



Council Agenda

Tuesday, April 10, 2018

2:30 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 March 20, 2018 Closed Session
 - b. Personal matters about an identifiable individual- Minto Fire Organizational Structure
 - c. Personal matters about an identifiable individual - Department Heads
4. **Motion to Convene into Open Session**
5. **Minutes of Previous Meeting**
 - a. Budget Minutes of December 12, 2017 1
 - b. Budget Minutes of January 11, 2018 8
 - c. Regular Council Minutes of March 20, 2018 15
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 - 5 p.m.**

a.	ZBA 2018-02- Frank Andrade 5892 Highway 9, Harriston, Town of Minto	27
9.	Delegations	
a.	Luisa Artuso Director of Children's Early Years Division, Changes to Early Years Systems	34
b.	Marlene Ottens, Wellington County Farm & Home Safety Association, Farm Safety Presentation	45
10.	Public Question Period	
11.	Correspondence Received for Information or Requiring Direction of Council	
a.	Crime Stoppers Guelph Wellington, Spring Newsletter	48
b.	Municipality of Grey Highlands, Increase base funding to Ontario Conservation Authorities	50
c.	Seniors' Centre for Excellence, April Newsletter and Calendar	53
d.	Association of Municipalities of Ontario, One-Third Tax Free Exemption for Municipal Officials	57
e.	MPP Randy Pettapiece, Reintroduced Rea and Walter Act	58
f.	Clifford Recreation Association, April 2018 Newsletter	59
g.	Ontario Ombudsmen, The Watchdog March Newsletter	61
h.	Township of Madawaska Valley, Asset Management Resolution	65
i.	Wellington County Farm and Home Safety Association, ATV Awareness Night	67
12.	Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given	
a.	Committee Minutes for Receipt	
1.	Saugeen Valley Conservation Authority Minutes of February 13, 2018	68
b.	Committee Minutes for Approval	
1.	Minto Trails Committee Minutes of March 21, 2018	74

2.	Parks and Recreation Advisory Committee Minutes of March 22, 2018	75
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c. Staff Reports

1.	Building Assistant, Consent Application B37/18 Metzger Lot 7, N of Prospect St. Park Lots 12-14 North of Prospect St, Palmerston	78
2.	By-Law Enforcement Officer, Exemption and Licensing of Backyard Hens	82
3.	Fire Chief, Minto Fire Wage Policy	85
4.	Facilities Manager, Tender Results for Dressing Room Flooring	89
5.	C.A.O. Clerk, Facilities and Recreation Restructuring	91
6.	C.A.O. Clerk, Greenbush Ground Mount Solar Panels	95
7.	C.A.O. Clerk, Removing Holding Provisions Bylaws 2018-022 & By-law 2018-023	98
8.	Treasurer, Main Street Revitalization Initiative - 2018 Municipal Funding Agreement	101
9.	Treasurer, Debenture Financing	121
10.	Treasurer, Budget Adoption	126
11.	Treasurer, Approval of Accounts	131
12.	Wastewater Foreman, Tender 6629-18 Sanitary Sewer CCTV Inspection, Harriston	133
13.	Roads & Drainage Foreman, Triton Engineering, Noble Family Road Construction	135

d. Other Business Disclosed as Additional Items

- 13. **Motion to Return To Regular Council**
- 14. **Notices of Motion**
- 15. **Resolution Adopting Proceedings of Committee of the Whole**
- 16. **By-laws**

a.	2018-18, to Approve Exemptions in Schedule “A” of By-law Number 02-80 Chickens in Residential Area	140
b.	2018-19, Budget Bylaw	142
c.	2018-20, 2018 Municipal Funding Agreement Main Street Revitalization Initiative	154
d.	2018-21, ZBA 5892 Highway 9 Andrade	155
e.	2018-22, Holding Removal Rick Murray	158
f.	2018-23, Holding Removal Harj Gill - Dan Sinclair Palmerston	161
g.	2018-24, Confirming Proceedings of April 10, 2018 Committee of the Whole/Council Meeting	164

17. Adjournment



Council Budget Minutes
Tuesday, December 12, 2017 1:30 p.m.
Council Chambers

Council Present:

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

Staff Present:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer	Terry Kuipers, Chief Building Official
Chris Harrow, Fire Chief	Belinda Wick-Graham, Business & Economic Manager
Allan Carr, Facilities Manager	Matt Lubbers, Recreation Services Manager
Wayne Metzger, Water Foreman	Mark Robertson, Wastewater Foreman
Mike McIsaac, Road Foreman	

1. Call to Order 1:30 p.m.
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act
3. Minutes of Previous Meeting-None
4. Additional Items Disclosed as Other Business - None
5. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION: 2017-245

Moved By Deputy Mayor Faulkner; Seconded By Councillor Turton

THAT The Town of Minto Council convenes into Committee of the Whole to conduct budget deliberations.

Carried

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

a. Introduction, Mayor Bridge

The Mayor welcomed everyone to the 2018 budget meeting noting this is the first look at operating, that Council should note that the actual percentage can change, and thanked staff for the hard work preparing documents.

b. Presentation, C.A.O. Clerk and Treasurer Budget Theme “Bringing it Home”

C.A.O. Clerk White noted the theme of the 2018 budget is “bringing it home” which promotes a “positive encouraging and motivating phrase” to arrive at a conclusion in the face of municipal and provincial elections and changing economic conditions. He outlined the schedule for the day, budget approval process, strategic plan hierarchy and underlying plan actions. The budget is based on moderate growth and a generally positive economy for the community. It was noted that the Provincial OMPF Allocation funding had decreased over \$172,000 for 2018 over 2017, which is a large percentage of the additional \$235,000 to be raised from property tax.

Treasurer Duff reviewed the asset management plan stating it was adopted four years ago, an update plan will be presented to Council Late in winter of 2018. He noted last year Council proposed a 3% increase in that came out as a 1.7% after assessment adjustments at the County level. Because we are a lower tier, the upper tier sets their budget late March or April. Treasurer Duff noted capital projects will come forward at the January 11 meeting.

c. 2018 Operating Budget - Summary Report

Council reviewed and discussed the various budgets below presented by the C.A.O. Clerk and Department Heads, asking questions and seeking clarifications as needed.

1. Administration

1. Mayor and Council

C.A.O. Clerk White reviewed the recommended budget of \$129,700, an increase of \$1,500. A report on remuneration will come forward in 2018 to set rates for the incoming 2018-2022 Council addressing the chance of the removal of the tax exempt portion.

2. C.A.O. Clerk

The C.A.O. Clerk stated the \$333,305 budget decreases \$2,595, and annualizes wages and benefits and includes a transfer to Water and Sewer for added Public Works function.

3. Treasury

Treasurer Duff noted the \$503,300 budget decreased \$44,750 due to new estimated Solar FIT 4.0 re and decreased reserve transfer. Tax write off information is pending.

4. People and Property

The C.A.O. Clerk and Treasurer recommend a budget of \$ 138,196, with a transfer from Water Reserves for Flood initiatives.

5. Health Services

C.A.O. Clerk White reviewed the \$ 32,750 budget.

2. Economic Development

1. Economic Development Services

The Business & Economic Manager noted the \$434,981 budget is down only slightly.

2. Tourism Services

The Business & Economic Manager reviewed the \$23,050 budget, a slight decrease due to a contribution from Minto Fire towards the cost of Fire & Ice.

3. LaunchIt Services

C.O.A. Clerk White noted the budget is a part of the Economic Development Services.

The Business & Economic Manager noted the business solution centre of the operation is going very well. Mayor Bridge stated LaunchIt provides a great return on the investment and partnership with the Chamber of Commerce.

3. Building

1. Building and By-law Administration

Chief Building Official Kuipers noted the proposed \$146,675 budget is down \$3,500. The 2017 surplus must go into reserves for building related expenses by regulation.

4. Fire

1. Overall

Chief Harrow identified an overall cost of \$919,858 up \$11,000. He noted the Department is looking at ordering a truck in 2018 for 2019 delivery.

2. Fire Administration

This budget is up \$10,330 to \$607,260 mainly related to wages and benefits with the Deputy C.A.O. function.

3. Clifford Fire Hall

The \$102,800 budget is up \$7,200 due mainly to reduced revenue from Howick agreement.

4. Harriston Fire Hall

The recommended budget of \$146,375 is down slightly from 2017.

5. Palmerston Fire Hall

The budget proposed at \$63,423 down over \$5,300 due a decrease in truck repairs.

5. Facilities

1. Clifford Arena

The Facilities Manager noted the \$167,232 budget is up marginally.

2. Clifford Parks

The Facilities Manager noted a \$4,143 increase in staff wages makes the budget \$25,554.

3. Clifford Ball and Soccer

The \$20,306 budget has a very small increase.

4. Harriston Arena

The Facilities Manager noted the budget is up \$3,100 to \$178,867. Revenue has been left at 2017 levels even though there may be a slight decrease. Energy costs may reduce depending on Provincial subsidies.

5. Harriston Parks

The Facilities Manager presented a \$ \$28,772 budget decreased by less than \$700.

6. Harriston Ball and Soccer

The Facilities Manager noted the \$21,771 budget is up \$2,900 for wages and benefits.

7. Palmerston Arena

The Facilities Manager proposes a \$198,203 budget with increases due to the loss of the Palmerston 81's bar revenues as well as dances themes nights etc. Ice hours have increased even without the 81's and central booking has helped with the on-line calendar.

8. Palmerston Parks

The recommended \$55,269 budget is down \$1,364.

9. Palmerston Ball and Soccer

The Facilities Manager stated the budget is up \$7,000 to \$43,479 due to higher maintenance costs.

10. Satellite Facilities

C.A.O. Clerk White noted that the Town is negotiating a new tenant for the Harriston medical clinic but is not a part of the budget process. The Facilities Manager noted the budget of

\$85,845 is up due to increased Town payments to the County and decreased tenant rent at the Harriston Library and adjustments at the Palmerston Railway Heritage Museum

11. Trails

The Facilities Manager noted the increase to \$16,474 helps fund maintenance initiatives of the Trail Committee.

6. Recreation

1. Adventure Camp

Recreation Services Manager Lubbers noted higher Adventure Camp registration is offset in part by minimum wage increases. This \$0 budget is designed to be cost recovery.

2. Harriston Pool

The Recreation Services Manager noted the recommended \$48,000 budget is increased \$2,000.

3. Norgan Theatre

The Recreation Services Manager explained the annual \$16,000 surplus was allocated to pay off renovation. In 2018 this is being placed in reserve since the renovation debt is paid.

4. Palmerston Pool

Recreation Services Manager Lubbers noted the proposed \$40,500 budget increases \$1,000.

5. Recreation Administration

Recreation Services Manager Lubbers advised the \$262,000 budget increases \$10,000 due to wages. Fees may need to be increased to off-set the increase in minimum wage. There is funding available for families that require assistance.

6. Special Programs

The Recreation Services Manager stated the \$6,000 budget is the same as 2017. Staff continues to look at afterschool programs in partnership with the County and School Board

7. Joint Health and Safety

This \$5,000 budget remains the same as 2017 as recommended.

7. Public Works

1. Cemeteries

The C.A.O. Clerk noted there is no change to the budget of \$20,520. The Town use a design consultants for the three cemeteries to assess options to inter cremated remains

2. Municipal Drains

The Roads and Drainage Foreman will update Council on drain status December 19. The proposed budget is \$33,306 down \$20,000 due to Provincial re-imbursements for studies.

3. Roads Maintenance

C.A.O. Clerk noted that some OCIF base funding is in this budget to increase sidewalk maintenance. Road Foreman McIsaac noted the budget amount for 2018 will sit at \$1,012,810 down \$29,000 due to added annual funding from OCIF base amount.

4. Roads Administration

C.A.O. Clerk stated the proposed budget of \$771,478 is down over \$72,000 due to postponing replacement of the Director and removing reserve contribution for the gravel pit. This year an increase to the vehicle replacement reserve is not recommended pending the outcome of changes to snow removal.

5. Street Lights

C.A.O. Clerk noted new LED lights in 2015 have a 10 year warranty. Higher hydro costs and addition of new lights have decreased the reserve contribution.

6. Trailer Parks

C.A.O. Clerk noted overall revenue increases to \$22,744 due to removing expenses related to closing the Harriston Trailer Park following the June 23 flood.

7. Vehicle Cost and Allocations

The Roads and Drainage Foreman noted the \$322,600 revenue is down \$ 22,400 due to additional machine time and adjustment for various vehicles.

8. Winter Control

The Roads and Drainage Foreman recommends the \$494,614 budget up \$ 15,408 for increased sand and salt and wages and benefits. Council and staff discussed the new winter control approach and the fact that two plow trucks may be surplus.

9. Town Landscape Care

The Roads and Drainage Foreman supports the budget of \$128,806 up \$28,300 due to a new machine time allocation.

10. Sewage Treatment and Distribution

The Water and Sewer Foreman and C.A.O. Clerk White stated noted the Town assumed plant operation in 2015 and there is reduced flow in Palmerston to support some long term growth. Plan improvements to maintain the infrastructure will still be needed.

11. Water Treatment and Distribution

The Water Foreman noted that improvements to SCADA systems allow some checks from home by operators. Treasurer Duff noted that when the Town transitioned from flat to metered rates adjustments were needed in 2016 but there was no increase in 2017. About a 4% increase is proposed in 2018 to ensure long term obligations are funded

The Mayor and Council discussed the operating budgets as presented noting the quality of information presented in the various reports makes decision making easier. Councillor Dirksen requested information on donations to Wellington Farm Safety Committee. C.A.O. Clerk White noted that there will be an update on the Operational budget presented at January 11th meeting.

7. Motion to Return To Regular Council

RESOLUTION: 2017-246

Moved By Councillor Dirksen; Seconded By Councillor Anderson

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

Carried

8. Notices of Motion

9. Resolution Adopting Proceedings of Committee of the Whole

10. By-laws- None

11. Adjournment at 4:07 p.m.

RESOLUTION: 2017-247

Moved By Councillor Elliott; Seconded By Councillor Colwell

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



Council Budget Minutes
Thursday, January 11, 2018 1:30 p.m.
Council Chambers

Council Present:

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

Staff Present:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Allan Carr, Facilities Manager	Belinda Wick-Graham, Business & Economic Manager
Chris Harrow, Fire Chief	Gordon Duff, Treasurer
Mark Robertson, Sewer Foreman	Terry Kuipers, Chief Building Official
Mike McIsaac, Road Foreman	Matt Lubbers, Recreation Services Manager

1. **Call to Order 1:33 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act – None**
3. **Minutes of Previous Meeting**
 - a. Draft Budget Minutes of December 12, 2017: Available for review and considered for future approval following budget open house.
4. **Additional Items Disclosed as Other Business – None**
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 2018-12

Moved By Deputy Mayor Faulkner; Seconded By Councillor Colwell

THAT The Town of Minto Council convenes into Committee of the Whole to conduct budget deliberations.

Carried

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

a. Introduction, Mayor Bridge

Mayor Bridge noted this is a great opportunity to comment on the budget. Staff has done a great job providing information on the capital budget. The numbers and percentages are available but changes to ratios with the County can change the rate.

Treasurer Duff advised that in 2017 Council proposed a 3% increase which ended up at 1.6% for the average residential ratepayer once final ratios were set.

Mayor Bridge asked Council to think about what Council would like to accomplish in 2018 and there will be a final review in March after the open house.

b. 2018 Budget Update Report

C.A.O. Clerk White noted the 2018 theme is “bringing it home” a responsible budget with Federal and Provincial funding that is in place. Since the December 12 meeting there have not been any changes to operating budgets. Following deliberations today there is the March 20 budget open house after which final budget numbers can be presented. Council was reminded that the operating budget raised an additional \$235,000 made up mainly of the decreased OMPF funding (\$172,200), internal, external, pay equity, COLA (\$80,000), Staffing Facilities (\$55,000), decreased Structural Grant budget (-\$20,000), and not filling the Public Works Director Position (-\$71,251).

The C.A.O. Clerk noted 20% of our workforce will retire over the next 4 years and the budget provides for remaining competitive so people can progress into more responsible positions, or bring in new talent where possible.

c. 2018 Capital Budget – Presentation

d. Treasurers Project Detail Sheets

Strategic Plan provisions were noted the C.A.O. Clerk advising a public meeting planned in 2018 with full review by new Council in 2019. Statistics on the split between County, Education and Town share of the property tax, budget distribution and base provincial funding were outlined. The overall capital budget is about \$7.7 million of which \$5.85 is in Public Works made up mainly of \$3.5 million for Clifford Elora Street and \$500,000 for Palmerston Queen Street. Over \$3 million in Provincial Grants will fund this work.

The Treasurer reviewed the status of the Asset Management Plan and a chart showing reserves to debt from 2011 through 2019 which is consistent with the Town’s Fiscal

Accountability Policy whereby debt is not to exceed reserves. The Treasurer noted the Town pays off debt each year, and noted reserves are not all immediately liquid since they are made up of Westario shares and other dedicated funds. The C.A.O. Clerk noted that five year capital project plans were available and presented to Council to help identify “shovel ready” projects for annual grant programs which are expected to be available for water and sewer work. One issue is very little funding is available for roadwork aside from connecting link grants which apply to Provincial Highways only.

Council discussed and asked questions about information presented. Capital Budgets were presented by the C.A.O. Clerk, Treasurer and Department Head or Manager responsible for each function area.

Fire - \$520,000 2018 and \$1.15 over five years

Fire Chief Harrow presented Department capital needs consisting of New Pumper in Palmerston & Pickup (\$450,000), Bunker Gear (\$40,000) and Training Equipment & Computers (\$30,000) Vehicles in Fire are funded from replacement reserves. The Pumper will be ordered in 2018 and delivered in 2019.

Council discussed Fire Department needs. It is important to clearly identify projects to proceed with in the budget as Council could become “lame duck” in July after which the Town cannot spend over \$50,000 unless the project had been previously budgeted.

Clifford Roads, Water, Sewer \$3,930,000 2018 and \$6.7million over 5 years

C.A.O. Clerk White with the support of Wayne Metzger Water Foreman, Mike McIsaac Roads & Drainage Foreman and Mark Robertson Wastewater Foreman presented the capital budget amounts for Clifford, Harriston, Palmerston, Rural and General.

Clifford Public Works has \$3.93 million in capital work made up of Elora St from Park to West Heritage \$3,470,000, William Street (Schwindt) \$180,000 and Ann Street drainage and paving \$280,000. Council discussed the 5 year project plan, which includes additional funds for paving and drainage on Ann Street, an alum tank at the Waste water plant, Park Street reconstruction and an Allan Street watermain. Elora Street timing and detours were reviewed. The streetscape will allow veteran’s banners to be displayed. Westario and the Town will cost share on power improvements including burying lines in the downtown.

Harriston Roads, Water, Sewer \$820,000 2018 and \$6.75 million over 5 years

The proposed \$820,000 capital budget finishes George Street South with a carry over \$370,000, and provides for work on George Street North, William Street servicing and preparation for Lawrence Street Reconstruction if the Metzger draft plan of subdivision proceeds in 2018. There is \$290,000 to finish the John Street pumping station in 2018, which was approved to proceed at the end of 2017.

Council discussed the Senior School development. Lawrence Street full reconstruction is proposed in the 5 year project plan for 2019. Other projects in the plan include Queen

Street North and South, John Street reconstruction Adelaide link to Hutchison, servicing up to 66 acres of land in the Industrial Park. Council discussed future costs for pedestrian crossovers which are \$80,000 each. The final design will need provincial approval.

Palmerston Roads, Water, Sewer \$985,000 2018 and \$10.75 million over 5 years

The 5 year project plan identifies Palmerston Lift station design (\$75,000), Noble Family Road servicing (\$300,000), Frank Lambier Crt paving (\$40,000), Queen Street Reconstruction (\$500,000), WWTP Clarifier Design Work \$100,000 and Watermain loop Queen to Tower (\$70,000). Mark Robertson explained clarifier work which increases redundancy as the existing clarifier is 30 years old. Wayne Metzger reviewed the watermain project and need for looping the system.

Council discussed timing for the Queen Street project given the grant has not been approved. It could be moved fully to 2019 to reduce the capital budget but this does not reduce the operating budget as there is no tax dollars funding the project. The Treasurer notes this is OCIF top up grant which would allow the project to be finished in 2019. This is another project Council may want to budget for during the possible “lame duck” period.

MOTION: COW 2018-12

Moved by: Councillor Colwell; Seconded by Deputy Mayor Faulkner

THAT the Treasurer report back to Council on funding the Queen Street project once the formal announcement on the Ontario Community Infrastructure Fund is made.

Carried

Wastewater Foreman Robertson and C.A.O. Clerk noted that the Town will need to continue to improve the Waste Water plant to meet long term growth needs, but will have capacity in the next five years pending an update report on the sewage use bylaw.

Rural Roads \$200,000 in 2018 and \$1 million over 5 years

C.A.O. Clerk White and the Roads & Drainage Foreman noted the rural projects completed in the last 5 years. This year only 12th Line design and some preparation is budgeted at \$200,000 with an additional \$700,000 over two years in 2019 and 2020.

Mayor Bridge stated that there is a need on the 12th Line especially around the Murray Gravel Pit area. He would like to meet with pit owners about contributing to the roadway improvements given the tax relief gained under re-assessment and the limited funds received for pit royalties. The Treasurer noted most of the funds from the sale of the Town pit are not allocated in 2018 budget. Council discussed the impact of trucks and heavy farm machinery on rural roads.

Road & Drainage Foreman McIsaac stated the Town normally budgets for mill and paving work. Reconstructing wider rural roads require a huge financial commitment. Council discussed limiting use of the 16th Line got truck traffic going from Clifford to Mount Forest.

MOTION: COW 2018-13

Moved by Councillor Dirksen Seconded by: Councillor Turton

THAT staff report back to Council on possible restrictions of truck traffic on the 16th Line

Carried

Public Works General \$684,000 in 2018 and \$3.4 million over 5 years

The C.A.O. Clerk, Water Foreman, Roads & Drainage Foreman and Wastewater Foreman presented general such as Wastewater Inflow and Infiltration \$170,000, Water Minto Pines Flowmeter, Pipes \$55,000, Water Meter General \$20,000, Streetlights New LED non RealTerm \$14,000, Cemeteries Cremation Design Options \$55,000, Sidewalks \$60,000, Catchbasins and Drainage \$50,000, Asset Management \$20,000, 5 yr replace Pick-ups 2010, 2012 \$90,000 and Plow Truck/Grader/Backhoe 150,000.

The Public Works vehicle replacement plan was provided and discussed. The Plow Truck in 2018 would be funded from sale of two surplus trucks and the vehicle to be replaced. About 60% of the vehicle replacement is funded by the \$220,000 annual reserve contribution. If a small amount is put away annually the balance would be available for future purchases. The Roads Foreman advised the new winter control program should allow the Town to surplus the two plow trucks saving \$550,000 in the replacement plan.

Council discussed the general capital program. Water Foreman Metzger stated that the Town will be extending LED lights in Clifford by reusing the old ones from the downtown reconstruction and new lighting will be placed in Minto Pines, Palmerston and Harriston to light up dark areas and increase safety for residents.

Facilities Clifford - \$105,000 in 2015 and \$240,000 over 5 years

Facilities Manager Carr presented this capital budget including Refrigeration \$50,000, Lighting and Doors \$5,000 and Parks Upgrades \$50,000. Park upgrades will include drainage in the ball diamond, land purchase decking around the pavilion picnic table driveway on John Street allowance and playground equipment. Meetings will be held with community groups to help chose projects and assist in funding them. Council discussed the capital plan and contributions from Homecoming, Truck Show and CRA.

Facilities Palmerston -\$145,000 and \$368,000 over 5 years

The Facilities Manager noted the 2018 capital budget includes Lighting and Doors \$30,000, Ice Resurfacers \$80,000, Auditorium \$20,000, Parks Upgrades, Bridge Painting \$5,000 and Pool \$10,000. The capital plan was discussed by Council.

Facilities Harriston- \$138,000 and \$505,000 over 5 years

\$138,000 of capital work is proposed this year in Harriston including Lighting and Doors \$8,000, Parks Upgrades, convert Trailer Park \$20,000, Ref's Room and Curling Club \$5,000, General Upgrades and Flooring \$5,000 and Pool \$100,000. Facilities Manager Carr noted they will be working with the Kinsmen Club at the pool. He described repairs to date and some of the other work needed in the community.

Other Parks & Rec - \$62,000 and \$177,000 over 5 years

The Facilities Manager noted capital budget covering Trails \$12,000, Museum \$15,000 Scoreboards \$25,000 and Equipment and Fixtures \$10,000. Previously beverage suppliers donated scoreboards but they no longer fund this work. The boards are dated and replacement parts difficult to find.

Council discussed the various capital items. Mayor Bridge stated that there may still be funds from the County for Trails and he will follow up. The Deputy Mayor Faulkner noted improved maintenance with stone dust trails. Mayor Bridge stated community support helps keep parks in good shape.

Administrative Capital \$82,000 and \$242,000 over 5 years

C.A.O. Clerk White stated Admin capital amount includes: Buildings \$10,000 Computer Replacement & Software \$30,000, Building Department Pickup truck \$30,000 and Assets Management & Records \$12,000. Building capital is funding through reserves, the truck being replaced is a 2006 model and is beyond its replacement time frame. Treasurer Duff noted that the major costs for the Computer Replacement and Software will be more software related. Council discussed the work and whether there is a need for office renovations at this time.

Capital Budget Summary

C.A.O. Clerk White noted that between 2011 and 2017 the Town spent over \$32 million improving infrastructure; \$31.5 million is identified in the five year project plan for 2018 through 2022. This project plan will assist this Council and next in planning for grant programs and staying consistent with its Fiscal Accountability Policy. While \$7.7 million in capital work is ambitious, the Clifford Elora Street project is out for tender today. He thanked Department heads and Public Works staff, and the Treasurer for their hard work.

Council questioned whether all the development will result in higher revenue for the Town. The Treasurer noted the three year delay from MPAC to assess projects to insure tax is collected. After three years revenue to the Town can be lost. As an estimate a new home should result in about \$1,000 per year to the Town alone on property tax and about \$1,000 on water and sewer billing. Many of the lots on Ann Street are not yet on the tax roll.

Finance Chair Councillor Colwell thanked the staff, C.A.O. Clerk and Treasurer for all of their work and providing a liveable budget with minor changes required.

7. Motion to Return To Regular Council

RESOLUTION 2018-12

Moved By Councillor Colwell; Seconded By Councillor Dirksen

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

Carried

8. Notices of Motion - None

9. By-laws

10. Adjournment – 3:27 p.m.

RESOLUTION 2018-12

Moved By Councillor Elliott; Seconded By Deputy Mayor Faulkner

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

Carried



Council Minutes
Tuesday, March 20, 2018 4:00 p.m.
Council Chambers

Council Present:

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

Staff Present:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer	Wayne Metzger, Water Foreman
Terry Kuipers, Chief Building Official	Mike McIsaac, Roads and Drainage Forman
Quinn Foerter, Clerical Assistant	Belinda Wick-Graham, Business & Economic Manager
Chris Harrow, Fire Chief	

1. Call to Order 4:00 p.m.

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

Councillor Turton declare a conflict for item 12 c) 8) C.A.O. Clerk, Municipal Services Corporation, Harriston Lions Medical Clinic Renovations

3. Motion to Convene into Closed Session

RESOLUTION 2018-43

Moved By: Councillor Turton; Seconded By: Councillor Anderson

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

- **Previous Minutes of the February 20, 2018 Closed Session**
- **Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, C.A.O. Clerk**
- **Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, Recreation/Facilities**
- **A proposed or pending acquisition or disposition of land - Palmerston Industrial Park**

Carried

4. Motion to Convene into Open Session 5:15 p.m.

RESOLUTION 2018-44

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

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

Carried

Council hosted a Budget Open House from 5:15 to 6:30 and reconvened in open session at 7:00 p.m.

5. Minutes of Previous Meeting

a. Regular Council Minutes of March 6, 2018

RESOLUTION 2018-45

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

THAT the minutes of the March 6, 2018 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Councillor Jean Anderson, Deputy Mayor Ron Faulkner and Mayor Bridge declared items.

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

RESOLUTION 2018-46

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

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

Carried

8. Public Meeting - None

9. Delegations

a. Canada Packers Reunion Committee, Request for Financial Support

Lisa Leslie and Dave Turton presented information on the Reunion scheduled for August 9 to 11. The event includes the Mayor's Golf Tournament, Kinsmen Beef BBQ, Harriston Street Party, Harriston Legion Breakfast and Harriston Historical Society displays. The Committee is requesting \$5,000 as a start-up fund, to be repaid to the Town at the end of 2018.

MOTION: COW 2018-62

Moved By: Deputy Faulkner; Seconded By: Councillor Anderson

THAT Council provides a \$5,000 loan to the Canada Packers Reunion Committee to be repaid by the end of 2018.

Carried

b. Somer Gerber, LaunchIt Year in Review

Somer Gerber provided a yearend review of LaunchIt noting its evolution into a business solution centre. The Business Flight Program has been updated and Gerber thanked the eight mentors and the professional volunteers that assist local businesses. LaunchIt has been working on Elevate Agriculture for the last couple years and now have a presence on the FarmLINK website. Council thanked her for her work at LaunchIt.

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

- a. County of Wellington, Comments on the Proposed Greenbelt Expansion Study Area
- b. Saugeen Valley Conservation Authority, Municipal Resolution re Provincial Underfunding of Conservation Authorities
- c. Grey County, Invitation to Recolour Grey Public Meeting
- d. Saugeen, Grey Sauble, and Northern Bruce Peninsula Sourcewater Protection Committee, Information on Source Protection Committee Renewal Process
- e. Minister of Environment & Climate Change, Requirements for Asset Management Plans
- f. Town of Essex, Letter to AMO and FCM re userpay childcare services
- g. Municipality of Kincardine, Increase Base Funding to Ontario Conservation Authorities
- h. Waterloo-Wellington LHIN, February 2018 Newsletter
- i. Municipality of West Grey, Notice of Passing of Zoning By-law Amendment
- j. 2018 Municipal Election Candidate Info Session April 12, 2018
- k. Fred Dean's Candidate Information Workshop April 19, 2018
- l. Township of South Stormont, Support for Township of Norwich re Ontario Building Code
- m. Township of South Stormont, Landfill Approval resolution
- n. Saugeen Conservation Flood Contingency Plan 2018

Councillor Turton asked if Council would support Item b) Saugeen Valley Conservation Authority regarding Provincial Underfunding of Conservation Authorities.

MOTION: COW 2018-63

Moved By: Councillor Turton; Seconded By: Councillor Anderson

The Council of the Town of Minto 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 the Town of Minto 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 the Town of Minto 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 MPP and Conservation Ontario.

Carried

MOTION: COW 2018-64

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

THAT Council receives the correspondence for information

Carried

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

a. Committee Minutes for Receipt -None

b. Committee Minutes for Approval

1. Trees for Minto Minutes of February 1, 2018

Councillor Dirksen summarized the minutes. The 2018 budget is set. The Committee is looking at offering fruit trees at discounted prices again this year. Three hazel nut demo sites will be chosen to provide information on the potential for this agriculture.

MOTION: COW 2018-65

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

THAT Council receives the Trees for Minto Minutes of February 1, 2018 and approves any recommendations contained therein.

Carried

c. Staff Reports

1. Business & Economic Manager, Butter Tart Trail Agreement

Belinda Wick-Graham reviewed Butter Tarts & Buggies partnership between Minto, Mapleton Southgate, and Wellington North. She summarized activities including Fall Frolic October 12 to 14. A two year commitment costs \$2,500 per year. West Grey will be added as a partner.

MOTION: COW 2018-66

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

THAT Council receives the Business & Economic Manager's presentation regarding the Butter Tarts and Buggy Trail and passes a by-law in open Council.

Carried

2. Business & Economic Manager, Sale Price of Municipal Industrial Land

Belinda Wick-Graham stated the cost per acre for industrial land has not changed for years despite increased servicing costs. She reviewed cost compared to other municipalities.

MOTION: COW 2018-67

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

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.

Carried

3. Building Assistant, B32/18- Koersen Severance
CBO Kuipers reviewed proposed conditions stating rezoning will address a few deficiencies and allow the barn to remain on the severed lot. Council discussed the application.

MOTION: COW 2018-68

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B36/18 Koersen, Part Lot 37 Concession 6, 5411 7th 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.

Carried

4. Clerk's Assistant, Lot Sale by Tender Ann Street Clifford
Clerk Assistant Foerter reviewed the report noting five bids were received on four lots.

MOTION: COW 2018-69

Moved By: Councillor Colwell; Seconded By: Councillor Turton

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

Carried

5. Deputy Clerk, Appointment By-law update
Deputy Clerk McRobb reviewed some of the changes made to the Appointment By-law.

MOTION: COW 2018-70

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

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.

Carried

6. C.A.O. Clerk, Property Liability, FIT 4.0 Solar Panels on Town Lands

C.A.O. Clerk White noted savings of \$3,000 annually if property coverage is provided by JLT. Each party carries its own liability. A claim on the property side would increase premiums.

MOTION: COW 2018-71

Moved By: Councillor Elliott; Seconded By: Councillor Turton

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.

Carried

7. C.A.O. Clerk, Proposed By-law Authorizing Land Transfers Quality Homes, Metzger Construction

C.A.O. Clerk White noted the appraised value of \$40,000 for 0.278 acres is high compared to the \$6,000 sale price. The appraisal suggests land value has increased dramatically since the Town bought the full 7 acres for \$60,000 in 2012.

MOTION: COW 2018-72

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

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 transaction.

Carried

Having previously declared a conflict of interest, Councillor Turton vacated his seat.

8. C.A.O. Clerk, Municipal Services Corporation, Harriston Lions Medical Clinic Renovations

C.A.O. Clerk White reviewed the reason for the proposed \$75,000 loan to the Town's Municipal Services Corporation which will be paid back in 10 to 12 years. A new medical practitioner is expected in July.

MOTION: COW 2018-73

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

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.

Carried

Councillor Colwell assumed the Chair

9. Treasurer, 2017 Council Remuneration
Treasurer Duff summarized the report.

MOTION: COW 2018-74

Moved By: Councillor Turton; Seconded By: Councillor Anderson

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

Carried

10. Treasurer, Approval of Accounts,
Treasurer Duff noted payments for County and Development Charges from 2017, George Street work and snow removal.

MOTION: COW 2018-75

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

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for March 15 2018 as follows: Administration \$ 1,475,438.55, People & Property \$22,202.00, Building \$207,921.19, Economic Development \$7,300.42, Incubator \$250.00, Fire \$8,909.63, Roads \$394,015.74, Waste Water \$27,277.06, Streetlights \$7,444.05, Water \$12,681.42, Recreation \$4,120.54, Clifford \$7,350.50, Harriston \$13,801.27, Palmerston \$17,845.86, Norgan \$5,063.85 69 for a total of \$2,211,622.08.

Carried

Councillor Turton assumed the Chair

11. Water Foreman, Water Concerns 96 George Street North
The C.A.O. Clerk noted options being considered to reduce sedimentation in old cast iron watermains. Water Foreman Metzger will work with all homeowners to increase flow. Triton will advise on cost and practicality of replacing the main.

MOTION: COW 2018-76

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

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.

Carried

12. Roads & Drainage Foreman, MTO Approvals Pedestrian Crossovers Harriston
Roads & Drainage Foreman McIsaac presented information on the proposed crossovers on Arthur Street at George St and Elora Street at William St. To go ahead \$50,000 would be added to the draft budget. Two radar signs would add \$11,000. Council discussed the benefits and costs of both initiatives.

MOTION: COW 2018-77

Moved By: Mayor Bridge; Seconded By: Councillor Elliott

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 to purchase two radar signs at a cost of \$11,000.

Carried

Deputy Mayor Faulkner noting opposition to the radar signs only

13. Roads & Drainage Foreman, Municipal Drain #39 Improvement
Mike McIsaac explained the need to appoint Dietrich Engineering to deal with the crossings. He noted progress is being made on four other drain petitions.

MOTION: COW 2018-78

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

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.

Carried

14. Roads & Drainage Foreman, 2017 Bridge and Culvert Biennial Report
The Roads & Drainage Foreman advised that the annual bridge inspection report was completed in 2017. The Brunswick Street culvert is to be inspected every six months as a result of flood impacts.

MOTION: COW 2018-79

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

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 separately in the five year project plan for 2022.

Carried

15. Roads & Drainage Foreman, Asphalt and Shoulder Gravel, Tender 2018-01
Roads & Drainage Foreman McIsaac reviewed the work to be completed under the tender.
Council discussed the impact of salt trucks on the 8th Line.

MOTION: COW 2018-80

Moved By: Mayor Bridge; Seconded By: Councillor Elliott

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.

Carried

Mayor Bridge returned to the Chair

d. Other Business Disclosed as Additional Items

Councillor Anderson noted the Wellington Advertiser's 50th Anniversary event is April 4. The Harriston Horticultural Society is selling Think Minto First gift certificates.

Deputy Mayor Faulkner congratulated Minto Minor Hockey Pee Wee boys on their 3-0 win this evening in game two of their OMHA final. The Palmerston Terminators Roast Beef dinner is Wednesday March 21 at the Palmerston Community Centre.

Councillor Elliott congratulated the Minto Minor Hockey Midget team on winning the first two games of their OMHA final. The Mount Forest Patriots won the Pollock division of the PJHL for the 2nd year in a row. Six people from Minto are involved with the Team.

Mayor Bridge reviewed FCM achievements resulting from the Board meeting in Laval. Considerable work has been done by FCM on the area of rural infrastructure funding. FCM represents a large number of small communities across Canada.

13. Motion to Return To Regular Council

RESOLUTION 2018-47

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

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

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-48

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

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

Carried

16. By-laws

a. 2018-13, Partnership Agreement Butter Tarts and Buggies

RESOLUTION 2018-49

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2018-13; to authorize a Partnership Agreement for “Butter Tart & Buggies: Explore the Simpler Life” Tourism Promotion; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2018-14, Appointment By-law

RESOLUTION 2018-50

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT By-law 2018-14; for the purpose of Appointing Municipal Council Members and Citizens of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2018-15, Ann Street Lot Sales

RESOLUTION 2018-51

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

THAT By-law 2018-15; To Authorize the Sale of certain Town owned Lands in Clifford fronting on Ann Street; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2018-16, Authorize Land Transfers in Harriston from Metzger Construction to the Town of Minto and from the Town of Minto to Quality Homes

RESOLUTION: 2018-52

Moved By: Councillor Turton; Seconded By: Councillor Colwell

THAT By-law 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; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

e. 2018-17, Confirming Proceedings of March 20, 2018 Committee of the Whole/Council Meeting

RESOLUTION 2018-53

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT By-law 2018-17; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held March 20, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

17. Adjournment 9:20 p.m.

RESOLUTION 2018-54

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

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-02
Applicant: Frank Andrade
TUESDAY April 10th 2017,
5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Part Lot 79, Concession C, municipally known as 5892 Highway 9, Harriston, Town of Minto.

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

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

The property subject to the proposed amendment is located on Part Lot 79, Concession C, with a municipal address of 5892 Highway 9, Harriston, Town of Minto.

The Purpose and Effect of the proposed amendment is to rezone the severed agricultural portion of the property to prohibit any future residential development, and to rezone the retained rural residential portion of the property to permit an increased ground floor area of 475 m² (5120 ft²) for an existing accessory building.

This rezoning is a condition of severance application B161/17, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 15.9 ha (39.3 ac) vacant agricultural parcel and merge it with an abutting agricultural parcel which is zoned to prohibit residential development. The retained 1.8 ha (4.4 ac) rural residential parcel contains an existing single detached dwelling and accessory building.

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located on Part Lot 79, Concession C, municipally known as 5892 Highway 9, Harriston,
Town of Minto
Page 2

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies March 21st, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
 - b) Curtis Marshall, Senior Planner, County of Wellington, report attached
4. Chair Bridge to call on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
 5. Chair Bridge to call on anyone who wishes to comment in favour of the proposed Amendment.
 6. Chair Bridge to call on anyone who wishes to comment in opposition of the proposed Amendment.
 7. The applicant or his agent is given an opportunity for rebuttal.
 8. Chair Bridge to give members of Council an opportunity to ask questions.
 9. Chair Bridge to state IF YOU WISH TO BE NOTIFIED of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca.
 10. If there are no further comments, Chair Bridge will adjourn this Public Meeting.



Town of Minto

DATE: April 5, 2018

TO: Mayor Bridge and Members of Council

FROM: Michelle Brown, Building Assistant

RE: ZBA 2018-02- Frank Andrade Part Lot 79 Concession C, 5892 Highway 9, Harriston, Town of Minto

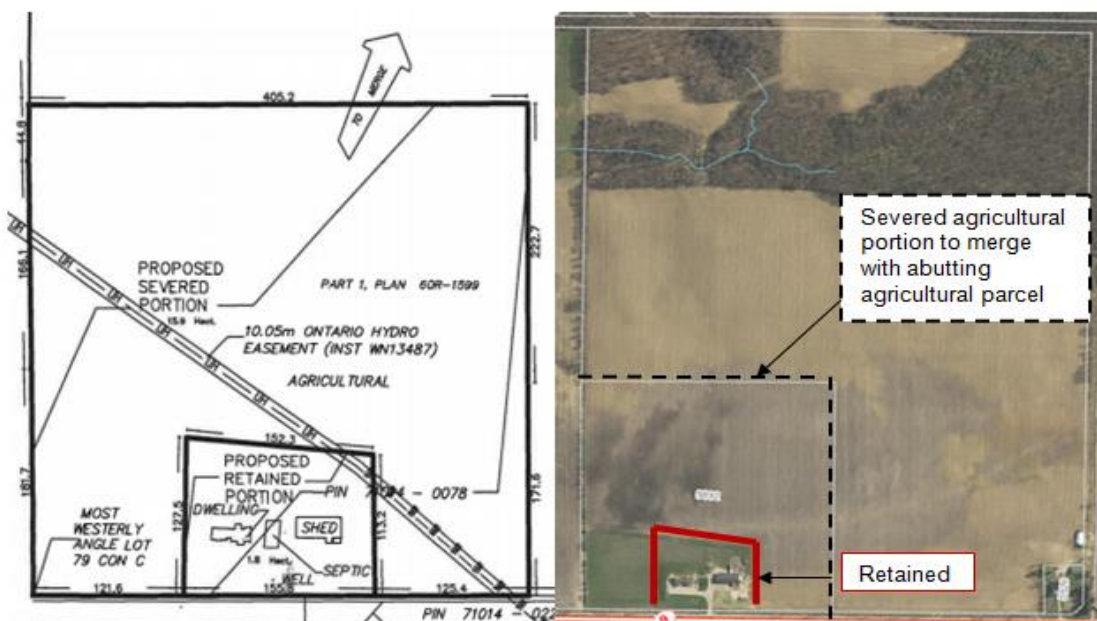
STRATEGIC PLAN

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

BACKGROUND

The intent of this application is to rezone the subject lands to restrict future residential development on the proposed severed agricultural portion of the property, and to rezone the retained rural residential portion to permit an increased ground floor area for the existing accessory building. This rezoning is a condition of severance application B161/17, that has been granted provisional consent by the Wellington County Land Division Committee. Council had previously supported this application

The severance will join 15.9 hectares (39.3 acres) of vacant land with an abutting agricultural parcel. The proposed severed parcel Part Lot 79, Concession C is to merge with is Part Lot 80, Concession C, which is to be zoned to prohibit residential development. The retained 1.8 ha (4.4 ac) rural residential parcel contains an existing detached dwelling and accessory building that requires zoning relief to increase the floor area of the existing shed. The shed is currently 5120 ft² and the zoning for the retained lot permits 2350 ft².



COMMENT

Town reviewed the application and no additional concerns were noted since the rezoning implements one of the conditions of the severance. All previous comments, conditions and recommendations apply.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning application ZBA 2018-02- Frank Andrade for, Part Lot 79 Concession C, 5892 Highway 9, Harriston, Town of Minto for information and considers passing a by-law in open session.

Michelle Brown,
Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: March 29, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Frank Andrade**
Part Lot 79, Concession C (Minto), 5892 Highway 9
Zoning By-law Amendment

PLANNING OPINION

The purpose and effect of the proposed amendment is to rezone the severed agricultural portion of the property to prohibit future residential development, and to rezone the retained rural residential portion of the property to permit an increased ground floor area of 475.0 m² (5120.00 ft²) for an existing accessory building. This rezoning is a condition of severance application B161/17, which has been granted provisional consent by the Wellington County Land Division Committee.

We have no objections to the zoning amendment. The application conforms to the Official Plan, is consistent with applicable Provincial policies and satisfies a condition of consent for severance application B161/17.

INTRODUCTION

The property subject to the proposed amendment is located on Part Lot 79, Concession C (Minto), with a municipal address of 5892 Highway 9. The proposed severed vacant agricultural parcel is 15.9 ha (39.3 ac) in size. The proposed retained rural residential parcel is 1.8 ha (4.4 ac) in size and contains an existing single detached dwelling and accessory building.

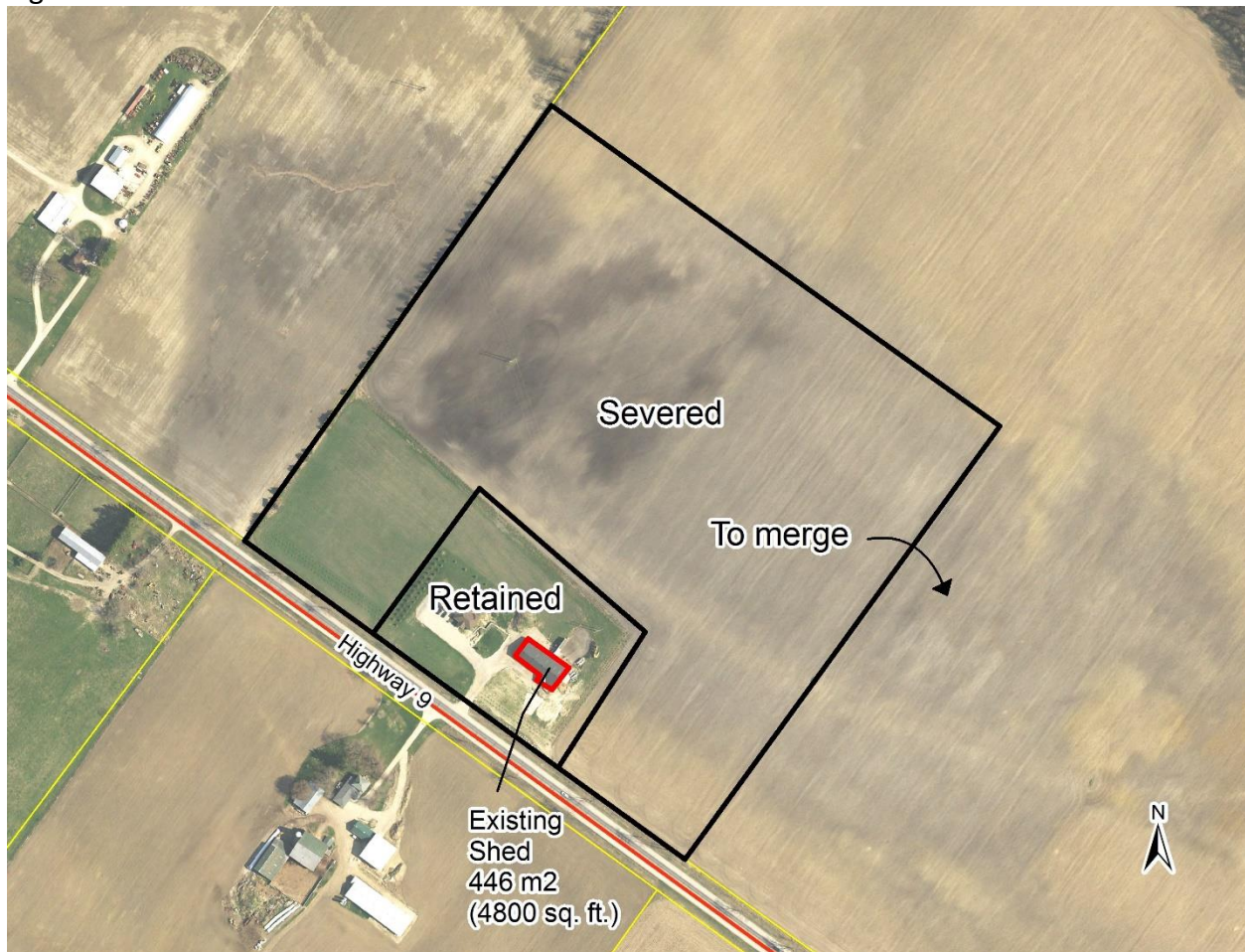
PROPOSAL

The purpose and effect of the proposed amendment is to rezone the severed agricultural portion of the property to prohibit future residential development, and to rezone the retained rural residential portion of the property to permit an increased ground floor area of 475.0 m² (5120.00 ft²) for an existing accessory building. This rezoning is a condition of severance application B161/17, which has been granted provisional consent by the Wellington County Land Division Committee.

This rezoning is a condition of severance application B161/17, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 15.9 ha (39.3 ac) vacant agricultural parcel and merge it with an abutting agricultural parcel which is zoned to prohibit residential development. The parcel to be merged with was created through an earlier surplus farm dwelling severance (B146/11). The retained 1.8 ha (4.4 ac) rural residential parcel contains an existing single detached dwelling and accessory building. An air

photo showing the proposed severed parcel and the existing accessory building on the retained parcel is shown below.

Figure 1: Air Photo



PROVINCIAL POLICY STATEMENT (PPS)

The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.4 of the PPS outlines that lot creation may be permitted in prime agricultural areas for agricultural uses where lots are of an appropriate and sufficient size, and that lot line adjustments are permitted for legal and technical reasons.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIME AGRICULTURAL in the County Plan.

According to section 10.3.5 of the Plan, lot line adjustments may be permitted for legal or technical reasons, such as easements, correction of deeds, quit claims, and minor boundary adjustments in the Prime Agricultural Area. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- Two abutting farms are merged and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- More viable agricultural operations will result;

- An undersized lot is made useable given the requirement for appropriate sewer and water systems.

Lot line adjustments are deemed not to create new lots for the purpose of this plan.

DRAFT ZONING BY-LAW

The subject lands are zoned Agricultural (A). Permitted uses in the Agricultural (A) zone include agricultural uses, single detached dwellings, and accessory buildings.

Section 6.1.4 of the By-law permits a maximum ground floor area of 218.3 m² (2349.8 ft²) on the retained parcel (based on the size of the lot), whereas the existing shed on the retained parcel has a ground floor area of 475.0 m² (5120.00 ft²) according to the building permit which was issued by the Town. The applicant had indicated that the building was 446.0 m² (4800 ft²) in their application.

A draft zoning by-law amendment has been attached to this report for Council's consideration which rezones the proposed severed agricultural parcel to the same site specific exception (A-94 which prohibits the construction a dwelling) as the adjacent property of which the severed parcel is being merged with. A site specific exception is also being introduced (A-119) which recognizes the floor area of the existing 475.0 m² (5120.00 ft²) accessory building on the retained rural residential parcel.

Respectfully submitted
County of Wellington Planning and Development Department



Curtis Marshall, MCIP, RPP
Senior Planner

Children's Early Years Division

Child Care
EarlyON Child and Family Centres

Presentation to the Town of Minto

April 2018



Social Services

County of Wellington and City of Guelph

- Children's Early Years
- Housing
- Ontario Works



As of January 1, 2018 Consolidated Municipal Service Managers/District Social Services Administrative Boards were appointed with authority for the planning, management and governance of the new EarlyON child and family centres.

This forms a new early years system that includes child care and child and family centres.

EarlyON centres will replace the following:

- **Better Beginning Better Futures**
- Child Care and Resource Centres
- **Ontario Early Years Centres**
- Parenting and Family Literacy Centres



Guiding Principles of EarlyON Child and Family Centres

Child and Family Centred

Welcoming

High Quality

Inclusive

Integrated

Community Led

Key Goals

- Parents and caregivers have access to high quality services
- Children have access to play and inquiry based learning opportunities
- Parents and caregivers have opportunities to strengthen their relationships with their children
- Indigenous families have access to culturally responsive programming
- Francophone families have access to French language programmes
- Parents and caregivers are provided with timely, relevant information about community and specialized services
- Local service providers collaborate and integrate services to meet community needs



Wellington's Children's Early Years Planning Principles

1. High Quality – high standards, professional staff
2. Equitably Accessible- ability to participate, inclusive, culturally responsive, adaptable
3. Equitably Available- ensure services are located in places for families to access
4. Affordable – low costs, subsidies, **no cost**



EarlyON Core Mandatory Services

- Engages Parent and Caregivers
- Supports Early Learning and Child Development
- Makes Connection for Families

Examples: Drop-in, Playgroup, Literacy, Pre and post-natal, Parenting, Warm transfers to other agencies, referrals for direct therapy

EarlyON Secondary Services

- Specialized Services for children and families
- Integrated services for children and youth

Examples: Cultural enrichment programmes, community nutrition kitchens, parent peer support, mentorship programmes

EarlyON Community Services

Food banks, clothing cupboards, newcomers groups, employment and social services



Current Early Years Services

Area	Population	Full Time Full Year Spaces	Percentage of Spaces for Population
Service Delivery Area	9,950	1,620	16%
Guelph	5,940 (60%)	1,315 (81%)	22%
Wellington County	4,010 (40%)	305 (19%)	7.5%

Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016004.

Source: County of Wellington Licensed Child Care database, extracted January, 2018.

Minto

Full-time, full year Licensed Child Care Spaces for Children birth up to 4 years in Minto		
Number of children birth up to 4 years	Number of Spaces	Percentage of Child Care spaces for population of children
425	13 No infant, 5 toddler and 8 preschool	3%
Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016004. Source: County of Wellington Licensed Child Care database, extracted January, 2018.		

Minto with new build

Full-time, full year Licensed Child Care Spaces for Children birth up to 4 years in Minto		
Number of children birth up to 4 years	Number of Spaces	Percentage of Child Care spaces for population of children
425	49 110 infant, 15 toddler, 24 preschool	11.5%
Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016004. Source: County of Wellington Licensed Child Care database, extracted January, 2018.		

Early ON Services

- None at this time

Planning Phase

1. Community Engagement – Fall 2018
2. Centre Wellington Early Years Services Advisory Group – Late Fall 2018



Request for a contact person to advise on engagement strategies and for a member of Council to participate on the advisory group



April 4, 2018

To: Minto Council

From: Marlene Ottens, Wellington County Farm & Home Safety Association

The Wellington County Farm & Home Safety Association is a county-wide group that focuses on safety, not only on the farm but around the home and community as well. The group has representation from most municipalities in Wellington County, farm-related organizations, and safety-oriented groups. We hold safety days throughout the year in various formats, and we occasionally set up an information booth at other events. We have a lot of support from farm businesses.

Last fall, we held a safety day hosted at ESM Farm Equipment in Wallenstein. We had safety booths about large animals, electricity, traffic safety, farm equipment, fire safety, first aid, and more. Children and parents are divided into small groups and rotate through the booths every 20 minutes, receiving all the safety messages. At the end, they receive a swag bag with safety information and giveaways geared towards kids, and we also had an information table for the adults to take whatever they want. We hope to do a similar day this year in the Mount Forest area.

We hold safety days in Mapleton, Minto and Centre Wellington on a school day. All the children in the region in a certain grade (it varies by region, usually Grade 4-6) attend with teachers and parent volunteers. Like our other safety day, they are divided into groups and move from station to station to receive the safety messages and ask questions. We recently held a very successful Pancake Breakfast in Alma with a similar format that attracted about 300 people. We spent two full days at the Drayton Farm Show, talking to hundreds of children and adults, and hold a Breakfast on the Farm in June.

These activities require many volunteer hours and we repeat a lot of the same information! Nonetheless, children and adults continue to be injured on their farms. It's a unique workplace, since it's one of the few where children live on the job and the hazards are present 24/7. There sometimes is a generational attitude that if it worked okay for my dad and grandpa, I don't have to do it differently. We especially focus on the Mennonite community, where there are often many children on one farm and sometimes a more casual attitude towards safety.

These activities also require funds, which the municipalities have generously contributed to each year. We buy giveaway items, such as colouring books, safety information, bookmarks and wristbands. We also sponsor fall fair prizes for safety-oriented posters, and we created a portable miniature farm filled with people doing unsafe things for children to identify - a great conversation starter about safety. We also purchase airtime on local radio stations to advertise upcoming events and we hope to have regular PSAs about seasonal safety, such as "It's springtime, so watch out for farm equipment on the road!"

One other focus is ATV safety, an increasing concern as urban families purchase them for recreation even without land to use them on. It is our desire to see a unified plan from all the municipalities as far as when and where ATVs are allowed to go. Currently there are few guidelines, but lots of confusion. We held an ATV information night at the OPP detachment in Teviotdale two years ago and there was an overflow crowd in attendance. We held a similar event in Puslinch last year, and have another one scheduled for tomorrow evening (April 11) at the Wellington County Museum, Aboyne Room. Most people want to obey the rules, but they need to know what the rules are.

As mentioned, all these events require volunteers and funds. We thank Minto for the \$300 donation and request the full \$500 for 2018. We also request that it be added to the annual budget.



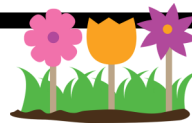


It's
YOUR
Community
... MAKE THE CALL!



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

THE INFORMANT



SPRING 2018

YOUR TIP could be the missing piece of the puzzle!



IN THE NEWS

2017 CORNERSTONE AWARD



For a third year, Crime Stoppers Guelph Wellington (CSGW) has handed out this award to an individual, community organization, or business, who has demonstrated outstanding support of the CSGW program. This year's award was presented to **WIGHTMAN TV** in Clifford and Local Content TV Producer **Adam Olivero**.

PROGRAM STATISTICS

*Stats since 1988 through February 2018 for
Guelph and Wellington County*

Arrests	1,537
Charges Laid	4,257
Narcotics Seized	\$27,306,987
Property Recovered	\$10,180,546
Authorized Rewards	\$164,925

CELEBRATING 30 YEARS!



CSGW was incorporated August 3rd 1988. This year marks our 30th Anniversary. We launched our celebrations during Crime Stoppers Month with a **Flag Raising in Guelph** on January 12th.

THANK YOU to Marden Branch Library, Guelph Fire Department H.Q., Township of Wellington North Fire Department, Elora Fire Station, CRESC, Guelph Fire Station #5 and CW Sportsplex for your participation in our **Annual Road Sign Awareness Campaign**.

We wish to **WELCOME** Jacob Addison of Guelph and Richard Beazley of Fergus to our Board.

We say goodbye to members Sophie Cranley and Laura Aston. Laura will continue with our program as a Friend of Crime Stoppers!



FUNDRAISING AND AWARENESS

CSGW BUCKET SALE



THANK YOU to the community for helping raise funds at our 3rd annual Bucket Sale! The event was held on January 20th in partnership with **Young's Home Hardware** in Mount Forest.

TRIVIA NIGHT



Our second annual Trivia Night event was held on February 17th in Elora at **Grand River Raceway**. A sell out! **THANK YOU** to everyone who came out to play. We raised \$1,485.00 for our program, surpassing last year.

We wish to recognize the **community** for their huge support in donating prizes for our silent auction table. We **THANK** our **media partners** for promoting our event. Watch for us again next year!

THANK YOU to the community for support of our program! For more details, please visit our website.
www.csgw.tips

MULCH SALE FUNDRAISERS



Saturday April 28th is the date for CSGW's 3rd Mulch Sale event in partnership with **Young's Home Hardware** at **525 Main Street North** in **Mount Forest**. This year's event will run from **9am to 2pm**. A drive-thru operation. Product is from Alltreat Farms, offered in three colour choices: Black Beauty, Red Devil and Decorative (un-dyed). **\$6 per bag—Cash & Carry.**



Saturday May 5th is the date for CSGW's 9th annual Mulch Sale in **Fergus**. **Sale starts at 8am until noon**. Location is the **Centre Wellington Sportsplex** at **550 Belsyde Ave**. We offer the same four product colour choices from Alltreat Farms: Black Beauty, Mocha Brown, Red Devil and Canada Red. **\$6 per 2cu ft bag—Cash & Carry.**

COUNTY AUCTION & CHARITY BBQ



Thursday June 14th at **Parr Auctions**, **6866 Hwy 6** (6km north of Fergus). Viewing of the items recovered by OPP starts at 4pm. Auction begins at 5pm and CSGW will be hosting a charity BBQ!

March 21, 2018

Hon. Kathleen Wynne
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: Premier@Ontario.ca

Re: Resolution 2018-137

Please be advised that the following resolution was passed at the March 21, 2018 meeting of the Council of the Municipality of Grey Highlands.

2018-137

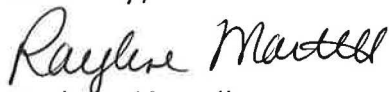
Cathy Little – Lynn Silverton

That the Council of the Municipality of Grey Highlands hereby requests that the Province of Ontario demonstrate its 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 Council 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 their local Conservation Authorities.

As such, please see the attached letter. If you require anything further, please contact this office.

Sincerely,

A handwritten signature in black ink that reads "Raylene Martell".

Raylene Martell

Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

The Municipality of Grey Highlands

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643
www.greyhighlands.ca info@greyhighlands.ca

February 22 2018

Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Sent via email: premier@ontario.ca

Premier Wynne:

Re: Increase base funding to Ontario Conservation Authorities

The Council of the Municipality of Grey Highlands 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 three local Conservation Authorities, 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 the Municipality of Grey Highlands hereby requests that the Province of Ontario, demonstrate its 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 the Municipality of Grey Highlands 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 & Sport, Infrastructure, and Community Safety; local MPs and MPPs; the Association of Municipalities of Ontario; Conservation Ontario; and the local Conservation Authorities.

If you require anything further, please contact this office.

Sincerely,



Raylene Martell
Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

Cc: PC Interim Leader Vic Fedeli
NDP Leader Andrea Horwath
Hon. Charles Sousa, Minister of Finance (csousa.mpp@liberal.ola.org)
Hon. Nathalie Des Rosiers, Minister of Natural Resources and Forestry (NDesRosiers.mpp.CO@liberal.ola.org)
Hon. Chris Ballard, Minister of Environment and Climate Change (cballard.mpp.co@liberal.ola.org)
Hon. Bill Mauro, Minister of Municipal Affairs (bmauro.mpp.co@liberal.ola.org);
Hon. Indira Naidoo-Harris, Minister of Education (inaidoo-harris.mpp.co@liberal.ola.org)
Hon. Helena Jaczek, Minister of Health and Long-Term Care (hjaczek.mpp.co@liberal.ola.org);
Hon. Jeff Leal, Minister of Agriculture, Food and Rural Affairs (jleal.mpp.co@liberal.ola.org)
Hon. Peter Z. Milczyn, Minister of Housing (Pmilczyn.mpp.co@liberal.ola.org)
Hon. Daine Vernile, Minister of Tourism, Culture and Sport (dvernile.mpp.co@liberal.ola.org)
Hon. Bob Chiarelli, Minister of Infrastructure (bchiarelli.mpp.co@liberal.ola.org)
Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services (mflalonde.mpp.co@liberal.ola.org);
MPP Bill Walker (bill.walker@pc.ola.org);
MP Larry Miller (larry.miller.c1@parl.gc.ca);
the Association of Municipalities of Ontario (amo@amo.on.ca);
Conservation Ontario (info@conservationontario.ca);
Saugeen Valley Conservation Authority (j.hagan@svca.on.ca)
Nottawasaga Valley Conservation Authority (lbarron@nvca.on.ca)
Grey Sauble Conservation Authority (d.robinson@greysauble.on.ca)

The Municipality of Grey Highlands

206 Toronto Street South, Unit One P.O. Box 409 Markdale, Ontario N0C 1H0
☎ 519-986-2811 Toll-Free ☎ 1-888-342-4059 Fax 519-986-3643
🌐 www.greghighlands.ca 52 ✉ info@greghighlands.ca

April 2018 Programs and Events: Seniors’ Centre for Excellence

Thank you to everyone who attended the **1st Annual International Women’s Day Luncheon!** The event was attended by over 50 women with a wide variety of ages from 20-80+. The speakers were just amazing. The lunch was delicious and featured soup from the Raw Carrot, a social enterprise that employs people on ODSP to produce some fantastic tasting soup. It is run out of the Mount Forest United Church and is the 2nd chapter of the group which began in Paris Ontario. The second speaker was Sharon Lewis from 100 Women Who Care, the Guelph chapter. The premise is that 100 women form a group; they commit to donating \$400 per year to local charities. At each quarterly meeting 3 members speak about a local charity, at the end of each meeting, the members vote and whichever organization gets the most votes is the recipient of the donation. Each member writes a cheque for a \$100.00. It is really all about the power of numbers, if we have a 100 members then the total donation is \$10,000, wow! Interested in becoming involved in the new North Wellington chapter? Please contact Kay Ayres at kayayres@eastlink.ca or 226.445.2116

Upcoming Programs and Events:

- **After Whys Play: Wednesday April 4th 2-3 p.m. Mount Forest Public Library FREE** –Suicide is not just an issue for youth but effects many seniors too. Come and see this play about Seniors’ Mental Health and Suicide with a message of Hope & Resiliency. Help reduce the stigma of talking about mental health and learn valuable information about suicide prevention. An event by the H.O.P.E. Committee (Healthy Opportunities Promoting Empowerment).
- **Living with Loss: Wednesday, April 4th 7 p.m. Birmingham Retirement Community, Mount Forest @ 7-9 p.m.** This month’s topic is “Healing Your Grieving Soul”. This free peer-support group is for adults grieving the death of a loved one. This is an opportunity to share your thoughts and feelings, hear new perspectives, and coping strategies. Registration is suggested but not required, please call 519.603.0196.
- **Arthur Writers Group: Thursday, April 5th @ 6 p.m. Arthur Public Library, lower level.** Doris Cassan will facilitate this writing group. If you like to write fiction, short stories, poems or memoirs, this is the group for you. Please email Arthur.writers@outlook.com or call Doris at 519.848.2019 for more information or to register. **FREE!**
- **Tastes for Life: Thursday April 5th @ 11a.m. Mount Forest Pentecostal Church. FREE** Each month will have a different theme with a healthy twist, encouraging you to experiment with quick nutritious recipes. Facilitated by the MFFHT dietitian, Gwen Simms .Please call 519.323.0255 ext.5085 to register **FREE**
- **Yoga: Palmerston United Church starting April 9th at 10 am \$5.00 per class.** Kerry Ammerman
- **Line Dancing – Harriston Arena starting Monday April 9th to June 25th at 10 am.** Drop in fee \$3.00 per class. Join in and challenge your coordination and your fitness level! No previous experience necessary.
- **Lymphedema Cancer: Tuesday April 10th Mt Forest Family Health Team at 1:30.** Brought to you by Cancer Care Services. Please call Carol at 519 323 0255 ext. 5014
- **Art Workshop: Wednesday, April 11th @ 2 p.m. Harriston Library-** Donna Hirtle will bring out your artistic flair. \$5 per person. Please call Library @ 519 338 2396 to register. Limited space
- **Women’s Wellness Wednesday: April 18th Mount Forest Family Health Team at 1:30.** Bras Galore and More brought to you by Cancer Care Services. Please call Carol at 519 323 0255 ext. 5014
- **Cards and Games Afternoon: Wednesday, April 18th CRNA building Palmerston @ 2p.m. \$2**
- **Art Workshop: Wednesday, April 18th Palmerston Library @2 p.m. -** Donna will bring out your artistic flair. Cost is \$5. Please register at 519.343.2142 Space is limited.
- **Friendship Circle: each Tuesday at the Mount Forest Pentecostal Church from 10:30-11:30 a.m.** This coffee group takes place each Tuesday morning @ 259 Fergus Street South. On the 3rd Tuesday, the Golden Hearts host a wonderful luncheon with speaker. A great way to learn about other community events.
- **Friendship Circle: Wednesday April 25th, Palmerston United Church @ 10:00 a.m. FREE**–Last Wednesday of the month; the coffee and the conversation flow with this group, you are welcome to attend.
- **Walking Groups:** All you need is a pair of indoor shoes, a bottle of water and the desire to improve your fitness level. All are held at your local arena. Check your calendar to see the times and days for your community. Keep your money in your pocket! **These are all free!** **Arthur Walking to end of April only**

CONGREGATE DINING PROGRAMS 12:00pm – 2:00pm.

People of all faiths welcome! Presentations are free and begin at 12:30 p.m.
Come for lunch @ noon for just \$12. Please register by calling 519-638-1000 or toll free 1-866-446-4546.

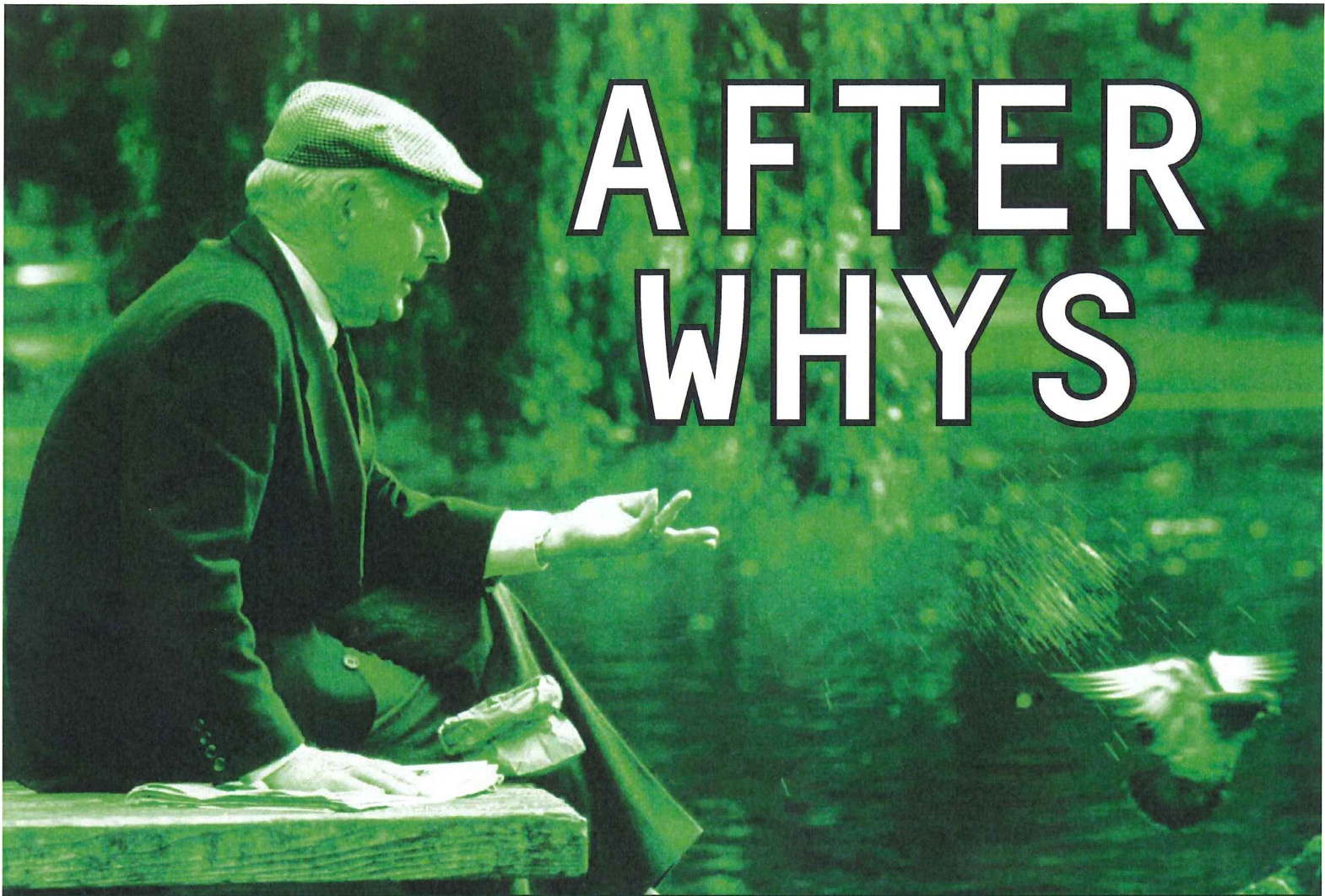
- 1) **Palmerston United Church: Wednesday, April 11th 12 p.m. “OPP Timber and OPP Barry Reid”**
Join Constable Barry Reid as he introduces us to his four- legged partner Timber. He will discuss when and why the canine unit is brought in to assist with investigations and criminal apprehension.
- 2) **Drayton Reformed Church, Friday, April 13th 12 p.m. “ Arabian Horses”**
Join local horsewoman Doris Woolner of Woolhaven Farm as she shares her lifelong love of horses and her experiences breeding, raising and entering her Arabians into competitions, and why they are known as the foundation breed.
- 3) **Clifford United Church, Friday, April 20th 12p.m. “Musical Entertainment”**
Join Tonia-Joy Skipper as she performs your favourite songs. Enjoy a wonderful hot catered meal and then sit back and relax.
- 4) **Harriston Legion, Wednesday, April 25th 12 p.m. “Cannabis 101”**
Join Pharmacist Robin Brown as he shares interesting information on medical marijuana and the latest research on this medication. Bring your questions and Robin will have the answers!
- 5) **Arthur United Church, Thursday, April 26th 12 p.m. “A Picture is Worth a Thousand Words”**
Local Alma Photographer, Sharon Grose, will share a selection of her favourite rural photographs and the stories behind them. Lunch \$6.00 catered by the AUC women’s league.

CAUTION: WINTER WEATHER AHEAD! Just a reminder, our programs will not run if the school buses in North Wellington have been cancelled. This cancellation policy will apply to all programs scheduled for that day.

2018

APRIL

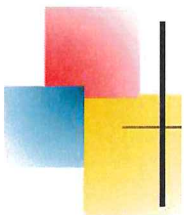
Monday	Tuesday	Wednesday	Thursday	Friday
02	03	04	05	06
	Good Food Box Payment Date 9:00 Drayton Walking - PMD Arena 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 1:00 Games Afternoon - Mt Forest DSP 7:00 Bereavement Group - Birmingham Retirement Community-Healing your Grieving Soul	9:00 Palmerston Walking- Arena 9:00 Drayton Walking - PMD Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Tastes for Life - MFPC 11:00 Harriston Exercise- KPC 1:00 Shuffleboard - PMD Arena 3:15 SMART Exercise - VON Mt Forest 6:00 Arthur's Writer's group - Arthur library	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise PUC & CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 2:30 Carnegie Cafe - British Home Children - register @ 519 338 2396 Harriston Library
09	10	11	12	13
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise - Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga-Palmerston United Church \$5.class 10:00 Line Dancing - Harriston Arena -\$3. class	Good Food Box Drop Off Date 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 1:30 Lymphedema MFFHT 323-0255 ext 5014 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking-Arena 9:00 Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 12:00 Palm Dining-OPP Timber & Barry 1:00 Games Afternoon Mt Forest DSP 2:00 Art Workshop - Harriston Library \$5.00 class	9:00 Palmerston Walking- Arena 9:00 Drayton Walking - PMD Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard - PMD Arena 2:00 Hooks & Needles - Arthur Library 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking-Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise CUC & PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Drayton Dining-Arabian Horses with Doris Woolner
16	17	18	19	20
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise - DRC 10:00 Line Dancing - Harriston Arena \$3./class 2:00 Carnegie Cafe -Crafty Sewing Drayton Library register @ 519 638 3788	9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 10:15 SMART Exercise PUC 10:30 Golden Hearts Luncheon - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston & Harriston Walking - Arena 9:30 Arthur Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 1:00 Games Afternoon - Mt Forest DSP 1:30 Women's Wellness MFFHT 519 323 0255 ext 5014 2:00 Art Workshop - Palm Lib \$5.00 per class	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard - PMD Arena 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking- Arena 9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC & CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Clifford Dining-Musical Entertainment with Tonia-Joy Skipper
23	24	25	26	27
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga - Palmerston United Church -\$5. class 10:00 Line Dancing - Harriston Arena -\$3. class	9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC 9:00 Arthur Exercise - ASH 9:30 Arthur Walking - Arena 10:15 SMART Exercise Palmerston United Church 10:30 Friendship Circle - Mount Forest Pentecostal Church 11:00 Harriston Exercise- Knox Presbyterian Church 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:30 Arthur Walking - Arena 9:30 SMART Exercise DRC 10:00 Friendship Circle -PUC 12:00 Harriston Dining - Pharmacist Robin Brown - Medical Marijuana 1:00 Games Afternoon - Mt Forest DSP 2:00 Carnegie Cafe-Gardening 101-Palm Library	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD Arena 9:30 Arthur Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 12:00 Arthur Dining -Photographer Sharon Grose 1:00 Shuffleboard - PMD Arena 3:15 SMART Exercise - VON Mt Forest	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC



AFTER WHYS

A Play About Seniors' Mental Health and Suicide With a Message of Hope & Resiliency

Written By: Catherine Frid



H.O.P.E. 'Healthy Opportunities Promoting Empowerment – Destigmatizing Mental Health' invites you to the upcoming performance of AfterWhys.



**SUICIDE AWARENESS COUNCIL
OF WELLINGTON-DUFFERIN**

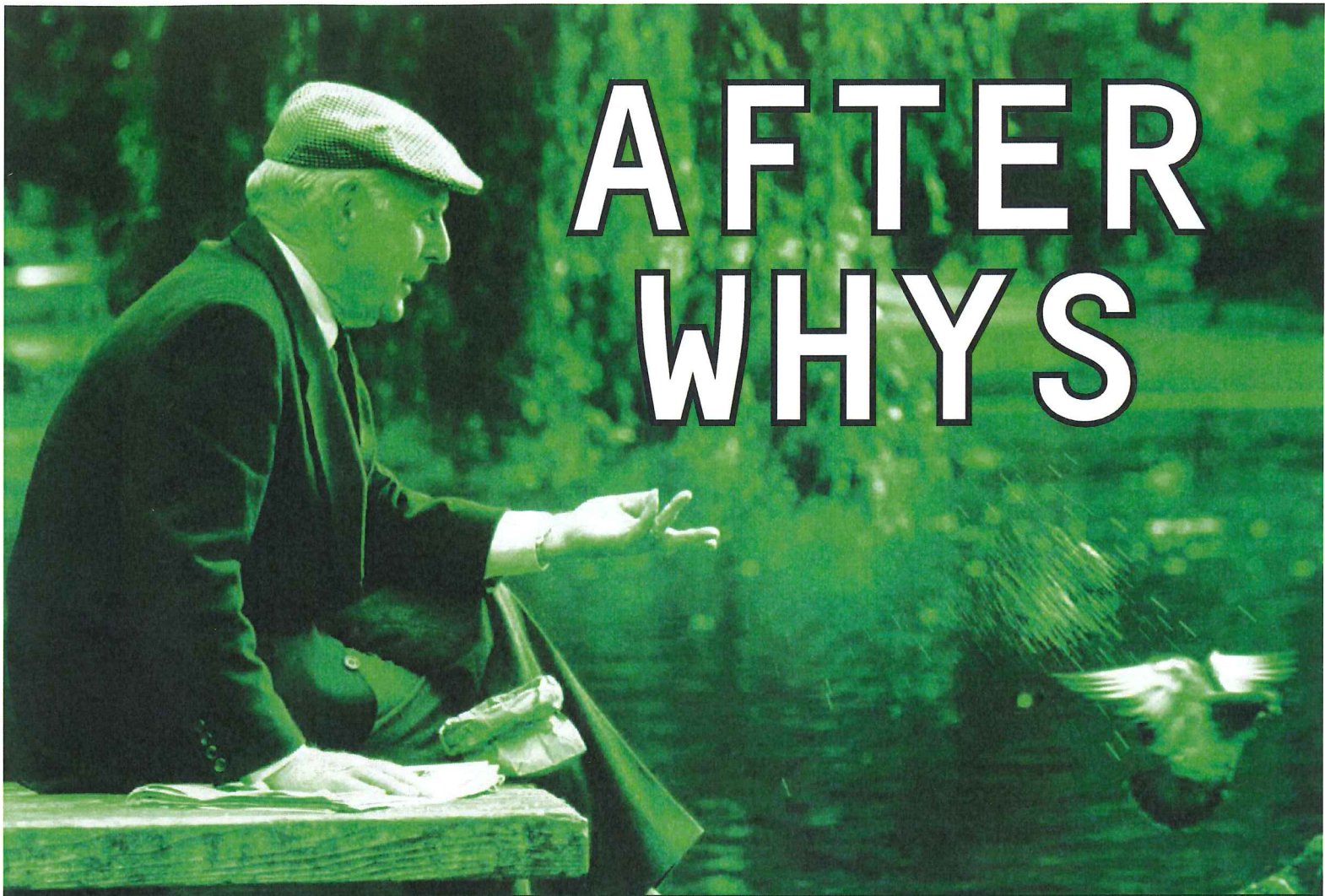
*Helping Reduce Suicide and its
Impact on our Community*

Date Wednesday April 4, 2018

Time 2:00-3:00 p.m.

Location Wellington County Library - Mount Forest Branch
118 Main Street, North
Mount Forest

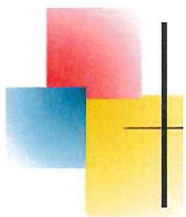
Cost Free event
For more information, visit
www.sacwd.ca.



AFTER WHYS

A Play About Seniors' Mental Health and Suicide With a Message of Hope & Resiliency

Written By: Catherine Frid



H.O.P.E. 'Healthy Opportunities Promoting Empowerment – Destigmatizing Mental Health' invites you to the upcoming performance of AfterWhys.



**SUICIDE AWARENESS COUNCIL
OF WELLINGTON-DUFFERIN**

*Helping Reduce Suicide and its
Impact on our Community*

Date Wednesday April 4, 2018

Time 2:00-3:00 p.m.

Location Wellington County Library - Mount Forest Branch
118 Main Street, North
Mount Forest

Cost Free event
For more information, visit
www.sacwd.ca.

From: AMO Communications [<mailto:communicate@amo.on.ca>]
Sent: March-27-18 4:33 PM
To: Bill White
Subject: AMO Policy Update - One-Third Tax Free Exemption for Municipal Officials

March 27, 2018

One-Third Tax Free Exemption for Municipal Officials

In March 2017, the federal budget announced the government's intention to eliminate the one-third tax free exemption for municipal elected officials beginning in 2019. The 2018 federal budget delivered last month did not signal any change from that plan.

AMO's Board of Directors passed a resolution last June seeking the involvement of the Federation of Canadian Municipalities (FCM) on this matter. FCM has advised they have been raising this issue with federal officials over the past months but again, there have been no signs to suggest a change of plan for 2019.

While 2019 is nine months away, a municipal government may want to begin considering what course of action to take or at least to note it as a matter for the incoming council after the fall's municipal election.

AMO would also like to thank the 144 municipal treasurers who took part in our salary survey. Over 90% of survey respondents indicated their municipality uses the exemption. This information was provided to FCM in support of their advocacy efforts.

Here are some examples from the survey which illustrate the impact of this change in 2019:

- The cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000.
- The cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000.
- The cost increase for a southwestern Ontario municipality with a council of seven and a population of 24,000 will be at least \$14,000.

For almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000.



FOR IMMEDIATE RELEASE
March 27, 2018

Pettapiece reintroduces Rea and Walter Act

(Queen's Park) – Perth-Wellington MPP Randy Pettapiece today reintroduced his Private Member's Bill – The *Rea and Walter Act* – in the provincial legislature. The bill was wiped off the legislative agenda when the Liberal government suddenly prorogued the legislature ahead of the June election.

"Our bill responds to a real gap in firefighter safety", said Pettapiece. "Firefighters will benefit from knowing which buildings contain truss-and-lightweight construction materials."

The *Rea and Walter Act* is named in honour of two North Perth Fire Service members, Ken Rea and Ray Walter, who died battling a fire in March 2011. That tragedy happened when the roof of the Listowel Dollar Stop collapsed.

Following debate in the legislature, the Rea and Walter Act cleared its first major hurdle in April 2017, when MPPs voted unanimously to support it. Rea and Walter family members, along with dozens of firefighters from throughout Perth-Wellington, made the trip to Queen's Park to watch that debate.

In the months that followed, however, the government left the bill to languish, failing to bring it to a third and final vote.

"It's disappointing," Pettapiece said. "The benefits of this bill were obvious to everyone. I was so grateful for the strong support we received from local fire chiefs, the Ontario Association of Fire Chiefs, and from all parties in the legislature."

The Liberals' snap decision to prorogue, and the Throne Speech that followed, effectively killed all bills before the legislature, along with Order Paper questions, motions, and other measures to hold the government accountable. Pettapiece questioned the Liberals' reasons for doing so.

"That decision [to prorogue] was not about the public interest," Pettapiece said. "It's about what was in the Liberals' political self-interest." It allowed the government to use the Throne Speech as a kind of pre-election campaign commercial, he explained.

The MPP is urging the government to fast-track the bill and bring it to a final vote in the legislature.

"I will keep pushing this bill for as long as I am serving in the legislature," Pettapiece said. "We are not giving up."

- 30 -

Link to prior news release: <http://pettapiece.ca/2017/04/07/mpps-unanimously-support-rea-and-walter-act/>

Randy Pettapiece, MPP | 416-325-3400 | www.pettapiece.ca



APRIL 2018

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

APR 11: SOUP & SANDWICH LUNCHEON,
Community Centre, 11:30-1:30 pm

APR 11: DIGGIN' IT FORMAL PUBLIC MEETING,
Community Centre, 6:30-8:00 pm

APR 17: CRA NEWSLETTER DEADLINE

APR 20: CRA SPRING GRANT DEADLINE 12 noon

APR 20: FF SPAGHETTI SUPPER, Community
Centre, 5:00-7:00 pm

APR 28: TREES & QUACKERS, Old Rotary Park,
11:00-1:00 pm

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

CRA

Clifford Recreation Association 2018 SPRING GRANT APPLICATIONS

...are available now.

Please contact Karen Dowler for more information at
519 327 8308 or dowler@wightman.ca

Deadline is April 20 and must be dropped off at
55 Elora Street North by 12 noon
to be considered.

KIDS!

CLIFFORD COMMUNITY KIDS CLUB:

Thursdays 6:45-8:00 pm
Clifford Community Centre

KID'S WORSHIP EVENT:

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

GRASSROOTS SOCCER



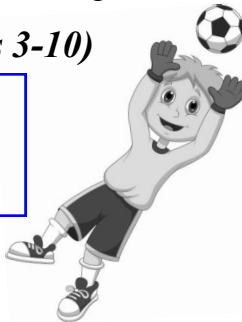
...is back again in 2018 starting June 12!

\$ 40/child (ages 3-10)

Tuesday Nights

June 12– Aug. 14
6:30-7:15 p.m.

Call Town of Minto Recreation Dept
(519) 338 2511 ext 243 or email
grace@town.minto.on.ca to register
or for more information.



MAY 2018

CRA Newsletter Deadline

is Tuesday, APRIL 17th. randy@ruetz.ca
Please include complete information: event name,
date, time and contact information.

CLIFFORD PUBLIC MEETING BIG DIG 2018

"Clifford Diggin' It"
2018 Formal Public Meeting
"Let's Get Ready to Dig It"

Everyone Welcome!

Highlights...

- ◇ Formal presentation discussing the
- ◇ construction project
- ◇ Q & A
- ◇ Informal Q & A with engineers, contractor
and Town of Minto staff

Wed., April 11, 2018

6:30 to 8:00 pm

Clifford Community Hall

For more information please contact
Belinda Wick-Graham, Manager of Economic
Development, Town of Minto, 519 338 2511, Ext 241; email
belinda@town.minto.on.ca
www.clifforddiggin.it.ca

Read about the Ombudsman's oversight of universities, the new policing law, career opportunities, and more in the Ombudsman's March newsletter.

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ACCOUNTABILITY ON CAMPUS

In this month's [University Affairs](#) magazine, read about how Ontario Ombudsman Paul Dubé works with universities to resolve issues and build positive relationships to promote accountability and transparency.

"I think that going forward, the strength of [our] relationships [in the university community] will allow us to add value and be an agent of positive change ... in the same way that we are in the broader public sector," said Ombudsman Dubé, pictured here at the Ontario University Registrars' Association annual conference in February.



The Ombudsman's Office has received more than 500 complaints since its oversight of universities came into effect in January 2016. Most complaints have been resolved quickly and efficiently, through referral to existing university complaint mechanisms or early resolution.

"Local problems are best served locally," the Ombudsman said, noting that a university ombudsperson's familiarity with the institution may lead to a quicker and more efficient resolution. "We'll explain to the complainant, 'Go through that process and if you remain dissatisfied at the end of that process, then we're here.'"

[Read the full article here](#)

For more about our process for resolving university issues, [watch General Counsel Wendy Ray and Laura Pettigrew's recent presentation](#) at the Ontario University Registrars' Association conference in Toronto.

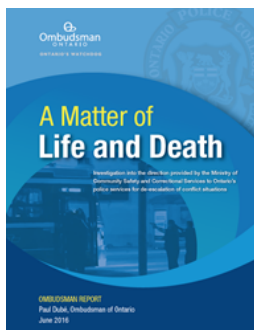


NEW POLICING LAW PASSED, DE-ESCALATION TRAINING ADDED

Ombudsman Paul Dubé's recent recommendations to improve police training and oversight were reflected in amendments to the province's new policing law, which was passed and received royal assent on March 8.

In his [submission to the committee reviewing Bill 175, the *Safer Ontario Act*](#), the Ombudsman warned that gaps in the bill could undermine strong civilian oversight of police. Most notably, the final version of the bill requires that police officers' training include "techniques to de-escalate conflict situations." This reflects a key recommendation in Mr. Dubé's 2016 report, "[A Matter of Life and Death](#)."

When the new law is proclaimed in force (a date for which has not yet been set), the Ombudsman will also be able to take complaints about all three provincial police oversight bodies. The law was also amended to ensure, as Mr. Dubé recommended, that the new Inspector General cannot be a former police officer, and that inspectors for the organization who are former police officers cannot investigate matters related to their former police services.



INVESTIGATION UPDATES

Our investigation continues into how the Ministry of Transportation communicates licence suspensions and reinstatements to drivers who were suspended for unpaid fines; watch this space for updates on when the report will be released later this year.

Fact-gathering in our investigation of a December incident at a Niagara regional council meeting (at which a journalist and a citizen blogger were asked to leave and their property seized) has wrapped up and the Ombudsman's report is being drafted. As in all our formal investigations, the council will be given a chance to review and respond to the Ombudsman's findings and recommendations before they are finalized and published.

HERE, THERE AND EVERYWHERE



This month, Ombudsman staff gave presentations to groups around the province about the types of issues we resolve and what they can expect when dealing with our Office. In mid-March, legal staff met with clerks in both Sudbury and Lion's Head to answer their questions about our work with municipalities. Later in the month, one of our Early Resolutions Managers provided information to Settlement Officers at Toronto's COSTI Immigrant Services about how our office might be able to help people new to the province.

What else have we been doing lately? [Read the latest Message from the Ombudsman here.](#)

You may have also seen our legal team at university career fairs across Ontario, talking to law students about working with our Office. If you're smart, resourceful, and interested in making a real difference in the lives of people

in Ontario, you should work here, too - [click here to learn about our current job openings.](#)



Interested in having our staff attend your public outreach event?
Contact us!

GOING THE DISTANCE

The owner of a home for adults with mental health issues contacted the Ombudsman, frustrated that he couldn't get ODSP or Developmental Services Ontario to provide funding to take one of his residents to her cancer treatments. The resident wasn't capable of travelling to the treatments by herself, and it meant the owner had to pay staff to cover for him at the home while he drove her to and from medical appointments. [Read about how we helped.](#)

File a complaint or contact us here

The Ombudsman is an independent officer of the Ontario legislature who conducts oversight of provincial government agencies and municipalities, universities and school boards. Ombudsman Paul Dubé began his five-year term on April 1, 2016.

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**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000
85 Bay Street
Barry's Bay ON K0J 1B0
Ph 613-756-2747 Fax 613-756-0553
info@madawaskavalley.ca

Moved by: Councillor Archer 2018-32-0305
Seconded by: Councillor Peplinski 05 March 2018

BE IT RESOLVED:

THAT the Council of the Township of Madawaska Valley does hereby find as follows:

WHEREAS: Small, rural Municipalities face significant resource capacity challenges in the collection and maintenance of accurate data for asset management planning, standardized tools should be developed at the cost of the provincial government;

AND WHEREAS: These standardized tools should be piloted in a number of small rural municipalities with provincial government guidance and resources to ensure evidence based outcomes that satisfy the regulatory frameworks outlined in O. Reg.588/2017, and the expectations of the province going forward;

AND WHEREAS: These standardized tools should be designed with service level metrics for baseline data and automatic calculations and formulas that bring forward the data required to update the asset management plan in prescribed 5 year intervals and, with built in verification of data to be uploaded electronically for reporting.

NOW THEREFORE BE IT RESOLVED THAT The Township of Madawaska Valley strongly urges Premier Kathleen Wynne and the Province of Ontario to provide adequate financial resources for both staff and infrastructure to ensure successful compliance and implementation of the required municipal function for asset management planning in small, rural municipalities.

***Replies to this correspondence can be forwarded
electronically to gdombroski@madawaskavalley.ca***

AND FURTHER THAT a copy of this resolution be sent to the Honourable Premier Kathleen Wynne, Mr. John Yakabuski, MPP Renfrew-Nipissing-Pembroke, Mr. Vic Fedeli, Interim Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the Ontario New Democratic Party, the Rural Ontario Municipal Association, and all Ontario municipalities.

X CARRIED.

A handwritten signature in black ink, appearing to read 'Gwen Dombroski', is written over a horizontal line.

Gwen Dombroski, Acting Clerk

***Replies to this correspondence can be forwarded
electronically to gdombroski@madawaskavalley.ca***



ATV Awareness Night

**Wellington County Farm and Home Safety Association
along with the
Wellington County OPP**

**Are hosting an ATV Awareness Session at the
Wellington County Museum Aboyne Hall,
536 Wellington Rd 18, Fergus, ON**

Wednesday April 11th, 2018 7:30 PM

Come learn about safety when using

ATV's, ORV's and UTV's

Learn how to keep yourself and your family safe

If you hunt, fish, farm, trap or just enjoy riding one of these vehicles,

This is a must attend event.

Call Walter Grose 519-846-5329 Days for more info



SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority Meeting
DATE: Tuesday February 13, 2018
TIME: 1:00 p.m.
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: John Bell, Robert Buckle, Mark Davis, Barbara Dobreen,
Brian Gamble, Wilf Gamble, Stewart Halliday, Sue Paterson

ABSENT WITH REGRETS: Maureen Couture, Kevin Eccles, Dan Gieruszak, Steve McCabe, Mike Smith,
Andrew White

OTHERS PRESENT: Wayne Brohman, General Manager/Secretary-Treasurer
Erik Downing, Manager, Environmental Planning & Regulations
Jo-Anne Harbinson, Manager, Water Resources and Stewardship Services
Les McKay, Manager, Information Technology
Shannon Wood, Manager, Communications
Tori Waugh, Agricultural Outreach Program Coordinator
Valerie Lamont, Resources Information Technician
Janice Hagan, Recording Secretary
Guests and Members of the Public

Chair Luke Charbonneau called the meeting to order at 1:08 p.m.

1. Adoption of Agenda

MOTION #G18-23

Moved by Sue Paterson

Seconded by Robert Buckle

THAT the agenda be adopted as presented.

CARRIED

2. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

3. Minutes of the Authority Meeting – January 16, 2018

MOTION #G18-24

Moved by Wilf Gamble

Seconded by Barbara Dobreen

THAT the minutes of the Authority meeting held on January 16, 2018, be approved as circulated.

CARRIED

4. Staff Recognition

The following Staff Appreciation Awards were presented to long-serving employees of SVCA:

- Ten Year Service Award: Erik Downing, Manager, Environmental Planning & Regulations
- Five Year Service Award: Valerie Lamont, Resources Information Technician
- Five Year Service Award: Les McKay, Manager, Information Technology

5. Volunteer and Sponsor Appreciation

The following major sponsors of SVCA were recognized by Chair Charbonneau, and representatives in attendance were presented with a plaque in appreciation for their financial contribution to SVCA:

Bruce Power, Enbridge, Grant's Your Independent Grocer, Grey Bruce Sustainability Network, GSS Engineering Consultants (Owen Sound), John Sutherland & Sons, K's Country Kitchen, Love's Sweetness Maple Syrup, Markdale Rotary Club, Ontario Power Generation, Pine River Watershed Initiative Network, RBC Foundation, Saugeen Bluffs Seasonal Campers, Scotia Bank, Stewardship Grey Bruce, TD Friends of the Environment, Trillium Mutual Insurance Company.

The following major volunteers of SVCA (over 100 hours) were recognized by Chair Charbonneau, and those in attendance were presented with a plaque:

Bob Zettle, Brian Oberle, Catherine Dickison, Chesley Saddle Club, Faye Moore, Gary Senior, Jack MacLeod, Jim & Barbara Potts, Jim Leask, Johanna Hardy & Family, John & Jeanne Kuntz, Kate Serre, Kincardine Ski Club, Lin & Les Fleming, Lucy Luyten, Marlene Montag, Randy & Judy Wright, Rick Pake, Ruby McCracken, Sam Fraser, Sharon Yorke, The Martin Family, Wayne & Margaret Yeoman.

A coffee break was called at 1:45 p.m. and the meeting was reconvened at 2:07 pm.

The Chair presented a plaque to Brian Powers who donated a significant property to SVCA which was part of the Glammis Bog Complex, a provincially significant wetland in Bruce County. Brian received a round of applause from the Members.

6. Matters Arising from the Minutes

a. Regulation Mapping Process

Erik Downing presented to the members regarding the regulation mapping process. He told the members that Walkerton, Kincardine, and Teeswater mapping need to be updated. Draft Walkerton and Teeswater regulation mapping has been completed and Erik demonstrated how the regulated area has a net decrease. He reviewed the approval process for new mapping. Maintenance additions or modifications that maintain intent and improve accuracy does not require more involved approval process while additions or modifications resulting from comprehensive studies may require re-circulation through the Peer Review/MNR process. Following this approval process requirement, staff recommended that public consultation take place for the Kincardine mapping. The members would like to see public endorsement for the Walkerton and Teeswater locations as well. Erik will make a further presentation regarding Walkerton and Teeswater at the next scheduled Authority meeting.

MOTION #G18-25

Moved by Stewart Halliday

Seconded by Brian Gamble

THAT the Authority supports the regulation mapping approval process for Kincardine as presented by staff.

CARRIED

MOTION #G18-26

Moved by John Bell

Seconded by Barabara Dobreen

THAT the Authority supports the regulation mapping approval process for Teeswater and Walkerton as presented by staff with the addition of a public open house in each community.

CARRIED

7. Correspondence

- Letter from Lorie Smith, Program Co-ordinator, 52nd Annual Grey Bruce Farmers' Week 2018, thanking SVCA for its Gold sponsorship was **noted and filed**.

8. Reports

a. Finance Report

The GM/S-T presented the Finance report and noted that there was a surplus in the general levy programs of \$221,386 for 2017. EPR revenues were higher than expected and expenses were lower which generated most of this surplus. Expenses at the non-revenue parks was down, and utility costs were down significantly. In the non-general levy programs there was a surplus of \$277,011. Forestry revenues from tree tenders were \$90,000 greater than budgeted. The 3 campgrounds had a combined surplus of \$89,600.

The Auditors will be presenting the audited financial statements to the Authority at the next scheduled meeting.

MOTION #G18-27

Moved by Mark Davis

Seconded by Robert Buckle

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

THAT the Accounts Payable, totaling \$113,043.95 be approved as distributed.

CARRIED

b. Program Report

The GM/S-T informed the Members that staff are working on the Watershed Report Card which is scheduled for completion in March. The Gilmore vs Nottawasaga CA leave to appeal had been turned down by the Supreme Court of Canada and there is no recourse for any further appeal. Regarding seasonal staff, there may be a slight increase in the employment grants to adjust for minimum wage increases however SVCA may need to reduce staff hours.

After discussion the following motion was passed:

MOTION #G18-28

Moved by Sue Paterson

Seconded by John Bell

THAT the Program Report be received as information.

CARRIED

c. Executive Committee Minutes

MOTION #G18-29

Moved by Stewart Halliday

Seconded by Wilf Gamble

THAT the following Executive Committee Minutes be received by consent:

- Minutes of Executive Committee Meeting – July 14, 2017
- Minutes of Executive Committee Meeting – July 26, 2017
- Draft Minutes of the Executive Committee Meeting – January 30, 2018

CARRIED

d. Executive Committee Section 28 Hearings

MOTION #G18-30

Moved by Robert Buckle

Seconded by Brian Gamble

THAT the following Executive Committee Section 28 Hearings Minutes be received by consent:

- Minutes of Executive Committee Section 28 Hearings -Weber – July 14, 2017
- Minutes of Executive Committee Section 28 Hearings - Lovsin – September 27, 2017
- Minutes of Executive Committee Section 28 Hearings - Motamed-Khorasani – September 27, 2017

CARRIED

e. **Committee Minutes**

MOTION #G18-31

Moved by Stewart Halliday

Seconded by John Bell

THAT the following Committee Minutes be received by consent:

- Draft Minutes of the Parks Committee – September 19, 2017
- Draft Minutes of the Forestry Committee – November 28, 2017
- Draft Minutes of the Agricultural Committee – December 12, 2017

CARRIED

f. **Planning & Regulations Actions Items**

The members requested that the Walkerton, Teeswater and Kincardine mapping be added to the Action Items chart. Wayne informed the Authority that there would be a File Tracking System demonstration at the next Authority meeting.

g. **Ag Outreach/GLASI Funding Update**

Jo-Anne Harbinson introduced Tori Waugh, Agricultural Outreach Program Coordinator and she gave a brief review of the Ag Outreach program. Tori briefed the members on the various funding strategies that would allow continuance of the program. She reviewed the possible scenarios if funding was not received. The Chair expressed that the Authority is pleased with the program and that it has improved relationships with the agricultural community. After discussion the following motion was passed:

MOTION #G18-32

Moved by Brian Gamble

Seconded by John Bell

THAT the Authority be willing to support the funding of the Ag Outreach Program to a maximum of \$78,000 for the year 2018.

CARRIED

9. **New Business**

a. **Municipal Support for Increased Conservation Authority Base Funding**

A draft letter was presented to the Authority as a template to be circulated to conservation authorities, and watershed municipalities requesting increased funding from the provincial government. After discussion the following motion was passed:

MOTION #G18-33

Moved by Barbara Dobreen

Seconded by Robert Buckle

THAT the Authority adopt and circulate the proposed amended letter to Conservation Ontario, the local municipalities and counties, and AMO.

CARRIED

b. 2017 Goals and Initiatives

Wayne reviewed the 2017 Goals and Initiatives and noted that the Bruce Power funded initiatives had been delayed for reasons beyond SVCA's control.

c. 2018 Goals and Initiatives

The GM/S-T presented the 2018 Goals and Initiatives. There were no comments.

10. Other Business

Due to time constraints, the Chair deferred this item to the next scheduled Authority meeting.

11. Closed Session

MOTION #G18-34

Moved by Barbara Dobreen

Seconded by Robert Buckle

THAT the Authority move to Closed Session, In Camera, to discuss a personnel matter; and further THAT Wayne Brohman and Laura Molson remain in the meeting.

CARRIED

MOTION #G18-35

Moved by Barbara Dobreen

Seconded by John Bell

THAT the Authority adjourn from Closed Session, In Camera, and rise and report.

CARRIED

There were no actions to report from the Closed Session, In Camera.

There being no further business, the meeting adjourned at 4:25 p.m. on motion of Barbara Dobreen.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary



Minto Trails Committee Minutes
March 21, 2018 7:00 p.m.
Town of Minto Municipal Office

Present: Deputy Mayor Ronald Faulkner, Greg Mallett, Vic Palmer, Rick Rock, Dave Mallett, Quinn Foerter, Susan Forbes, Scotty Forbes, Paul Frayne

Deputy Mayor Faulkner called the meeting to order at 7:00 pm

MOTION

Moved By: Vic Palmer; Seconded By: Rick Rock
THAT the minutes are adopted as circulated.

Carried

Vic Palmer Concerns About Clifford

Rick Rock mentioned the possibility of salvaging and repurposing some of the piping from the sewer construction and utilizing it on the Clifford Trail, we would have to speak to Mike McIsaac about this possibility. Vic asked about the fill from the Elora Street reconstruction and if some of it could be dumped at the Park St extension of the trail. He was informed that it is often part of a tender to dispose of the fill, and it is most likely already spoken for.

Signage

Greg has been working with Taylor and Belinda to create cohesive signage. After much discussion, it was determined that the signs should have rules on them such as “Maintained May-November”, “Sunrise-Sunset”, “Authorized Motorized Vehicles Only” and “No Fires”.

Events

There should be an official Trails Opening during Trails Week, with MYAC running a scavenger hunt. This will have to take place either the 3rd or 9th of June, and one specific trail will have to be chosen.

Maintenance Schedule

Staff will be utilizing the boom flair mower on the Trails once a year, the grater monthly, and will be doing a visual inspection weekly. Once everything is ready, there will be designated parks staff assigned to help with trail maintenance.

Round Table

Paul Frayne mentioned that the CELPers have been using the Greenway Trails, and can potentially help with easy maintenance in the future.

Scotty Forbes asked about the washed out bridge in Palmerston.

Next Meeting will be held Wednesday, April 18 2018 directly following the Volunteer Appreciation Dinner held at the Palmerston Community Centre.

Meeting adjourned at 8:22 p.m.

Quinn Foerter
Clerk’s Department, Town of Minto

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, March 22nd, 2018
Meeting Location: Clifford Arena

Present: Councilor Dave Turton, Bob McEachern,
Bill Raynard, Geoff Gunson, Ryan Fisk
Staff Present: Matthew Lubbers, Recreation Services Manager
Allan Carr, Recreation Facilities Manager
Greg Mallett, Recreation and Facilities Assistant
Regrets: Councillor Ron Elliott, Dorothy Grotenhuis

Councilor Dave Turton called the meeting to order at 5:00 p.m.

Review of Minutes:

P.R.A.C. minutes from March 5th, 2018 were reviewed.

MOTION:

Moved by: Bill Raynard and Seconded by: Bob McEachern

THAT:

The P.R.A.C. minutes of March 5th, 2018 be approved as circulated.

CARRIED

Services Manager's Reports:

Program Progress Report

Services Manager Lubbers reported the March Break day camp program wrapped up and went well with over 60 kids participating this year. Mass Registration was held in early March and attendance numbers were steady in Clifford, Harriston and Palmerston.

Summer Day Camp Pricing

Services Manager Lubbers spoke about eliminating the charges for extended care and going with an all-inclusive pricing structure. Day camp programming will run from 9-4pm with drop off any time between 8-9am and pick up any time between 4-5pm for a flat daily or weekly fee. This will help streamline data entry and processing payments in Keystone.

MOTION:

Moved by: Ryan Fisk and Seconded by: Bob McEachern

THAT:

A new daily and weekly pricing structure be created and extended care charges be removed.

CARRIED

Outdoor Fitness and Other Park Use Inquiries

Services Manager Lubbers spoke about 2 inquiries he's received regarding outdoor fitness. P.R.A.C. reviewed a proposal in 2017 and suggested an hourly rate of \$15 plus HST to use green space (and pavilion if inclement weather) at that time. P.R.A.C. endorsed adding this to the rates and fees by-law.

Recognition Night Possibilities

The Council meeting on April 24th, 2018 was suggested for recognition night. The Palmerston Terminators broomball team was undefeated at both Qualifiers and Provincials for their age group and will be attending Nationals in Owen Sound. The Midget Rep team

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, March 22nd, 2018

Meeting Location: Clifford Arena

with Minto Minor Hockey won the OMHA 'C' championship. Also, there were Minto residents on the Mount Forest Patriots Junior C team who defended their Pollock division title.

Facilities Manager's Reports:

Facilities Maintenance

Facilities Manager Allan Carr reported that after the Harriston Parks meeting on March 5th, the following items will be explored in 2018:

- Landscaping and naturalization in the Harriston Parks will be discussed with Town Staff, the Horticultural Society, and the MVCA
- Outside basketball courts and permanent outdoor table tennis tables for the Minto Youth Action Council will be investigated
- The Kinsmen are interested in the placement of basketball courts hoping to pour a pad by the backstop that would also serve as a bar service area for their ball tournament as this is currently a wet area when it rains
- The removal of the batting cage, replacing the steel on the dugouts and concession, adding 5 new community garden plots, washroom exhaust, improved outdoor lighting in park and around facilities, paint and upgrade/move the electrical panel in the pavilion, upgrade window openings in concession and washrooms, and add patio stones around the outside of parks facilities were also discussed

If amounts exceed budgeted monies, a plan will be brought back to PRAC for discussion.

A RFP for work to be done at the Harriston Pool has been drafted and we have met with the Harriston Kinsmen. They wish to assist by doing excavation work to expose the piping and pool fittings to be replaced. This will save approximately \$10,000 towards the cost of the job. Timing of the work is critical and the excavation will be outlined by the contractor.

Some leaky toilets have been replaced at the Palmerston Arena and valves are being installed so we can isolate the curling club, community center, arena lobby and dressing room areas. The urinal drains in the arena were cleaned out.

The ice is out of the Clifford Arena and the refrigeration equipment is shut down for the summer. The arena boards have and floor have been cleaned.

Facility and Sports Field Usage

There were hockey tournaments, bonspiels, figure skating carnivals, and broomball tournaments over the past month. Also numerous auditorium and train station rentals. The walking groups continued to use the buildings.

Sponsorship Opportunities

Recreation and Facilities Assistant Greg Mallett reported that the new Olympia will be delivered soon. With the New Olympia there is interest for a business to advertise on the side of the machine. The fee for this would \$1,000 per year.

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, March 22nd, 2018
Meeting Location: Clifford Arena

MOTION:

Moved by: Bill Raynard

THAT:

P.R.A.C. adjourns at 6:00 p.m.

The next meeting is Monday April 30th, 2018 at 5:00 p.m. at the CNRA Clubhouse.

Greg Mallett
Recreation and Facilities Assistant
Parks & Recreation Advisory Committee



Town of Minto

DATE: April 5, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: **Consent Application B37/18 Metzger** Lot 7, N of Prospect St.
Park Lots 12-14 North of Prospect St, Palmerston

STRATEGIC PLAN

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

BACKGROUND

The subject property is municipally known 535 Prospect Street, Palmerston. The intent of the application is to sever a 723.6 m² (7788.8 ft²) vacant residential lot for a proposed semi or single family residential dwelling unit. The retained parcel is 826.4 m² (8895.3 ft²) residential lot with an existing single detached dwelling. Dimensions and setbacks for the existing and proposed dwelling units were not provided with the application. Zoning relief prior to the issuance of any building permits may be required. The subject property is zoned Medium Density Residential (R2).



COMMENT

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

Clerks:

Financial requirements including administrative fees and parkland dedication will be required.

Public Works

Currently the severed parcel has water and sanitary sewer mains on both roads, but connections to the mains will be required at the developer's request. Standard conditions in relation to servicing and frontage fees are recommended. An entrance permit must be obtained prior to construction.

Building

Building permit fees and development charges will be required prior to the issuance of a building permit. Depending on the type and dimensions of the proposed residential dwelling unit the applicant may require zoning relief prior to the issuance of a building permit.

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

RECOMMENDATION

THAT the Council recommends the County of Wellington Land Division Committee approve Severance Application B37/18 Metzger, Lot 7, N of Prospect St. Subdivision Plan of Park Lots 12-14 North of Prospect Street, Palmerston, Town of Minto that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.
3. That the applicant provide proof of payment from the Town of Minto that outstanding frontage charges for water, sanitary sewer, and or storm sewer where applicable and required by the Town for the severed lot(s) at the rate established by policy in place at the time of payment of the frontage charge (for reference only and subject to change, the rate applicable at the time of this decision is \$221.00 per metre lot frontage), and that the applicant is also advised this does not include paying the cost of lateral connections to any service which shall be payable to the Town at time of connection.

4. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made including payment of applicable fees.
5. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.

Michelle Brown,
Building Assistant



Application	B37/18
Location	Lot 7, N of Prospect St., Subd. PI Park Lots 12-14
	TOWN OF MINTO
Applicant/Owner	Jeremy & Jill Metzger

PRELIMINARY PLANNING OPINION: This application would sever a 723.6 m² (7788.8 ft²) vacant residential lot (proposed semi-detached dwelling) in the Urban Centre of Palmerston. A 826.4 m² (8895.3 ft²) residential lot would be retained (existing single detached dwelling to remain).

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

- a) That zoning compliance for the retained lot be achieved to the satisfaction of the local municipality;
- b) That servicing be provided to the severed parcel to the satisfaction of the local municipality; and,
- c) That safe driveway access be provided to the severed and retained parcels to the satisfaction of the local municipality.

PLACES TO GROW: No Issues.

PROVINCIAL POLICY STATEMENT (PPS): No Issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is located within the Palmerston Urban Centre and is designated RESIDENTIAL. Permitted uses include single and semi-detached dwellings as forms of Low Density Development.


New lots are permitted in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered including: item b) “that all lots can be adequately serviced...”, i) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use”, k) “that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage to depth”, and item m) “that all new lots shall have logical lot lines given existing lot patterns in the area,...”.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA C with a Vulnerability Score of 4.

LOCAL ZONING BY-LAW: The subject property is zoned Medium Density Residential (R2). The proposed severed and retained lots meet the minimum lot area and frontage requirements for single detached and semi-detached dwellings. Dimensions and setbacks for the existing dwelling are not provided on the severance sketch. A condition is being recommended that zoning compliance for the severed parcel be achieved to the satisfaction of the Town.

SITE VISIT INFORMATION: The subject property has not been visited to date.


Curtis Marshall, MCIP, RPP
Senior Planner
April 3, 2018



TOWN OF MINTO

DATE: April 10, 2018
REPORT TO: Mayor and Council
FROM: Cam Forbes, By-law Enforcement Officer
SUBJECT: Exemption and Licensing of Backyard Hens

STRATEGIC PLAN:

10.12 Increase local food purchases, food sovereignty and empowerment by developing a series of skills training workshops, in partnership with businesses and local food advocates.

BACKGROUND:

In October of 2015 a policy was written to exempt three properties from By-law 02-80 to permit keeping of hens in a residentially zoned area and the requirements to obtain a license. For any new proposals an exemption is still required under the bylaw. The Town policy requires no more than five hens, setbacks for the coop, proper maintenance, screening of equipment, safe disposal of refuse, proper care, and veterinarian oversight.

Licenses are issued for 12 months. Letters are sent to adjoining landowners giving notice that a license has been requested.

COMMENTS:

Norwell District Secondary School, 135 Cumberland St. Palmerston, is looking to keep 5 hens, as part of the new LEAF Program (Local Environmental Agriculture & Food). The proposed coop will be built in the inner courtyard of the school. The chickens will be cared for by the students and teachers 7 days per week from September to December and then taken to a staff member's farm to be cared for over the winter months. This property meets all the requirements with the exception of being zoned as institutional. No adjoining landowners have concerns having received the required notice.

If approved this will mean four licensed chicken coops in Minto including these chickens at Norwell. Annual inspections have been occurring at the locations licensed in 2015 and no problems have been found.

FINANCIAL CONSIDERATIONS:

The \$50.00 licensing fee will help to offset the cost of enforcement.

RECOMMENDATION:

That the Council of the Town of Minto receives the By-law Enforcement Officer's April 10, 2018 report regarding the exemption to By-law 02-80 for keeping backyard hens at 135 Cumberland St. Palmerston and approves the exemption.

Cam Forbes
By-law Enforcement Officer







TOWN OF MINTO

DATE: Mar 31, 2018
REPORT TO: Mayor and Council
FROM: Chris Harrow, Fire Chief
SUBJECT: Minto Fire Wage Policy

STRATEGIC PLAN:

6.4 Maintain and enhance the local volunteer fire fighter model in Minto, and take a leadership role in setting standards for municipalities this size by ensuring training, equipment and vehicles available to volunteers compares with a full time fire service.

BACKGROUND:

Minto Fire's Wage Policy is out of date and requires updating. Firefighter's wages have not increased in over 12 years, although they have never asked for an increase or expressed concern about pay. The average firefighter receives less than \$3,000 per year.

The current pay rate for various meetings, training sessions, and truck checks is \$15 per hour. This is proposed to increase to \$16 per hour.

Deputy Chief's receive an annual pay of \$6,500 plus \$35 for every call to the station receives whether or not they attend due to their role in preparing incident paperwork. The annual pay is increased to \$7,500 per year and they would only receive \$35 per call they attend as standardized incident paperwork is completed by the Fire Coordinator.

Standby pay on weekends and in the summer is proposed to increase \$5 per day, from \$75 to \$80 per day.

Volunteer firefighter pay for incidents is \$35 per call up to 2 hours, and \$15 per hour after two hours. It is proposed to keep the \$35 per call up to 2 hours but increase the rate after two hours to \$16 per hour. For context, over 70% of incidents are under one hour in length.

Wage rates for new recruits are now included in the policy so it is clear for new firefighters starting with Minto Fire what they will receive.

COMMENTS:

Firefighters have never raised a concern over the rate of their pay. The review was taken by Senior Management with the goal of standardizing some of the aspects of the pay structure. Minto Fire is comfortable fitting this into our existing budget and do not anticipate a large increase will be needed. Firefighter's base pay does not increase much, but it does bring them above the upcoming minimum wage increases.

Consultation with all of the Officers and Firefighters took place and the new rates were shown to everyone. No objections were raised.

The new policy eliminates any possibility of confusion and removes different pay levels for various meetings and training sessions. The policy is more standardized and easier to apply. It should also be mentioned that firefighters keep track of their time spent at meetings and various events and are responsible to submit their time sheets. Many of the Firefighters choose not to submit any time sheets so as to donate their time.

This review was long overdue and demonstrates to the Firefighters the Town respects the work they do. The average firefighter will still only take home around \$3000 per year, a small price for the extraordinary work our Firefighters do for the community.

FINANCIAL CONSIDERATIONS:

The amount of increase should be covered by the existing wage budget in the Fire operating budget. It will be dependent on the number of incidents and meetings throughout 2018.

RECOMMENDATION:

The Council of the Town of Minto approves the Wage Policy presented by the Fire Chief for all Minto Firefighters and implements it for the 2018 budget year.

Chris Harrow
Fire Chief

Policy 18 - 01



Wages for Minto Fire Personnel

Date Issued: February 1, 2018

The **Minto Fire Department** will pay all of its members as per the policy located below. All Fire personnel will be familiar with this policy and agree to the terms indicated below. All wages are covered below and will be paid as noted. If a certain activity is not addressed, a decision will be made by the Fire Chief as to the means and rate of pay.

Deputy Chief

- ☐ \$7500 per annum
- ☐ Fire Calls attended

Division Chief

- ☐ \$3000.00 per annum
- Fire calls attended

Captain

- ☐ \$2000.00 per annum
- ☐ Fire calls attended

Training Officer

- ☐ \$1500.00 per annum
- ☐ Fire calls attended
- ☐ \$16.00 per hour preparation time

Public Educator

- ☐ \$1000.00 per annum
- ☐ Fire calls attended
- ☐ \$16.00 per hour for public education events

Mechanical Officer

- ☐ \$1000.00 per annum
- ☐ Fire calls attended
- ☐ \$16.00 per hour for all hall duties

AUXILIARY FF

- ☐ 1st yr 250.00, 2nd yr 300.00, 3rd yr 350.00
- ☐ Paid for practices, meetings, station duties as attended
- ☐ No pay for attending fire calls

Policy 18 - 01



Fire Calls

All members will be compensated as follows for fire calls:

\$35.00 for the first 2 hours

\$16.00 per hour after 2 hours

Meetings

All members will be compensated as follows for meetings:

- ❑ All internal meetings within the department will be paid \$16.00 per hour
- ❑ All truck checks will be paid \$16.00 per hour
- ❑ All out of town meetings approved by the Fire Chief/Deputy Chief - \$16.00 per hour plus mileage if personal vehicle is used for travel
- ❑ Mutual Aid Meetings in the seminar type format will be paid the same as a training session as noted below utilizing Town of Minto per diem rates
- ❑ Full day public education events organized by the Public Education department will be paid as per the note below. Part day Public Education events (3 hours and under) will be paid as per the meeting wages noted above

Training Courses/Seminars

Training will be paid \$150.00 full day, \$85.00 half day plus mileage and meals (fluctuates with Town of Minto per diem and mileage rates)

Fire Practices

Fire Practice will be paid \$16.00 per hour attended

Standby Weekends

Standby day will be paid \$80.00 per day

Truck Checks/Hall Duties/Other Duties

Any extra time/duties performed will be paid at \$16.00 per hour

New Recruits/NFPA Training

New recruits will be paid a one time wage of \$1000 after successful completion of the exam for NFPA Firefighter 1 and completion of the their DZ licensing.

*All personnel will be paid vacation pay on top of their wages in accordance with the Employment Standards Act

VFIS Insurance Coverage

All Firefighters and Auxiliary Firefighters will have VFIS insurance policy purchased for them by the Town to enhance their on-duty coverage

Any Firefighter can choose to purchase off-duty and family coverage

**TOWN OF MINTO****DATE:** April 4, 2018**REPORT TO:** Mayor and Council**FROM:** Allan Carr, Recreation Facilities Manager**SUBJECT:** Proposal Results for Harriston Pool Repairs and Upgrades

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 local business has equal opportunity to submit bids.

BACKGROUND:

It was determined in 2017 that there were multiple leaks in the return lines and a leaky skimmer at the Harriston Kinsmen Pool built in 1975. The leaks were the result of aging/cracked attachments (return jets and skimmers). Staff has managed to patch the system with some success but comprehensive repairs are needed. Problems were also encountered with the pool heaters which did not work part way through last year's season. It is recommended they be replaced. In the 2018 budget, funds were identified to address these issues at the pool.

After discussions with staff, pool companies, and the Harriston Kinsmen, a specification was developed to excavate the decking three feet around the perimeter of the pool and expose and replace the skimmer and return fittings and lines back to the filter room. Existing deck features will be put back in place when the plumbing work is done and the concrete is replaced. The contract includes installing new heaters, a liner, new coping and upgrade our non-entrapment shut offs.

Harriston Kinsmen offered to remove the concrete and fill to expose the plumbing prior to the contractor beginning their work. There is also potential for a financial donation.

COMMENTS:

Tender packages were prepared and posted to the Town website. Seven companies were notified of the RFP and two bids were received as follows:

Company	Total Excluding HST
Acapulco Pools	\$239,810.00
Rintoul's Pools & Spas	\$77,166.62

Staff is satisfied that the lower bidder can comply with the requirements of the specification and represents best value for the work required.

FINANCIAL CONSIDERATIONS:

Only bid is below the 2018 capital budget allotment of \$100,000 for this renovation.

RECOMMENDATION:

That Council of receives the April 4, 2018 report from the Facilities Manager entitled Proposal Results for Harriston Pool Repairs and Upgrades and approves the proposal from Rintoul's Pools & Spas at a price of \$77,166.62 plus HST funded from the 2018 capital budget

Allan Carr
Recreation Facilities Manager



TOWN OF MINTO

DATE: April 4, 2018
REPORT TO: Mayor and Council
FROM: Bill White C.A.O. Clerk
SUBJECT: Facilities and Recreation Restructuring

STRATEGIC PLAN:

Provide cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

BACKGROUND:

In January 2017 the Town moved to a centralized facility booking system where direct customer service for bookings was shifted to administrative staff at the municipal office. The website was improved so customers could check facility availability and submit an on-line booking request to Town office staff. Previously most bookings were through the two Lead Hands headquartered at the Palmerston and Harriston Arenas.

In June 2017 the Palmerston Lead Hand assumed new combined office and facility related duties during a maternity leave. This involved work in centralized booking and keeping a role in preparing the Palmerston Pool and supporting major events like the U14 Canadian Fast Pitch Championships, Handcar Races, Fire and Ice and others. Later that June another staff went on work related leave resulting from Volunteer Fire Fighter activities. Staff in the Facilities Department and Recreation Services worked hard to adjust to the temporary loss of key people. During the course of the re-assignment, work was added related to scheduling staff in the facilities which coincided well with the central booking process.

At the July 4, 2017 meeting staff reported on the status of the central booking initiative and Council passed the following resolution:

THAT Council receive the C.A.O. Clerk's, Facilities Manager and Recreation Services Manager June 19, 2017 report Central Booking Update, and requests a follow up report for the 2018 budget regarding staff resources in Facilities and Recreation Services Departments.

At 2018 budget Council was advised central booking is proceeding well, and that Facilities and Recreation Departments will be looking at minor internal restructuring to position the two Departments to deal with staff resource issues into the future. Aside from the current people on leave, the Department is likely to be dealing with a retirement within three years, which is noted in the Town's Succession Plan.

COMMENTS:

It has been over a year since centralized booking was approved by Council. From all accounts it is a success. Coupled with an improved web presence and updated booking policy users seem satisfied with the system. The re-assigned Palmerston Lead Hand has been a big part of that success and has taken on staff scheduling around the booking system which has increased efficiencies and will help control costs long term.

The Facilities Manager and Recreation Services Manager recommend restructuring based on the section of the organizational chart shown below (new positions in yellow).



The new structure promotes the Palmerston Lead Hand to a new position of Recreation and Facilities Coordinator reporting to both the Facilities Manager and Recreation Services Manager. He would have an office at the Town municipal building but would work out in the community centres and arenas as needed. A full job description has been prepared for this proposed position. The following is a list of general duties for this position:

- Central booking system
- Preparing staff schedules for facilities along with Facilities Manager
- Day to day supervisory and leadership regarding nature trails and facilities
- Installation/maintenance of arena ice, pools, splash pads
- Maintain ice refrigeration and HVAC systems
- Oversee and work alcohol related events; named on Town Permanent Liquor License
- Prepare financial reports for events and monitor product inventory
- Ensure compliance with Occupational Health and Safety Act
- Assists in completion of capital and maintenance work on facilities and trails
- Under supervision of Recreation Services Manager and Facilities Manager assist in developing, reviewing and improving policies, procedures, standards and plans
- Assists with budget preparation and works within prescribed budget
- Implements health and safety programs, compliance with liquor laws of Ontario, and TSSA standards related to equipment
- Attends Parks and Recreation Advisory Committee, Trails Committee or Council as may be required

The restructuring would see a second new position entitled Lead Hand Parks and Facilities. A full job description has been prepared for this proposed position. This position would be temporarily filled internally until the Harriston Lead Hand returns to work. The following is a list of general duties for this position:

- day to day supervisory and leadership to municipally owned parks, sports fields, satellite facilities, related equipment and assigned staff
- Conduct regular satellite facility, sport field, and park inspections
- Ensure that parks, and satellite facilities are safe, clean and operational as needed to encourage maximum use
- Ensure compliance with Occupational Health and Safety Act and implement health and safety standards
- Maintain HVAC systems and refrigeration equipment as needed
- supervise and implement daily work activities for assigned staff according to planned targets, procedures and priorities
- Provide feedback on policies and procedures
- Maintain records of expenditures according to approved targets
- Attends Committee meetings if requested or as may be required

The Recreation Services Assistant position remains in the structure as administrative support to the Facilities Manager and Recreation Services Manager along with duties with the Norgan Theatre. The following is a list of general duties for this position:

- Provide administrative support to Recreation Services Manager and Facilities Manager and the Recreation and Parks Advisory Committee
- Norgan Theatre administration, volunteer coordination and scheduling, and Board Secretary including preparing agendas and minutes
- Take facility bookings, send out contracts, follow up with customers; take program bookings and registrations and follow up
- Assist with creation and implementing marketing plan including web site upgrades and social media responses
- Prepare reports for SOCAN, monthly invoicing for programs and facilities receivables including those for Norgan Theatre
- Coordinate school visits and other events for marketing purposes; update posters and internal advertising
- Prepare film specifications for booth and projectionist, produce and sell Norgan Gift packages, clear and maintain Norgan Theatre as needed

The C.A.O. Clerk supports this restructuring from a Succession Planning perspective. The Recreation and Facilities Coordinator assumes a higher level role implementing the central booking and scheduling system, while continuing to provide support in all community centres/arenas. The Lead Hand position in Parks and Facilities retain freedom to act in the area of parks, sports fields and satellite facilities. Setting up responsibilities by functional

area (parks and satellite facilities distinct from arena operations) rather than by community (Clifford, Harriston, Palmerston) will improve level of service.

FINANCIAL CONSIDERATIONS:

There is no increase in full or part time staff resulting from the restructuring only re-assignments that potentially change the pay band for one position. The approximate budget increase of \$6,000 was provided for in the draft operating budget considered in December and subject to Council's final approval.

RECOMMENDATION:

That Council receives the April 4, 2018 report from the C.A.O. Clerk entitled Facilities and Recreation Restructuring and approves the restructuring outlined in that report.

Bill White
C.A.O. Clerk



TOWN OF MINTO

DATE: April 5, 2018
REPORT TO: Mayor and Council
FROM: Bill White, C.A.O. Clerk
SUBJECT: Site Plan Solar Installation Greenbush

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

In March 7, 2017 Council approved an Equipment Lease Agreement with SunSaver 2 for FIT 4.0 solar installations for the following sites:

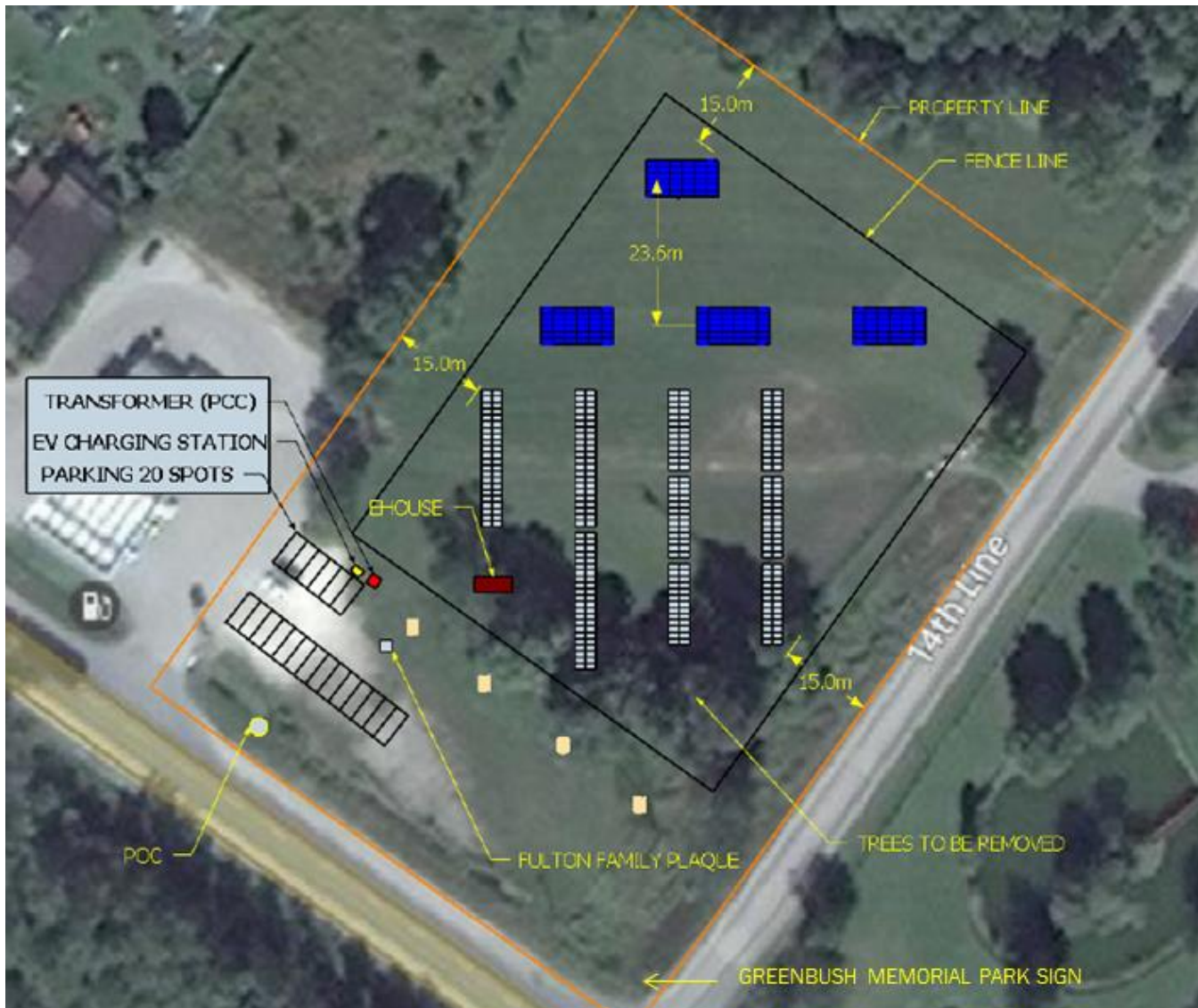
1) Town Municipal Office	5941 Highway 89	50kW	Roof Top Unit
2) Clifford Arena	2 Brown Street South	100 kW	Roof Top Unit
3) Clifford Sewage Treatment Plant	43 James Street East	250 kW	Ground Mount
4) Greenbush Community Park	5576 Highway 9	100 kW	Ground Mount
5) Harriston Arena	111 George Street South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

Last meeting Council approved providing property coverage the solar installations through JLT. Council was advised that 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 will be fully commissioned shortly.

SunSaver has now started the process to construct ground mount solar panels at the Greenbush location. One of the requirements of this process is the company provide notice to landowners. The purpose of this report is to provide information to Council on the proposed layout. The Greenbush property was formerly a softball field and is on lands donated in the 1950's by the Fulton Family to the Township of Minto for recreation purposes. According to the History of Minto Township there has not been organized softball on the field since the mid 1970's. Over the years there has been little maintenance of the land although some of the fencing still remains. Trees on the property are overgrown and some have fallen.

In September 2016 the Town received an offer under FIT 4.0 to place ground mount solar panels on the property. Bill Fulton contacted the C.A.O. Clerk to remind the Town that the family had donated the lands for recreation purposes. He advised there are still Fulton Family members in the area and he asked how the Town would honour the terms of the land

transfer from the 1950's. Since that time the C.A.O. Clerk had been emailing concepts and proposal with Mr. Fulton. He has agreed that cleaning the property up and installing solar panels is appropriate, and agreed to a proposal that the Town dedicate \$1,200 of the proceeds from hosting the panels on the lands to Minto Recreation in memory of the Fulton Family. A plaque would also be placed outlining the history of the property. Mr. Fulton also asked that a sign be placed re-establishing the name Greenbush Memorial Park. The site plan below shows the proposed site development. The site plan below and plaque design have been emailed to Mr. Fulton.



In addition to the plaque and sign, SunSaver proposes to install an EV charging station at their cost and improve the parking area as shown. Some picnic tables would be placed. The plan calls for removal of the larger scrub trees in the area shown which will be replaced on-site at an approximate 2:1 ratio. SunSaver proposes to replant larger size trees rather than just saplings. The exact location of the sign is subject to MTO approval and may change.

The following shows the proposed plaque wording recognizing the Fulton Family. It would be installed using the standard Minto format and referenced on the Treasures of Minto website.

Greenbush Memorial Park

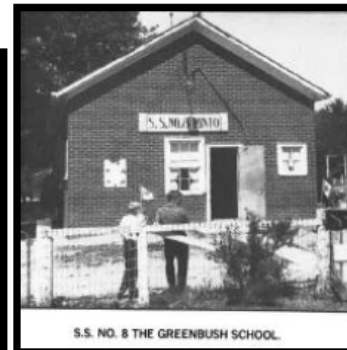
James Fulton came to Minto Township in 1856 from Scotland and his brother John arrived soon after. In 1860 John's sons George and William were sent out to locate property for the family homestead. This was a time when roads were trails and railways had not yet arrived. The Fulton boys were working in dense bush, swamp and poor land so by 1861 only 12 acres of bush had been cleared in the area of the 12th concession.

In 1865 George Fulton in partnership with William Lyons built a steam-powered sawmill on this site. This was good for local farming as a place to process logs cleared from area farms and in 1871 with the arrival of the railway a station was built not far from this site within the 12th concession. Fulton Mills station shipped lumber and tanbark to Clifford and Harriston from the mill. The station closed in 1947.

George's son Elliot took over in 1897 growing the business into the 20th century. A district school was built on the corner of the site taking its name Greenbush School from the heavy tree cover in the area. For years Greenbush was an active community with a post office, Fulton Station, Greenbush School and soon competing lumber and farming interests.

In 1951 the Fulton Brothers offered to donate the three acres at the corner to the Township as a recreation area on the condition that no Sunday games would be played on the field so Greenbush Community Park was formed. Games were played at the park for years although the History of Minto Township reported in 1978 the lands were dutifully maintained by the municipality although there are "no facilities for games, Sunday, Monday or otherwise".

The lands were naturalized by the Town of Minto post amalgamation in 1999. Various ideas were floated about selling or redeveloping the lands. A gas station was built nearby, but it was not until 2016 when the Town of Minto received approval for solar panel installation under a Provincial Feed in Tariff program. Descendants of the Fulton Family reminded the Town of the history of the property supported its re-activation as an environmental park. The Town hosts the solar panel installations and dedicates the revenue toward youth recreation in Minto, a lasting legacy for the Fulton Family.



COMMENTS

Staff is generally pleased with the proposed layout and appreciates the cooperation of the Fulton Family. Celebrating the history of the property and recognizing the Fulton Family while allowing for the "green energy solution" makes much better use of the lands. The Town and SunSaver will negotiate the terms of site maintenance including grass cutting and so forth. Generally SunSaver is responsible for all work within the fenced area of the panels, but will have added maintenance obligations if the vehicle charging station is installed, particularly snow removal. The Town will provide and maintain the plaque and picnic tables.

FINANCIAL CONSIDERATIONS:

The Town is projected to earn over \$31,000 per year from the eight FIT installations when complete. The \$1,200 donation to Minto Recreation in the Fulton Family name will have to be accommodated through internal transfers. The plaque recognizes this donation.

RECOMMENDATION:

That Council receives the CAO Clerk's April 5, 2018 report Site Plan Solar Installation Greenbush.

Bill White, C.A.O. Clerk



TOWN OF MINTO

DATE: April 5, 2018

REPORT TO: Mayor and Council

FROM: Bill White, CAO/Clerk

SUBJECT: Removing Holding Provisions Bylaws 2018-022 and By-law 2018-023

STRATEGIC PLAN:

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

BACKGROUND:

Council has two by-laws to remove holding provisions on its agenda. A holding symbol or “H” is placed in front of the zoning category that applies to a property to make sure specific conditions are met before the underlying zoning comes into effect and the land can be developed. The Planning Act allows Council to pass a by-law removing the holding symbol when the requirements that led to the “H” being placed are met. Notice must be given to the owner of the land where the holding symbol applies. If Council does not pass the by-law removing the “H” the owner may appeal that decision. The explanatory note in the by-laws outlines reasons a holding symbol was applied to each property.

One by-law applies to land owned by Rick Murray on Minto Road between John and Nelson Streets in Clifford:

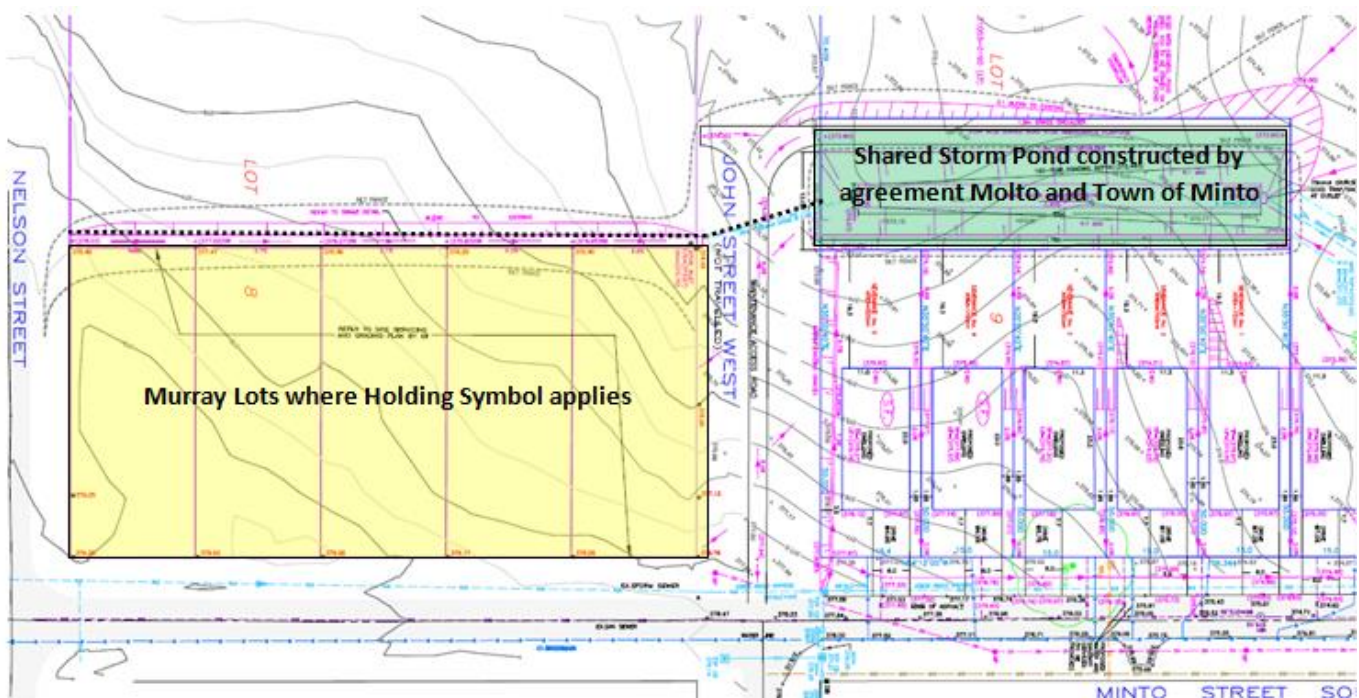


The other bylaw applies to the First G Capital subdivision on Main Street east of White's Road in Palmerston



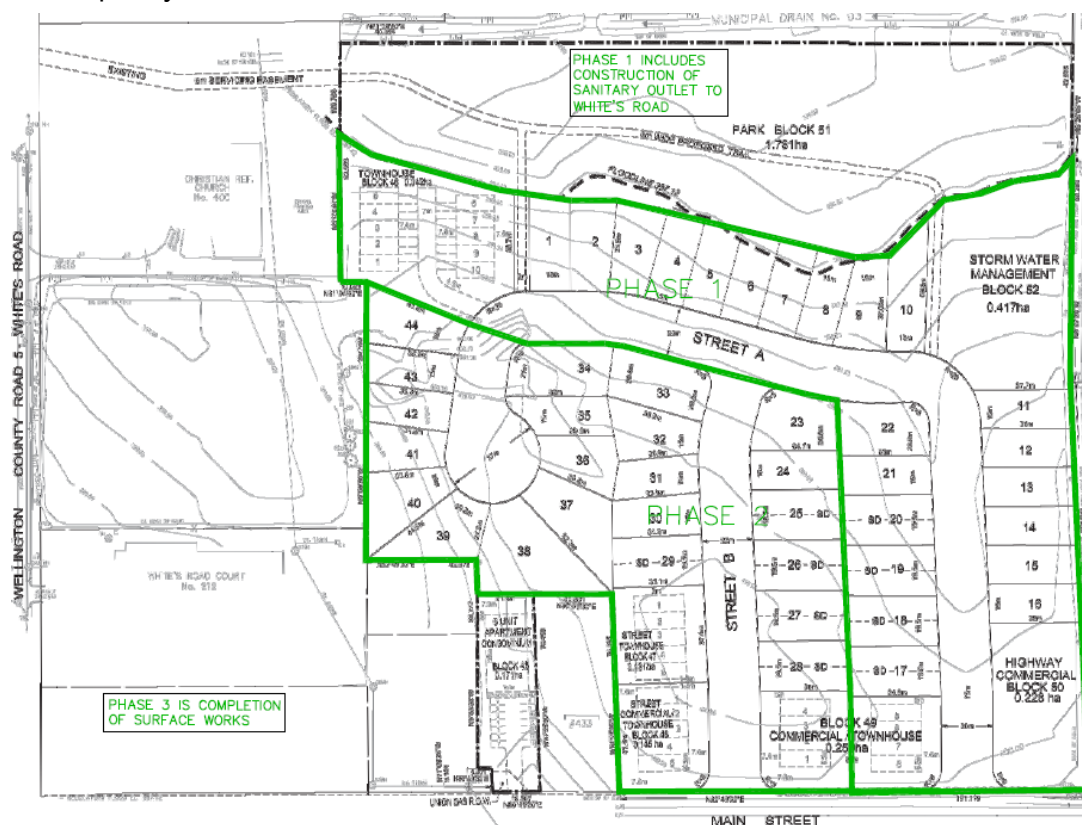
COMMENTS:

The Murray lots in Clifford were created before facilities to collect surface water from the future homes were in place. In 2015 Deborah Molto signed an agreement requiring her to build a pond according to an engineered design to retain storm-water for her property and the Murray lots (see design below).



The pond was built in 2017, inspected by Triton Engineering and is substantially complete. Deborah Molto has confirmed that Rick Murray contributed to the cost of constructing the stormwater pond. The lands and easements for the pond were deeded to the Town. A small amount of work remains to be finished this spring.

Regarding the First G. Capital subdivision when the lands were rezoned and the subdivision application submitted in 2011 there were issues with sanitary sewer capacity in Palmerston. The holding symbol or “H” was placed in the zoning applicable to the property to prohibit development until there was adequate sewage capacity confirmed for the subdivision. Since 2011 the Town has completed inflow and infiltration initiatives to increase capacity in the waste water treatment facility. The sewage use by-law was amended to increase the available capacity of committed and uncommitted units available in Palmerston.



When the subdivision agreement was signed for Phase 1 the developer provided security to ensure water, sanitary sewer, roadway, sidewalks and other services are installed. This work was started in 2017 by Moorefield on behalf of the owner and is on-going. Council has approved model units for the property pursuant to a model home agreement.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's April 5, 2018 report Removing Holding Provisions Bylaws 2018-022 and By-law 2018-023 and considers the by-laws in regular session.

Bill White, C.A.O. Clerk

**TOWN OF MINTO**

DATE: April 3, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Main Street Revitalization Initiative– Municipal Funding Agreement

STRATEGIC PLAN:

5.1 Actively seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local autonomy.

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

BACKGROUND:

The Ontario government announced a new funding program in January with a stated purpose of helping municipal governments undertake main street revitalization activities that support and benefit small businesses. There are two streams, one that funds initiatives through an existing Community Improvement Plan (façade or building rehab work) and a second regarding municipal physical infrastructure. Eligible costs incurred between April 1, 2018 and March 31, 2020 qualifies for up to 100% funding. The amount of funding for each municipality has been set according to a formula. The Town is eligible for up to \$45,316.35 under this program.

AMO is administering the program on behalf of the Province and has circulated their standard form agreement with provisions summarized as follows:

- Required acknowledgement of OMAFRA funding including notice of media events/announcements
- Scope of work eligible for funding is outlined in Schedule B 2b Streetscaping which includes much of the work planned in the Clifford downtown.
- Proper accounts to be maintained
- Annual report required as to the use of funds, and “Results Report” upon completion
- Funds transferred upon execution of the agreement
- Stacking of funds is permitted.

- Normal liability, insurance, conflict and other protective clauses in primarily to the benefit of AMO and OMAFRA

COMMENTS:

As Minto fully funds the Community improvement Plan through the economic development budget, it is recommended the Town apply under the municipal physical infrastructure stream. One of the top priorities for 2018-19 is to enhance the streetscapes of downtown Clifford in order to improve its attractiveness to new and existing businesses and their customers. This funding will allow improved street lighting, electrical infrastructure and street furniture.

As is the usual practice, the Province of Ontario requires a Transfer Payment Agreement to be signed to govern the use of the funds. In this case, the Ontario Ministry of Food and Rural Affairs signed a Transfer Payment Agreement with the Association of Municipalities of Ontario, (AMO) to administer the Main Street Revitalization Initiative funds. An agreement between the Municipality and The Association of Municipalities of Ontario is required in order to facilitate the transfer of funds.

FINANCIAL CONSIDERATIONS:

The Town will recognize this grant as capital funding for the Clifford Streetscape project. The estimated costs of eligible expenses under this initiative are \$140,000 for decorative street lighting, \$8,600 for bollards and approximately \$15,000 in street furniture, trees and landscaping.

RECOMMENDATION:

THAT Council receives the report from the Treasurer dated April 3, 2018 regarding the Municipal Funding Agreement for the Ontario's Main Street Revitalization Initiative Program and considers a by-law in open session authorizing the Mayor and C.A.O. Clerk to sign the agreement.

Gordon Duff, CPA, CGA
Treasurer

MUNICIPAL FUNDING AGREEMENT

ONTARIO'S MAIN STREET REVITALIZATION INITIATIVE

This Agreement made as of 1st day of April, 2018.

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as "AMO")

AND:

THE TOWN OF MINTO

(a municipal corporation pursuant to the Municipal Act, 2001, referred to herein as the "Recipient")

WHEREAS the Province of Ontario is making \$26 million available for allocation for the purposes of supporting municipal Main Street Revitalization Initiatives in Ontario;

WHEREAS the Province of Ontario, Ontario municipalities as represented by AMO are signatories to Ontario's Main Street Revitalization Initiative Transfer Payment Agreement on March 12, 2018 (the "OMAFRA-AMO Agreement"), whereby AMO agreed to administer Main Street Revitalization funds made available to all Ontario municipalities, excluding Toronto;

WHEREAS the OMAFRA-AMO Transfer Payment Agreement contains a framework for the transfer of provincial funds to Ontario lower-tier and single-tier municipalities represented by AMO;

WHEREAS the Recipient wishes to enter into this Agreement in order to participate in Ontario's Main Street Revitalization Initiative;

WHEREAS AMO is carrying out the fund administration in accordance with its obligations set out in the OMAFRA-AMO Agreement and it will accordingly undertake certain activities and require Recipients to undertake activities as set out in this Agreement.

THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATION

- 1.1 **Definitions.** When used in this Agreement (including the cover and execution pages and all of the schedules), the following terms shall have the meanings ascribed to them below unless the subject matter or context is inconsistent therewith:

“Agreement” means this Agreement, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 7.2 and Section 2 of Schedule D.

“Association of Municipalities of Ontario (AMO)” means a legally incorporated entity under the Corporations Act, 1990 R.S.O. 1990, Chapter c.38.

“Communication Report” means the duly completed report to be prepared and delivered to AMO as described in Section 7.1 and Section 1 of Schedule D.

“Community Improvement Plan” has the meaning as defined under section 28(1) of the Planning Act, R.S.O. 1990, c. P.13.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Effective Date” is April 1, 2018.

“Eligible Costs” means those expenditures described as eligible in Schedule C.

“Eligible Projects” means projects as described in Schedule B.

“Eligible Recipient” means a

- a. Municipality or its agent (including its wholly owned corporation); and
- b. Non-municipal entity, including for profit, non-governmental and not-for profit organizations, on the condition that the Municipality(ies) has (have) indicated support for the Eligible Project through a formal grant agreement between the Municipality and the non-municipal entity.

“Event of Default” has the meaning given to it in Section 11.1 of this Agreement.

“Funds” mean the Funds made available to the Recipient through the Main Street Revitalization Initiative, a program established by the Government of Ontario. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. For greater certainty: (i) Funds transferred to another Municipality in accordance with Section 6.2 of this Agreement, other than as set out in Sections 7.1(a), (c) and (f), are to be treated as Funds by the Municipality to which the Funds are transferred and are not to be treated as Funds by the Recipient; and (ii) any Funds transferred to a non-municipal entity in accordance with Section 6.3 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Ineligible Costs” means those expenditures described as ineligible in Schedule C.

“Lower-tier Municipality” means a Municipality that forms part of an Upper-tier Municipality for municipal purposes, as defined under the Municipal Act, 2001 S.O. 2001, c.25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and “Municipalities” means every municipality as defined under the Municipal Act, 2001 S.O. 2001 c.25.

“Municipal Physical Infrastructure” means municipal or regional, publicly or privately owned, tangible capital assets primarily for public use or benefit in Ontario.

“Ontario” means Her Majesty in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs.

“Parties” means AMO and the Recipient.

“Project Completion Date” means the Recipient must complete its Project under this Agreement by March 31, 2020.

“Recipient” has the meaning given to it on the first page of this Agreement.

“Results Report” means the report prepared and delivered to AMO by the Recipient by which reports on how Funds are supporting progress towards achieving the program objective, more specifically described in Section 3 of Schedule D.

“Single-tier Municipality” means a municipality, other than an upper-tier municipality, that does not form part of an upper-tier municipality for municipal purposes as defined under the Municipal Act, 2001, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 6.2 and delivered to AMO in accordance with that section.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, as submitted in the Recipient’s Annual Report.

1.2 Interpretations:

Herein, etc. The words “herein”, “hereof” and “hereunder” and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.

Currency. Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.

Statutes. Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

Gender, singular, etc. Words importing the masculine gender include the feminine or neuter gender and words in the singular include the plural, and vice versa.

2. TERM OF AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall be in effect from the date set out on the first page of this Agreement, up to and including March 31, 2020.
- 2.2 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.3 **Notice.** Any of the Parties may terminate this Agreement on written notice.

3. RECIPIENT REQUIREMENTS

- 3.1 **Communications.** The Recipient will comply with all requirements outlined, including providing upfront project information on an annual basis, or until all Funds are expended for communications purposes in the form described in Section 7.1 and Section 1 of Schedule D.
 - a) Unless otherwise directed by Ontario, the Recipient will acknowledge the support of Ontario for Eligible Projects in the following manner: "The Project is funded [if it is partly funded the Recipient should use "in part"] by the Ontario Ministry of Agriculture, Food and Rural Affairs."
 - b) The Recipient shall notify Ontario within five (5) business days of planned media events or announcements related to the Project, organized by the Recipient to facilitate the attendance of Ontario. Media events and announcements include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.
- 3.2 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with the Canadian Free Trade Agreement and applicable international trade agreements, and all other applicable laws.
 - a) The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be

awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

4. ELIGIBLE PROJECTS

- 4.1 **Eligible Projects.** Costs directly and reasonably incurred by the Recipient for construction, renewal, renovation or redevelopment or material enhancement activities funded under existing Community Improvement Plan financial incentive programs or activities funded under the Municipal Physical Infrastructure category, including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the role of small businesses in main street areas as more specifically described in Schedule B and Schedule C
- 4.2 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule B and Schedule C.

5. ELIGIBLE COSTS

- 5.1 **Eligible Costs.** Schedule C sets out specific requirements for Eligible and Ineligible Costs.
- 5.2 **Discretion of Ontario.** Subject to Section 5.1, the eligibility of any items not listed in Schedule B and/or Schedule C to this Agreement is solely at the discretion of Ontario.
- 5.3 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement.
- 5.4 **Reasonable Access.** The Recipient shall allow AMO and Ontario reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Ontario or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 5.5 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures in accordance with the Recipient's municipal records retention by-law and, upon reasonable notice, make them available to AMO and Ontario.

6. FUNDS

- 6.1 **Allocation of Funds.** AMO will allocate and transfer Funds on the basis of the formula determined by Ontario.
- 6.2 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the "Transferee Municipality"):

- a) The allocation and transfer shall be authorized by by-law (a "Transfer By-law"). The Transfer By-law shall be passed by the Recipient's council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year specified in the Transfer By-law.
- b) The Recipient is still required to submit an Annual Report in accordance with Sections 7.1 (a), (c) and (f) hereof with respect to the Funds transferred.
- c) No transfer of Funds pursuant to this Section 6.2 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient's obligations under this Agreement with respect to the Funds transferred; in a form satisfactory to AMO.

6.3 Transfer of Funds to a non-municipal entity. Where a Recipient decides to support an Eligible Project undertaken by an Eligible Recipient that is not a Municipality:

- a) The provision of such support shall be authorized by a grant agreement between the Municipality and the Eligible Recipient in support of a Community Improvement Plan. The grant agreement shall identify the Eligible Recipient, and the amount of Funds the Eligible Recipient is to receive for that Eligible Project.
- b) The Recipient shall continue to be bound by all of the provisions of this Agreement notwithstanding any such transfer including the submission of an Annual Report in accordance with Section 7.2.
- c) No transfer of Funds pursuant to this Section 6.3 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to the Municipality the grant agreement.

6.4 Use of Funds. The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

6.5 Payout of Funds. The Recipient agrees that all Funds will be transferred by AMO to the Recipient upon full execution of this Agreement.

6.6 Use of Funds. The Recipient will deposit the Funds in a dedicated reserve fund or other separate distinct interest bearing account and shall retain the Funds in such reserve fund, or account until the Funds are expended or transferred in accordance with this Agreement. The Recipient shall ensure that:

- a) any investment of unexpended Funds will be in accordance with Ontario law and the Recipient's investment policy; and,

- b) any interest earned on Funds will only be applied to Eligible Costs for Eligible Projects, more specifically on the basis set out in Schedule B and Schedule C.
- 6.7 **Funds advanced.** Funds transferred by AMO to the Recipient shall be expended by the Recipient in respect of Eligible Costs. AMO reserves the right to declare that Unspent Funds after March 31, 2020 become a debt to Ontario which the Recipient will reimburse forthwith on demand to AMO for transmission to Ontario.
- 6.8 **Expenditure of Funds.** The Recipient shall expend all Funds by March 31, 2020.
- 6.9 **GST & HST.** The use of Funds is based on the net amount of goods and services tax or harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 6.10 **Limit on Ontario's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 6.11 **Stacking.** If the Recipient is receiving funds under other programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum contribution limitation set out in any other program agreement made in respect of that Eligible Project shall continue to apply.
- 6.12 **Insufficient funds provided by Ontario.** If Ontario does not provide sufficient funds to AMO for this Agreement, AMO may terminate this Agreement.

7. REPORTING REQUIREMENTS

- 7.1 **Communication Report.** Immediately upon execution of this Agreement the Recipient shall report to AMO any Eligible Project being undertaken in the current Municipal Fiscal Year in the form described in Schedule D.
- 7.2 **Annual Report.** The Recipient shall report in the form in Schedule D due by May 15th following the Municipal Fiscal Year on:
 - a) the amounts received from AMO under this Agreement;
 - b) the amounts received from another Eligible Recipient;
 - c) the amounts transferred to another Eligible Recipient;
 - d) amounts paid by the Recipient in aggregate for Eligible Projects;
 - e) amounts held at year end by the Recipient in aggregate, including interest, to pay for Eligible Projects;
 - f) indicate in a narrative the progress that the Recipient has made in meeting its commitments and contributions; and,

- g) a listing of all Eligible Projects that have been funded, indicating the Eligible Project category, project description, amount of Funds, total project cost, start date, end date and completion status.

7.3 **Results Report.** The Recipient shall account in writing for results achieved by the Funds through a Results Report to be submitted to AMO. Specifically the Results Report shall document performance measures achieved through the investments in Eligible Projects in the form described in Section 3 of Schedule D.

8. RECORDS AND AUDIT

8.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles (GAAP) in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Canadian Institute of Chartered Accountants or any successor institute, applied on a consistent basis.

8.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice, the Recipient shall submit all records and documentation relating to the Funds to AMO and Ontario for inspection or audit.

8.3 **External Auditor.** AMO and/or Ontario may request, upon written notification, an audit of Eligible Project or an Annual Report. AMO shall retain an external auditor to carry out an audit of the material referred to in Sections 5.4 and 5.5 of this Agreement. AMO shall ensure that any auditor who conducts an audit pursuant to this Section of this Agreement or otherwise, provides a copy of the audit report to the Recipient and Ontario at the same time that the audit report is given to AMO.

9. INSURANCE AND INDEMNITY

9.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 6 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking Eligible Projects, including, where appropriate and without limitation, property, construction and liability insurance, which insurance coverage shall identify Ontario and AMO as additional insureds for the purposes of the Eligible Projects.

9.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall provide AMO with a valid certificate of insurance that confirms compliance with the requirements of Section 9.1. No Funds shall be expended

or transferred pursuant to this Agreement until such certificate has been delivered to AMO.

9.3 **AMO not liable.** In no event shall Ontario or AMO be liable for:

- (a) any bodily injury, death or property damages to the Recipient, its employees, agents or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents or consultants, arising out of or in any way related to this Agreement; or
- (b) any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents or consultants arising out of any or in any way related to this Agreement.

9.4 **Recipient to Compensate Ontario.** The Recipient will ensure that it will not, at any time, hold Ontario, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Ontario, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funds or an Eligible Project. The Recipient's obligation to compensate as set out in this section does not apply to the extent to which such claims or losses relate to the negligence of an officer, servant, employee, or agent of Ontario in the performance of his or her duties.

9.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an "Indemnatee"), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnatee incurred by any Indemnatee or asserted against any Indemnatee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- (a) the Funds;
- (b) the Recipient's Eligible Projects, including the design, construction, operation, maintenance and repair of any part or all of the Eligible Projects;
- (c) the performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees and agents, or by a Third Party, its officers, servants, employees, or agents; and
- (d) any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees or agents.

10. DISPOSAL

10.1 **Disposal.** The Recipient will not, without Ontario's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or

for which Funds were provided, the cost of which exceed \$50,000 at the time of sale, lease or disposal prior to March 31, 2021.

11. DEFAULT AND TERMINATION

- 11.1 **Event of Default.** AMO may declare in writing that an event of default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an event of default has occurred unless it has first consulted with the Recipient. Each and every one of the following events is an “Event of Default”:
- (a) failure by the Recipient to deliver in a timely manner an Annual Report or Results Report.
 - (b) delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement.
 - (c) failure by the Recipient to co-operate in an external audit undertaken by AMO or its agents.
 - (d) delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement.
 - (e) failure by the Recipient to expend Funds in accordance with Sections 4.1 and 6.8.
- 11.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 11.3 **Remedies on default.** If AMO declares that an Event of Default has occurred under Section 11.1, after thirty (30) calendar days from the Recipient’s receipt of the notice of an Event of Default, it may immediately terminate this Agreement.
- 11.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Ontario which the Recipient will reimburse forthwith on demand to AMO for transmission to Ontario.

12. CONFLICT OF INTEREST

- 12.1 **No conflict of interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Ontario applies will derive direct benefit from the Funds, the Unspent Funds, and interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

13. NOTICE

13.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by facsimile or email to the addresses, the facsimile numbers or email addresses set out in Section 13.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by facsimile shall be deemed to have been given when sent; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by facsimile or email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.

13.2 **Representatives.** The individuals identified in Section 13.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.

13.3 **Addresses for Notice.** Further to Section 13.1 of this Agreement, notice can be given at the following addresses:

a) If to AMO:

Executive Director
Main Streets Agreement
Association of Municipalities of Ontario 200 University Avenue, Suite 801
Toronto, ON M5H 3C6

Telephone: 416-971-9856
Email: mainstreets@amo.on.ca

b) If to the Recipient:

Treasurer
Gordon Duff
TOWN OF MINTO
5941 Highway 89
Harriston, ON N0G 1Z0
(519) 338-2511 x235
gordon@town.minto.on.ca

14. MISCELLANEOUS

14.1 **Counterpart Signature.** This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original Agreement.

14.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this

Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

- 14.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 14.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 14.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 5, 6.7, 6.8, 7, 9.4, 9.5, 11.4 and 14.8.
- 14.6 **AMO, Ontario and Recipient independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Ontario and the Recipient, between AMO and the Recipient, between Ontario and a Third Party or between AMO and a Third Party.
- 14.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Ontario or AMO.
- 14.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 14.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.

15. SCHEDULES

- 15.1 This Agreement, including:
- Schedule A Municipal Allocation
 - Schedule B Eligible Projects
 - Schedule C Eligible and Ineligible Costs
 - Schedule D Reporting

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

16. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, sealed and delivered this Agreement on the date set out on the front page.

RECIPIENT'S NAME:

TOWN OF MINTO

Mayor Name

Signature

Clerk Name

Signature

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By Title

Signature

In the presence of:

Witness Title

Signature

**SCHEDULE A
MUNICIPAL ALLOCATION**

RECIPIENT'S NAME: **TOWN OF MINTO**

ALLOCATION: **\$45316.3533**

The Recipient acknowledges this is a one time payment for Eligible Projects with Eligible Costs.

SCHEDULE B ELIGIBLE PROJECTS

Funding is to be directed to Eligible Projects to support revitalization activities within main street areas, as defined through an existing Community Improvement Plan or any other municipal land use planning policy. Funding can be used in one or both of the following categories:

- 1. Community Improvement Plan** – construction, renewal, renovation or redevelopment or material enhancement activities that implement priority financial incentives in existing Community Improvement Plans such as:
 - a. Commercial building façade improvements
 - b. Preservation and adaptive reuse of heritage and industrial buildings
 - c. Provision of affordable housing
 - d. Space conversion for residential and commercial uses
 - e. Structural improvements to buildings (e.g. Building Code upgrades)
 - f. Improvement of community energy efficiency
 - g. Accessibility enhancements
- 2. Other Municipal Land Use Planning Policy** – construction, renewal or material enhancement activities to fund strategic Municipal Physical Infrastructure and promotional projects such as:
 - a. Signage – wayfinding/directional, and gateway.
 - b. Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility, telecommunications/broadband equipment, parking, active transportation infrastructure (e.g. bike racks/storage, cycling lanes and paths) and pedestrian walkways/trails.
 - c. Marketing plan implementation – business attraction and promotion activities, special events.

SCHEDULE C
ELIGIBLE AND INELIGIBLE COSTS

1. Eligible Costs include:

- a. Costs directly and reasonably incurred on or after April 1, 2018 up to and including the Project Completion Date by the Recipient for construction, renewal, renovation or redevelopment or material enhancement activities funded under existing Community Improvement Plan financial incentive programs.
- b. Costs directly and reasonably incurred on or after April 1, 2018 up to and including the Project Completion Date by the Recipient for construction, renewal or material enhancement activities funded under the Municipal Physical Infrastructure category including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the success of small businesses in main street areas.

2. Ineligible Costs include:

- a. Costs incurred prior to Effective Date or after the Project Completion Date;
- b. Any costs associated with providing the Annual and Results Reports to AMO;
- c. Any costs associated with lobbying Ontario, including other Ministries, agencies and organizations of the Government of Ontario;
- d. Costs associated with construction, renewal, renovation or redevelopment or material enhancement of all things in the following categories: highways, short-sea shipping, short-line rail, regional or local airports, and brownfield redevelopment;
- e. Costs of infrastructure construction, renewal, renovation or redevelopment or material enhancement that do not improve energy efficiency, accessibility, aesthetics of marketability of small businesses within an Recipient's main street areas; or that do not encourage strategic public investments in municipal and other public infrastructure within main street areas that will benefit small businesses; or that otherwise will likely fail to contribute to the success of main street businesses;
- f. Costs of infrastructure construction, renewal, renovation or redevelopment or material enhancement outside of the Recipient's main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy;
- g. The cost of leasing of equipment by the Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Recipient, its direct or indirect operating or administrative costs of Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Costs above;
- h. Taxes, to which the Recipient is eligible for a tax rebate;
- i. Purchase of land or any interest therein, and related costs; and,
- j. Routine repair and maintenance Municipal Physical Infrastructure.

SCHEDULE D REPORTING

1. Communication Report

Immediately following the Municipality executing this Agreement the Recipient will provide AMO a Communication Report in an electronic format deemed acceptable to AMO, consisting of the following:

Project Title	Project Description	Eligible Project Category (CIP/ Municipal Physical Infrastructure	Total Project Cost	Estimate of Funds (Main Street) Spent

2. Annual Report

The Recipient will provide to AMO an Annual Report in an electronic format deemed acceptable to AMO, consisting of the following:

- a. Financial Reporting Table: The financial report table will be submitted in accordance with the following template:

Annual Report Financial Table	Annual	Cumulative
	20xx	2018 - 2020
Opening Balance	\$xxx	
Received from AMO	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Received from An Eligible Recipient	\$xxx	\$xxx
Transferred to an Eligible Recipient	(\$xxx)	(\$xxx)
Spent on Eligible Projects (for each Eligible Project category)	(\$xxx)	(\$xxx)
Closing Balance of Unspent Funds	\$xxx	

- b. Project List: The Recipient will provide to AMO a project list submitted in accordance with the following template:

Recipient	Project Title	Project Description	Eligible Project Category	Total Project Cost	Main Street Funds Used	Start & End Date	Completed?
							Yes/No/ Ongoing

3. Project Results.

The Results Report shall outline, in a manner to be provided by AMO, the degree to which investments in each project are supporting progress towards achieving revitalization within main street areas:

- a. Community Improvement Plan Eligible Projects
- Number of small businesses supported;
 - Total value of physical improvements;
 - Total Main Street Funds provided;
 - Total Municipal investment; and,
 - Total private investment.
- b. Municipal Physical Infrastructure Eligible Projects
- Total value of physical improvements;
 - Total Main Street Funds provided; and
 - Total municipal investment.



TOWN OF MINTO

DATE: March 27th, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Debenture Financing

STRATEGIC PLAN:

5.1 Actively seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local autonomy.

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

BACKGROUND:

Debt financing is needed to cover the Town's share of the total cost of the 2018 Clifford Connecting Link construction project, and the George Street South reconstruction approved in 2017. The Clifford Connecting Link is a \$4.5 million project with \$2.7 million in Provincial Grant, while George Street has a Community Water and Wastewater grant of \$750,000 with total project cost just over \$1 million.

It was anticipated that construction financing of \$250,000 would be needed to fund George Street South reconstruction in 2017. Last year it was uncertain whether the County of Wellington would lead a borrowing consortium which the Town could join, and by year end the County confirmed it would not require borrowing in 2017. Town Staff instead investigated obtaining construction advances through Infrastructure Ontario, but George Street Work ended up being carried out quite late in the year with some payments not due until 2018. The Town was able to cover these costs without resorting to bridge financing. Now the original \$250,000 borrowing amount can be included in the 2018 debenture.

COMMENTS:

The County of Wellington indicated that it will be bringing forth a large debenture in the spring of 2018. They are receptive to having the lower tiers partner with them to meet their borrowing needs. Minto has participated in these joint projects in the past and there is a savings in both legal and financing agent costs working with the County if there are significant amounts included in a joint debenture. When the County chooses not to borrow, it is generally more economical to use Infrastructure Ontario.

The total amount of Minto's borrowing requirements for 2018 is \$2,100,000. This amount includes the \$250,000 carried forward from the 2017 George Street project as well as \$1,850,000 to finance the Town's share of the Clifford Connecting Link project. The

Clifford project includes road construction, stormwater installation, water and wastewater services, street lighting and streetscape enhancements from the southerly limits of the former Village of Clifford north to the intersection of Highway 9 and West Heritage Road. Connecting Link funding only covers those expenses directly related to the roads and drainage portion, with the remainder of the funds to come from other sources.

When Council awarded the project to Moorefield it was directed that staff report back on ways to reduce project costs and/or fund the overage identified. Potential funding sources include the Provincial Main Street Programs, developer contributions and contingency to ensure the Town does not have to borrow more than \$1.85 million. Staff has held several meetings with Triton Engineering, Moorefield and Westario to refine the cost of the project and these meetings will continue with a report to Council closer to project start in May.

The Town must choose a term for the debentures as both ten year and twenty year options are available. The accompanying chart shows annual and total costs for each option. The general rule is the term of long term debt should not exceed the estimated useful life of the assets being financed. Road surfaces have a forecast useful life of about ten years. The portion of the road surface for the Clifford project is estimated to be approximately \$300,000. Therefore the maximum amount to be financed over a twenty year term would be \$1,550,000 with the remaining \$550,000 to be financed over ten years.

FINANCIAL CONSIDERATIONS:

Long term interest rates are currently at 2.9% for ten years and 3.4% for twenty years. Annual carrying costs for this debenture range from \$198,000 to \$266,000 depending upon the term selected. As with a mortgage, the overall interest costs rise with the length of the financing term.

RECOMMENDATION:

That Council accepts the Treasurer's report dated March 27th, 2018 regarding Debenture Financing and requests the County of Wellington to borrow \$2,100,000 on behalf of the Town of Minto over ten and twenty years as directed.

Gordon Duff
Treasurer

TOWN OF MINTO

2018 DEBENTURE TERMS

<u>Capital Item</u>	<u>Minimum Proposed Debenture Amount - 10 Year</u>
George Street Road Work	\$250,000
Clifford Connecting Link-Road surface	300,000
Clifford Connecting Link-Road base and stormwater drainage	
Clifford Connecting Link-Wastewater Component	
Clifford Connecting Link-Water Component	
Clifford Connecting Link-Conduits, Electrical Infrastructure and Streetscapes	
	<hr/>
	<u>\$550,000</u>

Maximum Proposed
Debenture Amount -
20 Year

\$700,000

350,000

100,000

400,000

\$1,550,000

TOWN OF MINTO

2018 DEBENTURE TERMS

<u>Amount Borrowed</u>	<u>Proposed</u> <u>Debenture Amount -</u> <u>10 Year</u>	<u>Interest</u> <u>Rate</u>	<u>Proposed</u> <u>Debenture Amount -</u> <u>20 Year</u>	<u>Interest</u> <u>Rate</u>	<u>Annual</u> <u>Debt</u> <u>Servicing</u> <u>Amount</u>	<u>Total</u> <u>Interest</u> <u>Cost</u>
\$2,100,000	\$2,100,000	2.9%	\$0	3.4%	\$266,362	\$319,867
\$2,100,000	\$550,000	2.9%	\$1,550,000	3.4%	\$197,998	\$624,267
\$2,100,000	\$1,050,000	2.9%	\$1,050,000	3.4%	\$220,018	\$526,377



TOWN OF MINTO

DATE: March 29th, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Budget Adoption

STRATEGIC PLAN:

5.1 Actively seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local autonomy.

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

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

BACKGROUND:

Council and staff held budget meetings December 12th, 2017 and January 11th, 2018. These meetings were open to the public, recorded and posted on the Town website, and shown on local cable television. The public has access to all the same budget information used by Council including the Budget Summary Reports and Budget Presentations has been available on-line. The public open house held March 20th was sparsely attended

The 2018 budget theme was “**bringing it home**”, a “positive encouraging and motivating phrase” to arrive at a conclusion. With uncertainty in the world economy, a municipal election and possible change in Provincial government in 2018 (Federal 2019) the budget punctuated the Town’s infrastructure investments and “brings home” a responsible operating and capital proposal using Federal/Provincial tools currently in place. As always, the 2018 budget seeks to maintain a balance between investing in our infrastructure and services and the need to manage resources efficiently.

The 2018 capital budget includes a very large project, the reconstruction of the Connecting Link through downtown Clifford and the extension of services to the north end of the village. Minto is fortunate to receive funding under the restored Connecting Link grant program; however it just includes the restoration of the roadway and drainage to its prior standard. Replacement and extension of water and wastewater services, improvements to street lighting, and streetscape enhancements are not covered by this funding. As noted in previous reports debenture funding is needed to finance the Town’s share of the project, which Council previously authorized in context with the borrowing for the George Street South road reconstruction project. All told the 2018 budget requires \$2.1 million in new

borrowing. At the end of 2018, the net external debt is forecast to be \$8.7 million which is approximately the same figure as that for the end of 2016.

During capital budget deliberations staff presented a five year project plan to help this Council and the next anticipate projects to bring forward through merit based funding programs such as the Ontario Community Infrastructure Fund or the Community Water and Wastewater Fund which the Federal and Provincial governments propose to continue. The five year project plan is shown below:

Public Works Project/Year	2018	2019	2020	2021	2022
Clifford					
Elora St Park to West Heritage	\$ 3,870,000	\$ 500,000	\$ -	\$ -	\$ -
William Street Schwindt	\$ 180,000	\$ 65,000	\$ -	\$ -	\$ -
Ann Street Carry over Curb and Pav	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ -
Park Street Reconstruction	\$ -	\$ -	\$ 50,000	\$ 1,000,000	\$ -
WWTP Pump Replacement	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Wastewater Pump/Alum Tank	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -
Allan Street Watermain to well 1	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Harriston					
George Street South carry over	\$ 385,000	\$ -	\$ -	\$ -	\$ -
George Street North	\$ 80,000	\$ -	\$ 20,000	\$ 200,000	\$ -
William St Utilities (Metzger)	\$ 40,000	\$ 105,000	\$ -	\$ -	\$ -
Lawrence St Recon (Metzger)	\$ 50,000	\$ 480,000	\$ -	\$ -	\$ -
Industrial Park Pumping Stn	\$ 280,000	\$ -	\$ -	\$ -	\$ -
Legion Parking Lot	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Queen Street N & S (condition)	\$ -	\$ 500,000	\$ 1,000,000	\$ -	\$ -
Industrial John St link and Recon	\$ -	\$ -	\$ 510,000	\$ 510,000	\$ -
Industrial John St extension 11 ac	\$ -	\$ -	\$ -	\$ 625,000	\$ -
Industrial 55 acres Ph 2	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000
Pedestrian Crossovers	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Palmerston					
Industrial Noble Road	\$ 300,000	\$ 50,000	\$ -	\$ -	\$ -
Industrial Minto Road Sewage Lift	\$ 75,000	\$ 1,100,000	\$ -	\$ -	\$ -
Industrial Pave Frank Lambier Crt	\$ 40,000	\$ -	\$ -	\$ -	\$ -
James St Paving Main to John	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Queen Street Recon	\$ -	\$ 765,000	\$ 600,000	\$ -	\$ -
Speed Limit Signage	\$ 11,000	\$ -	\$ -	\$ -	\$ -
Brunswick and Nelson	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 400,000
Brunswick Street Culvert	\$ -	\$ -	\$ -	\$ -	\$ 600,000
WWTP Clarifier Design Work	\$ 100,000	\$ 500,000	\$ 500,000	\$ -	\$ -
Watermain loop Queen to Tower	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Water White's Road	\$ -	\$ 131,000	\$ -	\$ -	\$ -
Main Street	\$ -	\$ -	\$ 25,000	\$ 1,750,000	\$ 2,250,000
Rural					
12th Line (design, culvert, recon)	\$ 200,000	\$ 400,000	\$ 300,000	\$ -	\$ -
3rd Line	\$ -	\$ 100,000	\$ 900,000	\$ -	\$ -
Minto Normandy TL Struct A, B, C	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000

General					
Wastewater SCADA Urban Areas	\$ -	\$ 50,000	\$ 150,000	\$ 50,000	\$ 50,000
Wastewater Inflow and Infiltration	\$ 170,000	\$ 155,000	\$ 235,000	\$ 235,000	\$ 235,000
Water Minto Pines Flowmeter, Pipe	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Water Meter General	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Streetlights New LED non RealTerm	\$ 14,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cemeteries Cremation Options	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Mobile Flood Pumps	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Sidewalks	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Catchbasins and Drainage	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Asset Management CityWide	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 yr replace Pick-ups 2010, 2012	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Plow Truck/Grader/Backhoe	\$ 150,000		\$ 400,000	\$ 180,000	\$ -
Public Works Total	\$ 6,825,000	\$5,801,000	\$5,910,000	\$5,750,000	\$5,020,000
Other Depart Project/Year	2018	2019	2020	2021	2022
Fire					
New Pumper/Tanker & Pickup	\$ 450,000	\$ -	\$ 300,000	\$ -	\$ -
Bunker Gear	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Building Renovations Clifford	\$ -	\$ -			\$ -
Training Equipment & Computers	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Facilities - Clifford					
Refrigeration	\$ 50,000	\$ 5,000	\$ -	\$ -	\$ -
Auditorium and kitchen renovation	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Lighting and Doors	\$ 5,000	\$ 20,000	\$ -	\$ -	\$ -
Equipment and Fixtures	\$ -	\$ -	\$ 5,000	\$ 15,000	\$ -
Parks Upgrades	\$ 50,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Facilities - Harriston					
Ice Resurfacers and Truck	\$ -	\$ -	\$ 90,000	\$ -	\$ -
Auditorium and kitchen renovation	\$ -	\$ -	\$ -	\$ 85,000	\$ -
Lighting and Doors	\$ 8,000	\$ 20,000		\$ -	\$ -
Equipment and Fixtures					\$ 20,000
Parks Upgrades, convert Trailer Par	\$ 20,000	\$ 20,000	\$ 90,000	\$ 20,000	\$ 20,000
Ref's Room and Curling Club	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -
General Upgrades and Flooring	\$ 5,000		\$ 30,000	\$ -	\$ -
Pool	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Facilities - Palmerston					
Lighting and Doors	\$ 30,000	\$ 10,000	\$ -	\$ -	\$ -
Ice Resurfacers	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Dehumidifier	\$ -	\$ 90,000	\$ -	\$ -	\$ -
Auditorium	\$ 20,000	\$ 100,000	\$ -	\$ -	\$ -
Parks Upgrades, Bridge Painting	\$ 5,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 10,000
Equipment and Fixtures	\$ -	\$ -	\$ 20,000	\$ 15,000	\$ 10,000
Pool	\$ 10,000	\$ -	\$ -	\$ -	\$ -

Facilities - General					
Trails	\$ 12,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Museum	\$ 15,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 5,000
Scoreboard	\$ 25,000				\$ -
Equipment and Fixtures	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Administration - Overall					
Buildings	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Computer Replacement & Software	\$ 30,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000
Service Club Entrance Signs	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Building Dept Pick ups	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -
Assets Management & Records	\$ 12,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Grand Total	\$ 7,892,000	\$6,316,000	\$6,650,000	\$6,080,000	\$5,295,000

The five year project plan has been modified to add a WWTP Pump in Clifford and Pedestrian Crossings in Harriston, defer Queen Street Palmerston (lack of grant funding), add mobile pumps for flooding, and add Service Club entrance signs. The Facilities Manager has added potential projects in 2019 for planning purposes. One change not made is to re-allocate funds for George Street North in Harriston to finish the section of road from Arthur to William in favour of watermain replacement in the final block leading to the Schickedanz subdivision. The price of that watermain alone is about \$115,000 including road restoration (not reconstruction).

The five year capital project plan will require further input and update annually at budget through Council as priorities are adjusted and new issues come to light. As such Council is not formally approving the five year project plan, but it will be available to help staff and Council to better prepare for future merit based grant programs.

COMMENTS:

Residential education tax rates have been set by the Province of Ontario. If projected tax rates go forward, the overall increase for a typical single family home assessed at \$224,000 will be approximately 3.62% or \$104. If the County of Wellington makes any changes to tax ratios and other tax policies, this figure could be slightly adjusted. Between 2016 and 2018 the average increase for a typical home has been 2.5% per year as the 2017 increase was 1.63%. Urban commercial property owners in 2018 will have a very small reduction in actual tax paid.

For the first time since 2012 the Town was faced with a \$172,200 reduction in the main operating grant from the Province the Ontario Municipal Partnership Fund (OMPF). This reduction in OMPF represents about 75% of the additional \$235,000 that would be raised by the proposed operating levy in 2018.

As noted on the attached schedule, Reserves and Reserve Funds are expected to decrease by approximately \$300,000. Transfers from reserves to fund capital projects are budgeted

at \$1,608,000 reflecting Minto's commitment to funding capital expenditures through a mix of taxes, user fees, grants and reserves.

The Town has received funds or approvals under such programs as Federal Gas Tax Rebates, the Connecting Link program, Ontario Community Infrastructure Fund and SaveON Energy. This revenue is used to assist with the cost of road construction, improvements at the arenas as well as water and sewer upgrades. In addition to the main street Clifford project, this budget includes certain projects such the start of upgrades on the 12th Line, paving of the Harriston Legion parking lot, road and service improvements in the Palmerston Industrial Park, the purchase of a fire pumper. Improvements to the Clifford Rotary Park, renovations at the Harriston Pool, a new ice resurficer for the Palmerston arena and upgrades and expansion of the community trail network.

The Town continues to meet the goals set out in several initiatives mandated by the Province including Green Energy Conservation Plans, Asset Management Plans and Accessibility Plans. Staff expects to bring forward an updated Asset Management Plan to Council before the end of June.

FINANCIAL CONSIDERATIONS:

The adoption of the Budget gives authority for the expenditures for the year.

RECOMMENDATION:

The Council of the Town of Minto accepts the Treasurer's report dated March 29th, 2018 and considers the passage of the related Budget By-law in Regular Session.

Gordon Duff
Treasurer

**TOWN OF MINTO**

DATE: March 30, 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 30, 2018

Administration	\$ 114,392.39
People & Property	98,784.00
Health & Safety	
Health Services	
Building	630.38
Economic Development	12,840.21
Incubator	1,738.00
Tourism	
Fire	28,740.52
Drains	
Roads	78,333.07
Cemetery	
Waste Water	5,826.08
Streetlights	603.51
Water	8,186.74
Town Landscaping Care	
Recreation	8,300.63
Clifford	5,685.00
Harriston	7,029.95
Palmerston	6,555.50
Norgan	16,439.65
	<hr/> <hr/>
	\$ 394,085.63

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 30, 2018 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for February and March 2018.

Gordon Duff, Treasurer

TOWN OF MINTO

DATE: April 10th, 2018

REPORT TO: Mayor and Council

FROM: Mark Robertson, Wastewater Foreman

SUBJECT: 6629-18 Sanitary Sewer CCTV Inspection, Harriston

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.

BACKGROUND

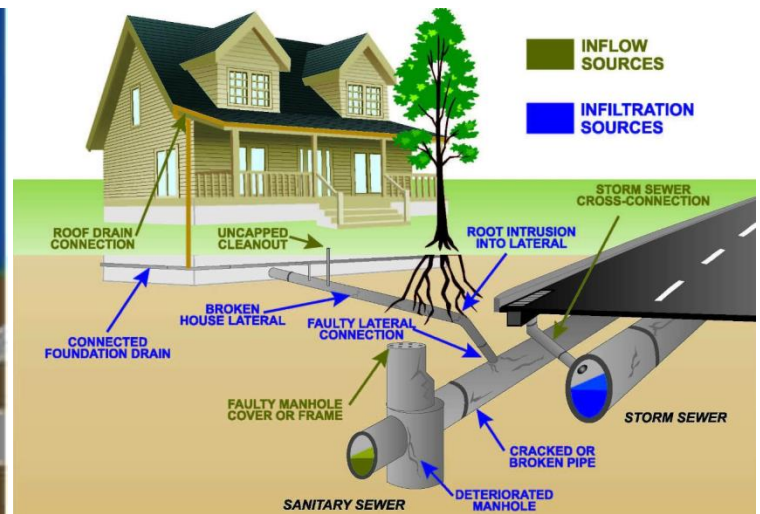
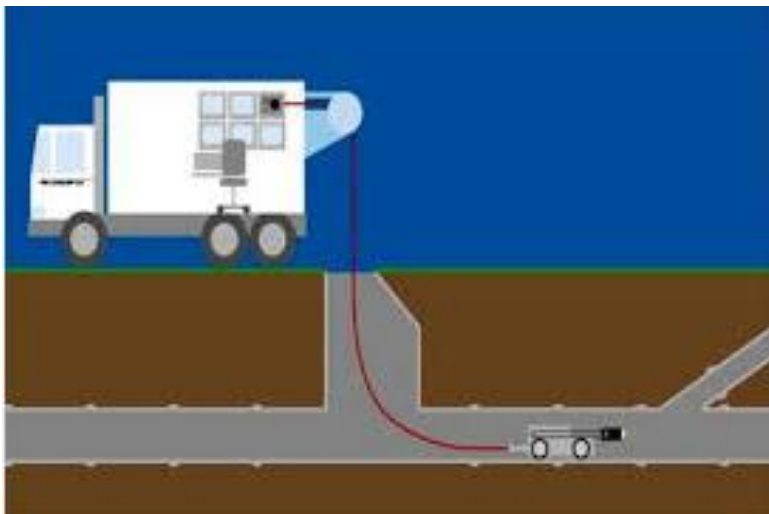
March 2007 B.M. ROSS provided The Harriston Sewage Collection System Infiltration and Inflow Study. In this study five recommendations were made.

1. Monitor flows in the field during peak events to identify sources of Inflow. **(In Progress)**
2. Upgrade William St., Young St. SPS, force mains and gravity sewers downstream. **(Complete)**
3. Update Municipal Bylaw to help protect the sanitary system from extraneous flows. **(Complete)**
4. Repair major defects on the Main line sewer allowing significant I&I. **(Complete)**
5. Conduct additional video inspections of the service lateral in the spring when the ground is saturated to determine if the lateral service connections from the sewer main to buildings are the primary source of extraneous flows as suspected. **(Proposed)**

A tender to complete the following work was sent out for bid with the assistance of Triton Engineering:

- Flush and CCTV Main Line Sanitary Sewer – 15 000 meters
- CCTV Sanitary Sewer Service Lateral – 900 Services

Not only does the work involve assessing sanitary sewer mains on the Town road allowance but will inspect lateral connections from properties into the mains to determine whether this is a source of inflow and infiltration.



Bids were received from three firms at the price shown:

Tunnel Vision Trenchless Services Inc	\$210,750.00
DM Robichaud Associates Ltd	\$126,750.00
Nieltech Services Limited	\$189,900.00

This tender does not include an engineer's report or recommendation for the overall findings of the project. Town staff will review information generated from the video inspections and make further recommendations to Council. Information from the analysis will be recorded and submitted to the Town in various formats including excel that is easily transferable into our CITYWIDE asset management program attaching a quality based assessment to the sanitary sewer for each road segment. This is an upgrade from the previous age based assessment which the Town is currently using. The work will be finished by May 25th 2018.

COMMENTS:

Staff has reviewed the submissions and recommends awarding to the lowest bidder DM Robichaud Associates Ltd. \$126,750. This is slightly more than the estimated cost at budget of \$120,000. The tender allows up to 10% reduction in both the main line sewer meter units (1500m) and service lateral units (90 units) if they are deemed unnecessary or to meet budget. As the work is undertaken new service laterals that show no sign of deterioration will not be assessed in order to keep within budget.

Staff is satisfied with the amount of work being completed as it will identify a major source of inflow and infiltration and provide a structural assessment of the lateral and main line sewers. This project provides quality information for future capital reconstruction projects.

FINANCIAL CONSIDERATIONS

2018 Capital Budget identifies \$170,000 for inflow and infiltration. The intent was to complete the camera work identified with \$50,000 remaining for manhole rehabilitation. The manhole work will be subject to a future tender.

RECOMMENDATION

That Council receives the April 10, 2018 report from the Wastewater Foreman regarding Tender 6629-18 Sanitary Sewer CCTV Inspection, Harriston and awards the tender to DM Robichaud Associates Ltd at a price not to exceed \$126,750.00 excluding HST funded from the 2018 capital budget.

Mark Robertson
Wastewater Foreman



TOWN OF MINTO

DATE: April 6, 2018

REPORT TO: Mayor and Council

FROM: Mike McIsaac Roads & Drainage Foreman

SUBJECT: Triton Engineering; Noble Family Road Tender

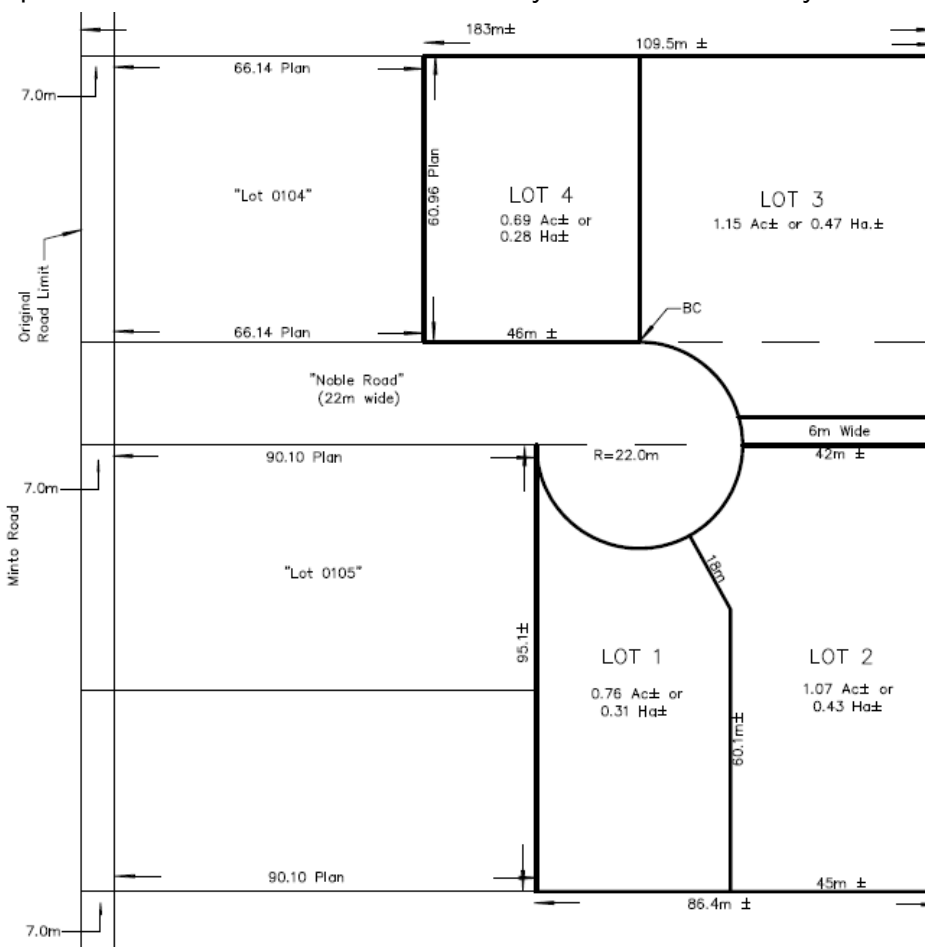
STRATEGIC PLAN:

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 local 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, and minimum construction and maintenance standards.

BACKGROUND:

The 2018 budget includes \$300,000 to construct Noble Family Road from Minto Street easterly to create four industrial lots. The project includes water, sewer, gravel road and asphalt for Frank Lambier Court. A lot layout for Noble Family Road is shown below.



Triton coordinated the tender for this work and provided the attached bid summary. The lowest bid Hanna and Hamilton at \$251,908.55. Hanna and Hamilton have done work for the Town before on Jane and Inkermann in Palmerston as well as a section of Elora Street Harriston in 2016.

COMMENTS:

Staff and Triton were pleased to have four good bids for this work. There is a need for smaller industrial lots as there has been considerable uptake in recent years.

FINANCIAL CONSIDERATIONS:

Including engineering and contingency total project cost is \$326,908.55 plus HST. The Town has \$300,000 in the budget for Noble Family Road and \$40,000 for paving Frank Lambier Court. The project is within the budget proposed.

RECOMMENDATION:

That Council receives the Road & Drainage Foreman's April 6, 2018 report Triton Engineering; Palmerston Noble Family Road Tender, and that the project be awarded to Hanna and Hamilton at a price of \$251,908.55 plus HST funded from the 2018 Capital Budget.

Mike McIsaac Roads & Drainage Foreman



**TRITON
ENGINEERING
SERVICES
LIMITED**
Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

April 5, 2018

Town of Minto
5941 Highway No. 89
HARRISTON, Ontario
N0G 1Z0

ATTENTION: Bill White
Chief Administrative Officer/Clerk

RE: TOWN OF MINTO
CONSTRUCTION OF NOBLE ROAD, PALMERSTON
CONTRACT NO.: 6601-18
OUR FILE: M6601A

Dear Sir:

Tenders for this project were received and opened in the Municipal offices shortly after 2:00 p.m. on Wednesday, April 4, 2018.

Those present were Quinn Foerter, Jackie Hymers, Gordon Duff, Chris Clark and various contractor representatives.

The Tenders received were as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u>
STEED AND EVANS LTD.	ST. JACOBS	\$ 308,553.60
REEVES CONSTRUCTION LTD.	MOUNT FOREST	\$ 315,834.84
MOOREFIELD EXCAVATING LTD.	HARRISTON	\$ 270,075.50
HANNA & HAMILTON CONSTRUCTION CO. LTD.	LISTOWEL	\$ 251,908.55

The Tenders were received and found to have no errors or omissions. Hanna & Hamilton Construction Co. Ltd.

has successfully completed road reconstruction projects of similar size within the Town of Minto. Therefore, we recommend that the contract be awarded to Hanna & Hamilton Construction Co. Ltd. \$251,908.55 excluding HST.

Attached for your information is a cost breakdown for the project based on the Tender prices submitted by Hanna & Hamilton Construction Co. Ltd.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

A handwritten signature in black ink, appearing to read "Chris Clark". The signature is fluid and cursive, with the first name "Chris" and the last name "Clark" clearly distinguishable.

Chris Clark, P.Eng.

Encl.

cc: Gordon Duff, Treasurer, Town of Minto

April 4, 2018

TOWN OF MINTO
CONSTRUCTION OF NOBLE ROAD, PALMERSTON
CONTRACT NO. 6601-18

COST BREAKDOWN SUMMARY

BASED ON TENDER PRICES SUBMITTED BY HANNA & HAMILTON CONSTRUCTION CO. LTD.

		TENDER PRICE
<u>SECTION 1</u> – NOBLE ROAD ROADS AND DRAINAGE	-	\$ 127,507.00
<u>SECTION 1</u> – NOBLE ROAD SANITARY SEWERS	-	\$ 39,527.50
<u>SECTION 1</u> – NOBLE ROAD WATER WORKS	-	\$ 35,619.55
<u>SECTION 2</u> – FRANK LAMBIER COURT ROADS AND DRAINAGE	-	\$ 45,754.50
<u>SECTION 3</u> – MISCELLANEOUS	-	\$ 3,500.00
TOTAL CONTRACT PRICE (Excluding H.S.T.)	-	\$ 251,908.55
ENGINEERING (DESIGN, SITE OVERVIEW, CONTRACT ADMINISTRATION & CONTINGENCIES FOR CONSTRUCTION) INCLUDING GEOTECHNICAL & MATERIAL TESTING (ESTIMATED)	-	\$ 75,000.00
TOTAL ESTIMATED COST (Excluding H.S.T.)	-	\$ 326,908.55

The Corporation of the Town of Minto
By-law Number 2018-18
By-law to Approve Exemptions in Schedule “A” of
By-law Number 02-80 Section 2 b) to permit
chickens in a residential area

WHEREAS the Corporation of the Town of Minto (the “Town”) has the authority under Section 10.2 of the Municipal Act S.O. 2001 c.25; that a lower-tier municipality may pass bylaws respecting matters within the following spheres of jurisdiction - 9. Animals.

AND WHEREAS By-law Number 02-80 for the Town of Minto Section 2b) prohibits all chickens from being kept in any location in the Town of Minto where operation of a farm is not permitted by the Town Zoning By-law;

AND WHEREAS Section 13 of By-law Number 02-80 permits a property owner to be exempt from the By-law with approval from Council, and the property exempt from the provisions of the By-law shall be included in Schedule “A” to By-law Number 02-80;

AND WHEREAS Council of the Town of Minto having held a public meeting, considered proposed licensing standards and passed a resolution that existing chicken keeping locations be brought forward for consideration of an exemption to the said By-law;

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

1. That Schedule “A” in By-law Number 02-80 is replaced with the Schedule “A” attached to this by-law to permit exemptions under Section 13 of By-law Number 02-80 to keep chickens in an area not zoned for operation of a farm.
2. Council approves the said exemptions for existing operations subject to annual licensing requirements as approved by Council from time, and that the approval not be transferable to any other person or property.
3. That this by-law shall come into full force and effect upon final passing thereof.

Read a first, second, third time and passed in open Council this 10th day of April, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

**Schedule “A” to
By-law 2018-18
Replacing Schedule “A” to By-law Number 02-80**

1. That Pursuant to Section 13 of By-law Number 02-80 the following locations are exempt from the provisions of Section 2 of the said by-law so long as all owners comply with the annual licensing standards of the Town of Minto:

- a) 43 George St. S. Harriston four hens (Wayne and Louise Howe)
- b) 27 Mill St. Clifford three hens (Reinhardt Lange)
- c) 332 Jane Street, Palmerston five hens (Jonathon and Amanda Scherrens)
- d) 135 Cumberland Street, Palmerston five hens (Norwell District Secondary School)

such exemption to apply to the existing owners at the existing locations and is not transferable to any other person or any other location within the limits of the Town of Minto.

The Corporation of the Town of Minto
By-law No. 2018-19

To adopt the estimates of all sums required during
2018 for purposes of the Municipality

WHEREAS Section 290 of the Municipal Act, S. O. 2001, c. 25, requires that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of the local municipality may require that the current year's estimates of every board, commission, or other body for which the Council is required to levy a tax rate or provide money, be submitted to the Council each year;

AND WHEREAS the Council of the Corporation of the Town of Minto has in accordance with the Municipal Act considered the estimates of all sums required during the year, including the estimates of all its boards, commissions, and other bodies;

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

1. **THAT** the estimates of the Corporation of the Town of Minto as set out in Schedule "A" attached hereto and forming part of this By-law to be adopted;
2. **THAT** this By-law shall remain in force until repealed and any former By-laws relating to such shall be repealed.

Read a first, second, third time and finally passed in open Council this 10th day of April 2018.

Mayor – George Bridge

CAO-Clerk – Bill White

Town of Minto 2018 Operating Budget Summary

Revenues: Administration

Ontario Municipal Partnership Fund	1,630,700.00
Council Admin Transfers	30,500.00
Other Grant Funding	15,000.00
Clifford & Harriston Local Improvements	-
Administrative letters, licenses, rents	192,534.26
Investment Earnings	193,000.00
Transfer from Reserves	66,900.00
Development Charges	-
	<u>2,128,634.26</u>

Expenses: Administration

Council Expenses	160,200.00
Operating Expenses	1,262,569.26
Transfer to Reserves	112,000.00
	<u>1,534,769.26</u>

593,865.00

Revenues: Fire Protection

MTO Reimbursements	5,000.00
Service Agreements	69,676.89
Transfer from Reserves	-
Other	51,000.00
	<u>125,676.89</u>

Expenses: Fire Protection

Operating Expenses	827,535.00
Transfer to Reserve Fund	218,000.00
	<u>1,045,535.00</u>

(919,858.11)

Revenues: People & Property

Licenses	162,400.00
Health & Safety	-
	<u>162,400.00</u>

Expenses: People & Property

Conservation Levies	137,596.00
Policing	-
Health & Safety	5,000.00
Operating	177,000.00
	<u>319,596.00</u>

(157,196.00)

Revenues: Roads & Drainage

Sales, Service & Inspection	196,200.00
County Service Contract	-
Other Grant Funding	95,000.00
Municipal Drains	25,000.00
Weed Spray Service Contract	-
Machine Time	513,000.00
Trailer Park Rent	42,744.00
Street Light Revenue	196,000.00
TLC	-
Transfers from Reserves	153,000.00
	<u>1,220,944.00</u>

Expenses: Roads & Drainage

Overhead	868,278.88
Transfers to Reserves	220,000.00
Municipal Drain Maintce	61,306.00
Equipment Repairs	38,188.80
Gravel Pit	-
Miscellaneous	9,210.60
Vehicle Expenses	190,400.00
Loose Top Maintenance	160,300.00
Hard Top Maintenance	396,204.00
Sidewalk Maintenance	121,670.00
Roadside Maintenance	195,883.00
Bridges/Culverts/Municipal Drains	120,428.00
Traffic Control Maintenance	98,325.00
Trailer Park Maintenance/Tax	20,000.00
Winter Control	494,614.00
Street Lights	196,000.00
TLC	128,806.00
	<u>3,319,614.28</u>

(2,098,670.28)

Revenues: Clifford Sewer System

Billing Charges	244,000.00
From Reserve	-
	<u>244,000.00</u>

Expenses: Clifford Sewer System

Apportioned Overhead	42,383.33
Operating	187,841.60
Transfer to Reserve	13,775.07
	<u>244,000.00</u>

(0.00)

Revenues: Harriston Sewer System

Billing Charges	792,800.00
Transfer from Reserves	-
	<u>792,800.00</u>

Expenses: Harriston Sewer System

Apportioned Overhead	42,383.33	
Operating	500,013.99	
Transfer to Reserve	250,402.68	
	<u>792,800.00</u>	
		(0.00)

Revenues: Palmerston Sewer System

Billing Charges	862,000.00
From Reserve	-
	<u>862,000.00</u>

Expenses: Palmerston Sewer System

Apportioned Overhead	42,383.33	
Operating	564,905.28	
Transfer to Reserve	254,711.39	
	<u>862,000.00</u>	
		(0.00)

Revenues: Clifford Waterworks

Service Fees	231,000.00
From Reserve	149,047.86
	<u>380,047.86</u>

Expenses: Clifford Waterworks

Apportioned Overhead	69,308.56	
Operating	310,739.30	
Transfers to Reserves	-	
	<u>380,047.86</u>	
		0.00

Revenues: Harriston Waterworks

Service Fees	646,800.00
From Reserve	-
	<u>646,800.00</u>

Expenses: Harriston Waterworks

Apportioned Overhead	69,308.56	
Operating	329,018.30	
Transfers to Reserves	248,473.14	
	<u>646,800.00</u>	
		0.00

Revenues: Palmerston Waterworks

Service Fees	731,400.00
From Reserve	-
	<u>731,400.00</u>

Expenses: Palmerston Waterworks

Apportioned Overhead	69,308.56	
Operating	323,280.46	
Transfers to Reserves	338,810.98	
	<u>731,400.00</u>	0.00

Revenues: Minto Pines

Service Fees	21,500.00
From Reserve	44,834.50
	<u>66,334.50</u>

Expenses: Minto Pines

Apportioned Overhead	-	
Operating	66,334.50	
Transfers to Reserves	-	
	<u>66,334.50</u>	0.00

Revenues: Cemetery

Investment Income	11,000.00
Burial Fees & Other Rev	58,500.00
From Reserves	-
	<u>69,500.00</u>

Expenses Cemetery

Operating	90,020.00	
	<u>90,020.00</u>	(20,520.00)

Revenues: Health Services

Rental Income	28,300.00
Other Rev	-
From Reserves	-
	<u>28,300.00</u>

Expenses Health Services

Operating	78,800.00	
	<u>78,800.00</u>	(50,500.00)

Revenues: Recreation

Grant	-
Transfers from Reserves	-
General Hall Rentals	10,750.00
Clifford Arena & Hall	129,869.00
Harriston Arena & Hall	235,288.00
Palmerston Arena & Hall	358,338.00
Harriston Pool	35,000.00
Palmerston Pool	46,500.00
Norgan Theatre	106,000.00
Special Programs	30,000.00

Clifford Programs	-
Harriston Programs	26,000.00
Palmerston Programs	21,000.00
Clifford Library	-
Harriston Library	4,500.00
Palmerston Library	-
Clifford Ball & Soccer	4,700.00
Harriston Ball & Soccer	4,000.00
Palmerston Ball & Soccer	17,930.00
Minto Ball & Soccer	-
Palmerston Parks	-
Tree Committee	-
Minto Trails	-
Harriston Town Hall	11,456.00
Harriston Seniors Train CN Station	3,500.00
Palmerston CN Station	8,450.00
Harriston Lawn Bowling	-
Lions Clubhouse	-
Permanent Liquor Licensing	-
Active Living Plan	400.00
Drew Park Centre	-
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	1,053,681.00
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Expenses: Recreation

Overhead	261,600.00
Clifford Arena & Hall	267,100.50
Harriston Arena & Hall	352,655.00
Palmerston Arena & Hall	526,540.37
Harriston Pool	81,500.00
Palmerston Pool	85,500.00
Norgan Theatre	90,000.00
Special Programs	24,000.00
Clifford Programs	-
Harriston Programs	26,000.00
Palmerston Programs	21,000.00
Clifford Library	-
Harriston Library	24,000.00
Palmerston Library	-
Clifford Ball & Soccer	25,006.00
Harriston Ball & Soccer	25,771.00
Palmerston Ball & Soccer	61,409.00
Minto Ball & Soccer	-
Clifford Parks	25,554.00
Harriston Parks	28,772.00
Palmerston Parks	55,269.00
Township Parks	-
Trails	16,474.00
Harriston Town Hall	27,073.00
Harriston Seniors Train Station	14,819.00
Palmerston CN Station	32,100.00
Harriston Lawn Bowling	2,660.00
Lions Clubhouse	2,250.00
Drew Park Centre	5,849.00
Permanent Liquor Licensing	-
Active Living Plan	800.00
Transfers to Reserves	150,500.00
	<hr/>
	2,234,201.87
	<hr/>

(1,180,520.87)

Revenues: Building & Zoning

Letter Fees	32,000.00
Permit Fees	167,000.00
From Reserves	-
Shared CBO fees	-
	<hr/>
	199,000.00
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Expenses: Building & Zoning

Operating	331,675.00
Transfers to Reserves	14,000.00
	<hr/>
	345,675.00
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(146,675.00)

Revenues: Economic Development

Operating	9,500.00
Incubator	100,200.00
Transfers from Reserves	25,000.00
	<hr/>
	134,700.00
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Expenses: Economic Development

Operating	472,481.84
Incubator	100,200.00
Transfers to Reserves	-
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	572,681.84
	<hr/>

(437,981.84)

Revenues: Tourism

Operating	17,500.00
	<hr/>
	17,500.00
	<hr/>

Expenses: Tourism

Operating	40,850.00
	<hr/>
	40,850.00
	<hr/>

(23,350.00)

Revenues: Minto Hydro Properties

Rental Income	22,800.00
Investment Interest	-
	<hr/>
	22,800.00
	<hr/>

Expenses: Minto Hydro

Operating	8,800.00
	<hr/>
	8,800.00
	<hr/>

14,000.00

Operating Deficit	(4,427,407.10)
Capital Funding	(520,000.00)

2018 Tax Levy	(4,947,407.10)
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**Town of Minto
Capital Projects - 2018**

**By-Law 2018-19
Schedule A**

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/17	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/18
Computer Hardware/Software	19,157.19	40,000.00								20,000.00	842.81	0.00
Records Management	0.00	2,000.00								0.00	2,000.00	0.00
Office Renovations	74,400.70	10,000.00				0.00				0.00	-2,400.70	62,000.00
Fire Office Equipment	0.00	8,000.00						0.00		0.00	8,000.00	0.00
Fire Equipment	0.00	17,000.00					0.00	0.00		0.00	17,000.00	0.00
Fire Rescue Equipment/Bldg Renos	1,295.82	5,000.00			0.00			0.00		0.00	3,704.18	0.00
Fire Personal Safety Equipment	0.00	40,000.00					0.00	0.00		0.00	40,000.00	0.00
Fire Vehicles	0.00	450,000.00				0.00	0.00	0.00		250,000.00	30,000.00	-170,000.00
Roads - vehicle	52,938.92	150,000.00				0.00		0.00	0.00	145,000.00	-6,000.00	41,938.92
Sidewalks-Cliff,Hstn,Palm	0.00	60,000.00			60,000.00				0.00	0.00	0.00	0.00
Catchbasins	552.03	50,000.00			0.00				0.00	0.00	49,447.97	0.00
Harriston Trees	1,527.24	0.00			0.00		0.00	0.00		0.00	0.00	1,527.24
Citywide - tablets & software	0.00	20,000.00	0.00	0.00	15,000.00	0.00		0.00	0.00	0.00	5,000.00	0.00
Harriston-George St S	-250,000.00	0.00	0.00	0.00	0.00	250,000.00		0.00	0.00	0.00	0.00	0.00
Harriston-George St N - Arthur to William	0.00	40,000.00	0.00	0.00	0.00	0.00		0.00	0.00	40,000.00	0.00	0.00
Harriston-Legion Parking Lot	0.00	30,000.00			0.00	0.00			0.00	30,000.00	0.00	0.00
12th Line Culvert & shoulders	0.00	200,000.00		0.00	40,380.00	0.00	0.00		0.00	65,000.00	94,620.00	0.00
Palm-James St - Main-John	15,525.21	40,000.00			0.00	0.00			0.00	25,000.00	-525.21	0.00

Town of Minto
Capital Projects - 2018

By-Law 2018-19
Schedule A

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/17	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/18
Palm-Queen St S	0.00	3,000.00			0.00	0.00			0.00	0.00	3,000.00	0.00
Clifford-Elora St-Dwntn Roads	269,037.93	2,920,000.00		0.00	2,135,773.00	1,000,000.00			0.00	0.00	0.00	484,810.93
Spped Limit Portable Signs	0.00	11,000.00							0.00	11,000.00	0.00	0.00
Pedestrian Crossovers	0.00	50,000.00							0.00	50,000.00	0.00	0.00
Street Lighting - Clifford	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
Street Lighting - Minto Pines	997.88	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,002.12	0.00
Street Lighting - Minto Highlands	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Street Lighting - Harriston	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Street Lighting - Palmerston	29,531.80	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,002.12	16,529.68
Clifford-Trees	19,140.80	0.00					0.00				0.00	19,140.80
Cemetery - Monument Cleaning & Repairs	8,302.36	0.00					0.00		0.00		0.00	8,302.36
Cemetery - Harriston Cremation Garden	0.00	20,000.00					0.00		0.00	0.00	20,000.00	0.00
Cemetery - Collumbarium	13,463.46	35,000.00					0.00		0.00	0.00	21,536.54	0.00
Palm-Cenotaph	1,500.00	0.00							0.00	0.00	0.00	1,500.00
Sewers - Vehicles and other	239,821.45	0.00			0.00	0.00		0.00		0.00	0.00	239,821.45
Sewers - Equipment	18,527.63	0.00			0.00	0.00		0.00		0.00	0.00	18,527.63
Harriston Sewers - I & I	12,926.08	170,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	7,073.92	0.00
Harriston Sewers - George St - Arthur to Young	0.00	200,000.00			200,000.00	0.00				0.00	0.00	0.00

**Town of Minto
Capital Projects - 2018**

**By-Law 2018-19
Schedule A**

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/17	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/18
Harriston Sewers - George St-William to Arthur	0.00	40,000.00			0.00	0.00				0.00	40,000.00	0.00
Harriston Sewer - William St near George	0.00	20,000.00			0.00	0.00				0.00	20,000.00	0.00
Harriston Sewer - Lawrence St	0.00	25,000.00			0.00	0.00				0.00	25,000.00	0.00
Harriston Sewers-STP - Pump Replacement	0.00	30,000.00			0.00	0.00				0.00	30,000.00	0.00
Harriston Sewers-Lift Stn	36,587.55	280,000.00			0.00	0.00				280,000.00	0.00	36,587.55
Clifford - Ann St S	0.00	140,000.00			0.00	0.00	0.00			140,000.00	0.00	0.00
Clifford - Brown/William St Development	0.00	155,000.00			0.00		30,000.00			0.00	125,000.00	0.00
Clifford - Elora St C/L	0.00	375,000.00			0.00	350,000.00	0.00			0.00	25,000.00	0.00
Clifford - Sewage Lagoon Pumps	0.00	25,000.00			0.00		0.00			0.00	25,000.00	0.00
Palmerston Sewers-STP upgrades	0.00	100,000.00			0.00				0.00	100,000.00	0.00	0.00
Town of Minto-Water Meters	60,372.43	20,000.00		0.00	0.00	0.00			0.00	0.00	0.00	40,372.43
Town of Minto - Water Vehicles	0.00	90,000.00			0.00	0.00		0.00	0.00	0.00	90,000.00	0.00
Clifford Water - Brown/William St Development	0.00	25,000.00			0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
Clifford - Ann St-#1050-Queen to Allan	0.00	140,000.00				0.00	0.00			140,000.00	0.00	0.00
Clifford - Elora St - C/L	0.00	110,000.00				100,000.00	0.00			0.00	10,000.00	0.00
Harriston Waterworks - George St - Arthur to Young	0.00	185,000.00		0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00
Harriston Waterworks - George St N - William to Arthur	0.00	40,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0.00
Harriston Waterworks - William St near George St N	0.00	20,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00

**Town of Minto
Capital Projects - 2018**

**By-Law 2018-19
Schedule A**

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/17	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & Interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/18
Harriston Waterworks - Lawrence St	0.00	25,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
Palmerston - William St	62,879.53	70,000.00			0.00	0.00			0.00	0.00	7,120.47	0.00
Minto Pines-well upgrades	0.00	60,000.00			0.00	0.00			0.00	0.00	60,000.00	0.00
Clifford Arena & Hall	0.00	55,000.00	0.00		0.00	0.00	0.00	0.00	0.00	12,000.00	43,000.00	0.00
Clifford Ball/Rotary Park/Soccer Pitch	10,000.00	50,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	20,000.00	0.00	5,000.00
Harriston Arena	0.00	23,000.00			4,000.00	0.00	0.00	0.00	0.00	0.00	19,000.00	0.00
Harriston Ball Park	4,342.41	0.00					0.00		0.00	0.00	0.00	4,342.41
Harriston Pool	8,504.73	100,000.00					0.00		0.00	100,000.00	-5,000.00	3,504.73
Harriston Parks	4,000.00	20,000.00							0.00	0.00	16,000.00	0.00
Palmerston Arena	34,816.60	130,000.00			10,000.00	0.00	0.00	0.00	0.00	0.00	85,183.40	0.00
Palmerston Rec-Museum	0.00	30,000.00					0.00	0.00	0.00	15,000.00	15,000.00	0.00
Palmerston Rec-Pool	0.00	10,000.00	0.00				0.00	0.00	0.00	0.00	10,000.00	0.00
Palmerston Lions Park - other	3,760.76	0.00					0.00	0.00	0.00	0.00	0.00	3,760.76
Palmerston CRNA Building Renovations	0.00	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
Palmerston Fairgrounds/Ball	0.00	5,000.00					0.00	0.00	0.00	0.00	5,000.00	0.00
Playground Equipment	944.86	0.00					0.00	0.00	0.00	0.00	0.00	944.86
Other Recreation	1,481.10	35,000.00			0.00		0.00	0.00	0.00	0.00	33,518.90	0.00
Community Trails	0.00	12,000.00			0.00		0.00	0.00	0.00	0.00	12,000.00	0.00

Town of Minto
Capital Projects - 2018

By-Law 2018-19
Schedule A

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/17	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/18
Community Gardens	1,512.79	0.00		0.00	0.00		0.00		0.00	0.00	0.00	1,512.79
Building & Zoning	16,144.06	30,000.00					0.00	0.00	0.00	15,000.00	0.00	1,144.06
Economic Development	463,493.98	830,000.00	25,000.00	0.00	0.00	400,000.00	0.00	50,000.00		0.00	0.00	58,493.98
TOTALS	1,239,087.30	7,890,000.00	25,000.00	0.00	2,615,153.00	2,100,000.00	55,000.00	50,000.00	0.00	1,608,000.00	1,129,122.28	881,362.58
SUMMARY												
Water	123,251.96	785,000.00	0.00	0.00	150,000.00	100,000.00	0.00	0.00	0.00	140,000.00	312,120.47	40,372.43
Sewer	271,275.16	1,560,000.00	0.00	0.00	200,000.00	350,000.00	30,000.00	0.00	0.00	670,000.00	297,073.92	294,936.63
Other	844,560.18	5,545,000.00	25,000.00	0.00	2,265,153.00	1,650,000.00	25,000.00	50,000.00	0.00	798,000.00	519,927.89	546,053.52
Totals	1,239,087.30	7,890,000.00	25,000.00	0.00	2,615,153.00	2,100,000.00	55,000.00	50,000.00	0.00	1,608,000.00	1,129,122.28	881,362.58

The Corporation of the Town of Minto

By-law No. 2018-20

to authorize execution of a Municipal Funding Agreement with
The Association of the Municipalities of Ontario (AMO) for
Ontario's Main Street Revitalization Initiative

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;

WHEREAS the Province of Ontario, Ontario municipalities as represented by AMO are signatories to Ontario's Main Street Revitalization Initiative Transfer Payment Agreement on March 12, 2018 (the "OMAFRA-AMO Agreement"), whereby AMO agreed to administer Main Street Revitalization funds made available to all Ontario municipalities, excluding Toronto;

WHEREAS the OMAFRA-AMO Transfer Payment Agreement contains a framework for the transfer of provincial funds to Ontario lower-tier and single-tier municipalities represented by AMO;

WHEREAS the Town of Minto wishes to enter into this Agreement in order to participate in Ontario's Main Street Revitalization Initiative;

AND WHEREAS AMO is carrying out the fund administration in accordance with its obligations set out in the OMAFRA-AMO Agreement and it will accordingly undertake certain activities and require Recipients to undertake activities as set out in this Agreement.

NOW the Parties agree as follows:

1. That the Mayor and C.A.O. Clerk are hereby authorized to sign and execute the Municipal Funding 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 10th day of April 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law Number 2018-21

By-law to amend Zoning By-law Number 01-86 For the Town of Minto

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

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

1. THAT Schedule “A” - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 79, Con C (Minto), 5892 Highway 9, as shown on Schedule “A” attached to and forming part of this By-law, from:
- Agricultural (A) to Agricultural Exception (A-94)
 - Agricultural (A) to Agricultural Exception (A-119)
2. THAT Section 36, Rural Area Exception Zones, is hereby amended by adding the following new exception:

36.119 Part Lot 79, Concession C (Minto), 5892 Highway 9	A-119	Notwithstanding Section 6.1.4 b) or any other section of this by-law, the accessory building on the day of the passing of this by-law may have a maximum floor area of 475.0 m ² (5120.00 ft ²). Subject to the following conditions: a) enlargement of this building is not permitted. b) Additional accessory structures are not permitted including a hobby barn or building under the home industry provisions. c)removal of the existing building shall void this provision.
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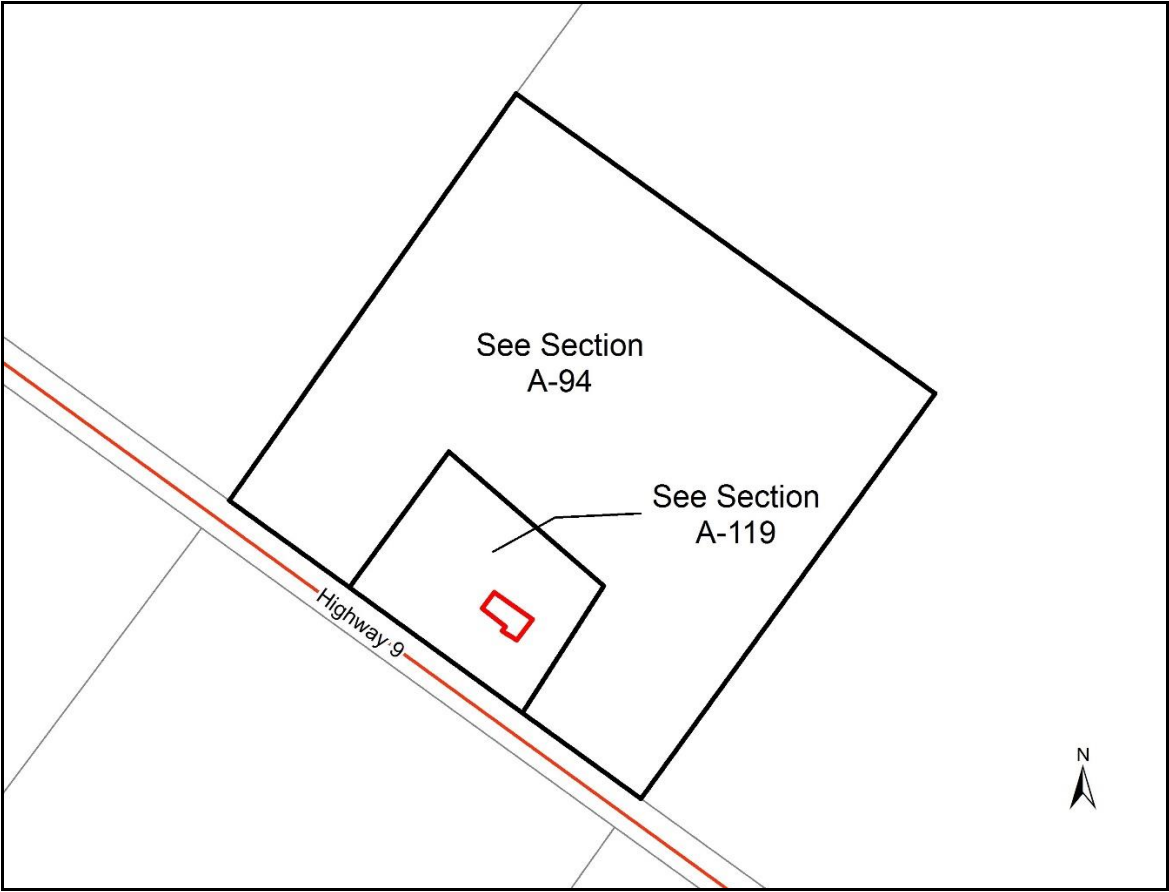
3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and passed in open Council this 10th day of April, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

THE TOWN OF MINTO
BY-LAW NUMBER 2018-21
Schedule "A"



Passed this 10th day of April 2018.

MAYOR

CLERK

EXPLANATORY NOTE
BY-LAW NUMBER 2018-21

THE SUBJECT LAND is located on Part Lot 79, Concession C (Minto), with a municipal address of 5892 Highway 9. The proposed severed vacant agricultural parcel is 15.9 ha (39.3 ac) in size. The proposed retained rural residential parcel is 1.8 ha (4.4 ac) in size and contains an existing single detached dwelling and accessory building.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the severed agricultural portion of the property to prohibit future residential development, and to rezone the retained rural residential portion of the property to permit an increased ground floor area of 475.0 m² (5120.00 ft²) for an existing accessory building. This rezoning is a condition of severance application B161/17, which has been granted provisional consent by the Wellington County Land Division Committee.

The Corporation of the Town of Minto
By-law No. 2018-22

to amend Zoning By-law Number 01-86 for the Town of Minto

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

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

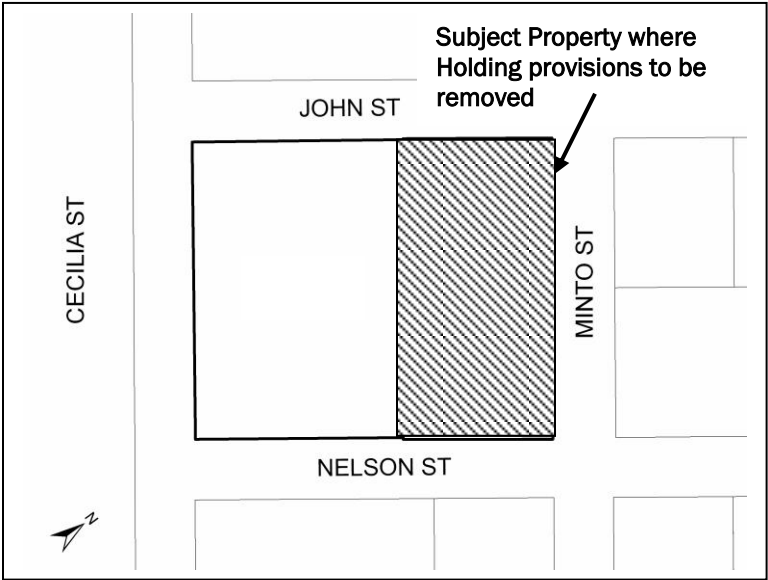
1. THAT Schedule “A” - Map No. 2 - Clifford of the Town of Minto Zoning By-law 01-86 is amended to remove the Holding Symbol on land described as Park Lot 8, West Side Minto Street, Town of Minto (formerly Village of Clifford) as shown on Schedule “A”, attached to and forming part of this By-law, from “ **(R2-24H) Residential Exception Holding to (R2-24) Residential Exception and (R1BH) Residential Holding to (R1B) Residential.**”
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
3. THAT this By-law Amendment shall come into effect upon the final passing thereof pursuant to Section 36(4) of the Planning Act, R.S.O. 2005, or, where applicable, upon the approval of the Ontario Municipal Board.

Read a first, second, third time and passed in open Council this 10th day of April, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

THE TOWN OF MINTO
BY-LAW NO. 2018-22
Schedule “A”



Removal of Holding from R2-24(H) and R1B(H), to R2-24 and R1B

This is Schedule “A” to By-law 2018-22

Passed this 10th day of April 2018

Mayor George A. Bridge

Clerk Bill White

EXPLANATORY NOTE

BY-LAW NUMBER 2018-22

THE PURPOSE AND EFFECT of this By-law is to remove the holding symbol on a portion of land described as Park Lot 8, West Side Minto Street, Town of Minto (formerly Village of Clifford).

Currently there are 5 lots fronting on Minto Street. Three lots to the north are for single detached dwellings and they have been placed into the Residential (R1BH) zone with holding applied. The other two lots have been placed into the Residential Exception (R2-24H) zone with holding applied.

The Holding provisions were applied to the properties to prohibit development until Council is satisfied that stormwater management matters have been satisfactorily dealt with.

Town of Minto Staff met to review the requirements for Council approval and have confirmed that the stormwater management matters have been adequately addressed.

Once the Holding symbol has been removed, the zoning will allow:

- One single detached dwelling on each lot, or
- One 4-plex on the two lots together.

The regulations of the Residential R1B, and R2-24 Zone and all other applicable regulations of the Town of Minto Zoning By-law 01-86 shall apply to the subject land. The effect of the amendment will be to permit residential dwelling use to be developed on the subject property.

The Corporation of the Town of Minto
By-law No. 2018-23

to amend Zoning By-law Number 01-86 for the Town of Minto

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

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

1. THAT Schedule “A” - Map No. 4 - Palmerston of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lots 19 and 20, Concession 1, as shown on Schedule “A”, attached to and forming part of this By-law, from **(R2H) Residential Holding to (R2) Residential, and (R3H) Residential Holding to (R3) Residential.**”
2. THAT except as amended by this By-law, the land as shown on the attached Schedule ‘A’ shall be subject to all applicable regulations of the Town of Minto Zoning By-law 01-86, as amended.
3. THAT this By-law Amendment shall come into effect upon the final passing thereof pursuant to Section 36(4) of the Planning Act, R.S.O. 2005, or, where applicable, upon the approval of the Ontario Municipal Board.

Read a first, second, third time and passed in open Council this 10th day of April, 2018.

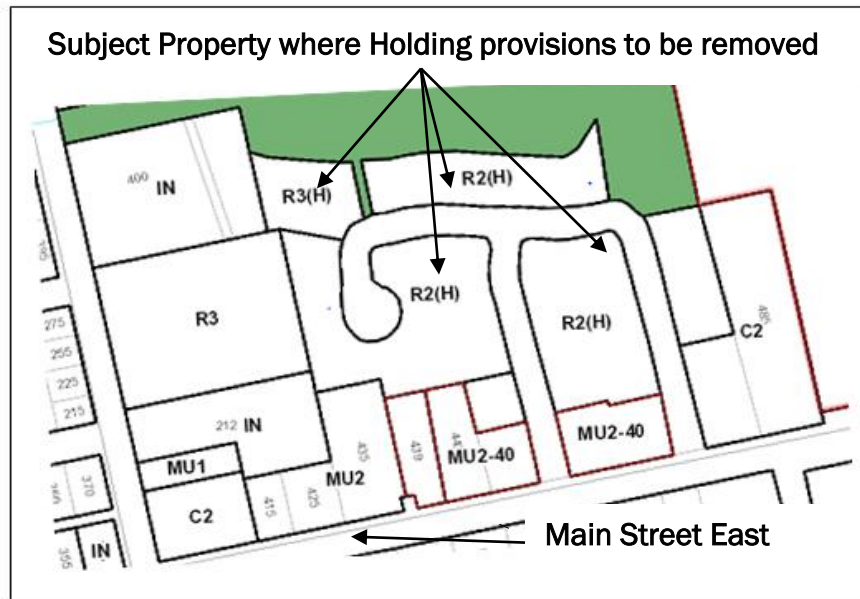
Mayor George A. Bridge

C.A.O. Clerk Bill White

THE TOWN OF MINTO

BY-LAW NO. 2018-23

Schedule "A"



Removal of Holding from R2(H) and R3(H), to R2 and R3

This is Schedule "A" to By-law 2018-23

Passed this 10th day of April 2018

Mayor George A. Bridge

C.A.O. Clerk Bill White

EXPLANATORY NOTE
BY-LAW NUMBER 2018-23

THE PURPOSE AND EFFECT of this By-law is to remove the holding symbol on a portion of land described as Part Lots 19 and 20, Concession 1, North of Main Street, Town of Palmerston, Town of Minto.

The Holding provisions were applied to the properties to prohibit development until Council is satisfied that sewage management matters have been satisfactorily dealt with.

Council and the developer signed a Subdivision Agreement to provide adequate servicing to the proposed development. Sewage and water allocations management matters have been adequately addressed.

Once the Holding symbol has been removed, the zoning will allow the developer to register the first phased of the plan of subdivision on the main parcel.

The regulations of the Residential R2, and R3 Zone and all other applicable regulations of the Town of Minto Zoning By-law 01-86 shall apply to the subject land. The effect of the amendment will be to permit residential dwelling use to be developed on the subject property in accordance with applicable municipal bylaws and codes.

The Corporation of the Town of Minto
By-law No. 2018-24

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held April 10, 2018

WHEREAS the Council of the Town of Minto met on April 10, 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 April 10, 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 10th day of April, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White