, and Jamesway Manor Non-Profit Housing Corporation. The By-law includes volunteers appointed to Town standing Committees. The last Appointment By-law 2017-12 was passed February 6, 2017. The two new appointees to the Municipal Service Corporation (Harriston Lion's Medical Clinic) approved in September 2017 are also formally appointed in this bylaw.

### COMMENTS:

The proposed by-law addresses changes to various committee memberships, the addition of the Minto Trails Committee, removal of the Harriston Farmers Market and the appointment of a staff member as the Pound Keeper. Below are the committees that each member of Council belongs to:

#### **Councillor Jean Anderson**

Clifford Jamesway Manor Representative  
Clifford Revitalization Committee  
Cultural Roundtable  
Economic Development and Planning Committee

#### **Mayor George Bridge**

Ex-Officio member on all Committees  
Committee of Adjustment (Chair)  
Westario Power representative for the Town of Minto

#### **Councillor Mary-Lou Colwell**

Cultural Roundtable  
Economic Development and Planning Committee  
Finance and Personnel Committee (Chair)

**Councillor Judy Dirksen**

Minto Farmers' Market-Palmerston Location  
North Wellington Health Care Board Representative  
Trees for Minto  
Agricultural Incubator  
Palmerston Railway Heritage Museum Committee

**Councillor Ron Elliott**

Palmerston Revitalization Committee  
Economic Development and Planning Committee  
Norgan Theatre Board  
Parks and Recreation Advisory Committee (PRAC)

**Deputy Mayor Ron Faulkner**

Fire and Emergency Measures Committee (Chair)  
Health Professional Recruitment Committee  
Property Standards Committee  
Minto Trails Committee  
Trees for Minto  
Minto Municipal Service Corporation

**Councillor Dave Turton**

Harriston Revitalization Committee  
Drinking Water Quality Management Standards (DWQMS) Team  
Maitland Valley Conservation Authority  
Public Works Committee (Chair)  
Parks and Recreation Advisory Committee (PRAC):

**FINANCIAL CONSIDERATION:**

There are no unbudgeted costs to this appointment by-law.

**RECOMMENDATIONS:**

THAT Council receives the March 14, 2018 report from the Deputy Clerk regarding updating the Appointment By-law, and considers the By-law in regular session.

Annilene McRobb, CMO  
Deputy Clerk



## TOWN OF MINTO

**DATE:** March 14, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Bill White, C.A.O. Clerk  
**SUBJECT:** Property Liability FIT 4.0 Solar Panels on Town Lands

---

### STRATEGIC PLAN:

10.11 In partnership with private business host solar power initiatives on Town land that encourage local investment keeping in mind community impacts, and Provincial policy. Support on a case by case basis investment in solar energy on private lands where compatible with community interests are addressed.

### BACKGROUND

This report is to consider adding the solar panels to the Town's property liability in its insurance program with JLT. March 7, 2017 Council approved an Equipment Lease Agreement with SunSaver 2 for FIT 4.0 solar installations for the following sites:

1) Town Municipal Office	5941 Highway 89	50kW	Roof Top Unit
2) Clifford Arena	2 Brown Street South	100 kW	Roof Top Unit
3) Clifford Sewage Treatment Plant	43 James Street East	250 kW	Ground Mount
4) Greenbush Community Park	5576 Highway 9	100 kW	Ground Mount
5) Harriston Arena	111 George Street South	250kW	Roof Top Unit
6) Harriston Industrial Sewage Plant	83 William Street West	250 kW	Ground Mount
7) Palmerston Arena	520 <u>Caven</u> Street	250kW	Roof Top Unit
8) Palmerston Road Works and Industrial <u>Stormwater</u> pond	Minto Road	250 kW	Ground Mount

Some of the terms of the 20 year agreement with SunSaver as outlined previously included:

- Town supplies power from the panels to IESO using equipment leased from SunSaver2.
- 20 years with potential, 5 year extension.
- Lease payments are 95% to SunSaver 2 with Town retaining 5%.
- Town buys equipment for \$1 at end of the agreement or SunSaver removes/restores.
- Town provides space free of obstructions to allow maximum sun exposure etc.
- Equipment has technology so firefighters can safely shut off or decommission.
- Engineer's report for rooftop installation to protect structure or membranes.
- Website links shared regarding solar power benefits. Parties to work together on design and interpretation for Greenbush panels (lands donated by the Fulton family).
- *Section 9 outlines insurance requirements for each party*
- Legalities re: warranties etc. vetted by legal counsel in previous agreements.

### COMMENTS

The equipment lease agreement allows the Town to support investment in solar with no public funds involved. The estimated value of all solar installations when finished on the eight sites is about \$3 million. Rooftop units are installed and generating power at the

Minto Municipal Office Public Works Shed, and are also installed at the Clifford, Harriston and Palmerston Arena. These sites should also be fully commissioned shortly.

SunSaver priced property coverage for the panels through various carriers including JLT. If Council agreed to cover the panels through the Town's property policy, the premium is about \$3,000 less per year. Property coverage premiums are to be paid by SunSaver under the equipment lease agreement based on the following sections:

#### **9.0 Insurance**

a) The Lessor shall at its sole cost and expense and for the Lease Term and any renewals insure the Equipment with companies qualified to do business in the Province of Ontario against all risks, including extended coverage, flood and earthquake, in an amount equivalent to the full replacement cost of each of the Facilities.

b) The Lessee shall at its sole cost and expense for the Lease Term and any renewals, keep in full force and effect, a policy of public liability and property damage insurance with companies qualified to do business in the Province of Ontario with respect to the Facilities and Properties, in which the limit of public liability shall be \$5,000,000.

c) The insurance policies shall name the other party as an additional insured and loss payee and require that the other party be provided with at least thirty (30) days prior written notice of any change in or cancellation of the policy. At the other party's request, the insuring party shall provide the other party with a certificate of insurance or other satisfactory evidence that such coverage is in effect. If any such insurance policy includes a co-insurance provision, the other party shall cause the same to be waived or maintain a sufficient amount of insurance to meet the requirements of the co-insurance provision. The parties will take all necessary steps to recover insurance proceeds.

Town liability under 9.0 c) is covered under its current JLT policies for situations where activities on Town lands somehow damage solar panels. SunSaver carries liability coverage in case the solar panels somehow damage Town property. Property coverage is for damage to solar panels for any reason outlined in Section 9.0 a). A \$3,000 savings in insurance premiums over 20 years is significant, but Council any claim to repair the panels under the property coverage would increase premiums to help cover the loss in property.

#### **FINANCIAL CONSIDERATIONS:**

The Town is projected to earn over \$31,000 per year from the eight FIT installations when complete. Over a 20 year period total revenue to the Town will be over \$800,000. SunSaver has agreed that the Town would receive the estimated \$3,000 savings per year if JLT provides the property coverage through the municipal policy.

#### **RECOMMENDATION:**

That Council receives the CAO Clerk's March 14, 2018 report Property Liability, FIT 4.0 Solar Panels on Town Lands, and Council confirms property coverage for the solar panels can be included in the Town policy with JLT provided the Equipment Lease Agreement for the FIT 4.0 Installations is amended to deal to direct reduced premium costs to the Town and provisions for increased premiums if a claim is made for the panels.

Bill White, C.A.O. Clerk



## **TOWN OF MINTO**

**DATE:** March 15, 2018

**REPORT TO:** Mayor and Council

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

**SUBJECT:** Proposed By-law Authorizing Land Transfers Quality Homes, Metzger Construction

---

### **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**

At the March 6 meeting Council considered a report from staff describing the proposed land transfer between Metzger Construction, Quality Homes and the Town pertaining to development of the former Harriston Senior School for a 23 unit townhouse project. The following resolution was passed:

### **MOTION: COW 2018-55**

**THAT Council receives the C.A.O Clerk's report dated February 28, 2018 Proposed Land Trade Metzger Construction, Quality Homes and Town of Minto, that Metzger Construction and Quality Homes be advised the Town is prepared to accept the triangular shaped lands from Metzger Construction at a nominal fee to increase the size of the Town Park and Pond and to include with the lands to be conveyed to Quality Homes, and that Council declares the less than 0.29 acres of lands to be conveyed to Quality Homes as outlined in the February 28 report surplus to the needs of the Town.**

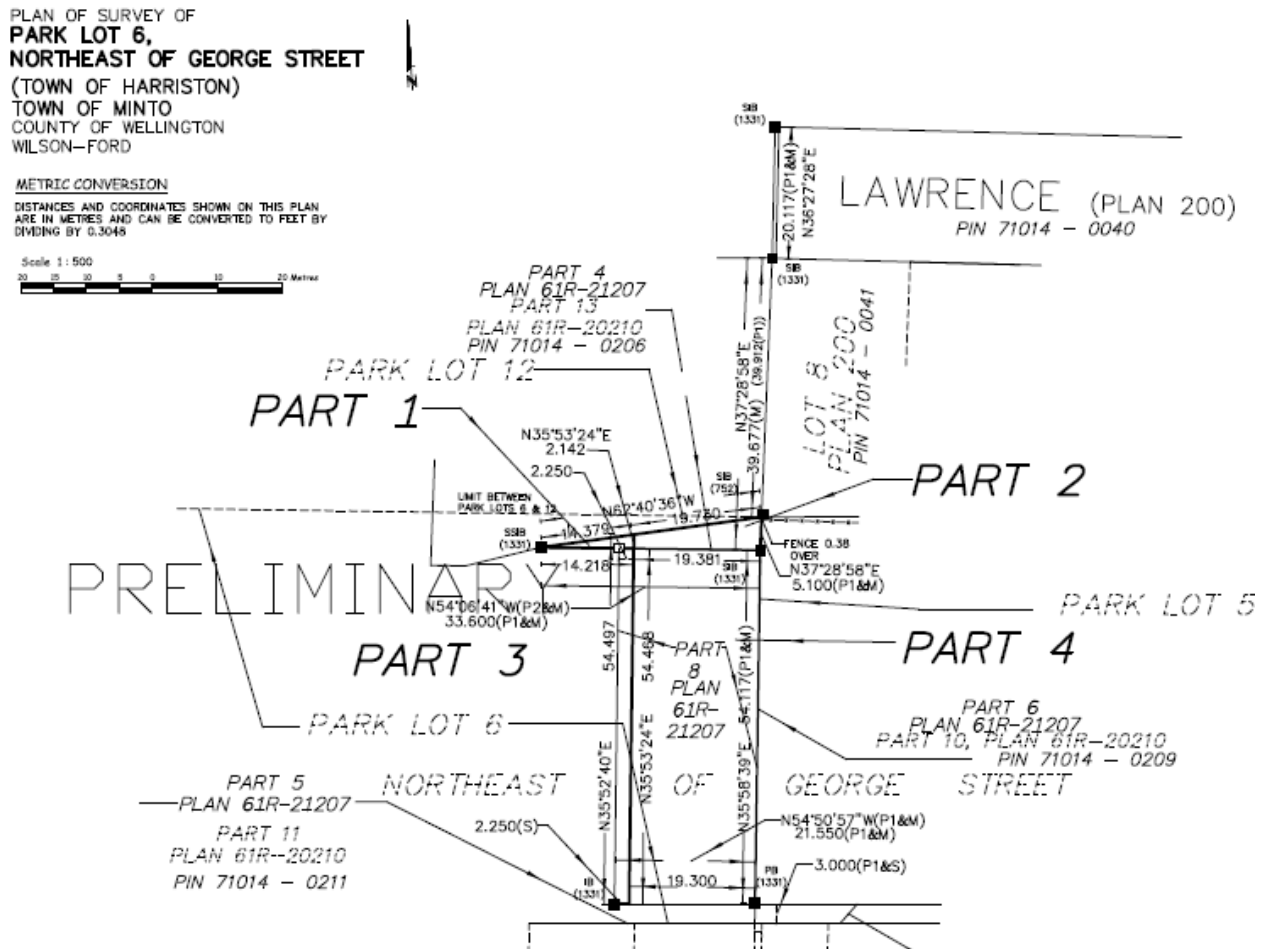
To conclude the transaction the Town must meet the following requirements of its disposition of property by-law:

1. Declare the land surplus (accomplished by above resolution)
2. Provide notice of the pending sale (Wellington Advertiser and Minto Express)
3. One appraisal of the fair market value of the land (completed by Larry Zion's S.W. Irvine & Associates).

The minutes of settlement for the 23 unit townhouse development signed by Rolf and Kerri Schuttel and the Town and approved by the Ontario Municipal required the lands transferred to the developer to be less than 0.29 acres in size. At the December 19, 2017 meeting Council agreed to a purchase price of \$6,000 for no more than 0.29 acres of the park and pond with the purchaser providing the necessary survey. Funds from the sale are to be retained for future use on this park and pond. At the March 6, 2018 Council meeting terms

for the Town acquiring a triangle of land from Metzger Construction, before conveyance to Quality Homes, was at nominal cost (typically about \$1 to \$10).

The draft reference plan prepared by Wilson -Ford surveyors shows the proposed lands to be conveyed. Part 1 and 2 to be transferred by Metzger Construction to the Town is 85.68 square metres in area. The total area of land then sold by the Town to Quality Homes (Parts 2 and 4) is 1126.06 square metres or 0.278 acres, compliant with minutes of settlement (less than 0.29 acres).



#### COMMENTS:

S.W. Irvine & Associates estimates the value of the 0.278 acres of land to be sold by the Town to Quality Homes at about \$40,000, or \$143,000 plus per acre. This is ten times the value of the same land five years ago. The appraiser sets out his reasoning in his report on the value of the land which he says factors in the fact that the land is not serviced and has no frontage on a public street. Metzger Construction paid the Town \$105,000 for 6.33 acres or about \$16,587 per acre. In 2012 when the Town purchased from the School Board the price was \$60,000 for the full 7.78 acre site or \$7,712 per acre.

While Council does not have to sell the land for the appraised value, the appraised value is to be publicly disclosed. Since no agreement of purchase and sale has been finalized,

Council can asked Quality Homes to improve their price, but should consider a bylaw authorizing the Mayor and C.A.O. Clerk to sign documents to conclude the transfer from Metzger Construction and sale to Quality Homes. If there is an improvement in price or a corresponding commitment to improve the park, these terms can be written into the site plan agreement should Quality Homes conclude their purchase from Metzger Construction and proceed to develop the site.

Council received public correspondence from two sources on this issue March 6, 2018. As of the date of this report no further correspondence was received.

If Council passes the authorizing by-law the Mayor and C.A.O. Clerk can sign all documents related to the transfers. The parties can either enter into agreements of purchase and sale to formally set final terms and set a closing date, or legal counsel can prepare various transfer documents for a joint closing. Legal counsel for the parties will decide how best to go ahead when Quality Homes makes a final decision on whether to conclude its purchase from Metzger Construction.

#### **FINANCIAL CONSIDERATIONS:**

The \$6,000 purchase price (\$21,585 per acre) is a higher price per acre than what the Town had previously bought the Senior School from the Board and then subsequently sold to Metzger Construction. Regardless of the final price, proceeds from the sale should be held in the parkland reserve and made available for future improvements to the Town's remaining park and pond property. Assuming Quality Homes continues with their purchase of the project from Metzger Construction, the Town can discuss with Quality Homes the idea of increasing the price for the property or securing improvements to the park through the site plan agreement.

#### **RECOMMENDATION:**

That Council of the Town of Minto receives the C.A.O. Clerks report dated March 15, 2018 regarding Proposed By-law Authorizing Land Transfers Quality Homes, Metzger Construction, and that in regular session Council consider a by-law authorizing the Mayor and Clerk to sign all documents related to closing of the various transactions.

Bill White, C.A.O. Clerk



## TOWN OF MINTO

**DATE:** March 13, 2018

**REPORT TO:** Mayor and Council

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

**SUBJECT:** Municipal Services Corporation, Harriston Lions Medical Clinic Renovations

---

### STRATEGIC PLAN:

Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

#### *Actions and Initiatives*

6.1. Cultivate strong relationships with the healthcare community taking an active role in moving health initiatives forward by appointing Council representatives to local Boards, and facilitating and assisting with maintenance and development of affordable local medical facilities.

### BACKGROUND

At the September 19, 2017 Council meeting the Municipal Service Corporation provided an update on operation of the Harriston Lion's Medical Clinic located at the corner of John Street and Arthur Street. Council was asked to approve two additional Board Members, the Deputy Mayor and Manager of Business and Economic Development, adding to the original Board of the Mayor, C.A.O. Clerk and Treasurer.

The building has about 2,800 square feet in floor area, 17 paved parking spaces and a fenced play area. The building contains dental offices for Dr. William VanSickle, and office space leased by the Family Health Team. Council will recall Dr. Doyin Oyelowo chose not to renew her lease at the Clinic instead relocating to the Minto Rural Health Centre in Palmerston. The Business and Economic Manager helped recruit a replacement tenant, and the Board is currently working with a medical practitioner to lease remaining space in July.

Since the September 2017 report to Council the Board has pursued renovations to the space to allow for Dr. VanSickle to expand. This required the Family Health Team satellite office to relocate in the building. The Facilities Manager has been assisting the Board by pricing the cost of renovations, obtaining a contractor for the work, and working with both tenants to ensure their space is ready for them to occupy. This leaves final renovations for the new tenant as well as work on the overall building.

Renovations needed to the overall building include roof, insulation, fascia and soffit, eaves trough, outside lights, and gable ends. Interior renovations include washroom/plumbing

upgrades, flooring, baseboard, insulation, paint, LED lights, drywall, and wiring. The total cost of renovation is not expected to exceed \$75,000.

#### **COMMENTS:**

In 2015 the Town formed a Municipal Services Corporation under Section 203 of the Municipal Act, and assumed shares of the Harriston Lion's non Profit Corporation and with it ownership of the Harriston Lion's Medical Clinic. The Lion's had wanted to dispose of the asset to the Town in the face of dwindling membership.

The mandate of the Municipal Services Corporation as set out in the 2015 Business Case is as follows:

1. Assume the Harriston Lions Community Medical Corporation as a municipal service corporation under the Municipal Act of Ontario to retain the Harriston Medical Clinic in the community according to the agreement between the Board and the Town.
2. Operate and maintain the medical clinic building in accordance with best practices to secure its long term viability as a medical service centre or for similar health related or public uses to the benefit of the area.
3. Explore and expand the municipal service corporation into an Economic Development Corporation under the Act where in the best interests of the community

The new medical practitioner will sign an updated lease with the Municipal Service Corporation that will clearly specify tenant and owner maintenance responsibilities. In previous meetings, Dr. VanSickle was willing to negotiate a new lease at a higher rental rate with additional space in the building. The Board intends to place Dr. VanSickle and the new medical practitioner on a lease with the same terms.

#### **FINANCIAL CONSIDERATIONS:**

Under new proposed leases the Board expects about \$35,000 of revenue annually versus expenses of around \$25,000. Since the Town is the sole "owner" of the Corporation, the Board is requesting a loan of up to \$75,000 to complete renovations and prepare for the new tenant in July. It is expected the loan would be repaid in 10 to 12 years.

The building has an estimated market value of about \$300,000. From a conventional business perspective having a full building with only 25% debt is attractive financially. Dr. VanSickle's is prepared to extend his lease and the new medical practitioner's new lease will provide for a revenue stream through 2023 and beyond.

#### **RECOMMENDATION:**

That Council receives the Municipal Service Corporation March 13, 2018 report and approves a \$75,000 loan to the said Corporation to be re-paid within 12 years.

Bill White, C.A.O. Clerk



## TOWN OF MINTO

**DATE:** March 12, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** 2017 Council Remuneration

---

### 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 Municipal Act 2001, SO 2001, c.24, Section 284 mandates that "...the Treasurer of a municipality shall in each year on or before March 31 provide to council of the municipality an itemized statement of remuneration and expenses paid in the previous year..."

### COMMENTS:

The requirement to report Council expenditures on an annual basis is a statutory duty of the Treasurer. The base salaries of Council members are as follows:

Mayor	\$16,411
Deputy-Mayor	\$13,235
Councillor	\$11,117

Base salary set in 2014 by the previous Council is also tied to cost of living if approved for municipal staff. In 2014 base salary was increased, but the number of meetings for which per diem could be charged was reduced. Per Diem includes \$50 per Council meeting, \$85 for specific meetings under four hours and \$150 for specific meetings over four hours. Meeting is rigidly defined to include standing and appointed committees, conferences and conventions, and educational sessions as approved by the Mayor. Overall remuneration has been less over this term of Council. The amounts reported include budgeted expenses for training and conferences.

This Council will set the compensation for the next term in the coming weeks. One issue to be addressed is loss of the long standing tax relief available on part of Councillors' wages.

### FINANCIAL CONSIDERATIONS:

The net tax-supported council expense for the fiscal year 2017 was \$121,651 with a budgeted amount of \$128,200. The last year of the previous Council term in 2014 reported expenses were \$128,376.

### RECOMMENDATION:

THAT Council receives the March 12<sup>th</sup> report from the Treasurer regarding 2017 Council Remuneration for information.

## 2017 COUNCIL EXPENSES

December 1, 2016 to November 30, 2017

<b>Name</b>	<b>Regular Earnings</b>	<b>Per Diems Meetings</b>	<b>Conventions Seminars &amp; Expenses</b>	<b>Mileage</b>	<b>Total</b>
<b>G Bridge</b>	\$16,411.46	\$10,755.00	\$4,813.85	\$1,037.03	\$33,017.34
<b>R Faulkner</b>	13,235.15	4,045.00	2,206.71	537.35	\$20,024.21
<b>J Anderson</b>	11,117.37	4,755.00	2,091.27	0.00	\$17,963.64
<b>ML Colwell</b>	11,117.37	4,370.00	3,690.76	640.29	\$19,818.42
<b>J Dirksen</b>	11,117.37	4,010.00	1,021.36	926.64	\$17,075.37
<b>R Elliott</b>	11,117.37	6,855.00	6,580.16	1540.86	\$26,093.39
<b>D Turton</b>	11,117.37	2,375.00	1,267.16	547.45	\$15,306.98
<b>Total</b>	<b>\$85,233.46</b>	<b>\$37,165.00</b>	<b>\$21,671.27</b>	<b>\$5,229.62</b>	<b>\$149,299.35</b>



**TOWN OF MINTO**

**DATE:** March 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 March 15, 2018

Administration	\$ 1,475,438.55
People & Property	22,202.00
Health & Safety	
Health Services	
Building	207,921.19
Economic Development	7,300.42
Incubator	250.00
Tourism	
Fire	8,909.63
Drains	
Roads	394,015.74
Cemetery	
Waste Water	27,277.06
Streetlights	7,444.05
Water	12,681.42
Town Landscaping Care	
Recreation	4,120.54
Clifford	7,350.50
Harriston	13,801.27
Palmerston	17,845.86
Norgan	5,063.85

---

---

\$ 2,211,622.08

**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 March 15 2018 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for January and February 2018.

Gordon Duff, Treasurer

**TOWN OF MINTO****DATE:** March 15, 2018**REPORT TO:** Mayor and Council**FROM:** Todd Rogers, Lead hand DWQMS Coordinator**SUBJECT:** Water Concerns 96 George Street North**STRATEGIC PLAN:**

11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities from Centre Wellington. Maintain both water and sewer facilities using qualified Town staff so long as it is cost effective and efficient to do so.

**BACKGROUND:**

March 6, 2018 a resident at 96 George Street North asked Council what would be done about discolouration in their water. This report gives background to that question. It has been explained many times to occupants of this home that discolouration is due to sediment in old cast iron mains and old lateral connections from the main into the home. It has been corrected in the short term by “flushing” the section of watermain from a nearby fire hydrant, or “shocking” the home’s plumbing system by opening and closing the supply valve.

Town staff had been dealing with water concerns from this home for some time before the first event documented on the Town’s CityWide Dashboard software October 30, 2017. The 15 incidents recorded since then are summarized as follows:

- Report on-going discolouration affecting newly renovated bathroom October 30, 2017
- Town attends and determines there are two old water service laterals from the 4” cast iron main. Older of two lateral services to be shut off
- Option to shock internal plumbing system to remove sediment explained to occupants
- Winter 2017 water is discoloured again request fix before holidays
- Prior to holidays main flushed three separate times to address concerns
- February 2018 main flushed three separate days again to address concerns
- Mayor Bridge spoke to a resident of the home
- Friday March 2 C.A.O. Clerk has lengthy discussion with a resident who advises a plumber is scheduled to come to the site; C.A.O. Clerk offers to send Town staff and Triton Engineering rep for input on flooding or other issues; resident did not follow up.
- Tuesday March 6 a different resident of the home attends Council
- March 7 and 14 main flushed; resident chose not to “shock” service line until spring.

Wayne Metzger the Overall Responsible Operator for Town water systems is the primary contact for these residents, and has a lot of documentation on the Town’s response. There

are few concerns from other residents that receive water from this same section of George Street, or on King Street where a similar old cast iron watermain runs the length of the street before it “dead ends” at the old railway land. Between these older mains a two inch waterline was installed years ago to help alleviate the “dead ends” by looping the system.

Like Queen Street and sections of King, this block of George Street needs sanitary sewer, storm sewer and roadway reconstruction with watermain. It was not rebuilt with the rest of George Street as upgrades were to come with the Schickedanz subdivision. This block may include a stormwater outlet to divert some surface water from the North Ward. Storm sewer design on the street relates to the elevation of the Schickedanz subdivision which cannot be set until floodplain maps are finished.

#### **COMMENTS:**

Discolouration due to sedimentation from older infrastructure is upsetting to water users. Flushing and shocking increases water use and adds to system cost. Eliminating one of the two connections from 96 George was thought to have improved the situation, but it did not stop calls for service. Staff had heard indirectly that others who have sedimentation run the water for a short time before it clears, but staff would like to approach other residents on this street to see how often they experience the same problem.

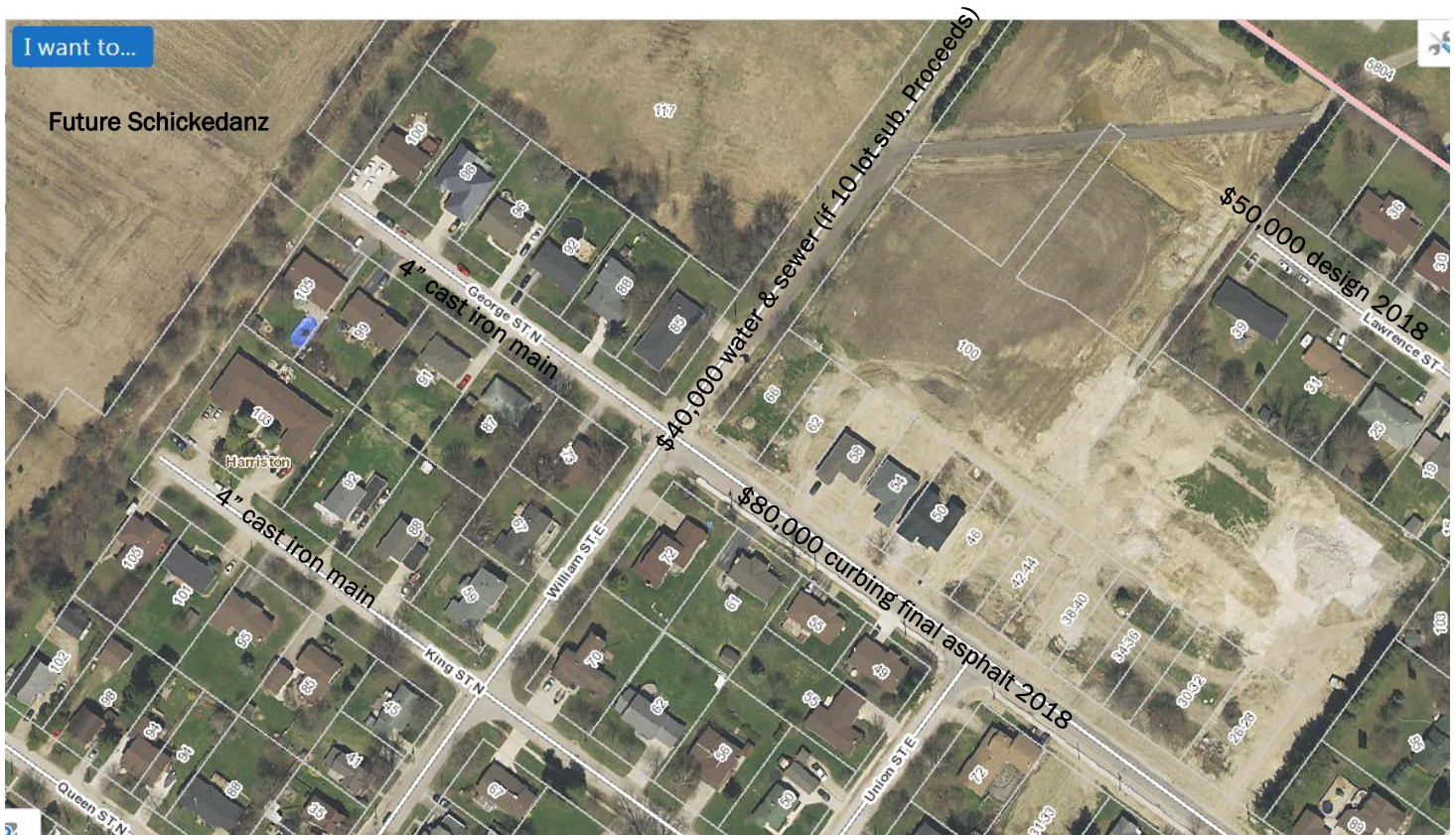
Once staff has a better idea on all concerns a program will be developed to improve conditions. Automatic flushers that can be connected to the system where there is low water use. This can help by changing over the water and continuing to move it within the mains, but this wastes water by regularly discharging out of the system. Some jurisdictions “swab” watermain to attempt to clear sediment. There may be other interim solutions the Town could consider.

#### **FINANCIAL CONSIDERATIONS:**

In terms of replacing the watermain on this block of George Street, it is best when the Town is efficient with infrastructure improvements using developer contributions and grant funds where available. The 2018 capital budget includes the following funds for this area:

- \$80,000 in water and sewer for George Street North (finish the curb and pavement between Arthur and William following full water and sewer reconstruction in 2015).
- \$40,000 in water and sewer for George and William Street (extend water and sewer along William from George to the future Lawrence St extension – 10 lot subdivision)
- \$50,000 for Lawrence Street (design work full reconstruction of the existing street leading to the 10 Lot subdivision in 2019).

Depending on when lands on George and Lawrence Street develop some of the \$170,000 of budgeted work may not occur in 2018. The C.A.O. Clerk asked Triton Engineering to look at cost and practicality of replacing watermain only on this final block of George Street. This information is pending.



Before Council re-allocated funds from other projects on George Street to replace this one block of water main, it must be satisfied no other program such as “flushing”, “shocking” or “swabbing” will work, and it is practical and reasonable to replace that watermain. If replacement did go ahead landowners would have to pay the cost of a new water service lateral from the lot line into their home. Sanitary sewer, road and storm sewer would have to be done at a later date when the Schickedanz subdivision proceeds. This can complicate projects and add to cost.

#### **RECOMMENDATION:**

That Council receives the Lead Hand DWQMS Coordinator’s March 15, 2018 report Water Concerns 96 George Street North, and directs staff to continue to work with landowners to address the concern, and report back to Council no later than this summer.

Todd Rogers. Lead Hand/DWQMS Coordinator      supported by Bill White C.A.O. Clerk



**TOWN OF MINTO**

**DATE:** March 15, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Mike McIsaac Road Foreman  
**SUBJECT:** Pedestrian Crossovers

---

**STRATEGIC PLAN:**

11.3 Develop a transportation plan that includes a roads and bridges inventory and capital replacement program keeping in mind sustainable funding sources, impact on tax rate, and minimum construction and maintenance standards.

**BACKGROUND:**

May 2, 2017 Wellington Safe Communities gave Council an overview of new School Crossings, Crosswalks and Pedestrian Crossover standards. Safe Communities asked local municipalities change to the new standard in 2017 to ensure consistency across the County. June 30, 2017 the following locations were approved for installation.

**MOTION: COW 2017-168**

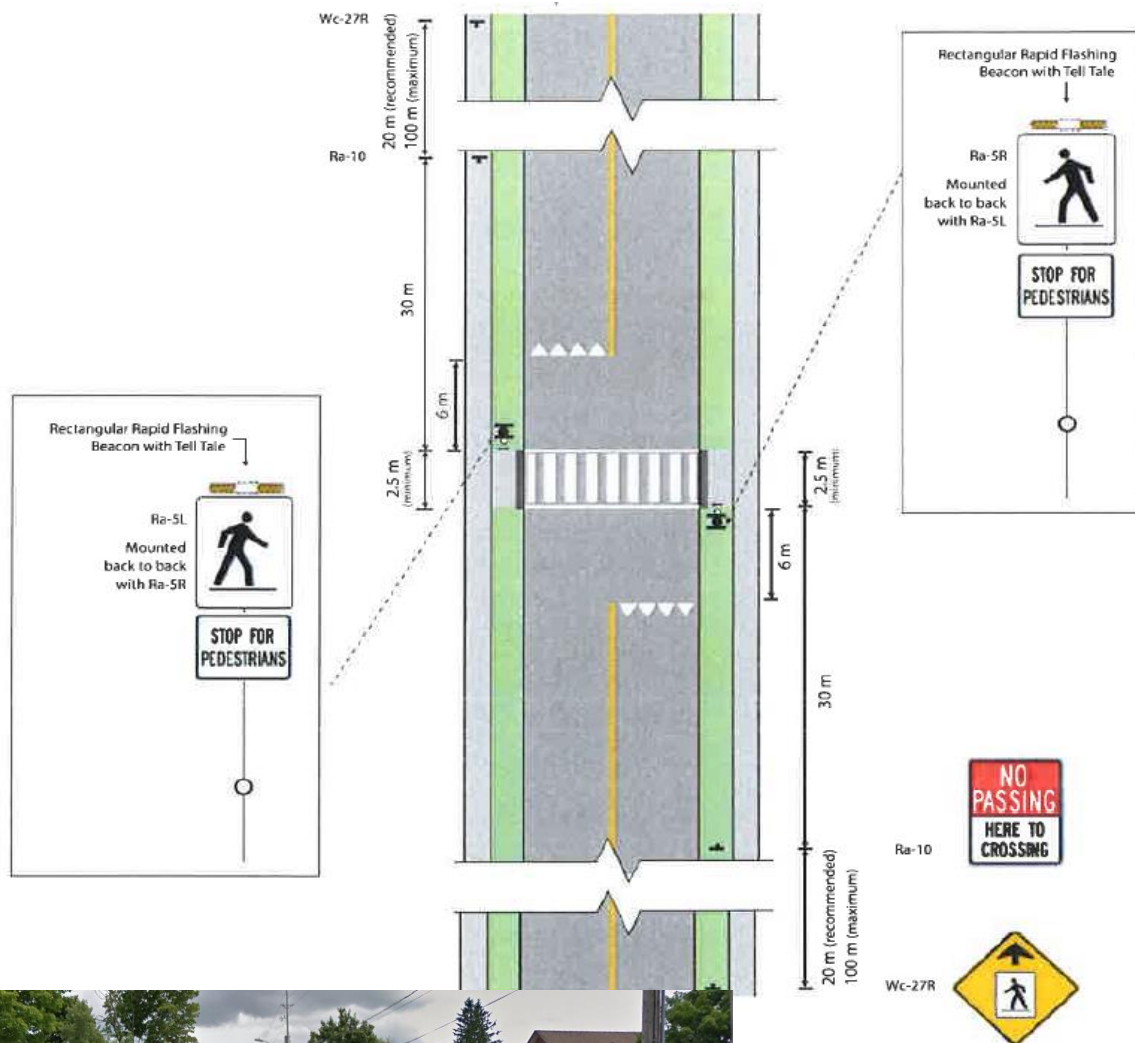
That Council receives the C.A.O. Clerk's and Road Foreman's June 30, 2017 report and the delegation from Howard Wray of Triton Engineering and directs staff to proceed to implement new pedestrian crossovers as follows:

1. Prospect Street (Town Road) at east entrance to Palmerston Public
2. Palmerston Toronto Street (County Road) and Prospect Street (Town Road)
3. Palmerston Main Street (County Road) and Brunswick Street (Town)
4. Harriston Arthur Street (Connecting Link) and George Street (Town Road)
5. Relocate current crossing Elora Street (Connecting Link) and Union Street (Town Road) to Elora St (Connecting Link) & William St (Town Road)
6. Palmerston Main Street (County Road) and William Street to be built by Town of Minto and assumed by County of Wellington subject to compliance with the Ontario Traffic Manual and approval by the appropriate road authority.

In 2017 items #1, 2, 3 were installed and 6, is currently 90% complete to the new required standard. The two installations on Elora St N and Arthur St E in Harriston required approval from the Ministry of Transportation since they are connecting link highways. Triton Engineering submitted design to the Ministry in 2017, and the final design standard requires work beyond what the Safe Communities Standard first suggested.

**COMMENTS:**

Originally new signs and line painting were the only costs expected to update to the new standard. The MTO has determined the design criteria require "a field fit" during construction using the design guide below. The cost of this design is \$25,000 per site mainly for the flashing beacon signs and additional concrete work in the boulevard.



Elora & William St

Arthur & George St

If Council wants to proceed with the installations in 2018, \$50,000 would need to be added to the capital budget.

In addition to the new crossing there is public concern regarding motorists travelling at a high rate of speed through various parts of the community. In the urban areas staff looked at options for “radar signs”, similar to the examples below, which could be used at locations, such as in advance of the pedestrian crossovers, to potentially enhance public safety.



These units come with either a battery or solar power option and the capability of capturing data collection such as traffic counts, speed and time. The battery option would be easier to set up and tear down and move from location to location and is slightly cheaper at \$5,400 plus tax. Although these units are designed to enhance public safety they also have the potential to attract negative responses such as vandalism, theft and sometimes accelerated speed when these signs are present.

#### **FINANCIAL CONSIDERATIONS:**

It is recommended \$50,000.00 be included in the 2018 Capital Budget to accommodate installation of the two remaining Pedestrian Crossovers in Harriston. If Council would like two “radar signs” installed then \$11,000 should be added to the Capital Budget.

#### **RECOMMENDATION:**

That Council receives the Road Foreman’s March 15, 2018 report and directs staff to proceed to include the \$50,000.00 in the 2018 Capital Budget for the installation of the two remaining Pedestrian Crossovers as presented and direct staff as to which direction to go with the potential purchase of radar signs?

Mike McIsaac Road Foreman



## TOWN OF MINTO

DATE: March 12, 2018

REPORT TO: Mayor Bridge and Members of Council

FROM: Mike McIsaac, Roads Foreman

SUBJECT: Municipal Drain #39 Improvement

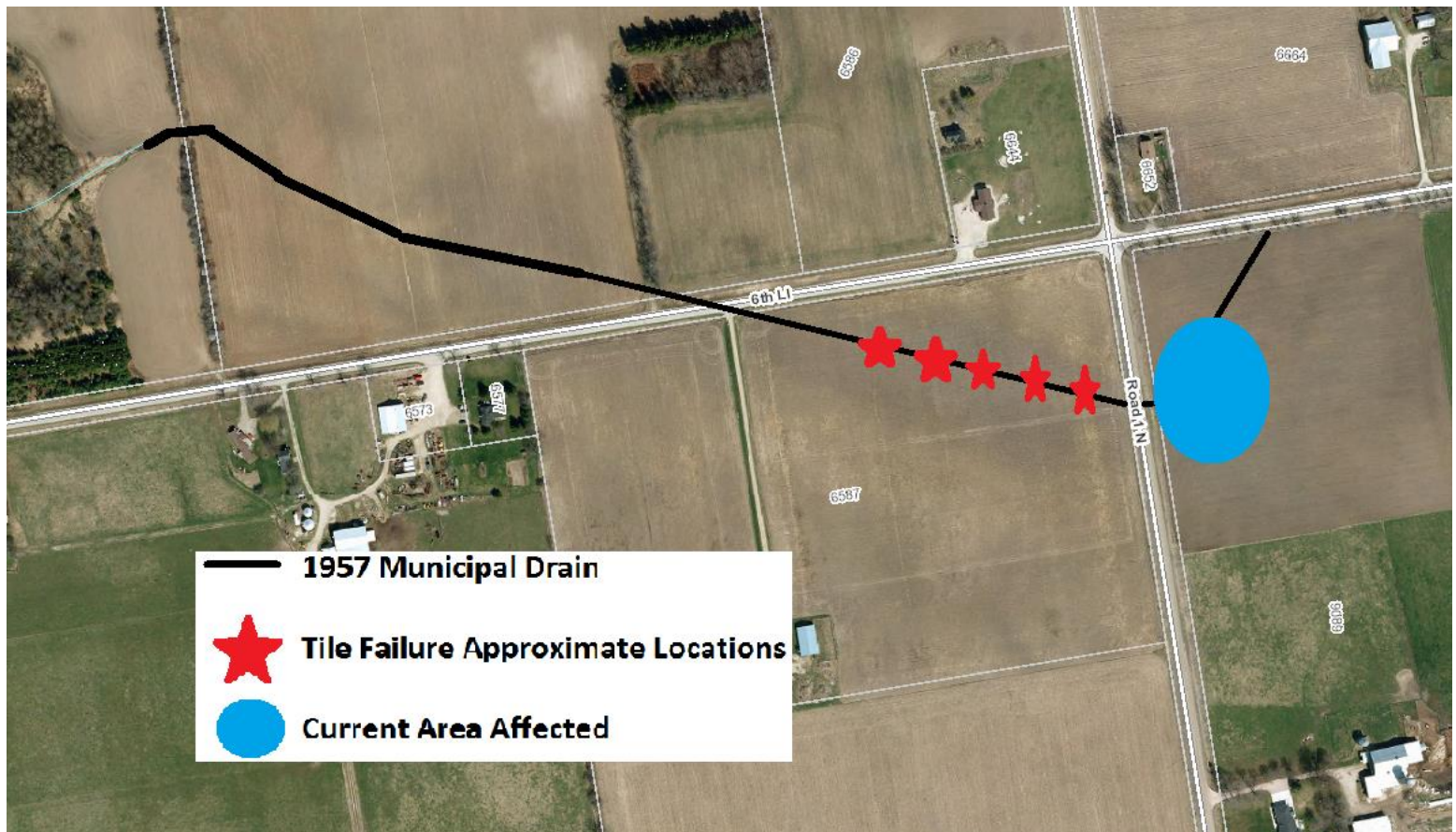
---

### STRATEGIC PLAN:

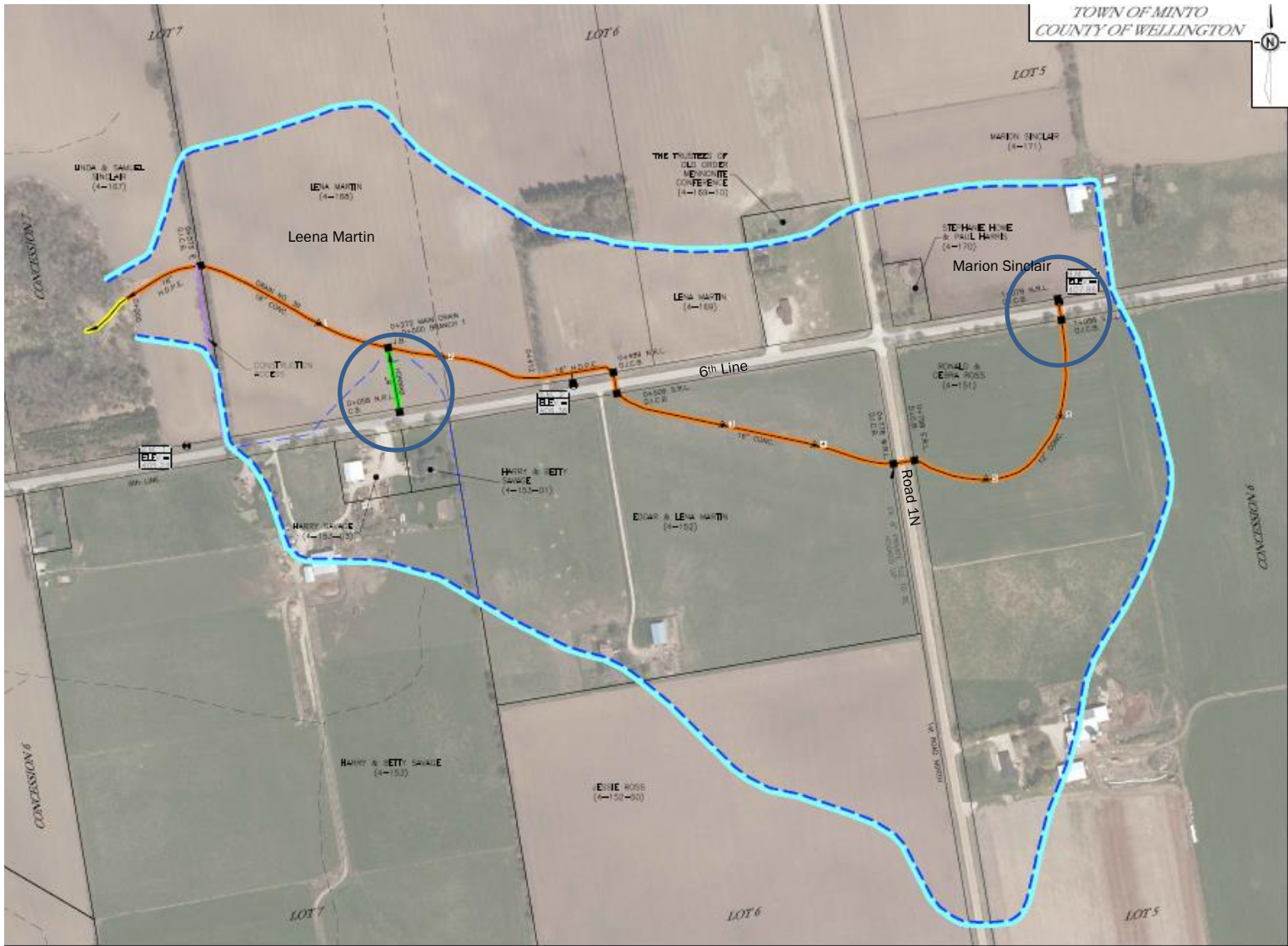
Support programs that maintain Minto's strong agricultural identity, enhance agricultural work, and protect and restore the natural environment given Minto's location in the heartland of Ontario surrounded by farmland and acknowledging that farming and a healthy natural environment are inextricably linked.

### BACKGROUND:

April 2016 staff presented a report to Council regarding a signed section 78(1) petition under the Drainage Act to upgrade the current system for Municipal Drain #39 on the 6<sup>th</sup> Line west of Road 1 North shown on the map below.



At a meeting in the Town Municipal Office Friday March 9 Dietrich Engineering provided a preliminary design to property owners impacted by the municipal drain.



To complete the project as designed, a section 4 under the Drainage Act is required for New Drainage works to be able to incorporate the Branch 1 as well as the road crossing at the top end, both circled. Section 4 (1c) is shown below.

## PETITION DRAINS

### Petition

**4 (1)** A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situate by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 per cent of the hectareage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director. R.S.O. 1990, c. D.17, s. 4 (1).

## COMMENTS:

At the December 19, 2017 Council meeting, staff provided an update on a number of municipal drains. Council passed a resolution that included “**Dietrich Engineering and staff to move forward in 2018 with any drain work that can be accommodated**”. On Friday March 9 meetings on four municipal drains were held on the Council Chambers.

The following is an excerpt from the report considered December 19, 2017 on Drain 39:

- **Drain 39 (6<sup>th</sup> Line at Road 1N)** Onsite meeting was held on November 4, 2016 with impacted landowners. A survey of the drain was completed spring of 2017 and preliminary design is started. An information meeting will be held in early 2018.

Although Dietrich Engineering is already appointed to deal with Municipal Drain 39, a specific appointment for the additional work on Branch 1 is needed as a formality. Branch 1 is required to eliminate localized ponding on the Lena Martin property at the cross culvert through the 6<sup>th</sup> Line. The road crossing to the Marion Sinclair property is required to provide an outlet for the tile system which is currently being installed.

Council should also be aware that Mayor Bridge, Councillors Turton and Elliott, staff and Greg Nancekivell of Dietrich Engineering had a delegation before Ministry of Agriculture officials on Monday February 26 regarding delays and misuse of authority by some agencies related to municipal drain approvals. The Ministry officials were beginning to hear these concerns from other municipalities and were supportive of regional meeting being held by the Drainage Association to try and educate agencies about municipal drains.

## FINANCIAL CONSIDERATIONS:

The cost of this project will be provided in the schedule of assessment for construction which will be submitted in the final report presented to council.

## RECOMMENDATION:

That Council receives the Road Foreman’s report regarding the Petition under Section 4 of the *Drainage Act* for Municipal Drain 39 and appoints Dietrich Engineering Limited to represent the Town’s interest with regard to work on Branch 1 and the road crossing between stations 1+058 and 1+078 as proposed.

---

Mike McIsaac  
Road Foreman



## **TOWN OF MINTO**

**DATE:** March 9, 2018

**REPORT TO:** Mayor and Council

**FROM:** Mike McIsaac, Road Foreman

**SUBJECT:** Bridge and Culvert Biennial Inspection Report

---

### **STRATEGIC PLAN:**

11.3 Develop a transportation plan that includes a roads and bridges inventory and capital replacement program keeping in mind sustainable funding sources, impact on tax rate, and minimum construction and maintenance standards.

### **BACKGROUND**

The Town is obligated to complete biennial inspections of any structure which is greater than or equal to 3m in span whether it being a bridge or culvert. Burgess Engineering Inc completed the latest inspection in March of 2017 and has since completed the individual reports. The full report is available upon request and attached is the recommended replacement priority list.

General repair and maintenance is completed as required on these structures throughout the year and a visual inspection is completed annually during spring sweeping and washing of all bridge and culvert decks by staff.

Over the past eight months all structures were exposed to extreme flows caused by the June 23, 2017 rainfall and the February 20, 2018 “flash melt and rain” event. In addition to checking and assessing roadways, staff visually inspected key structures to see if there were visible signs of failure that would require Burgess Engineering to re-evaluate the condition.

Following February 20 event, staff noticed areas of erosion that might impact the integrity of the structure and embankments on the Brunswick St Culvert in Palmerston. Burgess Engineering was called in to complete a structural inspection on this culvert compared to the 2017 inspection. The attached updated report and recommendation from Burgess Engineering Inc. confirms there is no immediate threat but the structure should be inspected every six months.

During the 2017 inspection this Brunswick St Structure received a Bridge Condition Index (BCI) of 52.9 leaving approximately four years remaining. This Structure was included in the \$2.5 million SCF funding application in 2015 along with water and sewer servicing improvements in the neighbourhood. The application was eventually denied funding. The replacement value of this culvert was \$575,000 at that time.



**COMMENTS:**

If there is a failure, which results in the closure of this culvert there is still the box culvert on Whites Road (Wellington Road 5) which is used as the primary route. If both culverts were compromised during the same time period, emergency services would be severely delayed in response times without a direct access to and from the local Hospital.

**FINANCIAL CONSIDERATIONS:**

This project could be partially funded through a future grant application. The culvert was not identified in the Five Year Project Plan presented at the 2018 budget.

**RECOMMENDATION:**

That Council of the Town of Minto receives the Road Foreman's report dated March 12, 2018 Bridge and Culvert Biennial Inspection and directs staff to have the Brunswick St culvert in Palmerston inspected every six months to monitor the rate of deterioration and that \$600,000 for the culvert replacement be identified in the five year project plan for 2022.

---

Mike McIsaac  
Road Foreman



March 8, 2018

Mike McIsaac  
Public Works,  
Road Foreman & Drainage Superintendant  
Town of Minto

**Re: Bridge N, Brunswick St. Drain, Sub-structure Flood Review**

Dear Mike,

Based on our field review of the above captioned site on Wednesday March 7<sup>th</sup> we offer the following summary.

This concrete box culvert (non-rigid) is in poor condition. The top slab has advanced concrete deterioration (break-down) at both the inlet and outlet. This deterioration is advancing inward and starting to affect the inner barrel. In addition the walls are rotating inward due to soil pressure and insufficient rigidity of the connection to the top slab.

This structure is exposed to fast water flows. The existing embankment protection is comprised of various concrete sections and is slightly undermined at the inlet.

Currently there is no sign of critical structural distress. However due to the advanced state of deterioration, wall inward movement, and fast water flows, we recommend this culvert be inspected every 6 months until replaced or closed.

Let me know if you require any clarifications.

Yours truly,

A handwritten signature in blue ink, appearing to read "ADB", is written over a circular blue ink stamp.

Andrew D. Burgess, P.Eng  
President  
ADB/mb

---

Burgess Engineering Inc., Consulting Engineers  
137 Lake Street, Grimsby, ON, L3M-4M6 (905) 741-5427  
Email: [bei@mailburgesseng.com](mailto:bei@mailburgesseng.com)



March 8, 2018

Mike McIsaac  
Public Works,  
Road Foreman & Drainage Superintendant  
Town of Minto

Re: Bridge N, Brunswick St. Drain, Sub-structure Flood Review

Dear Mike,

Based on our field review of the above captioned site on Wednesday March 7<sup>th</sup> we offer the following summary.

This concrete box culvert (non-rigid) is in poor condition. The top slab has advanced concrete deterioration (break-down) at both the inlet and outlet. This deterioration is advancing inward and starting to affect the inner barrel. In addition the walls are rotating inward due to soil pressure and insufficient rigidity of the connection to the top slab.

This structure is exposed to fast water flows. The existing embankment protection is comprised of various concrete sections and is slightly undermined at the inlet.

Currently there is no sign of critical structural distress. However due to the advanced state of deterioration, wall inward movement, and fast water flows, we recommend this culvert be inspected every 6 months until replaced or closed.

Let me know if you require any clarifications.

Yours truly,

A handwritten signature in blue ink, appearing to read 'ADB', is written over a circular blue ink stamp.

Andrew D. Burgess, P.Eng  
President  
ADB/kb



# Bridge Condition Index (BCI)

BCI	Years Left	Site #	Structure Name	Road Name	Structure Type	Deck Area (m <sup>2</sup> )
52.9	4	N	Brunswick St. Drain	Brunswick St.	Box Culvert Open Footing - Simple	90
54.7	2	O	Railway Bridge No. 1	Palmerston Trail System-Pedestrian Bridge (South)	Timber Deck w/ Timber Beams	34
58.0	6	E	Coon Creek	Seip Lane	Box Culvert Open Footing - Simple	31
60.0	4	112		7th Line	CSP (arch)	77
63.1	5	3	O'Dwyer Bridge	12th Line	CSP (round)	34
65.5	16	20	Wilkin Bridge	5th Line	Concrete Rigid Frame	102
68.4	11	U		5th Line	Box Culvert Open Footing - Simple	46
68.9	16	B	Meux Creek	Minto-Normanby Townline West	Box Culvert Open Footing - Simple	69
69.0	16	111		7th line	CSP (arch)	55
70.5	16	A	W. Weppler - Drain #30	Minto-Normanby Townline West	Box Culvert Open Footing - Simple	71
70.7	31	F	Drain #2	14th Line	Box Culvert Open Footing - Simple	78
71.3	26	M	Drain #74	3rd Line	Box Culvert Open Footing - Simple	70
71.8	18	116	T. Ross Bridge	4th Line	Concrete T-Beam	139
72.6	18	P	Railway Bridge No. 2	Palmerston Trail System-Pedestrian Bridge (South)	Timber Deck w/ Steel Beams	64
72.8	31	C	Red Creek	Minto-Normanby Townline West	Box Culvert Open Footing - Rigid	89
73.4	31	T		School Road 7	Box Culvert Open Footing - Simple	98
73.6	33	S		School Road 7	Box Culvert Open Footing - Simple	87
73.7	20	12	Lawrence Bridge	7th Line	Concrete Rigid Frame	286
73.9	26	18	Munford Bridge	School Road 7	Concrete Deck w/ Pre-stressed Beams	254
74.1	33	114		Young St.	Concrete Rigid Frame	234
74.1	36	23	Bramhill Bridge	3rd Line	Concrete Rigid Frame	81
74.3	36	4	O'Dwyer Bridge - BR80	12th Line	Concrete Rigid Frame	76
74.4	36	11	Seifreid Bridge East	8th Line	Concrete Rigid Frame	172
74.4	38	D	Red Creek	Creek Road	Box Culvert Open Footing - Rigid	133
74.5	36	13	Stinson Bridge	7th Line	Concrete Deck w/ Pre-stressed Beams	176
74.5	44	115		Arthur St.	Concrete Rigid Frame	637
74.6	46	19	Fallis Bridge	5th Line	Concrete Deck w/ Pre-stressed Beams	271
74.7	36	15	Weber Bridge	6th Line	Concrete Rigid Frame	80
74.9	41	10	Seifreid Bridge West	Road 1 North	Concrete Rigid Frame	124
74.9	36	5	O'Dwyer Bridge - BR165	12th Line	Concrete Deck w/ Pre-stressed Beams	252
75.0	41	100		Road 3 N	CSP (round)	237
75.0	41	101		Pike Lake Road	CSP (arch)	83
75.0	31	102		6th Line	CSP (round)	116
75.0	41	103		Pike Lake Road	CSP (round)	235
75.0	26	105		Road 6 N	CSP (arch)	125
75.0	26	106		Road 6 N	CSP (arch)	99
75.0	23	107		Ayton Road	CSP (arch)	99
75.0	28	108		15th Line	CSP (arch)	106
75.0	31	109		11th Line	CSP (round)	100
75.0	38	113		7th Line	CSP (round)	82
75.0	41	7		Blind Line	Box Culvert Open Footing - Simple	364
75.0	38	G	Drain #26	4th Line	CSP (arch)	32
75.0	36	H	Drain #3	2nd Line	Box Culvert Open Footing - Rigid	138
75.0	46	Q	William St. Drain	William St.	Box Culvert Open Footing - Simple	42
75.7	51	16	Glenlee Bridge	6th Line	Concrete Deck w/ Pre-stressed Beams	153
79.1	23	L	Drain #86	3rd Line	Box Culvert Open Footing - Simple	88
80.9	33	K	Koch-Terrier Drain	3rd Line	Box Culvert Open Footing - Simple	75
87.0	46	R	Elora St. Drain	Elora St.	Box Culvert Open Footing - Simple	171
100.0	58	104		16th Line	CSP (round)	20
100.0	48	110	3rd Line	3rd Line	CSP (round)	145
100.0	73	J	Maitland Trib.	Bridge Road	Box Culvert - Rigid	67



## TOWN OF MINTO

**DATE:** March 14, 2018

**REPORT TO:** Mayor and Council

**FROM:** Mike McIsaac, Roads & Drainage Foreman

**SUBJECT:** Asphalt & Shoulder Gravel, Tender 2018-01

### STRATEGIC PLAN

- 5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.
- 11.3 Develop a transportation plan that includes a roads and bridges inventory and capital replacement program keeping in mind sustainable funding sources, impact on tax rate, minimum construction and maintenance standards.

### BACKGROUND

Council awarded 2017 asphalt work to the Murray Group for work on 16th Line from Baseline Road to County Road 2 (sand pad and resurface) and mill and pave 5-6 blocks in the urban areas. Blind Line/8th Line was postponed to 2018 in favour of the 16th Line. Last year's urban area paving included John Street Clifford (Elora to Clark), Clifford Arena Parking Lot, King Street North Harriston (Arthur to William), and Norman Street Palmerston (Main to Dead End). Asphalt work completed into the late fall resulted in the final lift of asphalt on James Street Palmerston being postponed. This helped reduce budget overage as work on the 16th Line required significantly more asphalt due to the depth of sand pad needed.

The 2018 asphalt tender closed March 14 for the following work:

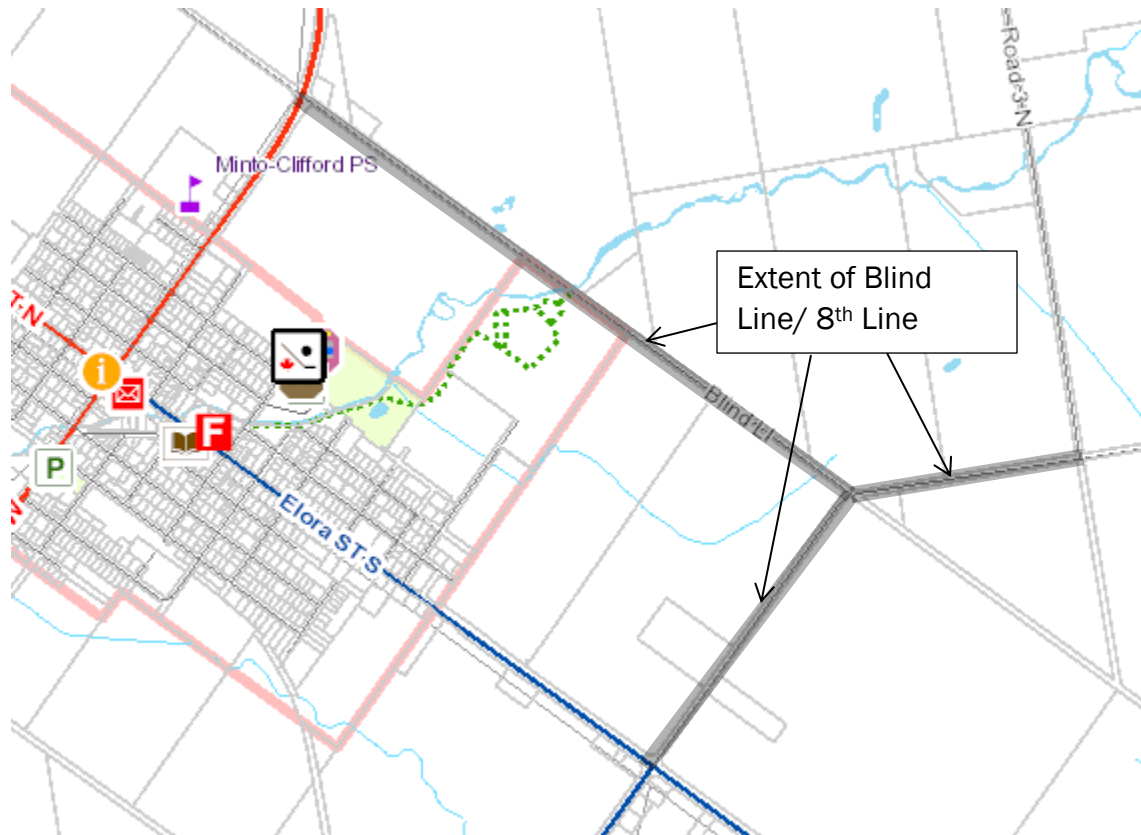
	The Murray Group Limited	Capital Paving Inc	Cox Construction Limited	Steed & Evans Limited
<b>8th Line of Minto &amp; Blind Line</b> (sand pad, pave)	256,831.00	289,295.00	339,783.80	261,148.00
<b>12th Line/Pike Lake Sideroad</b> (shoulder gravel)	12,096.00	11,032.00	21,593.60	11,928.00
<b>James Street Palmerston</b> (final lift)	41,378.25	44,682.25	52,578.50	35,691.50
<b>Harriston Legion Parking Lot</b> (resurface)	26,262.50	36,025.00	44,445.50	25,657.50
<b>TOTAL</b>	<b>336,567.75</b>	<b>381,034.25</b>	<b>458,401.40</b>	<b>334,425.00</b>

This tender does not include any additional paving in Minto urban areas. Under separate contract there will be paving in urban areas including Harriston George Street South (funded from capital plan) and George Street North (completion of sewer and water project), Clifford Ann Street (two blocks including drainage funded from capital plan), William Street (Schwindt development), Palmerston Frank Lambier Court (funded from capital plan).

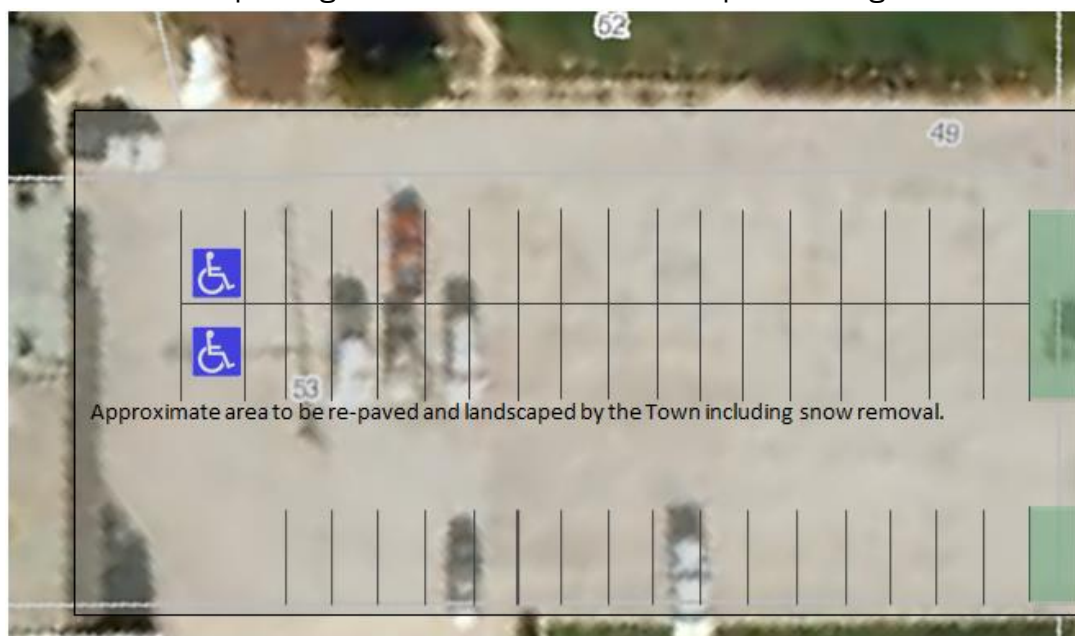
## COMMENTS:

Staff has reviewed the submissions and recommends awarding to the lowest bidder Steed & Evans Limited for a total cost of \$334,425.00 excluding HST. This is slightly less than the combined capital and operating budget amount of \$366,000. Any surplus funds will remain available in case additional material is needed for the Blind Line/8<sup>th</sup> Line project.

Staff is satisfied with the amount of asphalt work to be completed this year and the pricing provided. Blind Line work (shown below) addresses major deterioration from high traffic.



Paving the Legion Parking lot results from a 2017 agreement signed with Council regarding maintenance of their parking area so it is available to the public using the downtown.



Budgeted funds are identified in the five year capital project plan for 12<sup>th</sup> Line. February 15 Mayor Bridge and staff met with quarry owner reps about the impact of these businesses on Minto roads. The companies indicated a willingness to work with the Mayor and Council on roadway improvements as design information becomes available. While not committing to contribute to roadway work, there was recognition that aggregate tariffs to municipalities should be increased and companies were willing to discuss options in the interim.

#### **FINANCIAL CONSIDERATIONS**

The combined 2018 Capital and Operating Budgets is \$366,000 broken down as follows:

a) Operating	\$288,000 Hardtop Maintenance
	\$ 12,000 Gravel Edging
b) Capital	\$ 30,000 Legion Parking
	<u>\$ 40,000 James Street Palmerston</u>
<b>Total</b>	<b>\$366,000</b>

#### **RECOMMENDATION**

That Council receives the March 14, 2018 report from the Roads & Drainage Foreman regarding Tender 2018-01 'Asphalt Paving & Shoulder 'A' Gravel' and approves the hiring of Steed & Evans Limited for the total combined price of \$334,425.00 excluding HST.

Mike McIsaac  
Roads & Drainage Foreman

The Corporation of the Town of Minto  
By-law No. 2018-13

to authorize a Partnership Agreement for  
“Butter Tart & Buggies: Explore the Simpler Life” Tourism Promotion

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that a municipal power, including a municipality’s capacity, rights, powers and privileges shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Corporation of the Town of Minto is desirous to enter into a Partnership Agreement with the Township of Wellington North, the Township of Southgate, the Township of Mapleton and the Municipality of West Grey in regards to the “Butter Tarts & Buggies” Tourism Promotion;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized to sign and execute a Partners Agreement attached hereto as Schedule “A”
2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 20<sup>th</sup> day of March, 2018

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

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

# BUTTER TARTS & BUGGIES: EXPLORE THE SIMPLER LIFE



## AGREEMENT

BETWEEN:

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

hereinafter called "Wellington North" of the First Part;

And

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

hereinafter called "Southgate" of the Second Part;

And

**THE CORPORATION OF THE TOWN OF MINTO**

hereinafter called "Minto" of the Third Part;

And

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

hereinafter called "Mapleton" of the Fourth Part;

And

**THE CORPORATION OF THE MUNICIPALITY OF WEST GREY**

hereinafter called "West Grey" of the Fifth Part;

**WHEREAS** each of the Parties hereto wishes to clarify its obligations to the other Party with respect to the "Butter Tart & Buggies: Explore the Simpler Life" Tourism Promotion providing a unified approach to attracting visitors to the region by clustering our assets as they relate to the promotion of local food and accommodations, promotion of butter tarts and butter tart themed products, hand crafters and the horse and buggy culture related businesses and equine industry;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants of each Party, the one with the other, the Parties hereto covenant and agree as follows:

1. The creation of the Butter Tarts & Buggies promotion shall be jointly organized, facilitated and promoted by the parties hereto with all parties to have equal rights, and shall be under the management and control of the Economic Development Representatives of Wellington North, Southgate, Minto, Mapleton & West Grey.

2. It is agreed that a Steering Committee shall be created to direct development of the promotion and associated budget that shall be comprised of party representatives from the five municipalities.
3. It is agreed that Wellington North, Southgate, Minto, Mapleton and West Grey will each make a \$2,500.00 annual contribution to the creation and ongoing delivery of the promotion; unless otherwise agreed upon.
4. Wellington North shall act as the accountant, including all banking tasks, for the “Butter Tarts & Buggies: Explore the Simpler Life” promotion, on behalf of all partners and will provide semi-annual updates to the Steering Committee.
5. In the case of actual “Butter Tarts & Buggies: Explore the Simpler Life” expenditures being under- or over-budget, the Parties shall mutually agree on how to handle the situation.
6. Minto shall be the lead for the overall Marketing and Promotions of “Butter Tarts & Buggies: Explore the Simpler Life” and coordinate all Social Media, web-site and general communications on behalf of the parties. Each municipality will be responsible to provide Minto with information to share on the web-site, etc.
7. It is agreed that criteria shall be developed as a pre-requisite for businesses to be featured in the promotion. The credibility and sustainability of the promotion will depend on businesses being able to deliver an exceptional experience that is compelling and authentic to the region.
8. It is agreed that a membership fee will not be applied to participating business members for inclusion in the promotion. It is also agreed that each municipality should have equal representation, (10) in the promotion and that only businesses that meet the above-mentioned criteria will be allowed. If there is a disagreement amongst the parties on whether or not a business meets the criteria a majority vote will rule.
9. Should the Steering Committee agree that a business from outside of the participating area be allowed into the promotion an annual membership fee of \$300.00 will be charged. It is agreed that only businesses “bordering” one of the party’s would be eligible for participation. Any disagreement will be subject to a majority vote.
10. It is agreed that this agreement shall be for a period of 2 years commencing March 1st 2018 and expiring on February 29<sup>th</sup>, 2020. At that time the agreement will be reviewed and may be extended by agreement of all parties.
11. The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).

12. It is further agreed that should a party request not to continue their participation in the promotion, the promotion will not dissolve from that geographic area until review of the agreement on the identified date. In this circumstance, it is agreed that the identified participating business members will incur the \$300.00 membership fee to continue their participation.

13. The following performance measures will determine the success of the program:

- Increased visits
- Increased visitor spend
- Impressions and click through rates for social and digital advertising
- Circulation statistics for print advertising
- Discounts or special gifts redeemed by visitors who have presented the Butter Tarts & Buggies guide at the participating business
- Media mentions
- Google Analytics
- Social media metrics
  - Hashtag shares, photos uploaded by consumers
- Feedback from participating businesses and consumers

**IN WITNESS WHEREOF** each of the parties hereto affixed its corporate seal as attested to by the proper officers duly authorized in that behalf;

**SIGNED** and sealed \_\_\_\_\_, 2018

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

\_\_\_\_\_  
Andy Lennox, Mayor

\_\_\_\_\_  
Michael Givens, Chief Administrative Officer

**SIGNED** and sealed \_\_\_\_\_, 2018

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

\_\_\_\_\_  
Anna-Marie Fosbrooke, Mayor

\_\_\_\_\_  
Dave Milliner, Chief Administrative Officer

**SIGNED** and sealed \_\_\_\_\_, 2018

**THE CORPORATION OF THE TOWN OF MINTO**

\_\_\_\_\_  
George Bridge, Mayor

\_\_\_\_\_  
Bill White, Chief Administrative Officer / Clerk

**SIGNED** and sealed \_\_\_\_\_, 2018

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

\_\_\_\_\_  
Neil Driscoll, Mayor

\_\_\_\_\_  
Manny Baron, Chief Administrative Officer

**SIGNED** and sealed \_\_\_\_\_, 2018

**THE CORPORATION OF THE MUNICIPALITY OF WEST GREY**

\_\_\_\_\_  
Kevin Eccles, Mayor

\_\_\_\_\_  
Laura Johnston, Chief Administrative Officer

The Corporation of the Town of Minto  
By-law No. 2018-14

for the purpose of Appointing Municipal Council Members  
and Citizens of the Town of Minto

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

AND WHEREAS individuals are to be appointed to Committees of the Town of Minto Council, Advisory Committees, Independent Boards and other Advisory Bodies for the Corporation of the Town of Minto;

AND WHEREAS the Council of the Corporation of the Town of Minto enacts as follows:

1. The Committees and the members of the respective committees are attached as Schedule A to this By-law.
2. Town of Minto By-law No 2017-12 is hereby repealed.

This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third and finally passed in open Council this 20<sup>th</sup> day of March, 2018.

---

Mayor George A. Bridge

---

C.A.O. Clerk Bill White

The Corporation of the Town of Minto  
By-law No. 2018-14  
SCHEDULE A

**NOTE:** Mayor George Bridge, an Ex-Officio member on all Committees.

**TERM:** Unless otherwise noted members are appointed for terms from date of adoption of the approving By-law for Schedule “A” until the end of the Council term to which the appointment applies.

**Accessibility Committee:** Information Group with Wellington County to provide information to Council on implementation of Provincial Accessibility Legislation.

Matthew Lubbers, Accessibility Coordinator

**Clifford Jamesway Manor Representative:** Non-Profit Housing Corporation responsible for residential facility in Clifford.

Councillor Jean Anderson  
Dianne Lawless

**Committee of Adjustment:** Quasi-judicial Board responsible for minor variances, change or expansion of non-conforming uses and other matters as provided for under the Planning Act.

All of Council, Mayor George Bridge, (Chair)  
Bill White- Secretary  
Gordon Duff - Alternate Secretary

**Clifford Revitalization Committee:** Provides advice to the Economic Development Committee regarding community development initiatives in the Clifford urban area.

Councillor Jean Anderson  
Jerrica Li  
Isabel Senek  
Don Senek  
Craig Thompson  
Karen Dowler  
Wendy Albrect

**Harriston Revitalization Committee:** Provides advice to the Economic Development Committee regarding community development initiatives in the Harriston urban area.

Councillor David Turton  
John Mock  
Randy Martin  
Sandra Martin  
Tony Tsotros  
Geoff Gunson  
Lisa Leslie  
Krista Fisk  
Ken Rogers  
Cheryl Bell  
Raissa Rogers

**Palmerston Revitalization Committee:** Provides advice to Economic Development Committee regarding community development initiatives in the Palmerston urban area.

Councillor Ron Elliott  
JoAnne Caughill  
Bob McEachern  
Connie Robinson  
Barbara Burrows  
Susan Forbes  
Wayne Martin  
Paul Brown

The Corporation of the Town of Minto  
By-law No. 2018-14  
SCHEDULE A

Terry Cormack  
Jurgen Stemmer

**Cultural Roundtable:** Provides information and advice to Council regarding implementation of the Cultural Plan and general cultural development activities in the Town.

Councillor Mary-Lou Colwell  
Councillor Jean Anderson  
Caitlin Hall  
Peggy Raftis  
Andrew Gowan  
Megan Raftis  
Brooke McLean  
John Cox  
Raissa Rogers

**Minto Farmers' Market-Palmerston Location:** Assists with the growth and development of the Farmers' Market in Palmerston

Councillor Judy Dirksen  
Luke Hartung  
Crystal Hartung  
Bob McEachern  
Lena Martin  
Suelaine Poot

**Local Heritage Marker Committee:** To develop the Local Heritage Marker Program.

Bob McEachern  
Mark McKenzie  
June MacDonald  
Bonnie Whitehead  
Megan Raftis

**Palmerston Railway Heritage Museum Committee:** Provides direction and key decision-making on the on-going development of the Palmerston Railway Heritage Museum.

Councillor Judy Dirksen  
Andrew Gowan Chair of Cultural Roundtable  
Susan Welsh  
Bob McEachern  
Chad Martin  
Wayne Martin  
Delanie Toner

**Economic Development and Planning Committee:** Provides advice to Council on the business retention, attraction and other community development initiatives.

Councillor Mary Lou Colwell  
Councillor Jean Anderson  
Councillor Ron Elliott  
Jonathan Zettler  
Kirk Brownell  
Glen Hall  
Hope Reidt  
Gerry Horst  
Alison Armstrong  
Kelly Schafer  
Jamie Doherty

The Corporation of the Town of Minto  
By-law No. 2018-14  
SCHEDULE A

**Finance and Personnel Committee:** Provides recommendations to Council on the policies and procedures impacting the financial activities of the Town.

All of Council, Councillor Mary-Lou Colwell (Chair)

**Fire and Emergency Measures Committee:** Provides recommendations to Council on policies and procedures impacting the activities of the Town Service and other emergency measures.

All of Council, Deputy Mayor Ron Faulkner (Chair)

**Health Professional Recruitment Committee:** Provides information and advice to Council regarding the recruitment of physicians and other health care professionals.

Deputy Mayor Ronald Faulkner

**Maitland Valley Conservation Authority:** Appointed to represent the Town on the Board established to govern Authority activities under the Conservation Authorities Act.

Councillor David Turton

**Norgan Theatre Board:** Provides information and advice to the Parks and Recreation Advisory Committee regarding policies, procedures and activities at the Norgan Theatre.

Councillor Ron Elliott  
Betty Douglas  
Scott Mc Fadden(Chair)  
Elaine Elliott  
Jane Toner  
Delanie Toner  
Gordon Blyth

**North Wellington Health Care Board Representative:** The board of directors are elected and appointed members and, working together with the hospitals senior management team, oversee the activities of both Louise Marshall Hospital and Palmerston and District Hospital.

Councillor Judy Dirksen

**Property Standards Committee:** A quasi judicial body established under the Building Code Act to consider appeals to orders issued under the Property By-law or other violations of certain Ontario Building Code requirements.

Deputy Mayor Ronald Faulkner  
George Strachan  
Brad Richardson  
Dave Burns  
Kim Mac Kenzie

**Public Works Committee:** Provides recommendations to Council on the policies and procedures impacting the activities of the Public Works Department including urban services (water and sewer), roads and drainage, and cemeteries.

All of Council, Councillor David Turton (Chair)

**Drinking Water Quality Management Standards (DWQMS) Team:** Meeting at a minimum annually to ensure Town compliance with Provincial Clean Water Legislation is maintained.

Councillor David Turton  
Wayne Metzger, Water-Foreman  
Todd Rogers, Compliance Coordinator

The Corporation of the Town of Minto  
By-law No. 2018-14  
SCHEDULE A

Bill White, CAO Clerk  
Gordon Duff, Treasurer  
Jackie Hymers, Water Clerk

**Parks and Recreation Advisory Committee (PRAC):** To provide advice and information to Council on the policies, procedures and activities surrounding the Town's recreation program including facilities, programs and other community initiatives.

Councillor Ron Elliott  
Councillor David Turton  
Bob Mc Eachern (Palmerston)  
Dorothy Grotenhuis (Township)  
Bill Raynard (Clifford)  
Geoff Gunson (Harriston)  
Ryan Fisk (at large)

**Saugeen Valley Conservation Authority:** Appointed to represent the Town and Wellington North on the Board governing Authority activities under the Conservation Authorities Act.

Wellington North Councillor Steve McCabe

**Municipal Representative to the Ausable Bayfield Maitland Valley Source Protection Committee:** Appointed to represent the Township of Howick, Town of Minto, Township of Wellington North, Municipality of North Perth, Township of Perth East and Township of Mapleton on the Board governing Authority activities under the Conservation Authorities Act

Mark Mac Kenzie (three year term) 2015-2018

**Minto Senior Advisory Committee:** Provides information and advice to Parks and Recreation Advisory regarding issues related primarily to seniors within the community.

Ross Wilkie (Chair)  
Jim Connell  
Doug Anderson  
Bob Wallace  
Jean Wallace  
Lyle Murray  
Alieda Murray  
Dodi Reid

**Westario Power:** Provides information to Council and represents the Town at shareholder meetings regarding the operation of Westario Power in the urban areas of the municipality.

Mayor George Bridge

**Livestock Valuers and Fence Viewers:** Livestock valuers assess payments to an owner of livestock killed or damaged by a dog, wolf or coyote, while fence viewers settle cost sharing disputes under the Line Fence Act Town staff will act as Fence Viewers only.

Gerald Koeslag  
Alan Simpson

**Staff**  
Stacey Pennington  
Mike Orth

**Trees for Minto:** Provide recommendations to Council to increase forest coverage in the watershed, to reduce the carbon footprint, reduce soil erosion and retain floodwaters through natural processes.

Deputy Mayor Ronald Faulkner

The Corporation of the Town of Minto  
By-law No. 2018-14  
SCHEDULE A

Councillor Judy Dirksen  
Edwin Martin  
Jonas Martin  
Paul Martin  
Melvin Steckle  
Dr. Terry Fisk  
Louise Heyming, Grand River Conservation Authority  
Rob Johnson, Wellington County Tree Nursery  
Hayley Murray, Maitland Valley Conservation Authority  
Bert Von Westerholt  
Jared James

**Minto Trails Committee** Provides recommendations to Council to increase usage of the trails and improvements of the trails within Minto

Deputy Mayor Ronald Faulkner  
Jill Welsh  
Vic Palmer  
Rick Rock  
Dave Mallett  
Susan Forbes  
Scotty Forbes  
Paul Frayne

**LaunchIT Board of Directors:** Provides recommendations to Council on strategic direction and key decision-making on on-going projects and tasks related to the Incubator

Mayor George Bridge  
Glen Hall

**Agriculture Incubator:** Provides advice and recommendations to LaunchIt Board of Directors regarding Agricultural Incubator initiative.

Rose Austin  
Gerry Horst  
Ryan Koeslag  
Jonathan Zettler  
Vince Tkaczuk  
Caitlin Hall  
Glen Hall  
Councillor Judy Dirksen

**Minto Municipal Services Corporation** Board of Directors for the Town's corporation that runs the Harriston Lion's Medical Clinic.

Mayor George A. Bridge  
Gordon Duff  
Bill White  
Belinda Wick-Graham  
Ron Faulkner

**Other Appointments not to a Board or Committee**

**Dog Control Officers:**

Richard John Rauwerda

The Corporation of the Town of Minto  
By-law No. 2018-14  
SCHEDULE A

**Nuisance Trappers:**

*(Until October 1, 2018 with current license)*  
David Herman

**Pound Keeper:**

Terry Kuipers

The Corporation of the Town of Minto  
By-law Number 2018-15

To Authorize the Sale of certain Town owned Lands  
in Clifford fronting on Ann Street

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

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

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

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

**AND WHEREAS** the following parties entered sealed bids that form the basis of an Agreement of Purchase and sale for certain lands on Ann Street Clifford as follows:

- 1) Jacob Frey Part Lot 299 Clifford Plan known as Part 1 Plan 61R-21123
- 2) Candace and Logan Reidt Part Lot 300 Clifford Plan known as Part 2 Plan 61R-21123
- 3) Christine Welsh Part Lot 301 Clifford Plan known as Part 3 Plan 61R-21123
- 4) Matthew Benson Part Lot 305 Clifford Plan known as Part 2 Plan 61R-21110

**AND WHEREAS** the Purchasers and the Town propose the closing of the various parcels on dates to be mutually agreed upon by the Parties;

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

1. That the sale of lands described in Schedule “A” is hereby authorized.
2. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to completing the transactions pursuant to the agreements of purchase and sale between the parties.
3. That Schedule “A” attached hereto shall form part of this By-law.”

Read a first, second, third time and passed in open Council this 20<sup>th</sup> day of March, 2018

---

George A. Bridge, Mayor

---

Bill White C.A.O. Clerk

**Schedule "A"**  
**2018-15**  
**Description of Subject Lands**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Town of Minto in the County of Wellington, being compromised of:

Part Lot 299 PL Village of Clifford, Town of Minto, County of Wellington, Province of Ontario known as Part 1 Plan 61R-21123.

Part Lot 300 PL Village of Clifford, Town of Minto, County of Wellington, Province of Ontario known as Part 2 Plan 61R-21123.

Part Lot 301 PL Village of Clifford, Town of Minto, County of Wellington, Province of Ontario known as Part 3 Plan 61R-21123.

Part Lot 305 PL Village of Clifford, Town of Minto, County of Wellington, Province of Ontario known as Part 2 Plan 61R-21110.

The Corporation of the Town of Minto  
By-law Number 2018-16

To Authorize Land Transfers in Harriston from Metzger Construction to the  
Town of Minto and from the Town of Minto to Quality Homes

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

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

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

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

1. That the transfer and sale of lands described in Schedule “A” to this By-law is hereby authorized.
2. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to completing the transaction pursuant to the agreements of purchase and sale between the parties.
3. The lands subject to this Agreement described in Schedule “A” shall form part of this By-law.”

Read a first, second, third time and passed in open Council this 20<sup>th</sup> day of March, 2018

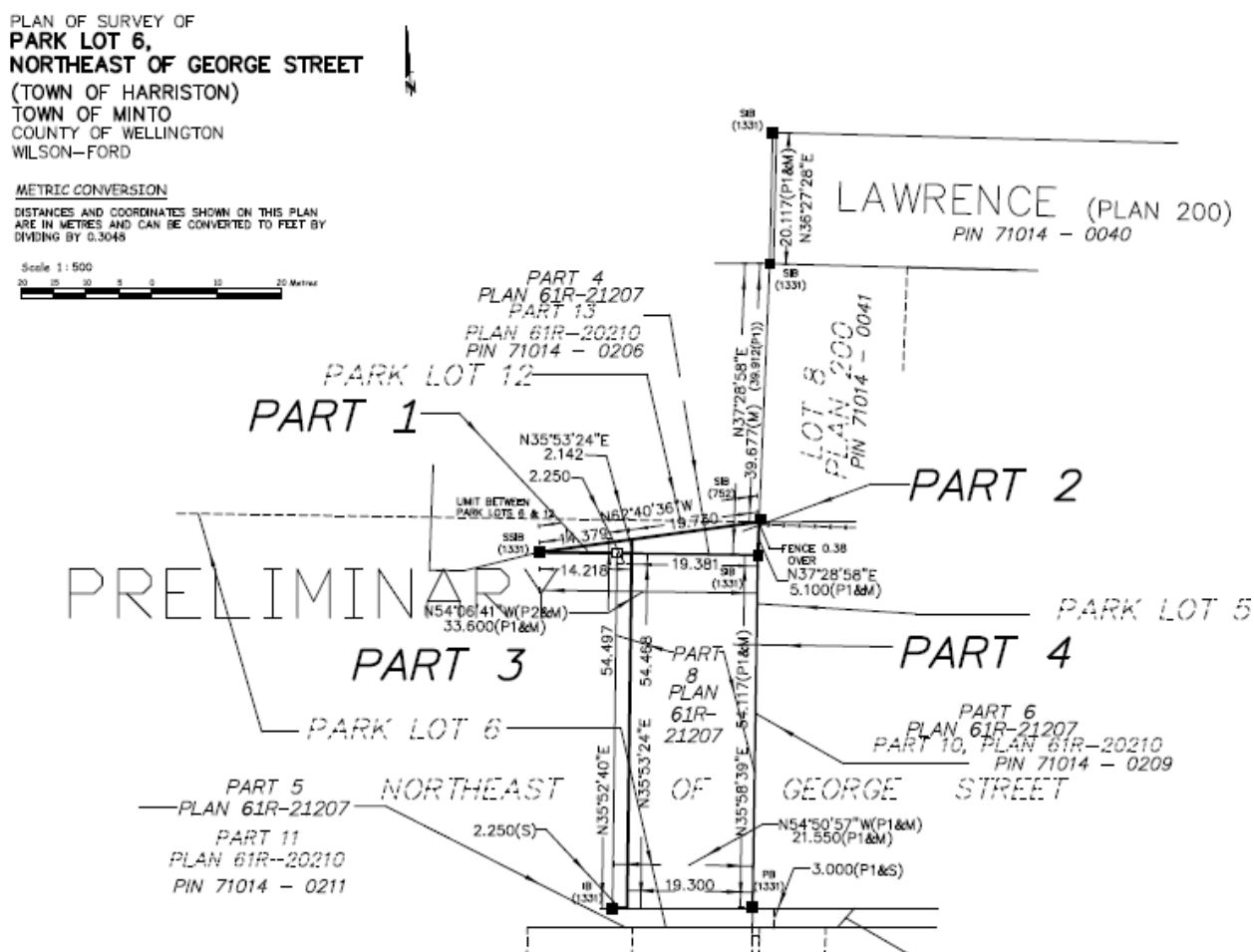
---

George A. Bridge, Mayor

---

Bill White C.A.O. Clerk

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Town of Minto in the County of Wellington, being compromised of Part of Park Lot 6 Northeast of George Street Town of Harriston as generally illustrated below:



a) Parts 1 and 2 to be transferred by Metzger Construction to the Town of Minto being 85.68 square metres in area.

b) Parts 2 and 4 being sold by the Town to Quality Homes is 1126.06 square metres or 0.278 acres

The Corporation of the Town of Minto  
By-law No. 2018-17

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held March 20, 2018

**WHEREAS** the Council of the Town of Minto met on March 20, 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 March 20, 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 20<sup>th</sup> day of March, 2018.

---

Mayor George A. Bridge

---

C.A.O. Clerk Bill White