



Tuesday, June 5, 2018

3:00 p.m.

Council Chambers

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act</b>	
<b>3. Minutes of Previous Meeting</b>	
a. Regular Council Minutes of May 22, 2018	1
<b>4. Additional Items Disclosed as Other Business</b>	
<b>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</b>	
<b>6. Public Meeting</b>	
<b>7. Delegations</b>	
a. Presentation of Pitch It Finalists	
<b>8. Public Question Period</b>	
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<b>13.</b>	<b>Resolution Adopting Proceedings of Committee of the Whole</b>	
<b>14.</b>	<b>By-laws</b>	
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<b>15.</b>	<b>Adjournment</b>	



## **Council Minutes**

**Tuesday, May 22, 2018**

**6:30 p.m.**

**Council Chambers**

### **Council Present:**

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

### **Council Regrets**

Councillor Dave Turton

### **Staff Present for all or part of the meeting:**

Gordon Duff, Treasurer, Deputy CAO Clerk	Terry Kuipers, Chief Building Official
Matt Lubbers, Recreation Services Manager	Mike McIsaac, Road Foreman
Wayne Metzger, Water Foreman	Mark Robertson, Wastewater Foreman
Belinda Wick-Graham, Business & Economic Manager	
Annilene McRobb, Deputy Clerk, Recording Secretary	

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

### **RESOLUTION: 2018-92**

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

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

- **Previous Minutes of the April 10, 2018 Closed Session**
- **Personal Matters about an Identifiable Individual- Department Heads**

**Carried**



**4. Motion to Convene into Open Session**

**RESOLUTION: 2018-93**

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

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

**Carried**

**5. Minutes of Previous Meeting**

**a. Regular Council Minutes of May 8, 2018**

**RESOLUTION: 2018-94**

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

**THAT the minutes of the May 8, 2018 Council Meeting be approved.**

**Carried**

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

Councillor Dirksen, Deputy Mayor Faulkner and Mayor Bridge declared additional 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: 2018-95**

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

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

**Carried**

**8. Public Meeting None**

**9. Delegations**

**a. Chayse Herrfort, Cherrey Cup and Sutherland Cup Champion Listowel Cyclones**  
Mayor recognized Chayse's accomplishments this year playing for the Listowel Cyclones and along with Councillor Elliott presented a certificate to Chayse.

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

**11. Correspondence Received for Information or Requiring Direction of Council** No correspondence was received.

**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 May 11, 2018
- Deputy Clerk McRobb reviewed the minutes.

**MOTION: COW 2018-119**

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

**THAT Council receives the Trees for Minto Minutes of May 10, 2018 and approves any recommendations contained therein.**

**Carried**

- 2. Parks and Recreation Association Committee Minutes of May 7, 2018
- Recreation Services Manager Lubbers reviewed the minutes providing information on the programs being offered. Lubbers noted that the strategic plan was discussed with minor changes to the plan to come forward in June. A policy is being developed for Facilities naming Rights Policy.

**MOTION: COW 2018-120**

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

**THAT Council receives the Parks and Recreation Advisory Committee Minutes of May 7, 2018 and approves any recommendations contained therein.**

**Carried**

- c. Staff Reports

- 1. Recreation Services Manager, After School Program Agreement
- Recreation Services Manager Lubbers stated the After School Program at Palmerston Public School is anticipated to begin in September of this year. An RFP for the Minto-Clifford Public School to provide this service should be seen in January of 2019 for the 2019-2020 School Year. Information regarding this new program in Palmerston will be distributed through the school, the Summer Day Camp and social media to gauge the need.

**MOTION: COW 2018-121**

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

**THAT Council receives the May 17<sup>th</sup>, 2018 report from the Recreation Services Manager entitled After School Program Agreement, and authorizes the Mayor and Deputy CAO to sign the said agreement in open session.**

**Carried**

2. Business and Economic Development Manager, Memorandum of Understanding - Youth Resiliency Worker

Business and Economic Development Manager reviewed her report and noted that all Councils (Wellington North, Mapleton and Minto) see the value in this position. The Memorandum of Understanding is a formality as the funds were already accounted for in the Budget. Gabby will be working out of Minto at the LaunchIt building once a week. We have one of the largest Youth Action Councils in the province with almost 20 members.

**MOTION: COW 2018-122**

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

**THAT the Council of the Town of Minto receives the May 15, 2018 report from the Business and Economic Manager regarding the Memorandum of Understanding for the Youth Resiliency Worker between the Mount Forest Family Health Team, Township of Wellington North, Town of Minto and the Township of Mapleton and authorizes staff to sign the Memorandum of Understanding.**

**Carried**

3. Building Assistant, B32/18- Koersen Severance

Chief Building Official Kuipers noted Planning and Land Division Committee deferred the application requesting the applicant and the Town of Minto address the Committees concerns with the size of the barn, its ability to house a significant amount of livestock and the size of the severed parcel. The conditions to be considered by Council cover off concerns by the County.

**MOTION: 2018-123**

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

**THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B36/18 Koersen, Part Lot 37 Concession 6, 5411 7<sup>th</sup> Line, Town of Minto that the following conditions be considered:**

1. **THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.**
2. **THAT the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain(s) be completed to the satisfaction of the Local Municipality.**
3. **THAT the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made including payment of applicable fees.**

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

5. THAT the applicant decommissions the existing liquid manure tank to the satisfaction of the Town of Minto.

6. THAT the applicant obtains a change of use permit, converting the existing barn to a residential accessory structure, from the Town of Minto.

Carried

4. Linda Dickson, Emergency Manager, Wireless Public Alerting Report  
Emergency Manager Dickson provided her report noting that it was just for information. Testing was done on May 7<sup>th</sup> Canada Wide. Dickson stated that the Alerting system is a Federal program, but we may be able to use this system for emergencies such as flooding.

**MOTION: 2018-124**

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

**THAT Council receives the Emergency Manager CEMC's April 12, 2018 report on Wireless Public Alerting for Information.**

Carried

5. Linda Dickson, Emergency Manager, Provincial Emergency Management Review – Update  
Dickson stated that many of the 52 recommendations are provincial only.

**MOTION: 2018-125**

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

**THAT Council receives the Emergency Manager CEMC's April 12, 2018 update report on the Provincial Emergency Management Review for information.**

Carried

6. Deputy Clerk, Joint Compliance Audit Committee  
Deputy Clerk McRobb reviewed her report noting that all 7 Wellington County Municipalities are a part of the Joint Audit Committee.

**MOTION: 2018-126**

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

**THAT Council approves the Terms of Reference for a Joint Audit Committee with the Wellington County municipalities, attached as Schedule A, for the 2018-2022 Term of Council, and passes a by-law establishing a Joint Compliance Audit Committee for the 2018-2022 Term of Council.**

Carried

Councillor Colwell assumed the Chair

7. Treasurer, Approval of Accounts

Treasurer Duff noted payments for draw down of a security on John Street in Harriston, community garden work and uniforms for Fire Department.

**MOTION: 2018-127**

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

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for May 15, 2018 as follows: Administration \$401,677.43, Economic Development, \$13,965.00, Incubator \$3,558.84, Fire \$8,488.56, Drains \$4,980.35, Roads \$86,766.36, Waste Water \$20,249.22, Streetlights \$6,974.81, Water \$9,243.43, Town Landscaping Care \$326.53, Recreation \$5,597.24, Clifford \$3,448.62, Harriston \$13,355.05, Palmerston \$22,953.35 and Norgan \$3,598.10 for a total of \$605,182.89.**

Carried

Mayor Bridge resumed the Chair

8. Road Foreman, Temporary All Way Stop

Road Foreman McIsaac presented his report noting that Triton presented multiple designs and this is the design that the MTO has approved to be placed on the highway.

**MOTION: 2018-128**

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

**THAT Council receives the Road Foreman's May 17, 2018 report and considers the Proposed By-Law instating a temporary "All Way Stop" at the Elora St/Mill St E/ Park St W Intersection in Clifford as required for the duration of the Connecting Link Funding Project during open session.**

Carried

9. Road Foreman, Tender PW2018-06 Sidewalk Replacement

McIsaac stated that only one submission but still good value. There is \$125,000 in the budget, so more sidewalks may be able to be added after Public Works completes their sidewalk inspections.

**MOTION: 2018-129**

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

**THAT Council receives the report from the Roads Foreman dated May 17, 2018, regarding Tender #2018-06 for Remove, Dispose, Replace Sidewalk and approves the awarding to Reeves Construction Limited.at the price of \$89.90 per meter squared plus HST.**

**Carried**

**10. Road Foreman, Tender Results for Trucks 2018-07 & 2018-08**

Mclsaac noted only one submission but with comparable pricing. These are replacement trucks, the 550 will be replacing three trucks which will be sold at auction.

**MOTION: 2018-130**

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

**THAT Council receives the May 17, 2018 report Tender Results for Trucks 2018-07 & 2018-08 from the Road Foreman and approves the purchase of three new vehicles from Leslie Motors, Harriston at a total cost of \$150,827.00 plus HST.**

**Carried**

**11. Public Works Year End Review**

Road Foreman Mclsaac, Wastewater Foreman Robertson and Water Foreman Metzger presented their yearend report. Council recognized the great work they do. Council discussed cemetery complaints. Mclsaac stated the Spring was tough to get into the cemeteries early enough with the weather. Treasurer Duff noted that perpetual care is a challenge for the cemeteries as you only get the interest to use for operations. Mayor Bridge stated that we could use our Social Media more to advise the public on the condition of our parks and cemeteries.

**MOTION: COW 2018-131**

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

**THAT Council receives the Public Works Year End in Review for information.**

**Carried**

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

Councillor Dirksen spoke on the 100 Women Who Care Wellington Chapter noting this program has a simple concept, 100 women donate \$100 quarterly and is then donated to charities. Contact Councillor Dirksen for more information, there is currently 70 members and they are looking for more members and corporate sponsorship.

Deputy Mayor Faulkner noted on June 2<sup>nd</sup> there is a Scavenger Hunt organized by the Minto Youth Action Council and the official opening of the Trails. The Trails committee hope to add new angel stone to some of the trails this year.

Mayor Bridge stated that the Rural Romp will be held Saturday May 26<sup>th</sup>, as well as the Hospital Gala. There are two grand openings this Friday, Beyond the Rock, Harriston and Holloway Automotive Supplies Inc. in Palmerston.

Mayor Bridge reminded Council of the May 29<sup>th</sup> Flood meeting to be held at 6:30 p.m. at the Harriston Community Centre, presentations will be made and staff of Town, Fire, Triton Engineering, MVCA and County will be available to answer questions.

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

**RESOLUTION: 2018-96**

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

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

**Carried**

**14. Notices of Motion**

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

**RESOLUTION: 2018-97**

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

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

**Carried**

**16. By-laws**

**a. 2018-34, Transfer of Land between Town of Minto and Gibson 16th Line**

**RESOLUTION: 2018-98**

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

**THAT By-law 2018-34; to Authorize an agreement with James Albert Gibson regarding the Town acquiring land on the 16<sup>th</sup> Line of Minto for road widening and culvert maintenance; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**b. 2018-35, to establish a Joint Election Compliance Audit Committee**

**RESOLUTION: 2018-99**

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

**THAT By-law 2018-35; to establish a Joint Municipal Election Compliance Audit Committee.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- c. 2018-36, Municipal Disaster Recovery Assistance

**RESOLUTION: 2018-100**

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

**THAT By-law 2018-36; to execute a Grant Agreement with Her Majesty the Queen in Right of Ontario, Municipal Recovery Assistance Program for damage to the Municipality's infrastructure; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- d. 2018-37, to erect temporary Stop Signs, Clifford

**RESOLUTION: 2018-101**

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

**THAT By-law 2018-37; to erect temporary Stop Signs at the Elora St/Mill St E/ Park St W Intersection in Clifford during Reconstruction of Elora Street; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- e. 2018-38, After School Program Agreement Palmerston Public

**RESOLUTION: 2018-102**

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

**THAT By-law 2018-38; to authorize an agreement with the Upper Grand District School Board for an After School Program at Palmerston Public School.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- f. 2018-39, Confirming Proceedings of May 8, 2018 Committee of the Whole/Council Meeting

**RESOLUTION: 2018-103**

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

**THAT By-law 2018-38; to authorize an agreement with the Upper Grand District School Board for an After School Program at Palmerston Public School.; 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- 8:30 p.m.

RESOLUTION: 2018-104

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

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

Carried

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Mayor George A. Bridge

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C.A.O. Clerk Bill White

# County of Wellington

## Property Auction

Thursday, June 14

Parr Auctions - 6866 Hwy 6

(6 km north of Fergus)

**Viewing of the items recovered by Wellington County O.P.P.  
will begin at 4:00 pm. The auction begins at 5:00 pm.**

### Items up for Bid include:

- ◆ Over 25 bikes ◆ Mig Welder ◆ Champion Brand 3000 Watt Generator
- ◆ All-Power Brand 3500 Watt Generator ◆ Fill-Rite Brand 13GPM Fuel Pump/13 Gallon per/min ◆ Stihl Brand 1590 Whipper Snipper
- ◆ SIMS Snowboard ◆ Pool Cue ◆ Golf Clubs and bag
- ◆ Lots of Hand tools ◆ Lots of power tools



**\$20 | CSGW T-Shirts will be available**

**For full list – see [www.parrauctions.ca](http://www.parrauctions.ca)  
Items recovered by Wellington County OPP**

**Stop by the Crime Stoppers Guelph Wellington BBQ  
All donations will be gratefully accepted.**



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

ALTERNATE FORMATS AVAILABLE UPON REQUEST.

[www.csgw.tips](http://www.csgw.tips)





# JUNE 2018

## CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

### UPCOMING EVENTS...

**MAY 31:** BEEF DINNER TICKET DEADLINE

**JUNE 02:** COMMUNITY YARD SALE, Rotary Pavilion, 7:00 am-7:00 pm

**JUNE 8-10:** FIREFIGHTERS' BALL TOURNEY

**JUNE 9:** BEEF DINNER, Community Hall, 5:00 pm

**JUNE 11 & 25:** EUCHRE OR SOLO, Community Hall, 7:30 pm

**JUNE 12:** CRA NEWSLETTER DEADLINE

**JUNE 12:** GRASSROOTS SOCCER, 6:30 pm

**JUNE 29:** UC FISH FRY, Community Hall, 5:00 pm

Visit [town.minto.on.ca](http://town.minto.on.ca) website >Facilities Calendars and click on the Clifford Arena & Community Hall for up to date online booking and scheduling.

Clifford Firefighters Association  
— ANNUAL CO-ED —

### SLOW PITCH TOURNAMENT

June 8, 9 & 10, 2018

Clifford Ball  
Diamond

Proceeds go  
back into the  
community.

ENTRY  
FEE:  
\$250/team

Food booth  
Beer Gardens  
Prize Money

For further info contact [fdykstra@sonicwaves.ca](mailto:fdykstra@sonicwaves.ca)  
or call Kurt 519 321 1252



Clifford Meals On Wheels Annual

### Clifford Community Yard Sale

Sat., June 2, 7 a.m. to 7 p.m.

ROTARY PARK PAVILION

(across from arena)

Bargains for everyone! Come join the fun!

### BAKE SALE REFRESHMENTS

Donations gratefully accepted Friday,  
June 1 from 7 am to 8 pm.

For more information regarding donations or to volunteer,  
please call Frank and Sheila Dickinson at 519 327-3719

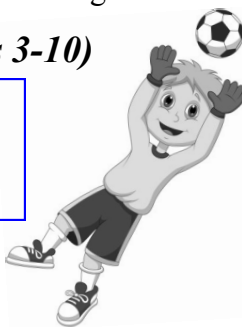
### GRASSROOTS SOCCER

...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](mailto:grace@town.minto.on.ca) to register  
or for more information.



**JULY 2018**

### CRA Newsletter Deadline

is Tuesday, JUNE 12th. [randy@ruetz.ca](mailto:randy@ruetz.ca)  
Please include complete information: event name,  
date, time and contact information.

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

by following...  
[www.clifforddiggin.it.ca](http://www.clifforddiggin.it.ca)

Clifford Community Church — Junior Youth Presents



## ROAST BEEF DINNER

### SAT., JUNE 9

### Clifford Community Hall

Advanced Sales Only By May 31, 2018

**Ages 5 to a 100 — \$5.00 per person**

**Under 5 and over 100 — FREE**

Doors open at 5 pm — Dining at 5:29 pm

Tickets available at Clifford Village Variety or call (519) 343 4343. All proceeds go to one **Habitat for Humanity** work day and **Clifford Community Church outreach**.

Knox United Church, Clifford



## FISH FRY DINNER

Friday, June 29  
5-7:30 p.m.

### Clifford Community Hall

Adults \$15; Children 5-11 \$6; 4 and under Free

*Homemade desserts*

Fish cooked and supplied by **Blue Mountain Catering**

Tickets available at ...

- ◇ Leonard's General Store
- ◇ Harriston Home Hardware
- ◇ Liesemer Home Hardware, Mildmay
- ◇ Or, at the door, if available.

**For takeouts call Marion Wylie 327-8596**

Join us at the...



## CLIFFORD LIBRARY!

### SAFE KIDS WEEK:

**BRAINY SCAVENGER HUNT** (all ages) June 5-9, during Branch hours. Celebrate the week by completing our scavenger hunt.

**BRAINY MAKE-AND-TAKE** (gr JK-6) Fri., June 8, during Branch hours. Drop in for crafts and other activities.

**USED BOOK SALE** (all ages) Drop in and browse our used books sale. Ask staff for details. June 5-9, during Branch hours.

**BEDTIME STORIES** (all ages) Wednesdays, June 6-20; 6:30-7:00 pm. Wear your PJs. Drop in. Quiet evening story time for families.

**CARNEGIE CAFÉ** (adults) Wed., June 13, 2:00-3:30 pm. Enjoy a fun and imaginative time playing Scattagories. Please register.

**GET YOUR SUMMER READ ON** (all ages) Drop in and register for the TD Summer Reading Club, Teen summer Reading Challenge, or our second annual Adult Summer Reading Challenge, Sat., June 23, during Branch hours.

**TWEEN SCENE** (pre teens) Wed., June 27, 6:45-7:30 pm. We'll investigate different crafts, skills and hobbies, and discover all the new and amazing things you can learn from books!

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

# 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



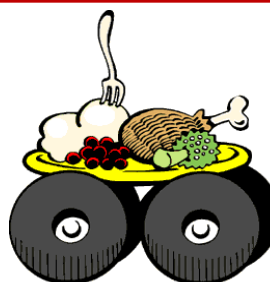
*Come join us!*

## EUCHRE or SOLO

\$3.00/evening \* Lunch Provided

Clifford Community Hall (small room)

**7:30 p.m. — June 11 and 25**



## MEALS ON WHEELS

## Clifford MEALS ON WHEELS

are available weekly, Mondays, Wednesdays and Fridays to Clifford seniors who want/need meals. Contact **Ross Derbecker** for details 519 327 8967



May 11, 2018

**Subject: CN Intermodal Update**

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At its meeting on April 30, 2018, Oakville Town Council approved the following motion:

*WHEREAS under the Municipal Act, Ontario municipalities have the authority and responsibility to advance and protect the “economic, social and environmental well-being of the municipality” and the “health, safety and well-being of persons”;*

*WHEREAS the Provincial Government has designated Ontario municipalities to have responsibility to establish official plans that meet or exceed provincial standards for managing and directing physical change and effects on the social, economic, built and natural environment;*

*WHEREAS CN Rail has declared that the Province of Ontario and the Halton Municipalities (the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville) and Conservation Halton have no regulatory role whatsoever with respect to a proposed truck/rail development that will have a direct impact on the economic, social and environmental well-being of the municipality and health, safety and well-being of residents;*

*WHEREAS the Halton Municipalities and Conservation Halton recognize that railways are a matter of federal jurisdiction, but assert that truck-rail developments have non-rail aspects that engage multiple areas of provincial and municipal government regulatory responsibility;*

*WHEREAS the Halton Municipalities and Conservation Halton have commenced a Court Application to confirm their legitimate regulatory role in respect of the CN development;*

*WHEREAS CN’s position that its proposed truck-rail development falls exclusively under federal jurisdiction, if upheld, would create a regulatory gap that would prevent the Province of Ontario, the Halton Municipalities and Conservation Halton from discharging their statutory responsibilities, and leave CN Rail, a for-profit company, to self-regulate on matters that engage provincial and municipal responsibilities; and*

May 11, 2018

**Subject: CN Intermodal Update**

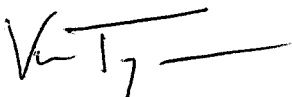
*WHEREAS irrespective of the merits of CN's proposed development, CN's interpretation of jurisdiction over this development, if upheld, would be detrimental to all provinces and municipalities that contain existing or proposed developments that engage matters of federal, provincial and municipal regulatory interest;*

*NOW THEREFORE BE IT RESOLVED:*

1. *THAT the Town of Oakville endorses the principles that:*
  - a. *there must be a cooperative approach to all developments that engage federal, provincial and municipal regulatory matters.*
  - b. *the existence of federal regulation over a development does not preclude and may require provincial and municipal regulation of the proposed development to avoid regulatory gaps.*
2. *THAT the Town of Oakville calls on the Government of Ontario to join the court Application of the Halton Municipalities.*

Should you have any questions regarding this matter or should you require any additional information, please contact me at 905-845-6601, extension 2003, or email [vicki.tytaneck@oakville.ca](mailto:vicki.tytaneck@oakville.ca).

Yours truly,



Vicki Tytaneck  
Town Clerk

- c. The Honourable Kathleen Wynne  
The Honourable Bill Mauro, Minister of Municipal Affairs  
The Honourable Yasir Naqvi, Attorney General of Ontario  
The Honourable Karina Gould, MP, Burlington  
The Honourable Lisa Raitt, MP, Halton  
The Honourable John Oliver, MP, Oakville  
The Honourable Pam Damoff, MP, Oakville-North Burlington  
The Honourable Michael Chong, MP, Wellington-Halton Hills  
The Honourable Eleanor McMahon, MPP Burlington  
Bill Mauro, Minister of Municipal Affairs  
The Honourable Indira Naidoo-Harris, MPP, Halton  
The Honourable Kevin Flynn, MPP, Oakville  
Ted Arnott, MPP, Wellington-Halton Hills  
Association of Municipalities of Ontario  
Andrea Horwath, Leader, Ontario New Democratic Party  
Doug Ford, Leader, Ontario Progressive Conservative Party  
Mike Schreiner, Leader, Green Party of Ontario

May 11, 2018

**Subject: CN Intermodal Update**

Federation of Canadian Municipalities (FCM)  
Association of Municipalities of Ontario (AMO)  
Large Urban Municipal Caucus of Ontario (LUMCO)  
Mayors and Regional Chairs Caucus of Ontario (MARCO)  
Rural Ontario Municipal Association (ROMA)  
Northwestern Ontario Municipal Association (NOMA)  
Federation of Northern Ontario Municipalities (FNOM)  
Conservation Authority of Ontario  
All Ontario Municipalities



**MEDIA RELEASE**  
**May 23, 2018**  
**FOR IMMEDIATE RELEASE**

## **North Wellington Health Care and Groves Memorial Community Hospital – Focus on the Future**

The Boards for North Wellington Health Care (NWHC) and Groves Memorial Community Hospital (GMCH) recently met to discuss future planning for all three hospital sites.

NWHC Board were pleased to hear the Stage 4 plans for the Louise Marshall Hospital ER and Ambulatory Care expansion have now been submitted to the Ministry of Health and Long-Term Care for approval. "Stage 4, Working Drawings and Specifications, involves developing contracts, finalizing construction-ready plans, completing tender documentation, and updating project cost estimates." explains Steve Street, President and CEO of NWHC and GMCH. "We are pleased that our submission is within the budget established by the Ministry and look forward to receiving approval to tendering this project once the election is complete and the government returns to the house."

GMCH Board were happy to hear construction progress for the new Groves Hospital is on track. A series of new hospital mock-up rooms have been constructed inside a local warehouse to give staff a chance to see what the new hospital rooms will actually look like and share their input on the design. "Each mock-up is a full-size structural model made with the exact construction techniques and materials being used in the new Hospital." explains Street.

NWHC and GMCH capital equipment budgets were approved (totalling \$2.25 million) with key items being the replacement of digital X-ray machines and new infusion pumps to administer IV medications.

The Boards heard a presentation from a member of the new NWHC/GMCH Patient and Family Advisory Council (PFAC). "The Council includes Advisors who are current or former patients or family caregivers who have a lived experience with our organizations in the past two years." describes Street. "PFAC will partner with staff and physicians to provide direct input into areas which affect patient care and services, such as policies, programs or practices."

NWHC and GMCH Boards are embarking upon a joint strategic planning exercise this month and are reaching out to the community and partners to get feedback on how they can better serve our communities. Community members can help by completing a short survey available on either one of the hospital websites ([www.gmch.ca](http://www.gmch.ca) or [www.nwehealthcare.ca](http://www.nwehealthcare.ca))

Alison Armstrong  
Communications and Stakeholder Relations  
Wellington Health Care Alliance  
Groves Memorial Community Hospital | North Wellington Health Care  
519.843.2010 ext. 3352 | [aarmstrong@nwhealthcare.ca](mailto:aarmstrong@nwhealthcare.ca)

*Together, advancing exceptional care*  
[www.gmch.ca](http://www.gmch.ca) | [www.nwehealthcare.ca](http://www.nwehealthcare.ca)



## CITY OF QUINTE WEST

*Office of the Mayor  
Jim Harrison*



**P.O. Box 490  
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841  
FAX: (613) 392-5608**

May 28, 2018

Ms. Lynn Dollin, President  
Association of Municipalities of Ontario  
200 University Ave, Suite 801  
Toronto, ON M5H 3C6

### **RE: Resolution – Cannabis Grace Period Request**

Dear: Ms. Lynn Dollin,

This letter will serve to advise that at a meeting of City of Quinte West Council held on May 22, 2018 Council passed the following resolution:

"That the Council of the City of Quinte West requests that once the cannabis legislation is passed that a six month grace period be enacted to ensure that municipal law enforcement officers and the Ontario Provincial Police are adequately trained to enforce the said legislation;

And further that this resolution be circulated to the local MP, MPP, AMO, and other municipalities. **Carried**"

We trust that you will give favourable consideration to this request.

Sincerely,

CITY OF QUINTE WEST

A handwritten signature in black ink that reads "Jim Harrison".

Jim Harrison  
Mayor

cc: MP Neil Ellis, Bay of Quinte  
cc: MPP Lou Rinaldi, Northumberland-Quinte West

# AMO's Municipal Guide for the 2018 Ontario Provincial Election

Volume 1 - May 25, 2018

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Ontario's elected municipal governments are responsible for funding and delivering the critical services Ontarians rely on every day. Municipal governments are finding it increasingly difficult to meet these needs using 9 cents of every household tax dollar.

This AMO Municipal Guide for the 2018 Ontario Provincial Election provides elected municipal leaders and staff with information on what the provincial parties *have or have not said* about key municipal government interests. We provide analysis of the party positions against these municipal interests as Ontarians prepare to cast their votes on June 7th.\*

Click below to jump to a specific municipal interest.

- [Local Say](#)
- [Local Share](#)
- [Infrastructure](#)
- [Policing](#)
- [Fire](#)
- [Paramedic Services](#)
- [Health](#)
- [Planning](#)
- [Housing](#)
- [Joint and Several Liability Reform](#)
- [Waste Management](#)

\* This guide will be updated in real time as we approach Election Day and as further party platform promises are announced. Four parties are included in the analysis. The order of party position varies throughout the document.

## **Overall Observations: How will the Parties' Platforms Be Paid?**

AMO's members are concerned about how the platform promises will be financed. The management of provincial deficit and debt is also of interest. More particularly, municipal governments want assurances that new costs will not be downloaded directly or indirectly side-loaded to municipalities, and municipal property taxpayers by extension. To this end, AMO members need greater clarity on the parties' fiscal plans in terms of municipal governments and their property taxpayers. To date, it is somewhat challenging to get a clear picture of how the parties will finance their platform promises.

## **A Local Say**

### *Background:*

The majority of municipal services are mandated and highly regulated by the provincial government. Often there is a one-size fits all approach. To better serve municipal property taxpayers, the Province must actively listen and give municipal governments the ability to make policy decisions that fit our diverse communities, not Queen's Park. This includes addressing the reporting burden that requires municipal governments to produce hundreds of reports rather than focusing on service-delivery. Cutting the red tape that municipal governments are subject to is also important.

### *On a greater Local Say:*

- Under a **Conservative** government, municipal governments would be allowed to make their own decisions and have the electorate hold them accountable through municipal elections. A Conservative government would also reduce regulations and cut other red tape to increase government efficiency.
- **New Democrats** would forge a new partnership with municipal governments while making a commitment against 'buck-passing.'
- A **Liberal** government would continue existing forms of consultation with municipal governments.

**Analysis:** Legislation requires a Memorandum of Understanding between Ontario and AMO to obtain municipal input on legislative and regulatory decisions from Queen's Park that impact municipal governments. This MOU should focus on obtaining meaningful outcomes that support and enhance municipal authority on service planning, delivery and sustainability. No party has directly provided a proposal for achieving this aim even though party commitments to date broadly speak to this objective.

## **Local Share**

### *Background:*

AMO calculates that Ontario's municipal governments collectively face a \$4.9 billion a year funding gap every year for the next 10 years. Relying primarily on the property tax base to address the fiscal gap is not sustainable and continues to put upward pressure on municipal governments to significantly increase property taxes or reduce services. Municipal governments need a proactive solution. A 1% HST dedicated to municipal infrastructure is a bold proposal. It would improve municipal fiscal sustainability and provide a reliable and dedicated stream of funding to municipal government while still requiring prudent management of property tax dollars. For municipal residents, there is no relationship between municipal property taxpayers and ability to pay.

If not AMO's Local Share, then what? How will your government be a good fiscal partner to municipal governments?

### *On municipal fiscal sustainability:*

- The **New Democrats** would increase OMPF funding to \$550 million a year, fund 50% of public transit operating costs, spend \$868 million over 2 years to cover the provincial portion of social housing capital repair costs and work with municipal governments to identify new revenue sources. An NDP government would also enable seniors to defer property taxes until they sell their home and compensate municipal governments for this deferment.
- A **Liberal** government would initiate a larger provincial-municipal conversation about sharing costs while continuing to partner with municipal governments, to engage with municipalities to explore potential new revenue tools and to discuss the next phase of uploads including discussing uploading responsibility for roads, policing and emergency services costs, and recreational infrastructure.
- The **Green** Party would use congestion charges, parking levies and land value taxes to generate funds for municipal infrastructure. The Greens would also fund social housing repair costs, public transit infrastructure and operational costs, and walking and cycling infrastructure.

- A **Conservative** government would require municipalities to cut ‘wasteful spending’ before providing provincial assistance to address local funding gaps. The Conservatives would also invest \$5 billion in public transit infrastructure across the GTHA. More recently, the Conservative party announced that Royal Canadian Legion Halls would be exempt from paying municipal property taxes. It is unclear whether municipal governments would be compensated for this exemption.

**Analysis:** Though some of these platform promises would help alleviate municipal fiscal pressures in the short term, Ontario’s municipal governments need a provincial partner ready to propose long-term solutions to address the fiscal sustainability challenge. If the provincial government does not move forward with AMO’s Local Share proposal then it must be ready to co-develop a viable alternative in partnership with municipal governments that achieves a similar outcome.

## **Infrastructure**

### *Background:*

Municipal governments own more public infrastructure across Ontario than the provincial and federal governments combined. These municipal assets include roads, bridges, transit, waste and water treatment plants, libraries, recreation and cultural centres and more. A considerable portion of the \$4.9 billion a year funding gap consists of unfunded infrastructure needs – including expansion and replacement costs.

### *On infrastructure:*

- A **Liberal** government would continue its existing 10 year plan. This includes \$79 billion for public transit, \$25 billion towards highways and \$40 million towards a new Community Transportation Grant Program along with investments with respect to the national infrastructure program. The plan is not fully profiled for the 10 years.
- A **Green** government would increase funding for public transit infrastructure by \$1 billion a year. \$2.17 billion would also be invested over four years for walking and cycling infrastructure. The funds would be raised using congestion charges, parking levies and land value taxes.
- A **Conservative** government has position it would require municipalities to cut ‘wasteful spending’ before providing provincial assistance to address infrastructure-funding gaps. It would also invest \$5 billion in public transit infrastructure across the GTHA and continue the provincial gas tax for municipal transit, including the planned increase to 4 cents next year.
- A **New Democrat** government would invest \$180 billion in infrastructure over 10 years with a focus on public projects instead of public private partnerships. The NDP would also invest \$1 billion towards broadband infrastructure, \$1 billion towards the Ring of Fire and \$100 million towards natural gas expansion in rural and northern Ontario.

**Analysis:** Each party has an infrastructure plan, though not fully profiled and with few details. This could allow a partnered approach to developing an infrastructure investment plan with municipal governments. In most cases, it is unclear where small communities fit into the overall infrastructure investment plan. There is also uncertainty about what would be the alternatives to existing green municipal infrastructure funding programs currently financed by cap and trade dollars.

## **Policing**

### *Background:*

Policing is an important municipal function. Local police forces and locally funded Ontario Provincial Police detachments advance public safety across the province every day. Ontarians also pay the highest policing costs in Canada, placing a hefty financial burden on both municipal property taxpayers and provincial coffers. AMO has advocated for policing modernization that would reduce the rate of police cost increases by providing greater flexibility on alternatives to front line police on certain activities. AMO has also advocated for changes to police oversight among other matters that would support community safety while keeping police costs sustainable for municipal governments.

### *On policing:*

- A **Green** government would create more 24/7 mobile crisis intervention teams, oppose racial profiling, street checks and carding, destroy data unfairly collected from carding stops, provide de-escalation training, and improve the transparency, accountability and effectiveness of civilian police oversight bodies.
- The **Conservatives** would resurrect the Toronto Anti-Violence Intervention Strategy and provide proper de-escalation training for all police officers. Concerns over the use of alternatives to front line police have also been voiced.
- The **New Democrats** would expand Mobile Crisis teams that pair police with mental health professionals, ban carding, promote police training on systemic racism, reverse efforts to privatize parts of police forces and enhance de-escalation training for all police officers across Ontario.
- A **Liberal** government would strengthen training to identify and potentially divert individuals with developmental disabilities from the justice system, increase the capacity of local law enforcement by funding sobriety field test training, establish a local law enforcement grant pilot project to advance tobacco investigations, add to existing de-escalation training opportunities and continue work to eliminate police carding practices.

**Analysis:** The Parties have provided some policy insight on policing but no one has put forward a plan that demonstrates how costs can be contained for both local police services and the municipally funded OPP. Measures to increase police accountability and training opportunities to enhance police capacity to protect and serve diverse communities are helpful, although provincial grant programs are not always long term. Given positive fiscal and service outcomes with mobile crisis intervention teams, efforts to pair police with mental health professionals should continue to be encouraged by the provincial government.

## **Fire**

### *Background:*

Municipal councils are required to establish and fund fire departments to deliver local fire protection and prevention services. Across Ontario, there are 205 volunteer fire departments, 32 full time departments and 204 composite fire departments made up of both fulltime and volunteer firefighters. Despite significant decreases in fire incidents since the early 2000s, fire service costs continue to rise. These increases are primarily labour-related. New regulations under the *Fire Protection and Prevention Act* will have significant cost implications for municipalities, especially small, northern and rural communities.

Another long-standing issue relates to the protection of ‘double hatters,’ who are being unfairly targeted by their professional firefighter unions for volunteering their skills in their small, rural hometowns. This targeting of what people do on their own time is leaving many volunteer fire services in rural communities vulnerable. Provincial leadership is necessary to provide legislative protection to double-hatters comparable to that of all other provinces with the exception of Newfoundland and Labrador.

**Analysis:** To date, no provincial party has made election commitments related to municipal fire services.

## **Paramedic Services**

### *Background:*

Ontario municipal governments are responsible for delivering and co-funding paramedic services that provide the public with access to rapid pre-hospital emergency medical intervention. Increasingly, land ambulance services are used for non-urgent inter-facility medical transfers in light of other transportation shortcomings. As a result, ambulance costs are rising as demand for paramedic services increases. In addition, off load delays and reliance on land ambulances for non-emergency transportation purposes is leading to a growing number of ‘code blacks’ which occur when there are no ambulances available to respond to calls. AMO has called for dispatch reform to increase service quality. Municipal governments are also opposed to the use of fire-medics given labour relation challenges and the rising cost of fire services.

**Analysis:** To date, no provincial party has made election commitments related to challenges municipal governments are facing with respect to paramedic services. Ontario’s municipal governments have solutions to address rising paramedic service costs and other land ambulance service delivery challenges. Dispatch reform will be an important component of any discussion focused on increasing service quality and the fiscal sustainability of municipal paramedic services.

## **Health**

### *Background:*

Municipal governments, District Social Service Administrative Boards and Public Health Units play important roles in Ontario’s health system, including as co-funders, service-deliverers and as employers to health professionals working in mandated public health, land ambulance, and long-term care homes. Municipal governments also commonly need to step in to address gaps in provincial programs, especially for services targeted at vulnerable residents and services located in geographic areas distant from urban hubs. Municipal residents are also increasingly turning to their municipal councils to represent their community interests concerning access to the provincial healthcare system, and institutions and agencies such as the LHINs. Municipal governments have also been mandated to contribute community funding for hospital construction and repairs.

### *On health:*

- The **Green** Party would invest \$4.1 billion over 4 years towards mental health services. They would also reduce overcrowding in hospitals, improve the quality of care in long term care facilities, and increase funding for home and community care, as well as midwifery and LHINs.

- A **Conservative** government would prioritize health services and seek greater medical professional input into health policy decision-making. Would create 15,000 new long term care beds in 5 years and 30,000 over 10 years; opposes safe injection sites; spend \$1.9 towards mental health and addictions support and invest \$98 million per year towards seniors' dental care.
- The **New Democrats** would implement 'Ontario Benefits' universal pharma and dental care. They would also create 40,000 more long term care beds; invest \$100 million towards a dementia strategy; hold a find and fix public inquiry into long term care and hire 2,200 new mental health care workers while providing funding for 4 hours of hands on care a day for long term care residents. \$19 billion would also be dedicated towards hospital capital costs and base hospital funding would increase to reach 5.3% annual growth.
- The **Liberals** would invest \$5.3 billion in additional healthcare spending over three years; explore the potential for uploading emergency service costs; create an Ontario Drugs and Dental Program; implement pharmacare for seniors; hire 3,500 more nurses and add 5,500 personal support worker jobs in Northern Ontario. The Liberals would also invest \$2.1 billion towards mental health services, \$1.8 billion to improve services for adults with developmental disabilities and create 30,000 new long-term care beds over 10 years. \$19 billion would be put towards hospital construction and renovation, and hospital funding would increase by 4.6%.

**Analysis:** The parties are responding in different ways to the public's perspective that health care is the primary election issue. However, there is limited consideration of the municipal role in funding public health, ambulances, long-term care services, hospitals and other health related programs. Municipal governments need to be partners and not just stakeholders with the province and the LHINs on cost-shared health programs and other health issues affecting local communities. A Local Say approach in health planning and decision-making in areas of municipal involvement is necessary if municipal governments continue to be involved in the delivery and financing of health services. Efforts to add long-term care beds and to enhance mental health services are necessary and welcome.

## **Land Use Planning**

### *Background:*

Municipal governments hold a primary role in land use planning. Local planning activities must be consistent with provincial plans and policies, including plans such as the Growth Plan for Northern Ontario and the Growth Plan for the Greater Golden Horseshoe. Greater respect of municipal decisions has been a long-term objective in terms of OMB reform. Planning can support economic development, environmental protection, integrated transportation and other services, and a range of housing-related issues including affordable housing and well-designed neighbourhoods. These are core elements of municipal strategic objectives and financial planning.

### *On land use planning:*

- A **New Democrat** government would overhaul existing inclusionary zoning regulations by increasing the percentage of affordable homes required and incorporating rental properties. It would also mandate minimum density requirements for new developments along new transit lines, the coordinated planning of retail and housing in medium-density developments and allow municipal governments to opt out of minimum parking requirements. Other NDP planning commitments are to work with municipal governments to allow for greater use of secondary units and to ensure the new Land Planning Appeal Tribunal lives up to its mandate and respects



municipal planning decisions. Further, the NDP would require municipal governments to develop active transportation plans.

- A **Liberal** Government would continue to move forward on regional transportation plans, the implementation of its Land Planning Appeal Tribunal and its inclusionary zoning approach.
- The **Greens** would require new developments to have a minimum of 20% affordable homes. They would also remove requirements that municipal governments pay a percentage of the cost of affordable housing under inclusionary zoning and work with municipal governments to modernize by-laws that currently prohibit or establish unreasonable barriers to creating additional housing, including secondary suites.
- A **Conservative** Government would preserve the Greenbelt in its entirety.

**Analysis:** The Parties' focus to date is primarily on affordable housing and some commitments to the Local Planning Appeal Tribunal as a means to strengthen municipal government decision-making. Ontario's municipalities need Queen's Park to ensure that the province works in a timely manner with municipal governments when conveying provincial interests for all types of development applications.

## **Public Housing**

### *Background:*

Ontario is the only province in Canada where public housing is a municipal responsibility. This service is increasingly challenging for cash-strapped local governments to deliver. Meanwhile, the demand for social housing is rising to record levels, the housing stock is aging, maintenance costs are increasing and many municipal emergency shelters across Ontario are at capacity. As well, a 'missing middle' in the housing market is contributing to rising rents while aging populations are facing increasingly complex health-related housing needs.

### *To improve housing:*

- The **Conservatives** would build affordable single-family homes on unused provincial land and consider eliminating the GTHA's Non-Resident Speculation Tax.
- A **New Democrat** government would create 65,000 new affordable housing units, 30,000 new supportive housing units, crack down on housing speculators and spend \$868 million over two years to fund social housing capital repairs.
- The **Liberals** would commit \$1 billion each year towards affordable housing as well as \$547 million over five years for social housing repairs and retrofits. 2,475 additional supportive housing units would be built and the government would invest \$3 billion to establish a cooperative housing development fund. A further \$5.8 million would be given to Habitat for Humanity to establish a Build Factory.
- The **Green** Party would expand the tools available for municipalities to provide incentives for the development of affordable housing and remove requirements for municipalities to compensate developers. They would also require new developments to have a minimum of 20% affordable homes and invest an additional \$200 million for shelters, social, co-op and supportive housing funded by increases to the housing speculation tax. Bylaw modernization to address barriers to housing development would also be pursued in partnership with municipal governments.



**Analysis:** Each party is offering ideas on how to pursue housing solutions. To address this considerable challenge, a provincial partner willing to make sustained investments towards new and existing social housing is necessary. Measures to increase stock and address the capital repair backlog are timely and necessary. Given the municipal role and expertise in housing in Ontario, municipal governments are a full partner on housing issues rather than a stakeholder, including for program design and implementation.

## **Joint and Several Liability Reform**

### *Background:*

Under joint and several liability rules in Ontario's *Negligence Act*, municipal governments can be held liable to pay 100% of damages when other defendants are unable to pay high damage awards if the municipality is found to be as little as 1% at fault for an incident resulting in loss or damage to a plaintiff. This '1% rule' places a disproportionate burden on municipal governments as insurers of last resort and has resulted in municipal governments disproportionately being the targets of expensive litigation and out of court settlements. Failure to reform joint and several liability rules have also resulted in 'liability chill' within municipal governments, leading to municipalities scaling back services offered to municipal property taxpayers to avoid liability. Notably, proportionate liability approaches limiting municipal exposure are common in other jurisdictions, including over 38 American states.

**Analysis:** To date, no provincial party has made election commitments on joint and several liability reform. Provincial leadership in reforming joint and several liability to address municipal liability chill and to ensure municipalities are not targeted as insurers of last resort would be of great benefit to municipal property taxpayers.

## **Waste Management**

### *Background:*

Municipal governments operate and fund costly waste management systems across Ontario. Making producers responsible for recovering and managing their used products is essential in creating the required market conditions to reduce pollution and return valuable resources to the economy. Responsibility for waste diversion should be on the producers of products and packaging, *not* on cash-strapped municipal governments who have no control over the materials and packaging being used in the marketplace.

### *On waste management:*

- The **Green** Party would establish individual producer responsibility regulations so that companies, not taxpayers, are responsible for the cost of disposing and recycling the products, packages and waste they produce.

**Analysis:** Waste diversion is not in any other party platforms to date. Historically all parties have supported the need for greater levels of waste diversion from disposal sites and have expressed support for full producer responsibility. Ontario residents and their municipal governments need Provincial leadership to drive wider and timely implementation of producer policies and regulations that address the growing public demand for more effective waste management of plastics and other product and packaging materials.

Town of Minto.

Thank you for your continued generosity with use of your facilities & staff. The attention to detail that the township and staff have makes getting ready for our event so much easier.

Thanks Again  
Natascha & Amy





April 24, 2018

RECEIVED MAY 16 2018

Town of Minto  
5941 Hwy. #89  
Harriston ON  
NOG 1Z0

**RE: Invitation to join the "Preferred Autonomous Vehicles Test Corridor"**

Mayor & Members of Council:

I am writing to you today to invite you to be a part of OGRA's Municipal Alliance for Connected and Autonomous Vehicles in Ontario (MACAVO) initiative for controlled testing of Autonomous Vehicles (AVs). Under this initiative, we are calling for the creation of a seamless and well-coordinated "Preferred AV Test Corridor", stretching from Windsor to Ottawa. Through this initiative, our aim is to help attract (and retain) AV-related industry and talent in Ontario, which in turn can become a catalyst in helping provide unparalleled socio-economic benefits for all municipalities involved. A more detailed report of the initiative is attached.

OGRA is requesting the following call-to-action by municipalities in Ontario:

1. Identify One (1) municipal point of contact who will be responsible to spearhead all AV-related activities for your municipality, and:
2. Identify the Preferred routes within your municipality

We respectfully request that your council pass the following resolution:

*That the \_\_\_\_\_ of \_\_\_\_\_ participate in OGRA's Autonomous Vehicle initiative and that this matter be referred to staff to develop a list of preferred routes with the municipality.*

On behalf of OGRA thank you for your consideration of this request. Should you have any follow-up questions, please feel free contact myself or Fahad Shuja at [Fahad@ogra.org](mailto:Fahad@ogra.org).

Kind regards,

J. W. Tiernay  
Executive Director  
Ontario Good Roads Association  
E: [Joe@ogra.org](mailto:Joe@ogra.org)

# MACAVO

Municipal Alliance for Connected and Autonomous Vehicles in Ontario

## INITIATIVE DETAILS:

*Preferred Autonomous Vehicles' Test Corridor*



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# ***Executive Summary***

Ontario Good Roads Association, through its Municipal Alliance for Connected and Autonomous Vehicles in Ontario (MACAVO<sup>1</sup>), has embarked on an initiative for controlled testing of Autonomous Vehicles (AVs). Under this initiative, OGRA is calling for the creation of a seamless and well-coordinated "Preferred AV Test Corridor", stretching from Windsor to Ottawa. Through this initiative, our aim is to help attract (and retain) AV-related industry and talent in Ontario, which in turn can become a catalyst in helping provide unparalleled socio-economic benefits for all municipalities involved.

OGRA is working closely with a number of key Ontario municipalities, who have already collectively identified over two-thousand centreline kilometres of Preferred roads for the testing of AVs. By extending the invite to all jurisdictions, OGRA is hereby requesting the municipalities to, each:

- i. Identify One (1) municipal point of contact who will be responsible to spearhead all AV-related activities for your municipality, and
- ii. Identify the Preferred roads within your municipality and send the KML file to Fahad Shuja (Fahad@ogra.org)

## ***1. Autonomous Vehicles (AVs) – a Critical Consideration***

The topic of AVs has certainly gained exponential momentum in recent years. Just a few years ago, AVs were generally thought of as a "Jetsons Era" concept – i.e. not happening anytime soon. Fast-forward to today and every major auto-manufacturer is investing heavily in this technology. Not only that, we are also witnessing innovative technology start-ups as well as partnerships arising between the tech and automotive sectors. From OGRA's perspective, our mandate is to support our municipal members when we notice important shifts on the horizon. This particular shift due to AVs is perhaps as big as, if not bigger than, the transition from horses to "horseless-carriages" (i.e. cars) in early 20<sup>th</sup> century. And since these vehicles are going to be very much part and parcel of our municipal roadways, it is critical for all Ontario municipalities to start exploring AVs with a very serious lens. It is no longer an issue of "if" AVs will arrive, but only a matter of "how soon".

## ***2. Ontario Good Road Association's (OGRA's) Support to-Date***

OGRA has been monitoring the AV sector for the past several years. We have also been active in keeping our municipal members up-to-date with global/local activities in the AV sector. In no particular order:

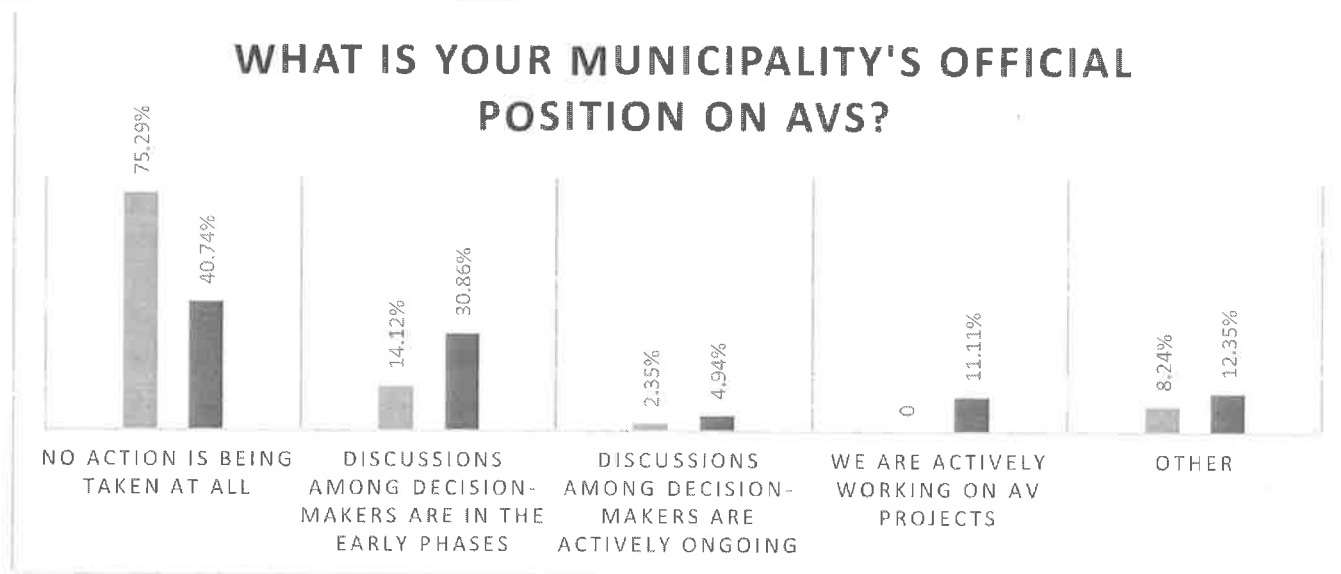
- We published a whitepaper, called "The Roadmap for Autonomous Vehicles in Ontario, Canada"<sup>2</sup>,
- We have carried out various (no cost) webinars, bringing forward important AV-related topic/ideas,
- We have conducted two major surveys since 2016 to understand municipal progress on AVs,

- We have provided municipal-focused recommendations to the Ontario Ministry of Transportation (MTO) as part of their ongoing dialogue regarding updates to the Pilot AV Regulation 306/15<sup>3</sup>,
- We have established a dedicated group called “Municipal Alliance for Connected and Autonomous Vehicles in Ontario” (MACAVO), comprising of many of Ontario's forward-looking municipalities that are interested in furthering the testing and deployment of AVs on their local roads.

OGRA is very encouraged by the level of support received on this AV topic from municipalities to-date. We conducted our first cross-municipal survey in late 2016, and then repeated many of the same questions again in another similar survey in early 2018. Approximately 100 municipalities participated in each of these surveys. Within a span of about 14 months, we've seen significant shifts in favour of AVs. Here are some results for your consideration:

#### LEGEND:

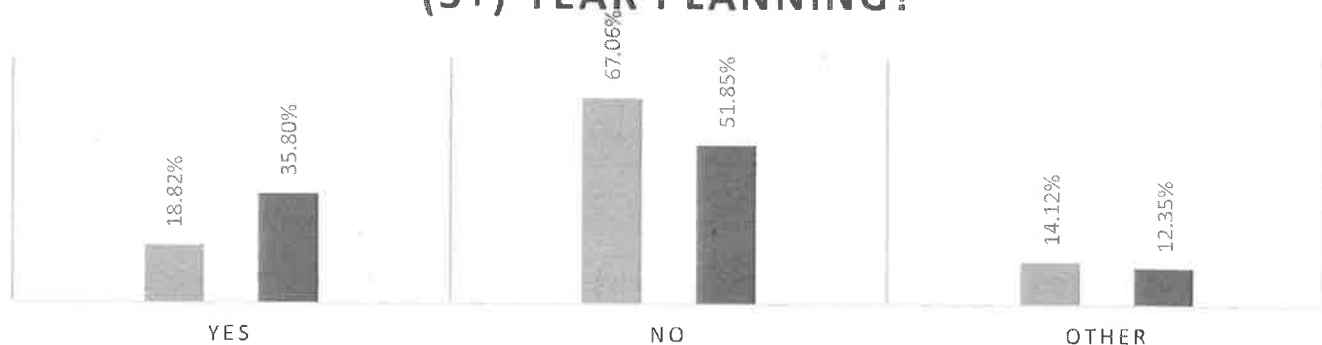
■ Late 2016 survey results    ■ Early 2018 survey results



*PLEASE NOTE FROM ABOVE CHART: In 2016, over 75% of municipalities indicated having taken no action. This number has significantly changed now – only about 40% of municipalities have not taken any action. Additionally, internal discussions have gone up from 14% to over 30%. Also note that Active Projects have gone from 0% in 2016 to over 11% in early 2018.*

<sup>3</sup> Link: <https://www.ontario.ca/laws/regulation/150306>

## ARE YOU CONSIDERING CONNECTED AND/OR AUTONOMOUS VEHICLES IN YOUR LONG-TERM (3+) YEAR PLANNING?



PLEASE NOTE FROM ABOVE CHART: In 2016, around 18% of municipalities were addressing AVs/CVs in their long-term planning. That number has now nearly doubled to over 35%.

### 3. A Major New Initiative

The AV sector is at a critical boiling point now. There is a tremendous amount of activity across the globe in order to develop and enhance the associated technologies, very rapidly. Ontario is particularly very well-positioned to not only take part in this early part of AV revolution, but perhaps to even be among the leaders. Besides having a strong auto-manufacturing sector in our own backyard, we also have multiple tech sector hubs that are already doing some fascinating work in the field of AVs. In addition to that, two years ago, Ontario became the first jurisdiction in Canada to have created an AV Pilot Regulation 306/15. Needless to say, we now have all the important ingredients in place to take Ontario to the next level of AV race.

As OGRA's next major initiative, we have started working to help create a seamless, well-coordinated "Preferred AV Test Corridor", spanning from Windsor and all the way to Ottawa. This initiative is being driven through OGRA's new MACAVO group, which is primarily comprised of leaders from various municipalities. If the vision for this Preferred Corridor can be materialized (through your support), it will be the first municipal coordination of its kind in the entire world. That title itself can be an important feather in Ontario's hat, which can act as a powerful catalyst for uplifting Ontario's and Canada's profile on the global AV stage.

At materialization, this Preferred Corridor has the potential to provide "at least" 800 kilometres of dedicated testing opportunities to AVs authorized to operate in Ontario through MTO<sup>4</sup>. Besides being the first in the world, there are a number of other opportunities that come along with this initiative:

- Ability to attract and retain talent within Ontario and Canada,
- Ability to establish local policies that allow for seamless flow of AV traffic (as opposed to each jurisdiction having different standards),
- Ability to collectively test critical infrastructure technologies along the Preferred Corridor,
- Ability to pool funds together and carry out large exercises that couldn't be done single-handedly,
- Ability to work closely and directly with AV stakeholder groups (e.g. auto-manufacturers, tech sector, education sector, and more) and solving problems together,



- Ability for municipalities to work together in order to learn/grow together in the new AV world,
- Ability to collectively educate the citizens – an extremely important element for AV deployment,
- Ability to become a model of collaboration for the other Provinces of Canada, and
- Lots more!

All-in-all, establishing a clear, Preferred AV Test Corridor is an excellent way for Ontario to become an integral part of AV testing and deployment in the world.

## 4. Action Required to be a Part of the “Preferred AV Test Corridor” + Key Milestones

At this stage, OGRA is simply requesting all interested municipalities to highlight<sup>5</sup> as many Preferred local/private roads as possible. A number of municipalities have already conducted this exercise, and OGRA is pleased to share that we have already received over two-thousand (2,000+) kilometres of municipal Preferred roads for consideration towards the Windsor-Ottawa Corridor.

Following are the initial set of milestones for this initiative:

1. [Ongoing] Each participating municipality to identify One (1) employee<sup>6</sup> for their municipal AV file. This individual should be in a position to take information from MACAVO/OGRA and share it efficiently with all internal stakeholders within the municipality.
2. [Ongoing] Each participating municipality to identify ALL roads (or sections thereof) where they are comfortable in allowing testing of SAE Level 4 and Level 5 AVs (table on page 8) – i.e. no driver required. Once identified, the Preferred roads to be shared with OGRA as a “KML” file<sup>7</sup>, by sending the file to Fahad@ogra.org.
3. [Ongoing] OGRA to put together an aggregate<sup>8</sup> of all municipal Preferred road selections onto a digital map.
4. OGRA to propose a Preferred, seamless Corridor to participating municipalities, likely through a face-to-face meeting before the end of summer 2018.
5. OGRA to initiate active discussions with all AV stakeholders to bring various testing and collaboration opportunities to the participating municipalities.

OGRA has also put together a detailed set of Frequently Asked Questions (FAQs), in APPENDIX A.

<sup>5</sup> OGRA recommends that this Preferred roads' highlighting be done in strategic collaboration with stakeholder municipal employees.

<sup>6</sup> Today, this selected individual can be anyone from the Mayor to Transportation/Planning Director. The key element is to install in individual who can take actions on behalf of the municipality on AV initiatives.

<sup>7</sup> Can be easily created using industry-standard GIS program(s) like ESRI and ArcGIS, which most municipalities already use for their day-to-day activities. If KML file cannot be produced, simply send the scanned, hand-marked map to OGRA and we will convert it to a digital file.

<sup>8</sup> The map will not be shared publicly at this stage. It will be used as a key tool to collaborate with municipalities to generate a seamless route.

SAE level	Name	Narrative Definition	Execution of Steering and Acceleration/Deceleration	Monitoring of Driving Environment	Fallback Performance of Dynamic Driving Task	System Capability (Driving Modes)
<b>Human driver monitors the driving environment</b>						
<b>0</b>	<b>No Automation</b>	the full-time performance by the human driver of all aspects of the dynamic driving task, even when enhanced by warning or intervention systems	Human driver	Human driver	Human driver	N/A
<b>1</b>	<b>Driver Assistance</b>	the driving mode-specific execution by a driver assistance system of either steering or acceleration/deceleration using information about the driving environment and with the expectation that the human driver perform all remaining aspects of the dynamic driving task	Human driver and System	Human driver	Human driver	Some driving modes
<b>2</b>	<b>Partial Automation</b>	the driving mode-specific execution by one or more driver assistance systems of both steering and acceleration/deceleration using information about the driving environment and with the expectation that the human driver perform all remaining aspects of the dynamic driving task	System	Human driver	Human driver	Some driving modes
<b>Automated driving system ("system") monitors the driving environment</b>						
<b>3</b>	<b>Conditional Automation</b>	the driving mode-specific performance by an automated driving system of all aspects of the dynamic driving task with the expectation that the human driver will respond appropriately to a request to intervene	System	System	Human driver	Some driving modes
<b>4</b>	<b>High Automation</b>	the driving mode-specific performance by an automated driving system of all aspects of the dynamic driving task, even if a human driver does not respond appropriately to a request to intervene	System	System	System	Some driving modes
<b>5</b>	<b>Full Automation</b>	the full-time performance by an automated driving system of all aspects of the dynamic driving task under all roadway and environmental conditions that can be managed by a human driver	System	System	System	All driving modes

## 5. Preference of Testing on Municipal Roads vs. Highways

The AV technology, to-date, is being tested primarily in secluded areas, which has been extremely helpful. That said, it is now time to allow these vehicles to interact on local roadways in a very coordinated manner. Primary reason for this is the fact that in order for this technology to prosper, and to bring about exponential socio-economic benefits to our citizens and businesses, a level of trust has to be developed through interactions. The AVs must learn to co-exist in our increasingly multi-modal society, alongside pedestrians, cyclists, transit, and much more. There is no better way to teach this integration to AVs besides giving them an opportunity to be tested in real-world situations. And by having dedicated Preferred Corridor(s), it will be exponentially more cost-effective for municipalities to focus their attention and be involved.

OGRA also envisions having the Preferred Corridor run through Ontario's Provincial Highways, but only as a secondary option when no municipal roadway is available for the given location. While Highway testing is very important, many of the human-AV interactions happen on local streets, and therefore it is important to give preference to municipal roads first.

## 6. Cost to Join the Preferred Corridor

OGRA intends for this Preferred Corridor exercise to be open to all municipalities and therefore there is no financial contribution required by the supporting municipalities. All OGRA requires for now is your initial highlighting of locally Preferred roads (and/or road sections).

## ***7. Thoughts on Expanding the Preferred Corridor***

OGRA's ultimate vision is to continue expanding this exercise to connect all corners of the Province. Therefore, even if a municipality does not fall within the Windsor-Ottawa stretch, OGRA's invitation to join still is very much open! Essentially, if your municipality is located in Ontario, we are hereby inviting you to engage with us in this exercise.

## ***8. Your Support Matters***

It is in OGRA's DNA to keep eyes on emerging technologies and support Ontario's municipalities as best as we can through initiatives, policies, and education. We feel this is a very historic moment for Ontario and Canada, and would like to encourage you to come and support OGRA in this promising initiative. In order to get started, all you need is to identify your locally Preferred roads.

Should you have any questions, please contact Fahad Shuja at OGRA, at [Fahad@ogra.org](mailto:Fahad@ogra.org).

# APPENDIX A

## Frequently Asked Questions (FAQs)

### **Q. What is “Level 4” and “Level 5”?**

A. These are the highest possible levels of automation. The wording has been adopted from the Society of Automotive Engineers (SAE). At Level 4 and 5, the vehicle is not only driving by itself (like “Kitt” from Knight Rider), but it does not even require a steering wheel.

### **Q. What is the difference between “AVs” and “CVs”?**

A. “AVs”, by definition, are designed by auto manufacturers to act like perfect human drivers, and they dutifully follow the rules of the road. They have sensors and software installed within the vehicle to allow for complete navigation from point A to B. “CVs” (or Connected Vehicles) are those that have some sort of communication channels with infrastructure, road users, other vehicles, pedestrians, etc. By definition, AVs do not need to also be CVs, and vice versa. At this stage, it is important to get the testing properly done for AVs, as they pose the most risk to those around them. Ultimately, the best results can be achieved when AVs are also talking to each other and are “Connected”. If you need further clarification, please contact OGRA.

### **Q. Do AVs require mandatory updates to the infrastructure?**

A. No. AV manufacturers are actively working to allow the AVs to operate without specific infrastructure upgrades. As long as the road network is in compliance with Ontario’s Minimum Maintenance Standards (MMS), O. Reg 239/02, AVs should be able to navigate on Ontario’s existing municipal roadways.

### **Q. How much of the road network (by %) should be selected as Preferred for L4/5 testing?**

A. Anything above 10% of entire road network should be a very good start.

### **Q. When marking up Preferred roads for Level 4/5 Corridor within our municipality, should we avoid roads around hospitals and schools?**

A. We had previously suggested to exclude roads around schools, hospitals, and any other critical areas; however, since then we’ve been approached by some municipalities who feel that these same areas are where many accidents happen due to human error, and therefore can benefit greatly from AVs. Based on that feedback, we would like pull back our initial suggestion of excluding those areas, and would like to leave the decision entirely with your level of comfort.

### **Q. “Can we update/add/delete the Preferred road selections after the first submission?”**

A. Absolutely. This first run is a preliminary exercise to get the ‘brain juices’ flowing! None of the routes are to be carved in stone yet at this early stage.

### **Q. In selecting the Preferred roads, should we limit ourselves to paved roads only?**

A. No. At this stage, nothing is off the table. Please mark out any possible road(s) that you prefer for L4/5 testing in your jurisdiction

**Q. Would it be beneficial for the municipalities to provide locations of supporting infrastructure, such as EV charging stations, rest areas?**

A. You are one step ahead of us, and that's great! Yes. Going forward, once the Preferred Corridor is in place, the next exercise will likely be to start requesting MACAVO to identify key infrastructure within their local jurisdictions.

**Q. Is the Preferred Corridor going to be only for passenger vehicles, or can it be used for others traffic as well (such as freight trucks, transit lines, etc.)?**

A. We are not limiting this exercise to any particular type of vehicle. However, if you will ONLY ALLOW a certain kind of vehicle then we will need to know that at some point in the near future.

**Q. Are there plans to connect the Preferred Corridor to Northern and Southern Ontario as well?**

A. Absolutely. While our initial Preferred Corridor highlight is Windsor-to-Ottawa route, the door is wide open to all municipalities to get involved. We would like to connect as many jurisdictions as possible.

**Q. How are municipalities handling liability and insurance in the event an accident occurs on a municipal roadway?**

A. As part of Ontario's AV Pilot Regulation 306/15<sup>9</sup>, MTO requires that any test vehicles carry a \$5M insurance. Testers can't test without it.

**Q. Are there concerns with AVs being tested on roadways with cycling infrastructure?**

A. A big part of this Preferred Corridor will be to allow AVs to interact with multi-modal traffic + civilians. We will of course have to be extra careful in situations where AVs are expected to operate very close to this kind of traffic. This is very much a learning exercise for everyone. The computer must be trained with all possible scenarios. The more it "knows", the more it will be able to better navigate and save lives.

**Q. What will happen if there is an accident involving these vehicles during the testing? Will the Municipality be required to get involved and how will the insurance work?**

A. Today, there is a void in rules regarding this, and one big reason why OGRA has taken on the task to create the Preferred Corridor. We need to start these discussions. Being at the table will help pave the way for amicable solutions.

**Q. When are other (non-municipal) stakeholders going to be engaged as part of this exercise?**

A. OGRA is already in communications with a number of stakeholders from private sector, auto manufacturing, technology solutions, educational institutes, and more. Active engagement with these (and any other) stakeholders can begin as soon as at least one Windsor-Ottawa municipal Preferred Corridor has been established.

**Q. Our municipality is new to this exercise. What should we be doing next to participate?**

A. Most participating municipalities have now identified ONE (1) representative who will be the point-person on the AV file for their respective jurisdiction. We would like to recommend that you start by identifying the right individual who will represent your municipality's interests in the AV discussions. Furthermore, most participating municipalities have started to hold internal meetings with local staff

<sup>9</sup> Link: <https://www.ontario.ca/laws/regulation/150306>

and/or stakeholder municipal departments to start identifying ALL possible roads (and/or sections thereof) where they are comfortable in testing Level 4/5 AVs. We don't recommend creating a town-hall type setting; instead, it is important to engage handful of municipal employees in key departments who will ultimately have to deal with AVs in one way or another. At this stage, it is about Quality individuals over Quantity.

Finally, some municipalities have nearly completed identifying their first draft of L4/5 roads, and are looking to share their selections with OGRA. Those municipalities are encouraged to send in their KML files to [Fahad@ogra.org](mailto:Fahad@ogra.org).

**Q. When is the next MACAVO meeting scheduled?**

A. Our last meeting took place in Brampton, on March 26th, 2018. Next meeting date is not yet set. Being fully cognizant of the costs associated with travel to/from meetings, our aim is to carry out meetings only when critical decisions are to be made as a group. Our aim is to utilize remote communications (such as webinars, screen-sharing etc.) as much as possible, in order to help minimize costs of our municipal members. We are estimating that another meeting will be required somewhere near the mid or end of summer 2018.

**Q. I want to make sure I identify the right representative from my municipality. Who should I select?**

A. Yes, it is critical that you identify the right person to represent your jurisdiction. The primary individual from your municipality should have the professional authority to go back and set wheels in motion. As an example, some of the typical job titles you can expect to interact with through OGRA's MACAVO group include, Transportation Directors/Planners, Mayors, Councillors, and more. On that note, if you feel that you have sufficient political/managerial authority to make change, but require technical assistance to answer any road-related questions that may come up, then please connect yourself with a technical support staff.



FOR IMMEDIATE RELEASE

## Municipalities Create Alliance to Actively Promote Connected and Autonomous Vehicle Testing and Integration within our Communities

OAKVILLE, Ontario, November 17, 2016 – Connected Vehicles (CVs) and Autonomous Vehicles (AVs) are coming much faster than originally estimated. Ontario was the first province in Canada to create a Regulation (Reg. 306/15) allowing AVs to be piloted on its roads. With this regulation in place, municipalities across Ontario must prepare for the imminent arrival of CVs and AVs. In an effort to have all jurisdictions work together, and to help facilitate this co-ordination, Ontario Good Roads Association (OGRA) has organized the Municipal Alliance for Connected and Autonomous Vehicles in Ontario (MACAVO), best pronounced “Muh-Kay-Vo”.

MACAVO is to bring forward-looking Ontario municipalities together to facilitate CV/AV research, testing and integration within their respective jurisdictions. This provides MACAVO members the opportunity to learn from each other and develop a synchronized set of logistics, policies, and communication channels to help the CV/AV industry move forward in Ontario, while integrating with municipal services.

The first official MACAVO meeting took place on August 9, 2016 and was attended by municipal transportation leaders from: City of Barrie; City of Brampton; Region of Durham; City of Elliot Lake; County of Essex; City of Hamilton; Town of Lakeshore; York Region; and others. The City of Stratford has since joined MACAVO as well. Stratford is particularly an amazing inspiration for the MACAVO team because of the great work that the city has already done in welcoming various technologies. Several other Ontario municipalities have also expressed interest in joining in the near future.

“We openly invite all Ontario municipalities who are prepared to start researching, testing and integrating these technologies in some capacity, to join MACAVO”, said Thomas MacPherson, York Region Manager of Transportation Asset Management and Chair of MACAVO. “Efforts across the province need to be co-ordinated to maximize the long-term benefits that CVs and AVs can provide our communities. At MACAVO, we are ready to work with all CV and AV stakeholders, including: the automobile industry; young entrepreneurs; the education sector; and local, provincial, and federal governments.”

Robert Burlie, P. Eng. and President of OGRA said, “... It is estimated that 50% of all vehicles on our roads will be fully autonomous in the next 15 years and assist all municipalities who are making substantial efforts to improve road safety and ease traffic congestion. This technology is improving so rapidly that there will certainly be other benefits to all our communities and municipalities in Ontario, and will allow our roadways to be completely transformed for better use by pedestrians, cyclists, public transit, vulnerable users and vehicles.”

“Not many people are aware that OGRA played a pivotal role in assisting Ontario’s municipalities in transitioning from horses to automobiles. We see a very similar shift in transportation taking place today, with the move toward connected and driverless automobiles” said Joe Tiernay, OGRA’s Executive Director. “Only this time, the positive effects are expected to be even greater than before, and we want to make sure we are standing alongside our member municipalities, supporting them as they prepare for this historic transition”

MACAVO is hereby requesting the automobile industry, as well as all other CV/AV stakeholders to come forward to begin the collaboration process. In the coming months, MACAVO will set up a work-plan to help drive the team forward with achievable, short- and long- term goals and objectives for CVs and AVs.



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**About Ontario Good Roads Association (OGRA)**

The mandate of the Ontario Good Roads Association, a not-for-profit entity, is to represent the transportation and public works interests of Ontario municipalities through advocacy, consultation, training and the delivery of identified services.

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**MACAVO Contact**

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## June 2018 Programs and Events

**519 638 1000 or 1 866 446 4546**

**June is Seniors' Month in Ontario;** June marks the 34<sup>th</sup> anniversary of Seniors' Month in Ontario.

This is a month to recognize the vast contributions that seniors make in their communities. The theme of Seniors' Month 2018 **"Now's the time to start something new"** highlights how aging does not prevent any of us from leading fulfilling lives. Seniors continue to contribute to our community and everyone benefits from their wisdom, friendship and experience.

**Harriston Library - Carnegie Café Friday, June 1st @ 2:30 pm** Feeling crafty? Join us and make something that can be entered in the Harriston Fall Fair. Please register. – call 519.338.2396

**Living with Loss: Wednesday, June 6<sup>th</sup> @ 7 p.m. Birmingham Retirement Community, Mount Forest**

This month's topic is "Am I going Crazy". 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.

**Pickle ball: Harriston Arena every Tuesday and Thursday, at 7:00 pm, Curling Club area.** \$2 per game night. Equipment: Clean indoor shoes. Call Matt Lubbers 519-338-2511 ext. 240 for information

**Arthur Writers Group: Thursday, June 7<sup>th</sup> @ 6 p.m. Arthur Public Library, lower level.** Doris

Cassan will facilitate this writing group. If you would like to write fiction, short stories, poems or memoirs and don't know how to start, this is the group for you. Please email [Arthur.writers@outlook.com](mailto:Arthur.writers@outlook.com) or call Doris @ 519.848.2019 for more information or to register. **FREE!**

**Arthur Library every Tuesday in June @ 2pm** Bring your questions about computers, e-readers, or other mobile devices, and we will explore them together. It can be as simple as how to turn your device on or as complicated as how a specific app works. Please call 519.848.3999

**Clifford Library Wednesday, June 13 @ 2pm** Put your creative-thinking cap on and come out for a fun and imaginative time playing Scattegories. Please register 519.327.8328

**Tastes for Life: Thursday, June 7<sup>th</sup> @ 11a.m. Mount Forest Pentecostal Church.** 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, Mondays until June 25<sup>th</sup> at 10 am \$5.00 per class.**

**Line Dancing – Harriston Arena on Mondays until June 25<sup>th</sup> at 10 am.** Drop in fee \$3.00 per class. Join in and challenge your coordination and your fitness level! No previous experience necessary.

**Chronic Pain Self-Management Group Minto Rural Health Clinic Palmerston Wednesday, June 20<sup>th</sup> 2-4:30** This six week course will help participants learn ways to better manage their pain and improve quality of life. Learn about exercise, nutrition, better breathing, medications and ways to manage stress and emotions. Registration is required, call 519-638-2110.

**Art Workshop: Wednesday, June 13<sup>th</sup> @ 2 p.m. Harriston Library-** Strike a pose and take turns learning how to draw people with proportions and practice. With Donna Hirtle. Cost is \$5.00 please register @ the Harriston Library 519.338.2396 Space is limited.

**Cards and Games Afternoon: 3<sup>rd</sup> Wednesday, June 20<sup>th</sup> CRNA building Palmerston @ 2p.m. \$2**

**Art Workshop: 3<sup>rd</sup> Wednesday, June 20<sup>th</sup> Palmerston Library @2 p.m. -** Strike a pose and take turns learning how to draw people with proportions and practice with Donna Hirtle 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. FREE** This coffee group takes place each Tuesday morning @ 259 Fergus Street South.

**Friendship Circle: Wednesday June 27<sup>th</sup>, Palmerston United Church @ 10:00 a.m. FREE**—Last Wednesday of the month; the coffee and the conversation flow with this group, please plan to attend

### 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) Drayton Reformed Church, Friday, June 8<sup>th</sup> 12 p.m. "Chartwell Retirement Residence"** join Lynda Dickinson as she shares a typical day in the life of a resident at Chartwell Retirement Residence. Ask questions you may have regarding living in a retirement facility. [Lunch is complimentary with this presentation.](#)
- 2) Palmerston United Church, Wednesday, June 13<sup>th</sup> 12 p.m. "Medical Cannabis"** Join Michelle Davis from Tweed Inc. for an educational presentation on medical cannabis. She will discuss cannabis legislation, the uses of medical cannabis, safe and responsible use and accessing medical cannabis.
- 3) Clifford United Church, Friday, June 15<sup>th</sup> 12 p.m. "Frauds and Scams":** Presented by the OPP. Learn about the top five frauds and scams, trends and how to protect yourself. Learn how to recognize and avoid common scams. Presented by OPP Constable Josh Cunningham, Media Relations and Community Safety Officer.
- 4) Harriston United Church, NEW Location, Wednesday, June 27<sup>th</sup> 12 p.m. '10 Warning Signs and What To Do About Them"** Join Robin Smart, ASWW, Public Education Coordinator, Alzheimer Society Waterloo Wellington, looks at 10 warning signs for dementia, each sign has a short 2-4 minute movie of a person living with dementia, who speaks to how they cope with that particular issue in their lives. Very personal, and practical.
- 5) Arthur United Church, Thursday, June 28<sup>th</sup> 12 p. m. "The Art of Words"** Join Doris Cassan & Area Writers to hear some of their creative writing and participate in a short writing exercise. Discover your writing talents or just enjoy those of others! Lunch is \$6.00 and catered by the AUC Women's League.

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	01
<div></div> <div> </div>		<b>ASH - Arthur Seniors Hall</b> <b>CNRA Clubhouse-Palmerston</b> <b>CUC - Clifford United Church</b> <b>DRC - Drayton Reformed Church</b> <b>KPC - Knox Presbyterian Church</b> <b>Lib - Library</b>	<b>MFPC - Mount Forest Pentecostal Church</b> <b>MFFHT - Mt Forest Family Health Team</b> <b>PMD - Drayton Arena</b> <b>PUC - Palmerston United Church</b> <b>VON - SMART 392 Main St North</b> <b>Mount Forest</b>	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 Feeling Crafty Harriston Library Register 519 338 2396
<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>
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	<b>Good Food Box Payment Date</b> 9:00 Drayton Walking - PMD Arena 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 2:00 Arthur Lib Tech Talk register @519 848 3999 7:00 Pickleball- Harriston Arena \$2	9:00 Palmerston Walking - Arena 9:00 Harriston 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-TOPIC: Am I going crazy?	9:00 Palmerston Walking- Arena 9:00 Drayton Walking - PMD Arena 10:00 Coffee Morning - Clifford Hall 11:00 Tastes for Life - MFPC 11:00 Harriston Exercise- KPC 3:15 SMART Exercise - VON Mt Forest 6:00 Arthur's Writer's group - Arthur Lib 7:00 Pickleball- Harriston Arena \$2	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 <b>12:00 Drayton Dining - Chartwell Retirement Residence - Ask questions and learn about typical days</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
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	<b>Good Food Box Drop Off Date</b> 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:15 SMART Exercise - VON Mt Forest 7:00 Pickleball- Harriston Arena \$2	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC <b>12:00 Palmerston Dining-Medical Cannabis-Michelle Davis from Tweed Inc.</b> 1:00 Games Afternoon - Mt Forest DSP 2:00 Carnegie Cafe - Scattergories Game- Clifford Library 519 327 8328	9:00 Palmerston Walking- Arena 9:00 Drayton Walking - PMD Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 2:00 Hooks & Needles - Arthur Library 3:15 SMART Exercise - VON Mt Forest 7:00 Pickleball- Harriston Arena \$2	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 <b>12:00 Clifford Dining -Frauds and Scams-OPP Josh Cunningham</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
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	9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC 9:00 Arthur Exercise - ASH 10:15 SMART Exercise PUC 10:30 Friendship Circle- MFPC 11:00 Harriston Exercise - KPC 2:00 Arthur Lib - Tech Talk Please register 3:15 SMART Exercise - VON Mt Forest 7:00 Pickleball- Harriston Arena \$2	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 1:00 Cholesterol /Chronic Pain -Palmerston office of MMFHT register call 519-638-2110 2:00 Cards & Games \$2.CNRA	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 3:15 SMART Exercise - VON Mt Forest 7:00 Pickleball- Harriston Arena \$2	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
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
9:00 Palmerston & Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga - Palm United Church -\$5. class 10:00 Line Dancing - Harriston Arena -\$3. class 2:00 Carnegie Cafe Drayton Library - Historical Walk Register 519 638 3788	9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC 9:00 Arthur Exercise - ASH 10:15 SMART Exercise Palmerston United Church 10:30 Friendship Circle - MFPC 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 SMART Exercise DRC 10:00 Friendship Circle -PUC <b>12:00 Harriston United Church Dining - TEN Warning Signs of Dementia and What to do about them- Robin Smart - Alzheimer Society</b> 1:00 Games Afternoon - Mt Forest DSP	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC <b>12:00 Arthur Dining -The Art of Words - Doris Cassan and Area Writers</b> 3:15 SMART Exercise - VON Mt Forest 7:00 Pickleball- Harriston Arena \$2	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

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

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**MEETING:** Authority Meeting  
**DATE:** Tuesday March 20, 2018  
**TIME:** 1:00 p.m.  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen,  
Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Sue Paterson,  
Mike Smith, Andrew White

**ABSENT WITH REGRETS:** John Bell, Stewart Halliday, Steve McCabe

**OTHERS PRESENT:** John Bujold, Collins Barrow SGB LLP  
Matt Farrell, Manager of Building & Planning, Municipality of Huron-Kinloss  
Nick Bogaert, Planner, MHBC Planning Urban Design & Landscape Architecture  
Wayne Brohman, General Manager/Secretary-Treasurer  
Erik Downing, Manager, Environmental Planning & Regulations  
Laura Molson, Manager, Accounting  
Jim Penner, Manager, Forestry  
Gary Senior, Sr. Manager, Flood Warning & Land Management  
Candace Hamm, Environmental Planning Coordinator  
Rene Kleinecke, GIS Coordinator  
Janice Hagan, Recording Secretary  
Guests and Members of the Public

Chair Luke Charbonneau called the meeting to order at 1:00 p.m.

## 1. Adoption of Agenda

### **MOTION #G18-42**

Moved by Dan Gieruszak

Seconded by Kevin Eccles

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 – February 13, 2018**

**MOTION #G18-43**

Moved by Wilf Gamble

Seconded by Barbara Dobreen

THAT the minutes of the Authority meeting held on February 13, 2018, be approved as circulated.

**CARRIED**

**4. Presentations**

**a. 2017 Audited Financial Statements**

Mr. John Bujold, Collins Barrow SGB LLP, presented the Audit Report for the 2017 financial statements. It is the opinion of Collins Barrow that the financial statements of SVCA present fairly the financial position as at December 31, 2017 and are in accordance with Canadian public sector accounting standards. Mr. Bujold thanked SVCA staff involved in the audit for their assistance and cooperation in completing the audit.

**MOTION #G18-44**

Moved by Kevin Eccles

Seconded by Mark Davis

THAT the 2017 Audited Financial Statements, as prepared by Collins Barrow SGB LLP, of Walkerton, be adopted.

**CARRIED**

John Bujold left the meeting at 1:16 p.m.

**b. Huron-Kinloss Comprehensive Zoning By-Law**

Matt Farrell and Nick Bogaert presented to the Authority issues regarding mapping of environmentally protected lands. They told the Authority that residents of Huron-Kinloss had submitted comments regarding mapping discrepancies and were concerned about possible land devaluation. Matt requested that the Authority allocate funds to ensure up-to-date and consistent mapping. The Chair requested that staff research and report back to the Authority on how the process could be improved.

Matt and Nick left the meeting at 1:40 p.m.

**c. February Flood Event**

Gary Senior gave a presentation outlining the flooding issues since January. The areas of concern during the February flood event included Paisley, Durham and Minto due to ice jams that could have potentially caused serious damage and/or flooding in the respective community, as well as Chesley where the main bridge was severely damaged and will need to be replaced. He told the Authority that three locations [Paisley, Durham Upper Dam, Formosa office] simultaneously required 24 hour monitoring by SVCA staff and that there were over 440 cumulative hours for staff time during the flood event.

**5. Matters Arising from the Minutes**

**a. Authority Motion Regarding Distribution of Conservation Authorities Funding Letter**

Wayne reported that the Funding letter presented at the last Authority meeting had been circulated to Conservation Ontario, the watershed municipalities and counties and AMO per Motion #G18-33.

**b. Regulation Mapping [Teeswater, Walkerton]**

Erik Downing reviewed the regulation mapping approval process for both minor and major modifications specifically for Walkerton and Teeswater. Staff have scheduled public consultations for Teeswater (April 18) and Walkerton (May 2). After discussion the following motion was passed.

**MOTION #G18-45**

Moved by Dan Gieruszak

Seconded by Maureen Couture

THAT the Authority endorse the draft mapping for Teeswater and Walkerton for the purposes of public consultation.

**CARRIED**

A coffee break was called at 2:35 p.m. and the meeting was reconvened at 2:47 p.m. Kevin Eccles left the meeting.

**6. Correspondence**

- Letter from Reenie Morris, Horse Friends of Saugeen Bluffs, expressing her opinions on hunting at the Bluffs, was further discussed under Section 9a, Other Business, Saugeen Bluffs Hunting.

**7. Reports**

**a. Finance Report**

The GM/S-T presented the Finance report and noted that programs are on track. There was no further discussion.

**MOTION #G18-46**

Moved by Maureen Couture

Seconded by Mike Smith

THAT the Financial Report to January 31, 2018 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$154,998.33 be approved as distributed.

**CARRIED**

**b. Reserve Report**

The GM/S-T presented the draft Reserve report and highlighted several items. He informed the Authority that

## **Authority Meeting – March 20, 2018**

funds were moved into the Stewardship reserve account for the purpose of future programing (note #19). He told the Authority that there would be room in the Saugeen Parks reserve fund for future infrastructure upgrades (note #16). After discussion the following motion was passed:

### **MOTION #G18-47**

Moved by Mark Davis

Seconded by Wilf Gamble

THAT appropriations to and from reserves as at December 31, 2017 be approved as distributed.

**CARRIED**

#### **c. Annual Report**

The draft copy of the SVCA Annual Report for 2017 was distributed to the members for approval. The Chair congratulated staff for producing an excellent document. After discussion the following motion was passed:

### **MOTION #G18-48**

Moved by Brian Gamble

Seconded by Dan Gieruszak

THAT the 2017 Annual Report be accepted as presented and authorized for distribution.

**CARRIED**

#### **d. Program Report**

The GM/S-T informed the Members that the birds at Sulphur Spring had all been re-homed and that signage would be placed on the building stating the enclosure would be closed. He told the Members that SVCA would be receiving \$25,000 funding from Great Lakes Guardian Fund for the Agricultural Outreach program.

After discussion the following motion was passed:

### **MOTION #G18-49**

Moved by Maureen Couture

Seconded by Sue Paterson

THAT the Program Report be received as information.

**CARRIED**

#### **e. Planning & Regulations Actions Items**

The GM/S-T informed the Authority that there would be a File Tracking System demonstration at the next Authority meeting. There was no further discussion.

## **8. New Business**

#### **a. Agricultural Advisory Committee Appointments**

The GM-S/T informed the Authority that only three of the organizations had put forward names for the Committee and he would like to defer the motion for appointments to the next Authority meeting.

**9. Other Business**

**a. Saugeen Bluffs Hunting**

At the request of the Chair and due to repeated media publications of letters from the community regarding hunting at the Saugeen Bluffs Conservation Area, the Authority passed the following motion to consent to reconsider the matter:

**MOTION #G18-50**

Moved by Brian Gamble

Seconded by Robert Buckle

Whereas Administration Resolution #31 states that “after a question has been decided, any Member who voted thereon may, with majority consent at any regular meeting of the Authority thereafter, move for reconsideration of the question”;

THAT the Authority agrees to reconsider the matter of hunting at the Saugeen Bluffs Conservation Authority.

**CARRIED**

The GM/S-T told the Authority that SVCA had received appeals to allow bow hunting at the Saugeen Bluffs CA. This would require an amendment to Motion #G16-72 which had established a no-hunting designation on the entire Saugeen Bluffs property. He reminded the Authority that bow hunting commences October 1<sup>st</sup>, that the campground closes to campers after the Thanksgiving holiday, and that the grounds are used by school children for sporting activities during the month of October. He also read a letter from Mr. Jim Leask, Horse Friends of the Bluffs, supporting the no-hunting decision. This letter is appended to the office copy of the minutes.

During discussion the following motion was proposed and a recorded vote was requested:

**MOTION #G18-51**

Moved by Andrew White

Seconded by Maureen Couture

That the Authority maintain status quo of Motion #G16-72

The recorded vote was as follows:

Robert Buckle	Nay
Wilf Gamble	Yea
Brian Gamble	Nay
Mark Davis	Yea
Dan Gieruszak	Nay
Barbara Dobreen	Nay
Sue Paterson	Yea
Andrew White	Yea
Mike Smith	Nay
Maureen Couture	Yea
Luke Charbonneau	Nay

The result of the vote was 6 to 5 against. Therefore, **Motion #G18-51 was DEFEATED.**

Further, the following motion was proposed:

**MOTION #G18-52**

Moved by Maureen Couture

Seconded by Mark Davis

That the Authority obtain a legal opinion and the view of MNRF on all available options produced by staff regarding hunting at the Bluffs campground.

**DEFEATED**

After further discussion the following motion was passed:

**MOTION #G18-53**

Moved by Mike Smith

Seconded by Brian Gamble

THAT Authority Motion #G16-72, which established a 'No Hunting' designation for all of the Saugeen Bluffs Conservation Area, be amended to allow bow hunting; and further,

THAT the campground portion of the Saugeen Bluffs Conservation Area continues to be designated as a no hunting area; and further,

THAT bow hunting is hereby permitted in the northerly portion of the property between November 1<sup>st</sup> and March 31<sup>st</sup> of each year; AND FURTHER,

THAT SVCA staff place appropriate signage on the property.

A recorded vote was taken for the motion with the following results:

Robert Buckle	Yea
Wilf Gamble	Nay
Brian Gamble	Yea
Mark Davis	Nay
Dan Gieruszak	Yea
Barbara Dobreen	Yea
Sue Paterson	Nay
Andrew White	Nay
Mike Smith	Yea
Maureen Couture	Nay
Luke Charbonneau	Yea

The result of the vote was 6 to 5 in favour. Therefore **Motion #G18-53 was CARRIED.**



**b. Memorandum of Understanding – Planning Services Update**

The GM/S-T presented the final draft of the MoU for Huron County. It was noted that there were three change requests made to the MoU document by Huron County:

1. SVCA may establish fees for the services provided which will be collected directly from the applicant.
2. SVCA will respond to general inquiries and participate in pre-consultation meetings with the applicant.
3. Clarification that SVCA will not be providing comments to the county with respect to Natural Heritage.

Authority members noted that some member municipalities are interested in continuing to receive comments on Natural Heritage as it may reduce the number of EIS studies required. The Chair clarified that the mandate of SVCA as specified by PPS 3.1 is not to provide Natural Heritage comments, unless the municipality or county passes a motion requesting SVCA to provide this added service.

After discussion the following motion was passed:

**MOTION #G18-54**

Moved by Maureen Couture

Seconded by Mike Smith

THAT the Authority authorizes the Chair and GM/S-T to sign the Memorandum of Understanding for Planning Services with the County of Huron.

**CARRIED**

**c. Planning & Regulations Customer Service Update**

There was no discussion.

**d. News Articles**

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

There being no further business, the meeting adjourned at 3:58 p.m. on motion of Dan Gieruszak.

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Luke Charbonneau  
Chair

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Janice Hagan  
Recording Secretary



**Economic Development and Planning Committee Minutes**  
**Thursday, May 17, 2018 at 3:00 p.m.**  
**Council Chambers**

**Attendance:** Mayor George Bridge, Councillor Mary Lou Colwell, Councillor Jean Anderson, Councillor Ron Elliott, Jonathan Zettler, Hope Reidt, Glen Hall and Nichole Burrus (on behalf of Kelly Shaeffer)

**Staff Present:** Treasurer Gordon Duff, Economic Development Manager Belinda Wick-Graham, Economic Development Assistant Taylor Keunen and Business Coordinator Somer Antonopoulos.

**Regrets:** Carol Simpson, Gerry Horst, Alison Armstrong, Jamie Doherty, Kirk Brownell and CAO Clerk Bill White

**Guest:** Dan Keane, Bang the Table

1. Call to Order by Belinda Wick-Graham at 3:03 pm

2. Minutes of Previous Meeting

a. Minutes of April 19, 2018

**MOTION:**

**Moved By: Mary Lou Colwell; Seconded By: Jean Anderson**

**THAT the Economic Development Planning Committee Minutes of April 19, 2018 be approved.**

**Carried**

3. Committee Minutes for Approval

a. Palmerston Downtown Revitalization Committee Minutes of May 2, 2018

**MOTION:**

**Moved By: George Bridge; Seconded By: Ron Elliott**

**THAT the Palmerston Downtown Revitalization Committee Minutes of May 2, 2018 be approved.**

**Carried**

b. Harriston Downtown Revitalization Committee Minutes of May 7, 2018

**MOTION:**

**Moved By: George Bridge; Seconded By: Ron Elliott**

**THAT the Harriston Downtown Revitalization Committee Minutes of May 7, 2018 be approved.**

**Carried**

**4. Roundtable Discussion**

**a. Bang the Table - Dan Keane**

Wick-Graham introduced Dan Keane from Bang the Table, an online community engagement software company. Bang the Table provides an opportunity for residents to provide feedback on projects and initiatives when and where they are able to, thus increasing engagement. Mr. Keane demonstrated how the software is being used in other communities. The Committee felt that there may be many ways that this software could be utilized in the community and Wick-Graham will explore this software further.

**b. General Roundtable**

Glen Hall reported that OSIM is partnering with Google to deliver training on local marketing for small businesses and will soon be launching a new, affordable website platform for small businesses.

Taylor Keunen highlighted that she would be attending a Youth Mental Health/Suicide Planning meeting and that this would be followed up with a Community. Keunen also reported that the Minto Youth Action Council was applying to present at the PRO MBA Symposium and the Palmerston Farmers' Market would be opening June 2<sup>nd</sup> with 15 vendors.

Gordon Duff reported that the changes to the Vacancy Rebate Program in Minto are seeing some positive changes and more information will hopefully be shared shortly.

Nichole Burrus highlighted that the Youth Employment Fair would be taking place on May 24<sup>th</sup> in Guelph and Wick-Graham would be attending to promote Minto and the jobs available in the community.

Mayor Bridge shared that the County of Wellington was successful in receiving a grant of \$500,000 for a ride share program across the County. This program would hopefully be implemented in early 2019.

Hope Reidt reported that Wightman Telecom is full swing into fibre construction in Stratford and Elora, just launched a new mobility campaign and recently received the Innovation Award at the Stratford Business Achievement Awards.

Somer Antonopoulos reminded the Committee of the grand openings taking place May 25, 2018 at Beyond the Rock and Holloway Auto. The Minto Chamber Summer BBQ will be taking place on July 12<sup>th</sup> at the Heritage Park pavilion in Palmerston.

Antonopoulos reported that LaunchIt Minto will be heavily promoting the services of 2<sup>nd</sup> Chance Employment offered through LaunchIt, as many employers could utilize these services but just might not be aware of what they can offer. First Aid & CPR Training will be held June 1<sup>st</sup> and Introduction to Co-Ops will be held June 25<sup>th</sup>.

Ron Elliott highlighted the numerous events taking place in June including Touch a Truck and Splash Bash on June 16<sup>th</sup>, Handcar Races, 91Run and Party in the Park on June 23<sup>rd</sup>. Elliott also noted that meetings are still being held on the LED community event sign in Palmerston.

Jean Anderson highlighted the events taking place on June 2<sup>nd</sup> including the Garden Festival, Firemen's Breakfast, Cool Cones unveiling and the opening of the trails.

Wick-Graham reminded the Committee that 2 of 7 of the Hawk's Nest finalists are from Minto. Tickets are now available if anyone is interested in attending on June 13, 2018. The Rhyze Awards which support women in business are being held on June 14, 2018 at Innovation Guelph and out of the 10 finalists Minto is proud to have Caitlin Hall from Reroot Organic pitching. Wick-Graham also highlighted that the Graduating Class Luncheon will take place on May 29<sup>th</sup> at Norwell. Construction is getting started in Teviotdale and Clifford after the May 24 weekend and the Town is now working with the retail/restaurants in Teviotdale on a small campaign.

## **6. Adjournment by Mayor Bridge at 4:32 pm**



**Cultural Roundtable Committee Minutes  
Monday, May 28, 2018 6:00 p.m.  
LaunchIt Minto**

**Attendance:** Councillor Jean Anderson, Peggy Raftis, Gordon Duff, John Cox, Megan Raftis, Brooke McLean, Andrew Gowan, May Lou Colwell.

**Staff Present:** Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Keunen.

**Regrets:** Mayor George Bridge and Raissa Rogers

1. Call to Order by Peggy Raftis at 6:05 p.m.
2. Minutes of Previous Meeting
  - a. Minutes of April 23, 2018

**MOTION**

**Moved By:** Megan Raftis; **Seconded By:** Jean Anderson

**THAT** The Cultural Roundtable approve the minutes of the April 23, 2018 meeting.

**Carried**

3. Committee Minutes for Approval
  - a. Railway Museum Minutes of April 23, 2018

**MOTION**

**Moved By:** Jean Anderson; **Seconded By:** John Cox

**THAT** The Cultural Roundtable approve the minutes of the April 23, 2018 Palmerston Heritage Railway Museum meeting.

**Carried**

- b. MYAC Minutes of May 2, 2018
    - c. MYAC Minutes of May 16, 2018

## MOTION

Moved By: Jean Anderson; Seconded By: John Cox

THAT The Cultural Roundtable approve the minutes of the May 2 and May 16, 2018 Minto Youth Action Council meeting.

Carried

### 4. Roundtable Discussion

#### a. Board Development Training

Wick-Graham noted that some boards within the community do not understand the rules and regulations surrounding boards and memberships, a Board Development Training series is available through the PIN Network in Guelph with an option to host a 5 Part overview series Wellington North would be interested in splitting the cost. Members discussed the training.

#### b. Cool Cones Launch

Wick-Graham reminded the Committee that the unveiling of the cones would take place on Saturday June 2, 2018 at 10:00 a.m. at the Wellington County Library – Harriston Branch. Cones will be covered and installed on the street on Friday June 1, 2018. An ice cream making workshop will take place at the library.

#### c. Culture Days

#### Culture Crawl Schedule

DATE	EVENT	TIME	LOCATION	COORDINATOR
FRIDAY	National Film Board Film	TBD	The Crown (H)	Raissa
FRIDAY	Books & Brews (McLeans Brewery)	TBD	Library Basement (H)	Brooke
SATURDAY	Grappling Arts Demonstrations	TBD	Lions' Heritage Park (P)	Raissa
SATURDAY	Farmers' Market	9:00 am – 12:00 pm	Museum (P)	Taylor
SATURDAY	Museum Open	9:00 am – 5:00 pm	Museum (P)	Belinda

SATURDAY	Photography Exhibit	11:00 AM – 1:00 PM	Art Gallery (H)	Belinda
SATURDAY	Culture Craft at Library	1:00 PM – 3:00 PM	Library Basement (H)	Brooke
SATURDAY	Theatre Live Show	7:30 PM	Theatre (H)	Peggy
SUNDAY	Square Dancing	TBD	Community Centre (H)	Peggy
SUNDAY	Apple Picking Campfire Jam Session Pork, Beans & Butter Tarts	4:00 pm	Jean's Home (H)	Jean
SUNDAY	Astronomy Event	TBD	Jean's Home (H)	Gord

## 5. Roundtable Reports

The Harriston Library is preparing for the Cool Cones unveiling on Saturday June 2. There will be PA Day Planting for kids on June 8, Paws for Reading with service dogs on June 9. And the Summer Read On program will kick off on June 23.

Gord Duff attended the SPARC conference in Cobalt promoting the mini summit to take place in October. A minimum of 5 supporters for the Grant Application are required by June 28 and hopes to connect with: Cultural Roundtable, Minto Arts Council, Grey-Wellington Theatre Guild, Harriston-Minto horticultural Society, Minto Chamber of Commerce, Fergus Grand Theatre and the Chesley Bijou Theatre.

OSiM hosted a series on how to use updated free tools online to help promote business and that would like to explore the option of hosting the sessions targeted for non-profit organizations.

Minto Dance finished their Spring demos and summer dances will take place in July. Minto Dance Academy is a recipient of the annual Mayor's Charity Golf Tournament. Mapleton's Organic will be supplying an ice cream cart for the students to sell at the Museum for the summer.

The Minto Chamber Awards took place on April 26 at the Harriston Legion and was very well attended with many deserving nominees and winners. Beyond the Rock and Hallway Autoparts had their Grand Opening on Friday May 25, 2018. The annual Chamber BBQ will take place on Thursday July 12, 2018.

Cultural Roundtable Committee Minutes of May 28, 2018

The Grey Wellington Theatre Guild summer youth play *Concordia: Realm of Heroes* will take place on July 20, 21 and 22, 2018. Jamie Warren performed at the theatre May 25, 2018. and the fall production *Miracle on 34<sup>th</sup> Street* casting will start in July.

The North for Youth is recipient for the Mayor's Charity Golf Tournament. Keunen attended a meeting regarding suicide in the area on May 22 in Drayton with other community leaders. Minto Fire will be taking the lead on the project with the Minto Youth Action Council being involved in the process.

**6. Adjournment at 7:26 p.m. moved by Megan Rafts**



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

**Meeting Date: Monday, May 28<sup>th</sup>, 2018**

**Meeting Location: Harriston Arena**

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

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

**Review of Minutes:**

P.R.A.C. minutes from May 7<sup>th</sup>, 2018 were reviewed.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Dave Turton

THAT:

The P.R.A.C. minutes of May 7<sup>th</sup>, 2018 be approved as circulated.

CARRIED

**Services Manager's Reports:**

*Program Progress Report*

Services Manager Lubbers reported that transition training has taken place for the switch from Red Cross swim lessons to Lifesavings Society swim lessons. The youth tennis program is about to start with Paul Frayne running the program this year. Spring programs have wrapped up and were successful including Try It Sports, Grassroots Basketball and the Kids Ball Hockey League.

**MOTION:**

Moved by: Geoff Gunson and Seconded by: Bob McEachern

THAT:

That the report be received.

CARRIED

**Services Manager's Reports:**

*Facilities Maintenance*

Facilities Manager Carr reported that the new artwork is being painted on the sports pad at Heritage Park by the Norwell art students. An unveiling will be done in conjunction with the Splash Pad Bash on Saturday June 16<sup>th</sup>.

Work at the Harriston Pool is nearing completion with only cement to be poured and liner and heater to be installed. Skimmers, returns and associated plumbing have been replaced to header lines. New liner, coping and anti-entrapment devices have been installed. We have also received new guard chairs.

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

**Meeting Date: Monday, May 28<sup>th</sup>, 2018**

**Meeting Location: Harriston Arena**

A new heater has been installed at the Palmerston Pool. Cement has been removed to repair two return fittings and install isolation valves for return lines in the filter room.

Parks facilities are now open with other accessories (garbage cans, picnic tables, etc.) placed in our parks. The arena score clocks have been retrofitted. The only thing original on them is their casings. A five year warranty goes with the work.

ORFA training was attended by Al Carr, Greg Mallett, Mike Maynard, and Katelyn Wynja. The Harriston Arena solar panels are now active. All of staff have been hired and trained at the Palmerston Train Museum. The wind storm knocked down one large tree by the Clifford Cenotaph but a lot of clean up was needed

Decking around the concession at the Clifford Ball Diamond will be installed shortly with 100% of the funding for project being raised by the community.

*Facility and Sports Field Usage*

The 2018-19 Ice schedule is continued to be worked on. All of the baseball schedules have been received and entered and we look forward to good year on the diamonds.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Bob McEachern

THAT:

That the report be received.

CARRIED

**Event Security**

Facilities Manager Carr reported that the department would like to use Hawthorne Security at all Buck and Does and other public events at Town facilities moving forward. Staff would arrange and pay for their services and apply these fees to the facility rental agreement, similar to how music tariffs are collected and paid.

**MOTION:**

Moved by: Bob McEachern and Seconded by: Dave Turton

THAT:

P.R.A.C. recommend that Hawthorne Security be used for Buck and Does and other public events at Town facilities.

CARRIED

**Facility Naming Rights Policy**

Recreation Facilities Coordinator Mallett reported on the development of a facility naming rights policy. P.R.A.C. endorsed the policy and recommended that staff take it to an upcoming Council meeting for approval.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Dave Turton

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

**Meeting Date: Monday, May 28<sup>th</sup>, 2018**

**Meeting Location: Harriston Arena**

**THAT:**

P.R.A.C. endorse the creation of a facility naming rights policy to be presented to Council

**CARRIED**

**MOTION:**

Moved by: Bob McEachern

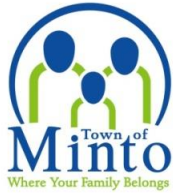
**THAT:**

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

The next meeting is Monday June 25<sup>th</sup>, 2018 at 5:00 p.m. at the Clifford Rotary Pavilion.

Greg Mallett

Recreation Facilities Coordinator  
Parks & Recreation Advisory Committee

**TOWN OF MINTO****DATE:** May 30, 2018**REPORT TO:** Mayor and Council**FROM:** Allan Carr, Recreation Facilities Manager**SUBJECT:** Quotation Results for Palmerston Arena Light Replacement

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**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 replacement ballasts for the Palmerston arena lights were no longer available. In the 2018 budget, funds were identified to replace the arena lighting system at the Palmerston arena.

A specification was drafted to have a new energy efficient LED lighting system installed at the Palmerston arena with contractors being eligible to utilize the Save on Energy grant. The new system would be dimmable and programmable.

**COMMENTS:**

RFQ packages were prepared and posted to the Town website and local electricians were notified.

Company	Total Excluding HST
Advanced Electric	\$33,520.00
Metzger Electric	\$23,259.75
Gabel J Electric Plumbing & Heating Ltd.	\$22,150.00

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:**

The recommended bid is below the 2018 capital budget allotment of \$30,000 for this project.

**RECOMMENDATION:**

THAT Council receives the May 30, 2018 report from the Facilities Manager titled Quotation Results for Palmerston Arena Light Replacement and approves the quotation from Gabel J Electric Plumbing & Heating Ltd. at a price of \$22,150.00 plus HST funded from the 2018 capital budget

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Allan Carr  
Recreation Facilities Manager



## **TOWN OF MINTO**

**DATE:** June 1<sup>st</sup>, 2018

**REPORT TO:** Mayor and Council

**FROM:** Al Carr, Recreation Facilities Manager

**SUBJECT:** Facility Naming Rights Policy

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### **STRATEGIC PLAN:**

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

### **BACKGROUND:**

There are some Town of Minto Recreation Facilities have been named after or reference certain individuals and service clubs. Most of these predate amalgamation. Examples include the John Hobelman Park in Clifford, the Barb Wright Ball Diamond and Palmerston Lions Park in Palmerston as well as the Harriston Kinsmen Pool in Harriston.

In 2017, the Clifford Recreation Association gave two suggestions regarding the naming of the new ball diamond and soccer pitch in Clifford. These were reviewed by P.R.A.C. At that time, the committee recommended that a formal naming rights policy be put in place before moving forward with the naming or renaming of any facility.

### **COMMENTS:**

The attached policy covers the naming of facilities from a variety of perspectives including after individuals and corporate sponsorship.

### **FINANCIAL CONSIDERATIONS:**

Corporate sponsorship could be a significant revenue generator for the Town, but the main purpose of adding this policy is to provide direction to staff if and when a request or proposal is received.

### **RECOMMENDATION:**

THAT Council receives the June 1<sup>st</sup>, 2018 report from the Recreation Facilities Manager entitled Facility Naming Rights Policy and considers adopting the policy.

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Al Carr  
Recreation Facilities Manager

Section: <b>Recreation</b>	Policy Number: <b>5.16</b>
Policy: <b>Facility Naming Rights</b>	Effective Date: <b>06-05/2018</b>
Date Last Revised:	Current Revision Date:



## Town of Minto Facility Naming Rights

### I ASSUMPTION:

The Town of Minto should be neutral on the issue of naming local sites and facilities. The Town should not actively encourage, nor should it discourage, the naming of Town facilities and sites. Rather, the Town should present and administer a set of policies which guarantee fair discussion, equal treatment and proper procedures when it comes to names and proposals for names which meet the criteria set out herein.

### II CRITERIA:

A The most appropriate names for Town facilities and sites are those which come from a genuine community desire to celebrate, honour and show respect for an individual, group or corporation in this area, who has brought recognition to the Town in a Regional, Provincial, National or International scope.

B Those proposing a name should be able to demonstrate this community recognition.

C The Town should be reluctant to propose a name for any facility which would honour any individual or group. In lieu of naming a site or building consideration should be given to allow a free standing plaque or monument on site or a fixed plaque on a building.

D A name should be judged on its own merits following the criteria established. A name should not be put in place solely because it is the best of those proposed if it does not garner full support of the community.

E Names proposed should have some connection to the facility or site to be name; in the case of an individual, through the person's actions, or in the case of a place, through historic use in the community.

F The person to be honoured may be either living or deceased, as long as the person named meets all criteria for selection. The issue of a person being alive or dead, should not be a determining factor.

Section: <b>Recreation</b>	Policy Number: <b>5.16</b>
Policy: <b>Facility Naming Rights</b>	Effective Date: <b>06-05/2018</b>
Date Last Revised:	Current Revision Date:

G A person honoured with a site or facility named in their behalf should be a citizen who continues to be a positive model for other citizens of Town of Minto. Should the honouree, through actions, no longer be a positive influence in the community, the Town reserves the right to remove the name. This would apply to honourees alive or deceased.

### III DONATIONS/CONTRIBUTIONS

A Any individual donor or corporation seeking to have a facility or site named, should donate either 20% of the capital cost of the project or \$50,000, whichever is higher. It is not considered prudent to allow exceptions to this policy. As well, this policy should be fully explained to all interested parties.

B A project costing \$50,000 or less should not be considered for the naming process. This type of project would fall under II, C above.

C Corporations seeking to have a brand name attached to a donation should demonstrate the benefits of the donation to the Town.

- 1) Time limits should be considered on the benefits connected to all corporate donations.
- 2) Corporate donations should cover, at minimum, the full capital cost of any proposal.
- 3) A Town facility bearing a corporate name remains under Town ownership, and operation and control of the facility remains in the hands of the Town.

D Funds to support ongoing maintenance of a facility or site so named should be included in the proposal.

E The Town retains the right to decline any donation which falls outside the department's operational mandate or causes budget or personnel shortfalls.

### IV ADMINISTRATION:

A Any individual name approved for a site or facility should be considered permanent except under extraordinary circumstances (see II, G above): however should a facility be removed or replaced, the name need not move with the building.

B Certain facilities should not be considered for an individual or corporate name because of properties and/or tradition (ie. Town Hall)

C The Town should always seek public/community input on any proposed name. Local traditions should be considered in the approval of any name.



Section: <b>Recreation</b>	Policy Number: <b>5.16</b>
Policy: <b>Facility Naming Rights</b>	Effective Date: <b>06-05/2018</b>
Date Last Revised:	Current Revision Date:

D Names should be fully considered first by the appropriate Advisory Committee and referred to Town of Minto Council.

E Any corporate donation should, in some way, (trust fund or additional donation) include funds for on-going maintenance for major projects.

#### SCHEDULE A – FACILITIES INCLUDING BUT NOT LIMITED TO:

CLIFFORD ARENA  
CLIFFORD BALL DIAMOND  
CLIFFORD SOCCER PITCH  
CLIFFORD COMMUNITY CENTRE  
HARRISTON-MINTO COMMUNITY COMPLEX  
HARRISTON BALL DIAMOND  
HARRISTON PAVILLION  
PALMERSTON & DISTRICT COMMUNITY CENTRE  
PALMERSTON POOL



**DATE:** May 30, 2018  
**REPORT TO:** Mayor Bridge & Council  
**FROM:** Belinda Wick – Graham  
 Business & Economic Manager  
**SUBJECT:** APS - Palmerston Industrial Park – Metzger Heating Ltd.

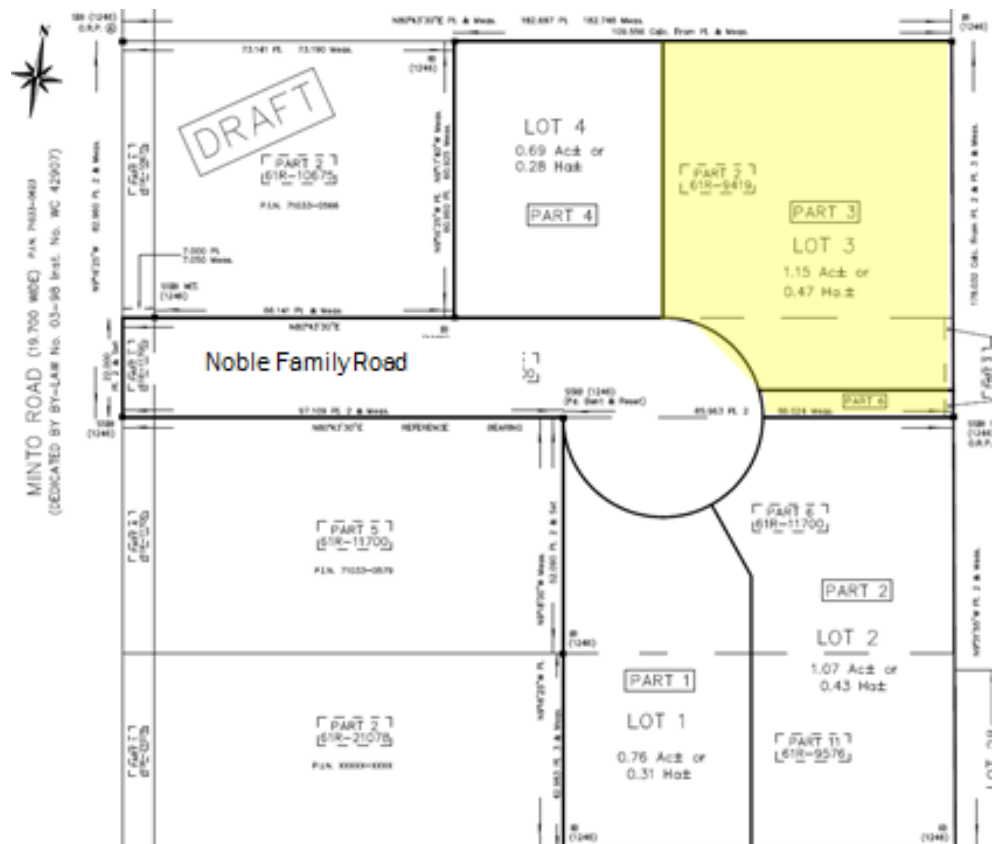
## STRATEGIC PLAN:

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

## BACKGROUND

In 2017, Jeremy Metzger of Metzger Heating Ltd. expressed interest in developing on Noble Family Road and during the week of February 19<sup>th</sup>, 2018 both CBO Kuipers and I had meetings with Mr. Metzger to discuss the options on Noble Road.

On February 26, 2018 we received a formal Letter of Intent for approximately 1 acre on Noble Road from Metzger Heating Ltd. In closed session at their March 6, 2018 meeting, Council directed staff to proceed toward an Agreement of Purchase and Sale under previous pricing of \$15,000 per acre.



Metzger Heating Ltd. is purchasing Part 3 and Part 6 on the above draft survey plan, with the Town maintaining an easement on Part 6 for servicing. This will allow watermain to be looped into the Heinmiller Subdivision when it proceeds.

Metzger Heating Ltd. plans to construct a 7,000 sq. ft., 3 bay building with office frontal for the purpose of housing Metzger Heating Ltd. and renting two units. This meets the development covenant for 15% lot coverage.

#### **COMMENTS**

This lot has two different zones on it which are M2 Light Industrial and M1-30 which is a site specific. Once the lot transfer takes place the development will require formal site plan approval before a building permit can be issued.

Mr. Metzger has outgrown the current space he is leasing and is prepared to begin construction quickly. He is requesting to begin construction this summer.

#### **FINANCIAL CONSIDERATIONS**

Due to the fact that this Letter of Intent was submitted prior to our price increase the purchase price for this parcel of land is \$15,000/acre. Servicing work on Noble Family Road has been tendered and awarded by Council to Hanna and Hamilton at \$251,908

#### **RECOMMENDATION:**

THAT the Council receives the May 30, 2018 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Parts 3 & 6 on Noble Family Road in the Palmerston Industrial Park and considers a By-law in open session authorizing the Mayor and CAO Clerk to sign the Agreement of Purchase & Sale.

Belinda Wick-Graham, Business & Economic Manager



**TOWN OF MINTO**

**DATE:** June 5, 2018

**REPORT TO:** Mayor and Council

**FROM:** Callise Loos, Assistant Chief of Administration,  
Communications & Records Management

**SUBJECT:** Mental Health and Suicide Prevention

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**STRATEGIC PLAN:**

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

**BACKGROUND:**

Mental Health and Suicide prevention are increasingly important in today's society. Minto has experienced loss in the past year from suicide impacting both youth and adults. Members of the community have started to reach out to one and other to find programs and work toward prevention of these tragedies.

The Norwell High School community hosted a preliminary brainstorming meeting in May where community partners such as Canadian Mental Health Association, Homewood Health, Minto Fire, Community Resiliency Workers, Concerned Parents, Minto Youth Action Council and many others discussed the impact of these losses and what can be done to fight back. Cecilia-Marie Flynn, a youth suicide prevention consultant, from the Children's Hospital of Eastern Ontario led the meeting with knowledge and experiences from other communities.

Many partners at the May meeting are at arm's length to the issue within the Town of Minto as they are a county or provincial organization. At the meeting it was determined the most probable way for any initiative to be successful is if it is led by a grassroots community organization. Minto Fire was identified as potentially a good driving organization as it is close to the community and the incidents. Minto Fire provides many other services to the community and all firefighters who respond to these tragedies live here as well.

The Minto Youth Action Council was identified as a valuable partner as it has the "pulse" of the youth in the community. MYAC has identified mental health as one of their priorities in their action plan. While relevant to all ages, prevention in youth is particularly vital to help young people learn to deal with mental health issues early and lead long and healthy lives.

The initiative is in very preliminary stages. According to the consultant, the first step is to start with an information gathering meeting to understand the needs and wants of the community. A consultation meeting is planned for June 14, 2018 at Norwell District

Secondary School. The meeting will involve community members coming together to answer discussion questions about suicide and mental health from their perspective.

**COMMENTS:**

Suicide Prevention is a complex issue that very much affects everyone within a community. As a response agency, Minto Fire is in a position to contribute to a grassroots response to this problem.

At the introductory meeting, the suicide prevention consultant explained that a community suicide prevention program was composed of four pieces:

- Mental health & life promotion
- A community risk assessment
- Risk management & intervention
- Postvention

These four pieces mirror the current Critical Incident Stress Management program that Minto is currently implementing for first responders. It appears that potentially combining the programs could allow for efficiencies and sharing of resources for both programs. (ie: hosting combined trainings allows for increased purchasing power).

One of the focus areas of the suicide prevention program involves youth where the Minto Youth Action Council can be considered a key partner. Minto Youth Action Council identified intentional self-harm as one of their key priorities so this initiative fits well within their scope.

Staff is confident Minto Fire and Minto Youth Action Council can work well together to help get this community initiative off the ground along with other community partners.

**FINANCIAL CONSIDERATIONS:**

None as of this report, but sharing of resources between the First Responder & Community CISM programming could lead to efficiencies.

**RECOMMENDATION:**

THAT the Council accept the report on Mental Health and Suicide Prevention as information and supports the initiative outlined in the report.

Callise Loos, Assistant Chief of Administration,  
Communications & Records Management



## **TOWN OF MINTO**

**DATE:** May 25, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Chris Harrow  
**SUBJECT:** Pumper Truck RFP

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### **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:**

During budget deliberations Council was advised of the need to replace the 1999 Pumper Truck in Palmerston under Minto Fire's vehicle replacement plan. In late April, a Request for Proposals went to various fire truck manufacturers across North America and was posted on the Town website. Manufacturers were also contacted at the Ontario Association of Fire Chiefs annual trade show at the beginning of May.

The truck was being replaced as part of the twenty five year truck plan implemented approximately 10 years ago and revised throughout the years as prices have fluctuated and the fleet needs have changed. The specifications called for a Pumper Rescue Vehicle with 8 seats built similar to the Clifford truck purchased in 2011. The 2011 truck was awarded to MetalFab located in New Brunswick for \$306,000. The total placed in this year's budget for this RFP was \$450,000. This time MetalFab had the highest bid.

### **COMMENTS:**

Early on in the process, other Fire Departments were finding truck prices were increasing drastically. Even so the RFP resulted in five proposals from 4 different companies which was less than expected. Proposals ranged from a low of \$475,800 to a high of \$599,869.01 which gave a good idea on pricing.

Comparing the proposals took some time because of the vast difference in how they were presented and the amount of information contained, even when certain specific features were requested in the outline of the RFP. The lowest bidder, Safetek Emergency Vehicles proposed a demonstration unit on their lot which does not provide many of the features requested in the proposal. They would provide the truck this year when the budget anticipated a 2019 delivery.

The next lowest bid was also a demo unit proposed by Commercial Emergency Equipment. It did not meet requirements in the proposal. Commercial Emergency also proposed a new truck, but the cab of the vehicle was much higher, less desirable and of a different make and type than the Clifford vehicle. Minto Fire would rather not have a totally different cab design when the price is only \$200 less than the recommended vehicle.

The proposal recommended is from Fort Garry Fire Trucks based in Winnipeg for \$487,001 which is the most compliant proposal with many options that ensure best value for the Town. Options priced separately in the proposal include compartment shelving, aluminum lids for the hose bed, SCBA storage rack air conditioning and many others. The total cost with the recommended options similar to the Clifford vehicle is \$530,000.

The final highest bid from MetalFab is the most direct comparable to the Fort Garrie Trucks but is \$69,000 higher.

#### **FINANCIAL CONSIDERATIONS:**

To buy the Fort Garry Model the reserve account would be substantially reduced and \$50,000 would have to be borrowed from another reserve account. Minto Fire would pay back the \$50,000 borrowed in the 2020 budget with the annual reserve contribution contained in the budget.

Minto Fire is exploring different options for recovering the extra money needed to be put back into our reserve account. Given the cost of Pumper Trucks moving from a twenty to twenty five year replacement period would help replenish the reserve. Extending the life of the pumper trucks is possible with the care and maintenance the firefighters show to Minto Fire vehicles. In the 2019 budget Minto Fire will review reserve contributions and come back with some recommendations on continuing to fund the plan moving forward to adjust for rising costs of apparatus.

#### **RECOMMENDATION:**

THAT the Council receives the Fire Chief's report regarding and Pumper Truck RFP approves the proposal from Fort Garry Fire Trucks of Winnipeg for a new Pumper Truck for a cost not to exceed \$530,000.

Chris Harrow  
Fire Chief



## TOWN OF MINTO

**DATE:** May 25, 2018

**REPORT TO:** Mayor and Council

**FROM:** Chris Harrow

**SUBJECT:** New Fire Protection and Prevention Act Regulations

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### 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:

Last year, the Province started the process of modernizing the Fire Protection and Prevention Act (FPPA) which hadn't seen a major update since its inception in 1997. The Ministry of Community Safety and Correctional Services formed a technical table of fire service members from various groups. The groups were invited or asked directly to be a part of the table under the Ministry's direction.

The technical table was told by the Ministry to focus on three key areas; Firefighter mandatory certifications, community risk assessments and public reporting. It would appear certain groups had more influence on the scope and new regulations than others, but new regulations were finally released earlier in May.

At the February 20 Council meeting staff reported on the potential impact of the legislation in response to AMO's position paper which was also shared with Council. Minto supported AMO's recommended municipal response on the legislation. A copy of that position paper is included with this report.

### COMMENTS:

The new regulations are a huge change for the fire service. Never before have there been mandatory certifications for firefighters. The level of training required to be a firefighter in a community has always been set by each Municipality depending on their needs and circumstances. For the most part, the level of training was fairly consistent from municipality to municipality. However, there was always the questions of how trained does a firefighter need to be and what standard should we hold each one to, especially if there is an injury or accident during an incident.

Firefighter certifications are going to change how training is administered at Minto Fire. Anyone who has the desire to move up a rank or become a Firefighter in Minto will have to become certified by the Office of the Fire Marshal and Emergency Management. Training levels have been made mandatory now through the new regulations.

We presently, through our County Training Officer run a recruit program for new Firefighters to enable them to become certified. The program is run over six or seven weekends in



spring to early summer. In between each weekend, the recruits are required to go on-line and complete the textbook part of the training. It also prepares them for the practical training they receive on the weekend. At the end of training, recruits write four separate exams to become certified to the Firefighter level. The certification allows them to become interior Firefighters during fire suppression.

New FFPA regulations now require Firefighters who wish to move up the ranks or take on other tasks as well as Firefighting to become certified. For example, a Firefighter wishing to become a Captain now has to become certified to Fire Officer 1 level. A Firefighter wishing to become a Fire Inspector or do Public Education has to become certified to that level. Most of the courses to become certified to the appropriate level are 1 week (40 hours) in length. This is not a monumental task, but definitely a change on how certification occurs. Minto Fire will have to ensure people are certified and prepared to assume new roles when the time arises.

One gray area in the regulation is the need to certify Firefighters to tasks they do on occasion and not on a regular basis. For example, pumper operations are a task many Firefighters do on different occasions. One interpretation of the new regulations is that all Firefighters have to be certified for this task even though they may only perform it once in a while. A new Firefighter would have to be certified as Firefighter Level 2 (4 separate exams) and be certified to Pumper Operations. Again, not a monumental task, but a definite commitment for new Firefighters joining the department.

The good news is the regulation is go-forward legislation beginning July 2019. Any Firefighters hired before July 2019 do not have to be certified for most of the levels they are participating in on the department including Firefighter Level 1 and 2, Pumper Operations and Public Educator. It does not include Fire Investigator, Fire Instructors and Fire Officers will have to be certified. As of January 2020, all levels will require the Firefighter to be certified no matter the date of hire.

Firefighters who have been with previous education or experience can be grandfathered. Fortunately with the experience still on our department, many Firefighters are grandfathered to various levels, including Fire Officer 1 and Fire Instructor 1. This includes most Senior positions and Training staff. Minto Fire will concentrate on succession plans so the next generation is certified for senior positions and the specific courses.

The final area to work on certifying is our technical rescue teams, water rescue and confined space. The regulations state anyone who is employed as a firefighter and perform the specialty rescue services before January 1, 2021 does not have to certify to the standard. However, Minto Fire plans to consult with its two teams and come up with a plan for future certifications and training. This will make sure staff comply with the regulations and have a process in place for the future team members.

Minto Fire is in a good position to meet the regulations without excessive cost because the Town has been progressive in its past training, anticipating new regulations coming into effect. Firefighters are open to certifications and training understanding the need to train and proud to become certified in various levels. Council's support financially and through organizational structures enabled the administration team to prepare for the changes.

The regulations also deal with public reporting and community risk assessments. The community risk assessment does not have to be completed until July 1, 2024. It will have to include profiles such as: Geographic areas, critical infrastructure, building stock, public safety response, demographics, hazards, economics and a few others. Our present risk assessment already contains many of these items. It is due to be updated and will be looked at most likely in 2019. We should have no issue complying with the 2024 deadline for the new regulation.

The final section of the regulation mentioned is public reporting. This includes reporting to the Office of the Fire Marshal and Emergency Management response times to incidents and to the fire station, dispatching times and travel times. The deadline to comply with this regulation is January 1, 2020. Minto Fire will have to revamp some of its methods to track time for our emergency responses. This includes looking at a full dispatch upgrade with Guelph Fire. The main difference is trucks and incident commanders would communicate with Guelph to record on scene times and certain benchmarks at incidents. This tracks response times rather than calling to the Station so a Firefighter manually records times.

Staff will continue to look at needs for public reporting including costing the move to full dispatch services. It will also look at migrating towards some technical solutions for the trucks and radio rooms in each of the stations which will help accurately record times during an incident. Senior management anticipated the new regulations for quite some time so that changes have minimal impact on the Firefighters. There are more demands placed on the department, but we are confident in our capacities to handle the workload.

#### **FINANCIAL CONSIDERATIONS:**

There will be added training costs and wages in 2019 to accommodate the extra time to be certified. The total amount will be known when detailed training schedules are set with a final figure brought forward for the 2019 budget.

#### **RECOMMENDATION:**

THAT the Council receives the Fire Chief's report New Fire Protection and Prevention Act Regulations and supports the Department moving forward with implementation

Chris Harrow  
Fire Chief



## **TOWN OF MINTO**

**DATE:** May 30, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Minto Fire  
**SUBJECT:** 2018 Master Fire Plan Update

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### **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:**

In 2017, the Master Fire Plan was updated by a committee of Firefighters and Senior Management in house and approved by Council. It included numerous new recommendations which Minto Fire has been working through the past year. Some items have become higher priority over the year than when the plan was written.

For example critical incident stress has grown from an initiative mainly for firefighters and spouses to include community wide interest for people experiencing serious issues from tragic events. Priorities of the recommendations are always being re-evaluated to make sure Minto Fire continues to be a successful organization.

### **COMMENTS:**

The accompanying presentation outlines provides an update on progress on each recommendation. Many initiatives are showing progress while others have been delayed to 2019. There is progress and huge uptake by Firefighters joining different committees and putting a great deal of work into various projects.

Enough cannot be said about the work the Firefighters put into the different areas. While there may be fewer structure fires than in the past, confined space and water rescue teams have been training outside of the regular training dates. The Firefit team is working together to improve fitness in the department, while pre-planning and training of the CISM team also takes extra training.

Minto Fire continues to work hard to keep up with the changing landscape of volunteer firefighting. Council and community support is a big part of being able to adapt and absorb many of the changes coming into effect. Five years ago no one would have predicted how much emergency management and critical incident stress would play such a vital role in fire departments. Minto Fire's structure and exceptional personnel puts the service in good shape to adapt and implement the changes effectively.

### **FINANCIAL CONSIDERATIONS:**

None with this report

Master Fire Plan Amendment

**RECOMMENDATION:**

THAT Council accept the Fire Chief's May 30, 2018 report and accompanying presentation for information.

Chris Harrow  
Fire Chief

# MINTO FIRE UPDATE



## Master Fire Plan | Year 1



# MASTER FIRE PLAN – ADMINISTRATION 1.1

THAT a change in compensation be explored to better reflect the new wages landscape

Completed - Policy adopted



# MASTER FIRE PLAN – ADMINISTRATION 1.2

THAT a change in organization structure be explored as demands change in the fire service

Completed - Organizational structure adopted



# MASTER FIRE PLAN – ADMINISTRATION 1.3

THAT various division operation be revamped to become more effective at involving more members

- Work in progress
  - Trialing having 2 Training Officers in Palmerston Station
  - More Firefighters have shown interest in different positions, more training opportunities being explored to get firefighter prepared



Progress





# MASTER FIRE PLAN – ADMINISTRATION 1.4

THAT a mechanism to update all firefighters on a monthly basis is established

- Main Priority this Quarter
  - Agendas and Meeting minutes are more thorough
  - Exploring Information rooms and screens to keep everyone informed
  - Senior Management attending more meetings to ensure information is getting out to Firefighters



Progress



# MASTER FIRE PLAN – COMMUNICATION 2.1

THAT the investigation of full dispatch through Guelph is explored

- Work in Progress
  - Guelph Dispatch working out bugs of new system, ready to take on more responsibility shortly
  - More importance on this with staffing shortages at various times



Progress



# MASTER FIRE PLAN – COMMUNICATION 2.2

THAT MFD partner with Public Works to install generator backup at the two paging sites

- 2019 Initiative  
Budget item for next year

Loading

2019



# MASTER FIRE PLAN – CULTURE 3.1

THAT a social committee, consisting of the association presidents, is formed to meet on an as needed basis to increase engagement at firefighter events throughout the department

- Completed
  - 3 Associations have met twice
  - Talking about projects for the future and sharing of resources



# MASTER FIRE PLAN – CULTURE 3.2

THAT the newly formed social committee works together to develop family activities for fire departments to build upon the family culture

- Work in Progress
  - 3 Associations are talking about a couple of possible internal events
  - Associations taking the lead



Progress



# MASTER FIRE PLAN – CULTURE 3.3

THAT each association establish consistent nominations procedures for each association executive

- Completed
  - 3 Associations have spoken and compared processes



# MASTER FIRE PLAN – CULTURE 3.4

THAT initiatives for spousal engagement be increased

- Associations In Progress
  - 3 Associations have spoken and looking for opportunities



Progress



# MASTER FIRE PLAN – EQUIPMENT 4.1

THAT the capital purchasing plan  
continue to be followed

- Work In Progress
  - Working on updating plans such as Truck Plan due to significant increase in prices
  - Other major items looking to be added and costed



Progress





# MASTER FIRE PLAN – FIRE PREVENTION

## 5.1

THAT fire prevention partnerships inside & outside the County of Wellington are explored

- Work In Progress
  - Minto Fire taking the lead in the County for a joint initiative involving Fire Prevention Week 2018
  - Other new initiatives in the planning stages



Progress



# MASTER FIRE PLAN – FIRE PREVENTION

## 5.2

THAT the risk assessment be updated

- Starting Soon
  - New Risk Assessment regulation JUST released by Province
  - Will be using the new regulation as guiding document to update our risk assessment of the Municipality



Progress



# MASTER FIRE PLAN – FIRE SUPPRESSION 6.1

THAT a pre-planning task force & guideline is established

- In Progress
  - Committee formed & working under clear terms
  - Excellent work coming out of committee and progress with Pre-plans is good
  - Officers like information they are getting and able to use



Progress



# MASTER FIRE PLAN – FIRE SUPPRESSION 6.2

THAT response capabilities are enhanced for certain time periods based on research completed by Administration Staff

## ■ In Progress

- Draft policy has been written and vetted
- Implementation needed with Guelph Dispatch after final policies are written
- Council to see new policies before implementation



Progress



# MASTER FIRE PLAN – FIRE SUPPRESSION

## 6.3

THAT preplanning be increased on higher risk buildings

- In Progress

- Preplan committee prioritizing structures first and working their way through the list
- Will have some information recorded and available by the end of the year



Progress



# MASTER FIRE PLAN – HEALTH & WELLNESS 7.1

THAT decontamination procedures be reevaluated, redeveloped and implemented in accordance to Section 21.

- In Progress

- Draft policies have been written and vetted through Health and Safety Committee
- Some equipment needs to be purchased to implement



Progress



# MASTER FIRE PLAN – HEALTH & WELLNESS

## 7.2

THAT the PTSD/CISM plan be implemented & further developed

- In Progress

- Draft policies have been written and vetted through Health and Safety Committee
- Minto Fire spearheading County initiatives to all adopt the same policies



Progress



# MASTER FIRE PLAN – HEALTH & WELLNESS

## 7.3

THAT the idea of a firefighter gym cooperative be explored

- Next Year
  - Tons of interest in this initiative from Spouses and Firefighters
  - Great ideas floating around, just need time to implement ideas
  - Implemented workouts into practices

Loading

2019





# MASTER FIRE PLAN – IT 8.1

THAT the use of technology on the firetrucks and in the firehalls be reevaluated

- Next Year
  - Have to be a budgeted item for 2019
  - New software and partnership with Guelph Dispatch also key to this initiative

Loading

2019



# MASTER FIRE PLAN – IT 8.2

THAT the standard operating guideline for documentation and record keeping be updated to better capture current municipal standards

- In Progress
  - Working on updating filing system and server capabilities
  - Looking at 2019 to finish and complete update



Progress



# MASTER FIRE PLAN – MFD CARES 9.1

THAT the MFD Cares structure & organization be established

- In Progress
  - Paperwork still at Lawyer awaiting formations of corporation
  - Once established, will complete this objective



Progress



# MASTER FIRE PLAN – PUBLIC ED 10.1

THAT a smoke alarm program targeting seniors is developed and implemented

- In Progress
  - County Initiative for Fire Prevention week is targeting Seniors
  - Other programs being explored



Progress



# MASTER FIRE PLAN – PUBLIC ED 10.2

THAT the public education portfolio be rejuvenated

- Complete
  - Committee doing excellent work and coming up with new programs
  - New County revitalization has helped
  - Record numbers of help at Safe Kids Day



# MASTER FIRE PLAN – TRAINING 11.1

THAT current training programs in relation to a succession strategy be reevaluated

- In Progress
  - Acting Training Officers in Palmerston
  - New ideas for training being brought forward and attempted
  - Lots of interest from Firefighters about helping out



Progress



# MASTER FIRE PLAN – TRAINING 11.2

THAT a leadership program is created to encourage firefighter advancement up the ranks

- Not Started
    - Too many other training items on the go at present
    - New regulations are taking priority
- Still lots of demand for this type of training

Loading

2019



# MASTER FIRE PLAN – TRAINING 11.3

THAT the building of a training centre be explored

- In Progress
  - Committee formed and moving forward with site plan conceptual drawings
  - Looking at using municipal lands for location



Progress





# MASTER FIRE PLAN – TRAINING 11.4

THAT the number of three station practices increase

- Completed
  - Added more to this year's training schedule
  - Including a joint extrication practice



# MASTER FIRE PLAN – TRAINING 11.5

THAT a designated training weekend with multiple topics is explored



- Not Completed
  - Too many other items on the go at present
  - Will look at this initiative in future years
  - Hard to find any more weekends to utilize



# MASTER FIRE PLAN – TRAINING 11.6

THAT an increase in support for Training Officers be considered in the medium term

- In Progress
  - Exploring increasing to 2 Training Officers per station
  - Trial underway in Palmerston
  - Similar to other department's deployment plans



Progress



# OTHER INITIATIVES

- Updating Career Guide
  - Produced document a few years ago to guide Firefighters in career movement
  - Need to update guide to reflect the new regulations
- Job Descriptions
  - Again with new regulations and new structure, job descriptions need to be updates
  - Been quite a few years since last update



# OTHER INITIATIVES

- Renovations at Clifford Station
  - Working on plan to renovate Clifford Station
  - No working showers in hall, need these for decontamination guidelines
  - New bunker gear rooms, heating and classroom space
- Emergency Management
  - Working on a scribe plan for implementation during large incidents
  - Communication plan and templates for media



# OTHER INITIATIVES

- Critical Incident Stress Management
  - Working on policies and team protocols
  - Looking at further training for team members, firefighters and spouses
- Recruitment
  - Will be undertaking a large recruitment this fall
  - Working on getting processes and procedure updated before process begins
- Standard Operating Guideline Review
  - Total review of SOG's needed due to various legislative changes



# OTHER INITIATIVES

- Honour Guard
  - Formation and training taking place this year, to be ready for fall
- Tanker Shuttle Accreditation
  - Updating our accreditation needed and in progress
- Station Branding and Revamping
  - Continue with branding initiatives at the stations including establishing Information Rooms



**TOWN OF MINTO**

**DATE:** May 30, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Chris Harrow  
**SUBJECT:** Follow up Rate of Pay Report

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**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:**

In April, a report was brought to Council about a new wage policy for Minto Firefighters around the basic rate for meetings, standby and regular duties at the hall. Council directed the Chief to review the pay for incidents, as it was a hybrid system and hard to compare to other departments. Council will recall Firefighters have always been content with their pay and not expressed any issues, but it had been many years since rate of pay had changed.

**COMMENTS:**

A more in depth look at the Firefighters pay for incidents was undertaken. As reported previously, Firefighters receive \$35 per incident for the first two hours. If the call is completed in under an hour or one hour and 55 minutes, they still receive the \$35. Hours spent on calls and the average length of incidents was reviewed and it was determined the average incident time was around one hour. This resulted in average rate of pay of \$26 to \$47 per hour for a firefighter at an incident.

The rate varies due to the number of calls attended and how long an incident lasts. Firefighters attending a larger amount of incidents that are under an hour have a higher hourly rate than counterparts who happen to attend longer duration calls. Having looked at the numbers and reviewed the information with Firefighters a further change in pay is not recommended. Minto Fire appreciates pay policy changes already approved by Council.

**FINANCIAL CONSIDERATIONS:**

No financial considerations with this report.

**RECOMMENDATION:**

THAT Council receives the report Follow up Rate of Pay Firefighters dated May 30, 2018.

Chris Harrow, Fire Chief





## **TOWN OF MINTO**

**DATE:** May 31, 2018

**REPORT TO:** Mayor and Council

**FROM:** Bill White C.A.O. Clerk; Gordon Duff, Treasurer

**SUBJECT:** Triton Engineering; Ann Street Clifford, Drainage, Curbing, Asphalt Tender

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### **STRATEGIC PLAN:**

7.2 Promote and pursue in partnership with trail groups and landowners a trail link from Palmerston to Harriston to Clifford, and develop additional trails, paths and walking tours throughout each area to link parks, natural and historic areas.

### **BACKGROUND:**

The 2018 budget includes \$280,000 to install final drainage, curbing and paving of Clifford Ann Street between Queen and Allan, and in 2019 \$280,000 for the same work in the remaining blocks between Allan and Park.

The request for quotations was tendered to complete both blocks. In the past with good pricing the Town was able to service more blocks at once without significant increase to the budget.

Many homes are finished or underway and all of the 24 lots are under firm agreement to sell. While homes are being built quickly, curbs and pavement can be damaged if installed as contractors continue to accessing lots to build homes. When the last block was serviced in 2017 staff recommended the earliest curbing and pavement be installed was 2018.

### **COMMENTS:**

The request for quotations was circulated by Triton Engineering to known contractors and posted on the Town website closing May 29, 2018. One quotation was received from Steed and Evans which including contingency, engineering and inspection for all blocks totals \$995,000. This is substantially over \$560,000 budget for the two blocks combined. Triton reviewed unit prices and options to decrease cost. Removing the sidewalk can saves \$67,000 while delaying the surface lift of asphalt to 2019 saved \$36,500.

Triton Engineering reviewed the proposal and believes unit pricing is high in some areas due to timing and the amount of work available in the area. Council has three options:

1. proceed with the tender at the price quoted.
2. re-tender the work in August for a late fall start, or
3. re-tender in the fall for a 2019 project start.

Steed and Evans is currently undertaking asphalt work in Minto pursuant to that tender; in 2017 they completed Phase 1 of Clifford Elora Street from Grien Lumber to Park Street.

They have been very prompt completing this work which is much appreciated. The asphalt pricing in this contract is consistent with their earlier bid, but some of the drainage and concrete work is expensive due to contractor availability and pricing. Since only one bid was received and it is substantially above budget staff and Triton recommend re-tendering later this year for an early 2019 start. It is hoped that pricing would be better at that time.

**FINANCIAL CONSIDERATIONS:**

The Town \$280,000 budgeted in 2018 for this work. This amount should be held in reserve and the project reconsidered for 2019 based on the actual tendered amount later this year.

**RECOMMENDATION:**

THAT Council receives the C.A.O. Clerk May 31, 2018 report Triton Engineering; Ann Street Clifford, Drainage, Curbing, Asphalt Tender, that the lone tender from Steed and Evans not be accepted and that 2018 budgeted funds be placed in reserve with the project tendered later this year for completion in 2019.

Bill White C.A.O. Clerk



## TOWN OF MINTO

**DATE:** May 31, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Bill White, CAO/Clerk  
**SUBJECT:** 2018 Strategic Plan Update

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### STRATEGIC PLAN:

#### Vision

A friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism, and prosperous business, and sustained by people who value neighbourliness, fairness and inclusiveness.

#### Mission

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:

August 11 2015 staff reported to Council on the status of the Strategic Plan adopted August 6, 2013. Council passed the following resolution

#### MOTION: COW 210-15

THAT Council receives the C.A.O. Clerk's report dated August 4, 2015 regarding Strategic Plan update and that a public meeting is scheduled September 15 to gather feedback into the effectiveness of the Plan, and to update, among other areas, improved electronic workflow that leads to more efficient work, the work of the municipal services corporation, and support for an aging community where feasible.

A public meeting was held September 15, 2015 and no persons attended to speak on the Strategic Plan. An excerpt from the minutes of that meeting is below:

#### b. Strategic Plan Two Year Review

Mayor Bridge called the meeting to order at 7:10 p.m. and asked those in attendance to sign the official record. Bridge asked that speakers state their name and as a courtesy to the number of people in attendance keep comments to five minutes or less. A group of five or more people should have two spokespersons or less, and speakers are to avoid repeating topics.

C.A.O. Clerk White stated notice was given in the Wellington Advertiser, Minto Express, and Town website with no comments received. He provided a brief PowerPoint presentation advising 40% of actions are complete or partly complete. Emerging issues like electronic workflow, municipal services corporation and aging population tie in to existing actions but could be new areas to pursue later. The 98 actions in the Plan could be reduced with future changes.

Chair Bridge called upon members of the public wishing to speak and no one came forward.

Chair Bridge stated that Council appreciates any feedback received regarding the Strategic Plan two year update. Comments on the Strategic Plan may be submitted at any time. The next formal review will be in no less than two years. Before making any significant changes to the Strategic Plan notice will be given. He adjourned the meeting at 7:26 p.m.

The strategic plan is an active document referenced in staff reports, considered during budget, profiled on the Town's website, and absorbed into the culture of the organization in the following ways (Section 13.0 Plan Implementation):

- 1) Identify plan structure in key presentations to the public and Council
- 2) Identify actions and initiatives in staff reports, consulting documents and similar to ensure decisions made are consistent with strategic initiatives.
- 3) Minor changes to the plan such as timing or priorities can be made without amendments, but amend the plan if a new initiative is identified and pursued.
- 4) Report on plan implementation annually to Council at budget or as needed.
- 5) No less than once every two years, hold public consultations on the Strategic Plan to assess level of impact and to update where necessary.
- 6) Re-evaluate every five years with full public consultation and facilitation removing completed initiatives and those that are not being pursued or are no longer relevant.

At its November 9, 2017 meeting the Economic Development and Planning Committee considered feedback from the Manager of Business and Economic Development regarding actions in the strategic plan that govern activities in that Department. Of the 98 actions in the plan, 50% relate to the Town's overall economic development activities. This means that half of the strategic actions in the plan were reviewed by the Committee in November and the following suggestions made:

#### Suggested Updates to Strategic Plan and Considerations

- Addition of Youth as a key area within the plan
- Youth initiatives take up a large amount of staff time – is this a priority area and if so over what?
- 8.0 – is tourism a priority?
- 8.4 – Consider our role as “doers” vs. “facilitators”
- 8.5 – Is snowmobiling a target?
- Change 8.9 – From “Attend successful tourism events outside of Minto to promote the Town, and continue to sit on regional tourism committees and increase networks” to “Increase networks across the region in areas related to the strategic plan”.
- Remove 8.11 – Work with local accommodators to facilitate family programming and specials to enhance the visitor experience
- See 12.1 – Committees vs. 12.6 Communications – Opportunity to use staff resources more effectively on communications vs. administration of committees (i.e. minutes).

Updates to the plan involving youth, events, regional tourism committee, and communication could be minor amendments to the plan, along with improved electronic workflow that leads to more efficient work, the work of the municipal services corporation, and support for an aging community where feasible identified in 2015. Reconsidering the Town's role in Tourism could be subject to further input and facilitation with the new Council.

The Recreation Services Manager work with Parks and Recreation Advisory Committee to clarify strategic initiatives in the area of physical literacy, customer service excellence in facility booking and program, and promotion of trails, new programs and facilities. Physical

literacy is a key recreation initiative where communities seek to ensure residents have the motivation, confidence, competence, and knowledge to engage in appropriate “physical activities for life”. The Committee supports clarifying a Recreation Master Plan initiative.

## COMMENTS

Section 13.0 6) of the Strategic Plan suggests after five years a “full public consultation and facilitation” including removing completed or irrelevant initiatives in the Plan. The purpose of this report is to set a reasonable monitoring and implementation activity in 2018 considering there will be a new Council in place at years end.

Rather than hold a full facilitation in an election year it is suggested Council give notice of the few changes contemplated in Council’s August 11, 2015 resolution, the November 2017 Economic Development and Planning Committee and the May 2018 Parks and Recreation Advisory Committee meeting.

There are 98 Actions in the Strategic Plan in nine core business areas as per the following slide Council has seen before.



## Strategic Direction

- Economic Development (12)
- Financial Strategy (8)
- Emergency Services and Health (10)
- Recreation and Facilities (9)
- Tourism and Culture (12)
- Planning and Development (13)
- Agriculture and Environment (12)
- Public Works (8)
- Governance and Leadership (13)
- Total = 98 40 (ST) 21 (MT) 3 (LT) 34(OG)



In 2015 Staff reported about 40% of the actions in the plan was on-going or complete. Staff did not do a similar analysis to identify a percentage of completed actions this year, but a few key initiatives in the strategic plan came to fruition since 2015 include the following:

1. In-migration programs 4.2 (Alumni Attraction, Filipino out-reach County Immigration)
2. Expand Community Improvement Plan 4.6 (new expanded plan approved Fall 2015)
3. Fair and transparent procurement 5.7 (new by-law purchasing bylaw 2017)
4. Innovative and visible means to communicate emergency matters 6.10 (Minto Fire; Town Social Media)

5. Trail Links in Partnership 7.2 (Acquire White's Junction Trail; link Palmerston-Harrison 2016-17)
6. Structural Grants in Community Improvement Plan 9.3 (Old Post Harriston, Brett Young Clifford, Former Mac's Palmerston 2016-17)
7. Environmentally Friendly Development 9.7 and urban forestry 10.2 (Tree Policy 2016)
8. Succession Plan 12.7 (considered in 2017)

In addition to the above there are many actions in the strategic plan "completed or on-going" in 2015 that saw considerable progress such as Public Works vehicle replacement plan, grants for infrastructure projects, innovative recreation and facilities initiatives (centralized booking, after school program), enhancing Minto Fire, streamlined community development initiatives (industrial park, Ann Street), Source Water Protection, electronic meetings and numerous economic development initiatives in agriculture and other areas. A new water bylaw and new waste water bylaw govern activities in these key areas, and updates to winter control policies pending. Council and staff have diligently followed the strategic plan. The Recreation Department instigated central booking and is starting an after school program.

It is suggested a public meeting be held June 19 to seek feedback into the following specific minor changes to the strategic plan as contemplated in 2015 when Council looked at the document and in 2017 when Economic Development and Planning did the same:

- a. Amend overall guiding Recreation and Facilities Action to include physical literacy.

7.0 Maintain and enhance recreation opportunities to **increase physical literacy** to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering ~~the~~ the cost as well as community development benefits.

- b. Amend Section 7.4 regarding trail promotion

7.4 Promote and pursue in partnership with trail groups and landowners a trail link from Palmerston to Harriston to Clifford, and develop additional trails, paths and walking tours throughout each area to link parks, natural and historic areas. **Promote awareness of local trails through association membership, brochures and website.**

- c. Amend Section 7.7 to recognize need for a Parks, Recreation and Facilities Master Plan.

7.7 Develop design plans in consultation with the public, for urban areas that link parklands, trail systems, facilities and identify future works needed to improve recreation infrastructure. **Complete a Parks, Recreation and Facilities Master Plan to assist with overall planning within a 5 to 10 year scope.**

- d. Amend Section 7.9 to include asset management provisions.

7.9 Upgrade community facilities to ensure access is available for persons of all abilities in compliance with applicable regulations keeping in mind community need, affordability and standards for communities of similar size. **Utilize asset management**



principles when planning for community facility upgrades.

- e. Amend Section 8.5 regarding “facilitation” versus “running” events and remove “snowmobiling families”

8.5 Support development of year round tourism product such as ~~targeting snowmobiling families~~, winter sport tournaments, cultural celebrations and events including those related to Christmas and the holiday season, ~~and where appropriate organize and run, in partnership with local groups, a limited number of annual events that celebrate downtown activities, cultural attractions and community celebrations.~~

- f. Include specific action regarding youth initiatives by replacing Section 8.9 reference to regional tourism committee

8.9 Support programs that promote and develop youth activities such as a Youth Action Council in partnership with health and wellness agencies, other municipal committees and similar interest groups where appropriate.

- c. Replace Section 8.11 referring to local accommodators as recommended by Planning and Economic Development Committee with new section referring to activities related to seniors.

8.11 Support programs that encourage active and engaged seniors, and support development of facilities and programs that required for an aging community in partnership with private business, non-profits and other government organizations.

- g. Add in municipal services corporation to governance section 12.1

12.1 Implement the strategic plan in consultation with the community at all times, and draw on the volunteers, private business, non-profit groups and key individuals to assist and promote strategic goals. ~~Operate the Town owned municipal service corporation to facilitate on-going operation of the Harriston Lion’s Medical Centre and other economic development goals of the municipality.~~

- h. Amend 12.13 to reflect electronic meetings, registrations and filing

12.13 Ensure savings in time and cost as well as efficiencies are achieved ~~using online or electronic registrations, electronic meeting formats for Council and standing committee where possible, standardized electronic filing using recognized municipal formats such as TOMRMS and~~ in communication material by coordinating internal and external vehicles such as web sites, media relations, newsletters, bulletin boards, and printed guides.

- i. Amend 13.0 6) to allow each new Council to review Strategic Plan

6) Re-evaluate the plan every five years ~~or with every new Council following a municipal election~~ with full public consultation and facilitation removing completed initiatives

and those that are not being pursued or are no longer relevant.

**FINANCIAL CONSIDERATIONS:**

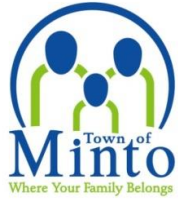
The Strategic Plan guides on-going initiatives in the Town and in particular major budget directions and expenditures.

**RECOMMENDATION**

THAT Council receives the C.A.O. Clerk's report dated May 31, 2018 regarding 2018 Strategic Plan update, that a public meeting is scheduled June 19 regarding specific amendments to sections 7.0, 7.4, 7.7, 7.9, 8.5, 8.9, 8.11, 12.1, 12.13 and 13.06 of the Strategic Plan outlined in the report, and that following any amendments adopted July 3, 2018 the amended Strategic Plan be referred to the next Council for comprehensive review.

Bill White, C.A.O. Clerk





## TOWN OF MINTO

**DATE:** May 10, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Bill White C.A.O. Clerk  
**SUBJECT:** Amendments to Town Sign By-law

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### STRATEGIC PLAN:

9.13 Implement short form wording and streamline by-law enforcement practices where possible to efficiently allocate resources to minor offences, and continue enforcing by-laws based on complaints keeping in mind available resources.

### BACKGROUND:

The Town's sign by-law was passed in 2001 and has not been reviewed since. There are many ways it could be re-written to be more restrictive on certain signs, or more permissive in other cases. However, signage has not been a major issue in Minto. Rather than a complete by-law review it is suggested the following two areas be addressed:

1. Political Signs
2. Projecting Signs

#### *Political Signs*

The Town's current sign by-law allows without a permit "election signs erected in connection with any proclaimed Federal, Provincial or Municipal Election" in any zone. There is no definition of an election sign and no rules regarding when they can be put up or when they are to be removed.

The following changes would clarify the by-law and make it more comparable to the County sign by-law:

Define "*Election Sign*" as follows:

means a single or double faced sign promoting, opposing or taking a position with respect to: a. any candidate or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; b. an issue associated with a person or political party in an election under the Canada Elections Act, the Elections Act (Ontario) or the Municipal Elections Act, 1996; or c. a question, law or by-law submitted to the electors under the Canada Elections Act, the Elections Act (Ontario) or the Municipal Elections Act, 1996

Add under Section 15 Permitted Signs the following:

- c. An election sign having a maximum area of 1.5 square metres (16 square feet) may be placed on private property or in front of any private property on a street or road

allowance owned by the Town, County or Province so long as permission is obtained from the owner of the said private property and subject to the following:

- i) election signs may be displayed upon calling or issuing the writ for a provincial or federal election or within 42 days (6 weeks) of a municipal election and in all three instances shall be removed within 72 hours following election day;
- ii) no election sign shall be located less than 2.0 metres from the travelled portion of a road including the shoulder of the road; 0.5 metres from a municipal sidewalk, or on a road allowance or road abutting any cemetery.

### *Projecting Signs*

A projecting sign is currently defined in the bylaw as follows:

1. **“Projecting Sign”** means an on-premises sign attached to the wall of a building, and projecting more than fifty centimetres (50 cm) from the wall and includes but is not limited to a double-sided sign or an awning or canopy sign.

Section 19 of the bylaw permits projecting signs in residential areas and all other zones. Rules for projecting signs are the same as those for fascia signs. In residential zones a projecting sign must have an area less than 0.3 square metres (3.2 sq.ft.), while in all other zones the sign can be 20% of the area of the front face of a building. Projecting signs must also be at least 2.5 m (8 ft.) off the road or sidewalk and can only project 0.5 m or 1.5 feet.



The Planning and Economic Development Committee suggested Council amend the sign bylaw to allow signs to project further from a building than 50 cm or 1.5 feet. Roger Brooks recommends projecting signs be allowed to extend 1.06m or 3.5 feet, while other bylaws allow 1.0 m projections. Unlike fascia signs (on the face of a building), a projecting sign should not be back lit (lit from within). Projecting signs should be externally lit by a goose neck or similar fixture. Projecting signs usually have less sign area than fascia signs.

The following changes would increase the distance a projecting sign can overhang a street and clarify the maximum area and lighting of such signs:

Change Section 3 Definition of *“Projecting Sign”* to allow a larger projection over a street as follows:

Change “...fifty centimetres (50cm)...” to “...no more than one hundred & six (106 cm)...”

Amend Section 19 to allow a 1.06 metre projection, reduce maximum sign area and ensure external lighting as follows:

Change Section 19 as follows:

- a. (i) A fascia or projecting sign located in a residential zone shall have an area not greater than 0.3 square metres and where projecting over municipal property shall have a minimum elevation of 2.5 metres and shall not project more than 0.5 metres over a property.  
(ii) A fascia or projecting sign located in any zone other than residential shall have an area not greater than the lesser of 20% of the area of the face of the building or 10 square metres in the case of a fascia sign, and less than 1.5 square metres in the case of a projecting sign.
- b. (i) A fascia or projecting sign located in any zone other than residential which projects over municipal property shall have a minimum elevation of 2.5 metres and in the case of a fascia sign shall not project more than 0.5 meters over municipal property, and in the case of a projecting sign shall not project more than 1.06 metres over a municipal property.
- c. No projecting sign encroaching over municipal property may be internally lit by any electrical or mechanical means, but may be externally lit by electrical or mechanical means directed downward on the sign by a goose neck or similar fixture.

#### **COMMENTS:**

Sign by-laws can be extremely detailed and complicated regulating any number of different sign formats and types. One of the benefits of a basic by-law like the Town's is that there is a Council exemption allowed. To date this has not caused an issue. In time a complete sign by-law review could be considered if this became an issue in Minto.

Typically projecting signs are allowed in downtown areas so the current wording allowing them in all zones is open ended. The by-law still keeps rules tighter in residential zones. Also fascia signs would not be allowed to encroach over municipal property as much as a projecting sign. The requirement for a bond of indemnity is eliminated from the old by-law. Council can require encroachment agreements for signs projecting over a road allowance but this is considered administratively "heavy" used only for buildings that encroach.

#### **FINANCIAL CONSIDERATIONS:**

There is no cost to the amendment, but increasing the size of projecting signs may result in larger signs which may impact the façade and signage program in Minto.

#### **RECOMMENDATION:**

THAT Council receives the C.A.O. Clerk's May 10, 2018 report Amendments to Town Sign By-law, and considers a by-law in regular session to amend by-law 2001-65 (Sign By-law) as outlined in the report.

Bill White C.A.O. Clerk

# **The Corporation of the Town of Minto**

## **By-Law 01-65**

**Being a by-law prohibiting or regulating signs and any other advertising devices or any class or classes thereof and the posting of notices on buildings and vacant lots within the Town of Minto.**

**Whereas** Section 210, Paragraph 146 of The Municipal Act, R.S.O. 1990, c M45, as amended, authorizes the Council of a municipality to pass a by-law for prohibiting or regulating signs and other advertising devices or any class or classes thereof and the posting of notices on buildings or vacant lots within any defined area or areas or on land abutting on any defined highway or part of a highway;

**And whereas** the municipal Council of the Corporation of the Town of Minto deems it necessary and expedient to enact a by-law for such purposes;

**Now therefore** the municipal Council of the Corporation of the Town of Minto enacts as follows;

### **1. Short Title**

This by-law may be cited as the “Town of Minto Sign By-law”.

### **2. Conformity Requirement**

- a. In the Town of Minto, no person shall erect, display, structurally alter or relocate any sign located wholly or partly upon private or public property unless a permit has been obtained in compliance with the provisions of this by-law.
- b. Notwithstanding section 2a, a change in the message displayed by a sign does not constitute an alteration so as to require a permit, provided such sign has been erected in conformity with this by-law.
- c. All of the lands within the Corporation of the Town of Minto are subject to the provisions of this by-law.
- d. All encroachments onto or over municipal property will require an Encroachment Agreement with the Town of Minto.

### **3. Definitions**

In this by-law,

- a. “**Animated**”, when used to describe a type of sign, means a sign with moving sections, parcels or parts, or with flashing, animated or intermittent lighting, or which revolves or oscillates but does not include electronic messages.
- b. “**Awning**” shall mean a roof-like covering stretched upon a frame that is affixed to the face of the building and may be moveable or immovable to be used as a shelter from the rain or sun or as an ornament.

- c. “**Canopy**” shall mean a solid overhanging covering those projects from the face of the building and firmly attached into the wall of the building, to be used as an ornament or a protection against sun and rain.
- d. “**Chief Building Official**” means the Chief Building Official of the Town of Minto.
- e. “**Directional Sign**” means a sign to give guidance or direction to locations on a site or to caution, advise or restrict movement or activity on a site.
- f. “**Fascia Sign**” means an on-premises sign attached to the exterior wall of a building and projecting not more than fifty centimetres (50cm) therefrom and with the sign face parallel to the wall of the building.
- g. “**Freestanding Sign**” means a sign not attached to a building but supported by a permanent attachment to the ground and including billboard signs.
- h. “**Identification Sign**” means an on-premises sign displaying only the name of the occupant and the municipal address.
- i. “**Off-Premises**”, when used to describe a type of sign, means a sign that identifies or directs attention to matters (such as, but not limited to a business, profession, commodity, service or entertainment) which are conducted, sold or offered off the site upon which the sign is located.
- j. “**On-Premises**”, when used to describe a type of sign, means a sign that identifies or directs attention to matters (such as, but not limited to a business, profession, commodity, service or entertainment) which are conducted, sold or offered on the site upon which the sign is located.
- k. “**Pilaster**” means a column (rectangular) which is usually set in a wall.
- l. “**Projecting Sign**” means an on-premises sign attached to the wall of a building, and projecting more than fifty centimetres (50 cm) from the wall and includes but is not limited to a double-sided sign or an awning or canopy sign.
- m. “**Real Estate Sign**” means a sign to advertise the sale or leasing of property.
- n. “**Roof Sign**” means an on-premises sign erected upon the roof of a building.
- o. “**Sandwich Board Signs**” shall mean a free standing, double faced, inverted-vee type sign.
- p. “**Sign**” means a message board or device bearing a message or advertisement consisting of letters, numbers, symbols or characters, the various materials upon which they are displayed, any internal or external mechanical or electrical parts, and any stiffening bars or ornamental mouldings but shall not include any supports or trusses upon which the sign is supported and shall include a message painted on the wall or roof of a building.

- q. **“Sign Area”** means the total surface area of one side of the sign excluding the supporting structure, if any; and in the case of a sign composed only of a group of individual letters, numbers, symbols or characters, the sign area shall be the area bounded by the outside periphery of the letters, numbers, symbols or characters in such group; and the sign area of a sign having two faces which are parallel and opposite, is the area of one such face; and the sign area of any other sign is the total of the area of all the faces thereof.
- r. **“Sign Elevation”** means the vertical distance between the average elevation of the ground beneath the sign and the lowest point of the sign.
- s. **“Sign Height”** means the vertical distance between the average elevation of the ground beneath the sign and the highest point of the sign.
- t. **“Site-Single Tenant”** means a parcel of land or several adjacent parcels of land used or occupied, or to be used or occupied, for a use permitted by the Town of Minto Zoning By-law or permitted buildings and accessory buildings and the lot on which the building is located.
- u. **“Site-multiple tenants”** shall mean where a property has multiple tenancy, each tenancy will be treated as a site-single tenant for the purposes of this by-law for a use permitted by the Town of Minto Zoning By-law or permitted buildings and accessory buildings and the lot on which the building is located.
- v. **“Street line”** means any property line, or part of a property line that abuts a public street.
- w. **“Temporary Sign – non portable”** means a sign erected to advertise:
  - 1. the future use of the site on which it is erected;
  - 2. a project on a construction site;
  - 3. a community or public service project; or
  - 4. a special community event.
- x. **“Temporary Sign – portable”** means a sign not permanently attached to the ground or to a building and which is specifically designed or intended to be moved or may be moved from one location to another and shall include all signs commonly known as “A-board”, “mobile” or “read-a-graph” signs, notwithstanding that any running gear has been removed.
- y. **“Zone”** means an area designated in the Town of Minto Zoning By-law within which, in accordance with the provisions of the Town of Minto Zoning By-law, certain uses of lands are permitted and all other uses are prohibited and the development and use of sites for permitted uses is subject to regulations requiring yard areas, frontage site area and other features and limiting building height, density, site coverage and other aspects.

#### 4. Administration

The applicant for a permit under this By-law shall file with the Chief Building Official or designate the following:

- a. an application for a sign permit in the form annexed hereto as “Schedule A”;
- b. a scaled drawing showing the adjacent street lines and other boundaries of the site upon which it is proposed to erect such sign and the location of the sign upon the site in relation to other structures upon such site;
- c. drawings and specifications covering the construction of the sign and its supporting framework;
- d. where a building permit is required under the “Building Code Act” a building permit shall be obtained, in addition to the sign permit, prior to erecting the sign.
- e. If a free-standing sign exceeds 7.5 metres in height above the finished grade; or a projecting sign weighs more than 115 kg; or a roof sign is more than 10 square metres then a building permit is required.

#### 5. Permits

- a. A sign permit issued under this By-law shall be in the form annexed hereto as Schedule “A”, but no permit shall be issued by the Chief Building Official or his designate under this By-law until the application for a sign permit has been approved by the Chief Building Official as being in conformity with the Ontario Building Code, this By-law and any other applicable law.
- b. Notwithstanding section 2a no permit will be required for the following signs:
  1. an on-premises real estate sign advertising property for sale or lease;
  2. an election sign erected in connection with any proclaimed Federal, Provincial or Municipal election;
  3. a directional sign having an area of less than one square metre (1 sq.m);
  4. an identification sign for a dwelling displaying only the name of the occupant and/or the municipal address of less than point three square metres (.3 sq.m);
  5. a sign not visible from the street within a building;
  6. any sign, bill, poster or placard erected or placed by the municipality;
  7. a highway sign erected on any connecting link or provincial highway by the Province of Ontario or the Provincial or Municipal Police to assist the flow of traffic;

8. a commemorative plaque or cornerstone of a non-advertising nature;
9. a sign as part of or attached to vending machines, ice machines, fuel pumps, fuel tanks, garbage cans, drive thru boards and other similar devices provided that the message on such devices relates directly to that object;
10. a temporary-non portable sign which will be removed within six months.

## **6. Fees**

Upon application for a sign permit the applicant shall pay an application fee of twenty-five (\$25.00) dollars to the Treasurer of the Town of Minto.

## **7. Damages**

The provisions of the By-law do not relieve or limit the responsibility or liability of any person erecting or owning any sign or display for personal injury or property damage resulting from the placing of such sign, or resulting from the negligence or wilful acts of such person, his agents or employees, in the construction, erection, maintenance, repair, removal or relocation of any sign erected in accordance with a permit issued hereunder.

## **8. Penalties**

- a. Every person who contravenes any provision of this By-law is guilty of an offence and liable upon conviction to a penalty as authorized by the Provincial Offences Act.
- b. Upon conviction, the Court in which the conviction has been entered and any Court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **9. Grant of Exemption by Council**

Notwithstanding anything contained in this By-law, application may be made in writing to Council, to be granted a variance from any of the provisions of this By-law for which the applicant might be prosecuted, and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted may contain such terms and conditions as in the opinion of Council maintains the general intent and purpose of the by-law.

## **10. General Regulations**

### **11. Unlawful Signs**

Any person who,

- a. has caused a sign to be erected, displayed or altered without first having obtained a permit to do so, shall make such sign comply with the provisions of this By-law and obtain an amended sign permit, or shall remove such sign



within fourteen (14) days of receiving written notice of such violation from the Town of Minto. The applicant shall pay a fee of \$50 for an amended sign permit to the Treasurer of the Town of Minto;

- b. having obtained a permit, has caused a sign to be erected, displayed or altered contrary to the approved plans in respect of which the permit was issued, shall make such sign comply with the provisions of this By-law and obtain an amended sign permit, or shall remove such sign within fourteen (14) days of receiving written notice of such violation from the Town of Minto.

## **12.Non-Conforming Signs**

This By-law shall not be applied so as to require a sign that is lawfully erected or displayed on the day the by-law comes into force, but does not comply with the by-law, to be made to comply with the by-law or to be removed by the owner or the owner of the site on which it is situated, so long as the sign is not in any way substantially altered (provided that the maintenance and repair of the sign or a change in the message displayed shall not be deemed to constitute an alteration).

## **13.Maintenance, Repair or Removal of Signs**

- a. The owner, lessee or agent of the site, upon which a sign is located shall maintain, or cause such sign to be maintained, in a proper state of repair so that such sign does not become unsafe or dangerous and so that such sign shall be completely operative at all times.
- b. Notwithstanding section 13a where any sign is in a dangerous or defective condition or location, the Chief Building Official or designate shall notify in writing the owner, lessee or agent of the site upon which the sign is located, forthwith to remove such sign or place the same in a proper state of repair.
- c. Where notice has been issued pursuant to section 13b the owner, lessee or agent of the site shall at once proceed to repair or remove such sign and if the owner, lessee or agent of the site fails to repair or remove such sign the Chief Building Official or designate may have such sign removed or such repairs made thereto as he deems necessary, and the expense thereof, with costs, shall be recovered by action or distress, and in the case of non-payment, in the like manner as taxes.

## **14.Prohibited Signs**

- a. Notwithstanding any other provisions of this By-law, any sign, which creates a traffic hazard, is prohibited. No sign shall be erected which reduces the effectiveness of any traffic signal on any street or otherwise interfering with traffic on any street including obstructing the view of motorists at any intersection of streets or street access driveway and a street within six metres (6 m) of that intersection of the property lines.
- b. Temporary signs – portable are prohibited.

- c. No banner, stringer or advertising device shall be placed on any municipal property for any event including road allowances without first having been approved by the Council of the Town of Minto.
- d. No sign shall be attached to or placed upon a building in such a manner as to obstruct any fire escape or to interfere in any way with the work of the Fire Department in case of a fire.
- e. Animated signs are not permitted.
- f. Sandwich board signs are not permitted.

### **15. Permitted Signs**

- a. The following types of signs may be permitted in the Town of Minto;
  - 1. Free-standing sign,
  - 2. Fascia/Projecting sign,
  - 3. Roof sign,
  - 4. Canopy/Awning sign,
  - 5. Temporary non-portable sign as defined in 3w.
- b. Any commercial or institutional site may contain up to a maximum of two of the permitted types of signs. Only one of the two permitted signs may be a free-standing sign subject to the restrictions set out in 17 below.

### **16. Residential Zone Signs**

- a. Any multi-residential site or locally recognized subdivision may erect only one sign. The maximum sign area shall be 3 square metres.
- b. A residential site with a home occupation may erect one sign. The maximum sign area shall be a maximum of point three square metres (.3 square metres).

### **17. Free Standing Signs – Commercial/Institutional Zones**

- a. A free-standing sign shall not be located closer than one metre (1 m) from the edge of the sidewalk or where there is no sidewalk one metre (1 m) from the streetline.
- b. A free-standing sign shall not be located closer than fifteen metres (15 m) from any other free-standing sign.
- c. The height of a free-standing sign shall not exceed ten metres (10 m) except that in residential zones it shall not exceed two metres (2 m).
- d. The sign area of a free-standing sign erected on a site with the frontage on *(name of commercial/industrial streets within the Town of Minto)* where the legal existing use is commercial or institutional the sign area shall not exceed 3 square metres.

- e. The sign area of a free-standing sign erected on a site with the frontage on (*name of commercial/industrial streets within the Town of Minto*) where the legal existing use is commercial or institutional the sign area shall be calculated as follows:
  - The total sign area of a sign or signs on any one site shall be a maximum, in square metres, of no more than 80% of the number of linear metres on the road allowance of the site (e.g. 30 metre frontage permits a 24 square metre sign or, signs which have a total of 24 square metres).
- f. Notwithstanding section 17e above, given the nature and style of the sign, Council may at its discretion, approve up to 100% of the frontage squared as the total allowable sign area in conformance with section 9.
- g. In respect of a sign on a site where there are multiple tenants the distribution of sign area to each tenant shall be a matter between the tenant and landlord.
- h. Notwithstanding section 15b above, the number of free-standing signs permitted shall not exceed:
  1. One on a site where the frontage on a public street is 30 metres or less,
  2. Two on a site where the frontage on a public street is greater than 30 metres but less than 150 metres,
  3. Three on a site where the frontage on a public street is greater than 150 metres.
- i. All free-standing signs shall contain the municipal address of the property in accordance with County of Wellington Municipal Addressing System Bylaw.

## **18. Directional Signs**

- a. A directional sign may be located in any zone.
- b. A directional sign shall not exceed one square metre (1 sq.m).

## **19. Fascia and Projecting Signs**

- a. A fascia or projecting sign may be located in any zone, provided that within a residential zone a fascia or projecting sign shall have an area not greater than point three square metres (.3 sq.m) and in all other zones the area of the fascia or projecting sign or signs shall not be larger than the lesser of 20% of the area of the face of the building to which the sign is attached or 10 square metres.
- b. A fascia or projecting sign which projects over municipal property shall have a minimum elevation of two point five metres (2.5 metres) and shall not project more than zero point five metres (0.5 m) over a municipal property. A Bond of Indemnity is required by the municipality for all encroachments.

## 20. Roof Signs

- a. A roof sign may be located only in Commercial zones.
- b. The area of a roof sign shall not exceed three square metres (3 sq.m).
- c. The height of a roof sign shall not exceed three metres above the mid-elevation between the eaves and the peak of the roof of the building upon which it is erected.

## 21. Canopies and Awnings

- a. A permit shall not be issued for the erection of any canopy or awning until the Town of Minto has approved the location of such.
- b. No canopy or awning shall be permitted unless it conforms with all the following:
  1. the lower edge of the canopy or awning shall be not less than two point five metres (2.5 m) above grade.
  2. the sign area of the canopy or awning sign or signs shall not be larger than the lesser of 20% of the area of the face of the building to which the canopy or awning is attached or 10 square metres.
  3. no canopy or awning shall project over a streetline in the Town of Minto more than one point two metres (1.2 m) except those moveable awnings that are rolled up daily which may project two metres (2 m).
  4. the owner of a building who applies for a permit to erect a canopy or awning which will extend into a highway in the Town shall execute a Bond of Indemnity to the Corporation of the Town of Minto against all loss, cause, damage or expenses incurred or sustained or recovered against the municipality by reason of the construction or maintenance of the said canopy or awning.

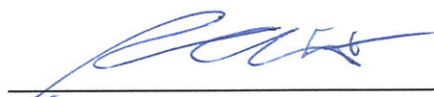
## 22. Existing By-laws

All existing sign by-laws by the former Village of Clifford, Town of Harriston, Township of Minto and Town of Palmerston are hereby repealed on the passing of By-law 01-65.

## 23. Enactment

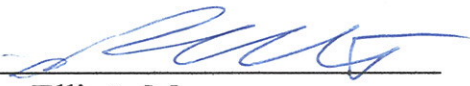
This By-law comes into force and effect immediately on the date of passing hereof.

Read a first and second time this 29<sup>th</sup> day of August 2001.

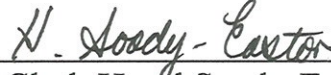
  
 Ron Elliott, Mayor

  
 Deputy Clerk Hazel Soady-Easton

Read a third time and finally passed this 29<sup>th</sup> of August 2001.



Ron Elliott, Mayor



Deputy Clerk Hazel Soady-Easton



**Town of Minto**  
**5941 Hwy 89, RR 1**  
**Harriston, Ontario**  
**N0G 1Z0**  
**(519) 338-2511**  
**(519) 338-2005 Fax**  
[www.town.minto.on.ca](http://www.town.minto.on.ca)

**Schedule A to By-law 01-65**

**Sign Permit**

Permit Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Name: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Applicant:

\_\_\_\_\_

Chief Building Official

\_\_\_\_\_

## The Corporation of the Town of Minto By-law 2018-40

For the purpose of amending By-law 01-65 regarding political signs and projecting signs, which is a By- prohibiting or regulating signs and any other advertising devices or any class or classes thereof and the posting of notices on buildings and vacant lots within the Town of Minto.

**WHEREAS** Section 210, Paragraph 146 of The Municipal Act, R.S.O. 1990, c M45, as amended, authorizes the Council of a municipality to pass a by-law for prohibiting or regulating signs and other advertising devices or any class or classes thereof and the posting of notices on buildings or vacant lots within any defined area or areas or on land abutting on any defined highway or part of a highway;

**AND WHEREAS** the Council of the Corporation of the Town of Minto deems it necessary and expedient to amend Signage By-Law Number 01-65;

**AND WHEREAS** Council proposes to amend By-law 01-65 to further regulate Political and Projecting signs.

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

1. That Section 3 of the bylaw entitled Definitions be amended by removing the letters identifying each definition and adding the following definition of “Election Sign” after the definition of “Directional Sign”:

“*Election Sign*” means a single or double faced sign promoting, opposing or taking a position with respect to: a. any candidate or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; b. an issue associated with a person or political party in an election under the Canada Elections Act, the Elections Act (Ontario) or the Municipal Elections Act, 1996; or c. a question, law or by-law submitted to the electors under the Canada Elections Act, the Elections Act (Ontario) or the Municipal Elections Act, 1996

2. That the definition of ‘*Projecting Sign*’ found in Section 3 be amended as follows:

“That the words and number “...fifty centimetres (50cm)...” be changed to “...no more than one hundred and six centimetres (106cm)...”

3. That Section 15 of By-law 01-65 is hereby amended by adding the following:

“c. An election sign having a maximum area of 1.5 square metres may be placed on private property or in front of any private property on a street or road allowance owned by the Town, County or Province so long as permission is obtained from the owner of the said private property and subject to the following:

- i) election signs may be displayed upon calling or issuing the writ for a provincial or federal election or within 42 days (6 weeks) of a municipal election and in all three instances shall be removed within 72 hours following election day;
- ii) no election sign shall be located less than 2.0 metres from the travelled portion of a road including the shoulder of the road; 0.5 metres from a municipal sidewalk, or on a road allowance or road abutting any cemetery.”

4. That Section 19 of By-law 01-65 is hereby repealed and replaced with the following:

“a.(i) A fascia or projecting sign located in a residential zone shall have an area not greater than 0.3 square metres and where projecting over municipal property shall have a minimum elevation of 2.5 metres and shall not project more than 0.5 metres over a property.

(ii) A fascia or projecting sign located in any zone other than residential shall have an area not greater than the lesser of 20% of the area of the face of the building or 10 square metres in the case of a fascia sign, and less than 1.5 square metres in the case of a projecting sign.

b. (i) A fascia or projecting sign located in any zone other than residential which projects over municipal property shall have a minimum elevation of 2.5 metres and in the case of a fascia sign shall not project more than 0.5 meters over municipal property, and in the case of a projecting sign shall not project more than 1.06 metres over a municipal property.

c. No projecting sign encroaching over municipal property may be internally lit by any electrical or mechanical means, but may be externally lit by electrical or mechanical means directed downward on the sign by a goose neck or similar fixture.”

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

Read a first, second, third time and finally passed in open Council this 5<sup>th</sup> day of June, 2018.

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Mayor George A. Bridge

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CAO/Clerk Bill White



The Corporation of the Town of Minto  
By-law Number 2018-41

to Authorize the Sale of Industrial Lands on Noble Family Road,  
Palmerston Industrial Park to Metzger Heating Inc.

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

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

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

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

**AND WHEREAS** Felix and Bernice Weber have entered into an Agreement of Purchase and Sale for the subject lands herein Part of Lot 24 Concession 1 being more or less the 1 acre known as Part 3 and Part 6.

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

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

Read a first, second, third time and passed in open Council this 5<sup>th</sup> day of June. 2018

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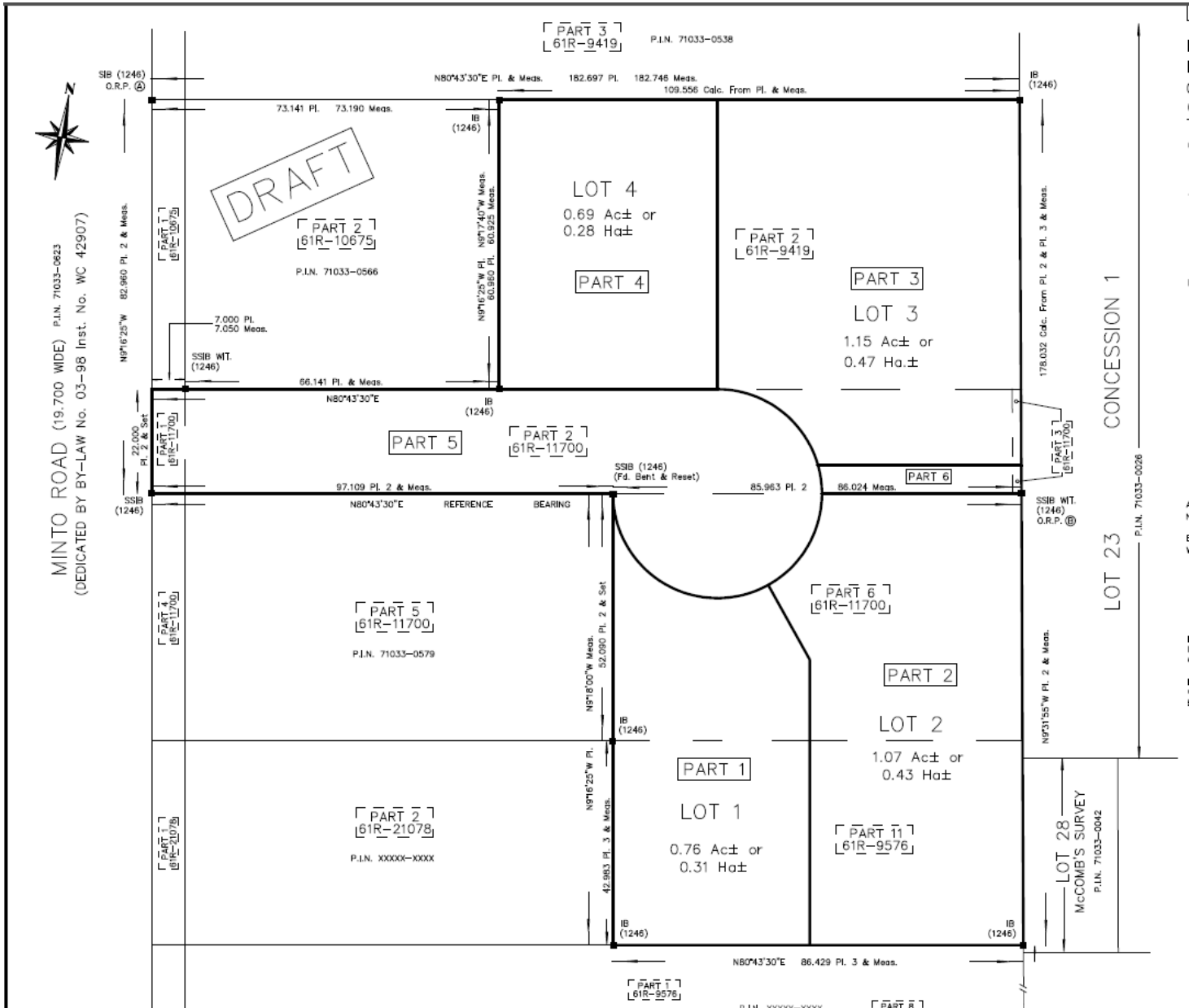
George A. Bridge, Mayor

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Bill White, C.A.O. Clerk

**Schedule "A" to By-law 2018-41**  
**Description of Property**  
**Proposed to be Metzger Heating Inc**

All and singular that certain parcel of land located within the Province of Ontario, County of Wellington, Town of Minto known as Part of Lot 24 Concession 1 being more or less the 1 acre known as Part 3 and Part 6 as identified below.



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

**THIS AGREEMENT** made as of the 30th day of May, 2018.

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF MINTO**

hereinafter called the “Vendor” of the FIRST PART;

-and-

**METZGER HEATING LTD.**

hereinafter called the “Purchaser” of the SECOND PART;

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

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

### **SECTION I GENERAL**

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of this Agreement.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a Purchase Price calculated at Fifteen Thousand Dollars (\$15,000.00) per acre to the Vendor, subject to the Purchaser’s determination of the total area of the subject property within (10) days prior to closing. The Vendor acknowledges that the Purchase Price may be adjusted based on the findings of the Purchaser during the due diligence process. The Purchase Price shall be paid as follows:
  - a) One Thousand, Five Hundred Dollars (\$1,500.00) is payable by the Purchaser by cheque upon execution of this Agreement, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if this Agreement is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser without interest or deduction; and
  - b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque or bank draft.
3. The parties agree that the lands to be purchased are set out in Schedule “A” attached described generally as Parts 3 and 6 **with the Vendor retaining an easement over Part 6 for servicing.**

### **SECTION II PURCHASE OF PROPERTY**

4. Irrevocable Date
  - a) This APS shall be open for acceptance by the Vendor until the 5<sup>th</sup> day of June, 2018, and when accepted shall constitute a binding contract of purchase and sale, otherwise the APS shall be null and void and all deposit monies paid shall be returned to the Purchaser without deduction.

5. Deed

- a) The Vendor agrees to deed or transfer the Property to the Purchaser subject to the terms of this Agreement.

6. Completion Date

- a) The closing of this transaction shall be July 20, 2018, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor covenants that it has the right and authority to sell the Property.

7. Council Approval

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

8. Documents, Reports and Information

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

9. Withdraw

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

**SECTION III  
CONDITIONS, REPRESENTATIONS AND WARRANTIES**

10. "As Is" Condition

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

#### 11. Investigation by the Purchaser

- a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon the execution by the parties of this APS, and subject to any conditions herein, there shall be a conditional agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

#### 12. Future Use

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

#### 13. Development Covenants and Restrictions

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

#### 14. Property Not for Resale

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

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

#### 15. Purchaser May Inspect the Property

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

#### 16. Insurance

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

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

17. Deed

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

18. Electronic Registration

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

19. Survey or Reference Plan

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

20. Examination of Title

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

21. Vendor to Discharge Encumbrances, Purchaser to Accept Easements

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

cost. The Purchaser agrees that the Vendor shall be able to obtain such easements or lot re-configuration at a nominal charge.

## 22. Adjustments

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

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

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

## 24. Harmonized Sales Tax

- a) The parties hereto acknowledge and agree that the transaction contemplated herein may be subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act* (the Act) and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
  - i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) It will file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
    - (3) The Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is

not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.

- ii) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
- iii) A notarial true copy of its HST registration confirmation.

## **SECTION VI POST CLOSING LOT EXCHANGE**

25. In accordance with the terms of the APS, the Vendor has not certified in any manner whatsoever the suitability of the soils of the Property for the Purchaser's intended development. In consideration of the Purchaser completing the purchase of the Property without any information relating to soils suitability and the ability of the Purchaser to construct a building on the Property, the Vendor covenants and agrees that should the Purchaser's consulting engineer reasonably determine during the construction of its intended development that the soils at the Property are unsuitable, the Vendor shall allow the Purchaser to exchange the Property for a more suitable parcel within the Vendor's industrial development in which the Property is situate. In order to give effect to this Property exchange right, the Vendor and the Purchaser mutually covenant and agree to execute an Agreement of Purchase and Sale on the same terms as contained in this APS for such new parcel as is selected by the Purchaser from the Vendor's then current industrial land inventory

## **SECTION VII MISCELLANEOUS**

### **26. Entire Agreement**

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

### **27. Tender**

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

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

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

### **29. Planning Act**

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

### **30. Notices**

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

Solicitors for the Vendor:  
White, Duncan, Linton LLP  
ATTENTION: Patrick J. Kraemer  
45 Erb Street West  
P. O. Box 457  
Waterloo, ON N2J 4B5



Fax: (519) 886-8651

For the Purchaser:

Fallis Fallis & McMillan  
233 Main St. W.  
Palmerston, ON N0G 2P0  
Fax (519) 343-3528

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

31. Successors and Assigns

- a) The Purchaser shall be permitted to assign all of its right, title and interest in and to this APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by this APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in this APS. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

32. Schedules

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

Schedule "A" Description of Property

Schedule "B" Development Covenants

33. Acceptance by Fax

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

34. Counterparts

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

35. Severability

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

IN WITNESS WHEREOF the parties have executed this Agreement.

**Metzger Heating Ltd.**

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN  
OF MINTO**

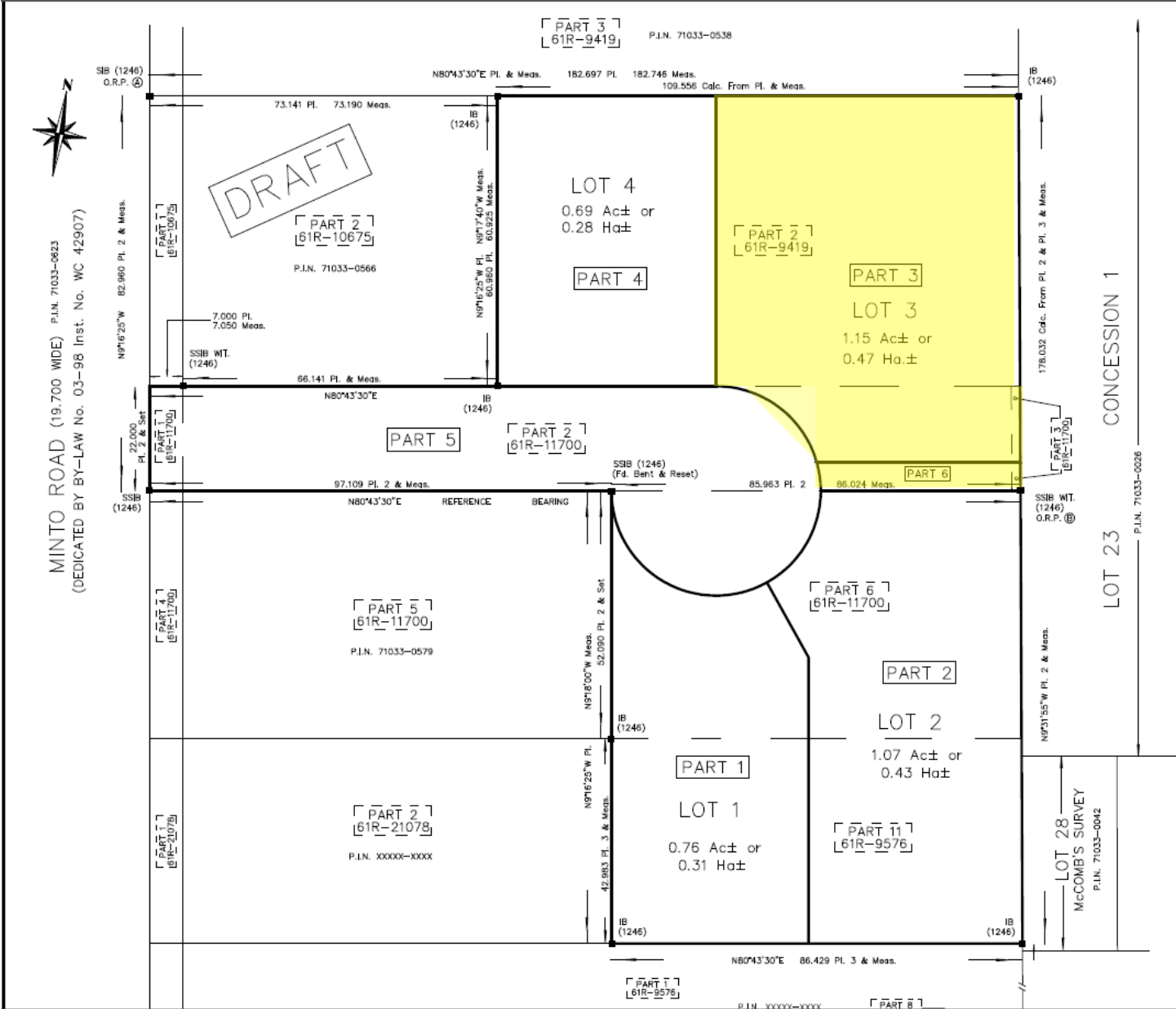
Per: \_\_\_\_\_  
Name: George A. Bridge  
Title: Mayor

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

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

Schedule “A” to  
Description of Property  
Proposed to be Sold to Metzger Heating Ltd.

All and singular that certain parcel of land located within the Province of Ontario, County of Wellington, Town of Minto known as Part of Lot 24 Concession 1 being more or less the 1 acre known as Part 3 and Part 6 as identified below.



## **SCHEDULE “B”**

### **DEVELOPMENT COVENANTS**

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

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

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

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

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

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

### 3. Assignment of Covenants

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

### 4. Force Majeure

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

### 5. Right to Waive

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

The Corporation of the Town of Minto  
By-law No. 2018-42

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held June 5, 2018

**WHEREAS** the Council of the Town of Minto met on June 5, 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 June 5, 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 5<sup>th</sup> day of June, 2018.

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Mayor George A. Bridge

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C.A.O. Clerk Bill White