



Council Agenda

Tuesday, July 3, 2018

2:30 p.m.

Council Chambers

Pages

1. **Call to Order**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
3. **Motion to Convene into Closed Session**
 - a. Previous Minutes of the May 22, 2018 Closed Session
 - b. Labour relations or employee negotiations - Public Works
 - c. Labour relations or employee negotiations - Employee Benefits
4. **Motion to Convene into Open Session**
5. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of June 19, 2018 1
6. **Additional Items Disclosed as Other Business**
7. **Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**
8. **Public Meeting - 5:00 p.m.**
 - a. Notice of Engineer's Report Section 4 Drainage Act Municipal Drain 39-2018 Parts of Lots 5 to 7, Concessions 6 and 7, in the Town of Minto, County of Wellington 12

b.	Notice of Engineer's Report Section 4 Drainage Act Municipal Drain 24-2018 Parts of Lots 104 to 110, Concession C and Parts of Lots 103 to 108, Concession D in the Town of Minto, County of Wellington.	75
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c. Staff Reports

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| 12. | Roads & Drainage Foreman, Quotations Cemetery Design Interring Cremated Remains | 354 |
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- d. Other Business Disclosed as Additional Items

14. Motion to Return To Regular Council

15. Notices of Motion

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18. Adjournment



Council Minutes
Tuesday, June 19, 2018 7:00 p.m.
Council Chambers

Council Present:

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

Staff Present for all or part of the meeting:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer	Mike McIsaac, Road and Drainage Foreman
Michelle Brown, Building Assistant	Cam Forbes, Building Inspector & By-law Officer

1. **Call to Order 7:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act- None**
3. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of June 5, 2018

RESOLUTION 2018-106

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell
THAT the minutes of the June 5, 2018 Council Meeting be approved.

Carried

4. Additional Items Disclosed as Other Business

Councillors Colwell, Dirksen, Elliott, Anderson, Deputy Mayor Faulkner and Mayor Bridge declared additional items.

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

RESOLUTION 2018-107

Moved By: Councillor Anderson; Seconded By: Deputy Mayor Faulkner
THAT The Town of Minto Council convenes into Committee of the Whole.

Carried

6. Public Meeting

a. Town of Minto Strategic Plan Update

The C.A.O. Clerk presented facts on strategic actions since the 2015 public meeting and proposed updates to the Strategic Plan. Most of the changes were recommended by Economic Development and Planning Committee and Parks and Recreation Advisory Committee. The implementation section would change so the plan was re-evaluated with every new Council following a municipal election.

MOTION: COW 2018-148

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT Section 13.0 6 of the Strategic Plan read: Re-evaluate the plan 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.

Carried

MOTION: COW 2018-149

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

That the Town of Minto Strategic Plan proposed updates be accepted.

Carried

b. ZBA 2018-05 - Bearinger, 6280 Highway 89, Town of Minto

To consider an amendment to the Town Zoning By-law for property located at Lots 18 & 19, Concession 15.

Mayor Bridge as Chair called the meeting to order at 7:17 p.m. requesting members of the public present to sign the attendance record. Chair Bridge stated if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Local Planning Appeal Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the location of the property and the purpose and effect of the proposed amendment would rezone the lands to permit a dog kennel on the second level of the bank barn. The lands are currently zoned Agricultural (A) and Natural Environment (NE) Zone and are occupied by a single dwelling, bank barn and shed. Additional relief may be

considered at this meeting. He stated notice was mailed to property owners within 400 feet or 120 meters of the lands and applicable agencies May 28th, 2018 and posted on the property. Comments were received from Town staff, Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, Wellington County and Michael Oberle, Saugeen Valley Conservation Authority.

Building Assistant Brown reviewed her report that staff supports the application. C.A.O. Clerk White reviewed the summary recommendation in the County report noting no concerns.

Chair Bridge called on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. The applicant was in attendance did not provide comments at this time.

Chair Bridge called on anyone who wishes to comment in favour of the proposed Amendment. No one came forward.

Chair Bridge called on anyone who wishes to comment in opposition of the proposed Amendment. Jim Teune of Wellington Road 2, Clifford came forward and stated he lives west of the proposed property and brought forward concerns that the applicant already owns a kennel and would not live on-site as required by the licensing bylaw. He noted the house on the property is un-inhabitable, and later raised concern about how waste is handed.

By-law Enforcement Officer Forbes noted the intent to consider zoning separate from licensing issues.

The applicant or his agent was given an opportunity for rebuttal. Mervin Bearinger came forward and stated that an employee will be living in the house and will assist with the kennel. The waste the dogs produce goes in the cattle pen as it is 90% shavings.

Council discussed the application and procedures around zoning and licensing.

Chair Bridge gave members of Council an opportunity to ask questions and asked for more information from the applicant and By-law Officer. Council requested that further information come forward at the next meeting regarding kennel licensing.

MOTION: COW 2018-150

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

THAT this application be deferred to the next Council meeting.

Carried

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a

written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca.

With no further comments, Chair Bridge adjourned the Public Meeting at 7:33 p.m.

c. Notice of Engineer's Report Section 4 Drainage Act Municipal Drain 39-2018 Parts of Lots 5 to 7, Concessions 6 and 7, in the Town of Minto, County of Wellington

Mayor Bridge as Chair called the meeting to order at 7:33 p.m. to consider the Engineer's report. The C.A.O. Clerk outlined that the meeting is to consider the report prepared by Dietrich Engineering Limited dated June 5, 2018 for Drain 39-2018. Notice of the meeting and copy of the report was sent to 10 Landowners. Copies of the report were circulated to Town Staff, Ministry of Agriculture, Food and Rural Affairs, Ministry of Natural Resources and Saugeen Valley Conservation Authority.

Chair Bridge called on the Engineer Greg Nancekivell to provide a summary of the report. He noted an error in the scope of work that does not change the assessment schedule noting Council could refer the matter back to the Engineer for correction.

Council discussed timing concerns and asked if the Engineer could describe the corrections since those present all had the report. Greg Nancekivell reviewed the corrections to the scope of work confirming it did not affect the assessment schedule.

Chair Bridge called on persons in attendance wishing to provide information that might influence Council's decision on the matter or any landowners to either add or remove their names from the Section 4 petition. No one came forward.

Greg Nancekivell advised the next steps involved Council giving the bylaw accepting the report two readings and then would meet as Court of Revision before final passage. He would like to tender three drains at once to get better pricing.

With no further comments or questions Chair Bridge stated that Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure.

Chair Bridge adjourned the meeting for Drain 39-2018 at 7:47 pm.

d. Notice of Engineer's Report Section 4 Drainage Act Municipal Drain 60-2018 Lots 23 & 24, Concession 14 Lots 24, Concession 15 in the Town of Minto, County of Wellington

Mayor Bridge as Chair called the meeting to order at 7:48 p.m. to consider the Engineer's report. C.A.O. Clerk outlined that the meeting is to consider the report prepared by Dietrich Engineering Limited dated June 5, 2018 for Drain 60-2018. Notice of the meeting and copy of the report was sent to 3 Landowners. Copies of the report were circulated to Town Staff, Ministry of Agriculture, Food and Rural Affairs, Ministry of Natural Resources and Saugeen Valley Conservation Authority.

Chair Bridge called on the Engineer Greg Nancekivell to provide a summary of the report who noted the drain was constructed in 1964 with work done in 2005, and all the work is on Bruce Shannon's property.

Chair Bridge called on persons in attendance wishing to provide information that might influence Council's decision on the matter or any landowners to either add or remove their names from the Section 4 petition. No one came forward.

Chair Bridge stated Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure.

C.A.O. Clerk White noted the next steps involved Council giving the bylaw accepting the report two readings and then would meet as Court of Revision before final passage.

Chair Bridge adjourned the meeting for Drain 60-2018 at 7:52 p.m.

7. Delegations

a. Town of Minto 2018 Ontario Senior of the Year presentation

Mayor Bridge presented a certificate to Bob MacEachern as the Ontario Senior of the Year for Minto thanking him for his continuing hard work particularly at the Palmerston Railway Heritage Museum. Mr. MacEachern thanked everyone for their support and the award.

b. Derek Richmond - Canadian Union of Postal Workers, Expansion Postal Services
Derek Richmond of the CUPE explained issues regarding to the Future of Canada Post and the need to maintain rural services requesting that Council support the letter to Minister of Public Services and Procurement.

MOTION: COW 2018-151

Moved by: Councillor Elliott; Seconded by: Councillor Dirksen

THAT the Town of Minto Council send a letter of support to the Honourable Carla Qualtrough Minister of Public Services and Procurement as outlined in the agenda package entitled the

Future of Canada Post subject to it being amended to reflect, among other matters, that Minto did not have door to door delivery.

Carried

8. Public Question Period - None

9. Correspondence Received for Information or Requiring Direction of Council

- a. Association of Ontario Road Supervisors, AORS Public Works Leadership Development Program
- b. Waterloo-Wellington LHIN, May 2018 Newsletter
- c. Ontario Provincial Police, Update on Initiatives June 2018

Council congratulated Mike McIsaac on successfully completing the AORS Public Works Leadership Development Program.

MOTION: COW 2018-152

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

THAT Council receives the correspondence for information.

Carried

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

- a. Committee Minutes for Receipt - None
- b. Committee Minutes for Approval - None
- c. Staff Reports
- 1. C.A.O. Clerk, 2018 AMO Delegation Requests Charting A New Municipal Provincial Relationship

C.A.O. Clerk White provided Council with an overview of previous delegations and requested direction on delegations to request at this year's AMO Conference.

MOTION: COW 2018-153

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

THAT Council receives the June 12, 2018 report from the C.A.O. Clerk regarding delegation requests 2018 AMO Conference Charting a New Provincial Municipal Relationship, and that Council request delegations to the Minister of Municipal Affairs regarding legislation and streamlining, the Minister of Agriculture and Rural Affairs regarding municipal drains, and Minister of Finance or Municipal Affairs regarding sustaining operating and capital funding.

Carried

2. C.A.O. Clerk, Servicing Agreement 565 Lowe St. Palmerston

C.A.O. Clerk White advised a servicing agreement to extend water service for the severed lot is registered on title in case the lot sells before the work is done.

MOTION: COW 2018-154

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT Council receives the report Servicing Agreement 565 Lowe Street Palmerston and considers a bylaw in open session authorizing the Mayor and C.A.O. Clerk to sign the requested servicing agreement.

Carried

3. C.A.O. Clerk, Encroachment Agreement Diocese of Huron, 31 Young St Harriston
C.A.O. Clerk White noted that a severance took place earlier this year and the agreement addressed the detached garage which encroached onto Webb Street.

MOTION: COW 2018-155

Moved By Councillor Elliott; Seconded by: Councillor Dirksen

THAT Council authorizes the Mayor and Clerk to sign an encroachment agreement dated June 14, 2018 with Incorporated Synod of the Diocese of Huron respecting a 2.14 metre garage encroachment on to Webb Street respecting the existing residence located at 31 Young Street, Harriston, and Town of Minto.

Carried

Councillor Turton assumed the Chair

4. C.A.O. Clerk Roads & Drainage Foreman, Minto Cemeteries Master Plan
C.A.O. Clerk White indicated cemetery management plans reflect the Strategic Plan. The plan calls for input on the service from the public and funeral businesses. He described how the landscape architect's designs for cremated remains now out for bid will be included in the plan this summer before it is presented at a public meeting in the fall. Council discussed the need for better cemetery maintenance and how the master plan can help.

MOTION: COW 2018-156

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

THAT Council receive the C.A.O. Clerk and Road & Drainage Foreman's June 11, 2018 report Minto Cemeteries Master Plan and that staff proceed as outlined in the report with review of the draft Cemeteries Master Plan by local businesses in funeral services, integration of consulting designs this summer into the plan and scheduling a public meeting on the document this fall.

Carried

5. Roads and Drainage Foreman, Semi-Annual Municipal Drain Update
Road and Drainage Forman Mclsaac provided an update on municipal drain progress since December 2017. Dietrich Engineering staff Greg Nancekivell added information on the Department of Fisheries comments and how Drainage Act & Section 28 Regulations Team

(DART) maintenance work occurs. Council discussed the progress and asked for another update before the end of their term.

MOTION: COW 2018-157

Moved By: Mayor Bridge; Seconded By: Councillor Elliott

THAT Council receives as information the Roads and Drainage Foreman's June 15, 2018 report Semi-Annual Municipal Drain Update.

Carried

6. Treasurer and Road Foreman, Ontario Community Infrastructure Fund (OCIF) Top-Up Application

Treasurer Duff and the Roads and Drainage Foreman presented options for the same funding the Town was unsuccessful receiving last year. The Minto-Normanby Townline is a joint project with West Grey which addresses life safety concerns in both municipalities. The 12th Line and Brunswick Street lift station and bridge were also options.

Council discussed options noting a second choice is needed if the Townline is not West Grey's highest priority. The 12th Line would be an alternative project. A report will come back to Council on July 3rd regarding whether West Grey will participate in a joint application

MOTION: COW 2018-158

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

THAT Council receives the Treasurer and Public Works Foreman's report dated June 11, 2018 and direct staff to report back July 3, 2018 whether West Grey will apply jointly under the Ontario Community Infrastructure Fund (OCIF) program for work on part of the Minto-Normanby Townline including safety upgrades to culverts, and that the 12th Line west of County Road 6 be the Town's next highest priority if West Grey does not proceed.

Carried

Councillor Colwell assumed the Chair

7. Treasurer, 2008 Debenture Refinancing

Treasurer Duff explained this is a ten year renewal of a 20 year debenture from 2008 for \$550,000. A lower interest rate applies to the renewal which decreases borrowing costs.

MOTION: COW 2018-159

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council accepts the Treasurer's June 13th 2018 report regarding 2008 Debenture Refinancing and considers passage of the related By-law in Regular Session.

Carried

8. Treasurer, Approval of Accounts

Treasurer Duff noted County and School Board payments were included in the amounts as are debenture payments and Clifford Construction costs.

MOTION: COW 2018-160

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

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for May 31, 2018 as follows: Administration \$265,543.19, Building \$2,438.00, Economic Development \$11,884.42, Incubator \$882.11, Fire \$8,786.21, Roads \$286,655.76, Waste Water \$29,825.89, Streetlights \$1,539.15, Water \$18,977.63, Town Landscaping Care \$1,301.64, Recreation \$5,538.22, Clifford \$7,954.43, Harriston \$6,071.27, Palmerston \$26,182.10. Norgan \$4,752.10 for a total of \$678,332.12;

AND approves accounts by department for June 15 as follows: Administration \$2,897,928.13, People & Property \$23,076.45, Economic Development \$16,903.93, Incubator \$1,139.81, Tourism \$1,404.14, Fire \$1,300.13, Roads \$176,660.16, Waste Water \$28,815.36, Streetlights \$1,686.91, Water \$11,796.30, Town Landscaping Care \$151.33, Recreation \$595.26, Clifford \$1,828.83, Harriston \$16,604.40, Palmerston \$19,290.05, Norgan \$1,005.76 for a total of \$ 3,200,186.95.

Carried

Mayor Bridge reassumed the Chair

d. Other Business Disclosed as Additional Items

Councillor Colwell provided a reminder of the Minto Chamber BBQ July 12 at 6 pm at the Palmerston Lions Park.

Councillor Turton spoke about the "cool cones" in Downtown Harriston and reminded everyone to vote for their favorite cone.

Councillor Elliott confirmed Saturday is the Strawberry Social at the Palmerston Farmers Market, Emergency 91Run, Handcar races and the Party in the Park.

Deputy Mayor Faulkner noted final IPM cheques will be presented at the Farmers Market 9 am Saturday to Wellington County 4 H, Wellington County Farm Safety, Minto Fire (Mental Health Initiative), HOPE Community Organization and New Growth Family Centre Inc.

Councillor Dirksen noted the many events last weekend and that Norwell District Secondary School students designed and painted the basketball court at Palmerston Lions Park.

Mayor Bridge stated the Community Discussion on Mental Health and Suicide at Norwell June 14 had over 100 attending. The Town will continue to work on this initiative. He asked how many members of Council will join him at the Handcar races Saturday at 12:30 p.m.

Councillor Anderson noted the Harriston & District Horticultural Society is looking for “hidden backyard gardens”. Anyone with a wonderful backyard should a contact committee member.

11. Motion to Return To Regular Council

RESOLUTION 2018-108

Moved By: Councillor Turton; Seconded By: Councillor Colwell

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

Carried

12. Notices of Motion - None

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-109

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

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

Carried

14. By-laws

a. 2018-43, Amend zoning 6280 Highway 89 to permit dog kennel

This By-law is deferred based on MOTION: COW 2018-150 in item 6b.

b. 2014-44, Execute Agreement with Guy Giorno (Fasken Martineau Dumoulin LLP) as Integrity Commissioner

RESOLUTION 2018-110

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT By-law 2018-44; to authorize an Agreement with Guy Giorno (Fasken Martineau Dumoulin LLP) as Integrity Commissioner; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2018-45, to Execute a Servicing Agreement with Frederick and Cheryl Donkersgoed 565 Lowe St

RESOLUTION 2018-111

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT By-law 2018-45; to authorize the Mayor and C.A.O. Clerk to execute a Site Servicing Agreement between the Corporation of the Town of Minto and Frederick Donkersgoed and

Cheryl Donkersgoed; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2018-46, to Execute and Encroachment Agreement with the Incorporated Synod of the Diocese of Huron

RESOLUTION 2018-112

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT By-law 2018-46; to authorize the Mayor and CAO Clerk to execute an Encroachment Agreement between the Town of Minto and the Incorporated Synod of the Diocese of Huron, 31 Young Street, Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

e. 2018-47, Debenture Application County of Wellington

RESOLUTION 2018-113

Moved By: Councillor Elliott; Seconded By: Councillor Colwell

THAT By-law 2018-47; To authorize an application by the Town of Minto to the County of Wellington requesting the County of Wellington to issue Refinancing Debentures in respect to Capital Works; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

f. 2018-48, Confirming Proceedings of June 19, 2018 Committee of the Whole/Council Meeting

RESOLUTION 2018-114

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

THAT By-law 2018-48; to confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held June 19, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

15. Adjournment

RESOLUTION 2018-115

Moved By: Councillor Elliott; Seconded By: Councillor Turton

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

Carried

Deputy Mayor Ronal Faulkner

C.A.O. Clerk Bill White



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA

Notice of Engineer's Report Sections 4 and 78 Drainage Act
Municipal Drain 39-2018 Parts of Lots 5 to 7, Concessions 6
and 7, in the Town of Minto, County of Wellington

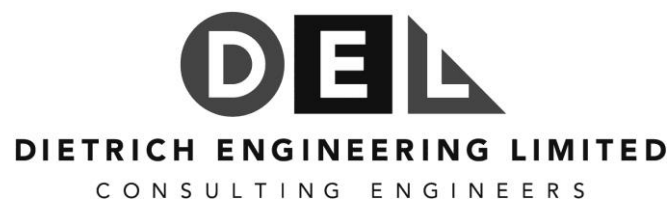
A Public Meeting to consider the Engineers report regarding Drain 39-2018

1. Deputy Mayor Faulkner to act as the Chair of the Public Meeting
2. CAO Clerk to outline the purpose of the meeting is to consider the amended Engineering report prepared by Dietrich Engineering Limited dated June 20, 2018 for Drain 39-2018

Notices of the meeting were sent to 10 Landowners along with copies of the amended report. As well, copies of the amended report were circulated to Town Staff, Ministry of Agriculture, Food and Rural Affairs, Ministry of Natural Resources and Saugeen Valley Conservation Authority.

3. Chair Faulkner to call on the Engineer to provide a summary of the amended report
4. Chair Faulkner to call on Town staff to provide any additional comments
5. Chair Faulkner to call on persons in attendance wishing to provide information that might influence Council's decision on the matter
6. Chair Faulkner to provide opportunity for affected landowners to either add or remove their names from the Section 4 petition
7. Council questions and further comments
8. Chair Faulkner to state:
"Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure".
9. CAO Clerk will note a by-law, if appropriate, will be presented during open Council if that is the wish of Council.
10. Chair Faulkner to officially adjourn the meeting considering the engineer's report for Drain 39-2018

**Municipal Drain No. 39 - 2018
Town of Minto
County of Wellington**



Reference No. 1617

June 20, 2018

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Specifications for the Construction of Municipal Drainage Works

DIVISION A-General Conditions

DIVISION B-Specification for Open Drains

DIVISION C-Specification for Tile Drains

DIVISION E-Specification for Drainage Crossings by the Boring Method

DIVISION H-Special Provisions

Kitchener, Ontario

June 20, 2018

Municipal Drain No. 39 - 2018
Town of Minto
County of Wellington

**To the Mayor and Council
of the Town of Minto**

Members of Council:

1.0 Introduction

We are pleased to present our report on “Municipal Drain No. 39 - 2018”, serving parts of Lots 5 to 7, Concessions 6 and 7, in the Town of Minto, County of Wellington.

Authority to prepare this report was obtained by a resolution of the Town of Minto Council at its May 3, 2016 meeting to appoint Dietrich Engineering Limited to prepare an Engineer’s Report.

In accordance with your instructions pursuant to:

1. A request received by the Town of Minto Council under Section 78 of the Drainage Act, R.S.O. 1990, signed by Ronald and Debra Ross (Roll No. 4-151), Lot 5, Concession 6, and;
2. A petition received by the Town of Minto Council under Section 4(1)(c) of the Drainage Act, R.S.O. 1990, signed by Mike McIsaac, Town of Minto Road Foreman,

we have made an examination and survey of the affected areas and submit herewith our Report which includes Plan, Profiles, Details and Specifications for this work.

The attached Plan, Profiles, and Details, Drawings No. 1 and 2, Reference No. 1617, Specifications and the Instructions to Tenderers form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected

2.0 History

The upper end of Municipal Drain No. 39 was originally constructed under the authority of a report prepared by James A. Howes, O.L.S., dated February 4, 1957.

The report provided for the installation of approximately 3,125 lineal feet (952 metres) of 6 inch diameter (150 mm) to 10 inch (250 mm) diameter tile and the installation of four (4) catch basins. The outlet for the drain was into a woodlot on the west half of Lot 7, Concession 7.

From the outlet, the drain proceeds south-easterly through the east part of Lot 7 and the south-west corner of Lot 8, Concession 7, before it crosses through 6th Line road. From the south side of 6th

Line, the tile drain continues through the north-east part of Lot 6, Concession 6, crossing through 1st Road North and the north-west part of Lot 5, Concession 6, to the head of the drain on the south side of 6th Line.

For the lower end of Municipal Drain No. 39, an old award drain in part of Lot 9 and Lot 10, Concession 7, was replaced with a new municipal drain under the authority of a report prepared by J. R. Spriet, P.Eng., of Spriet Associates London Limited, dated October 28, 1991.

The report provided for the installation of approximately 569 metres of 350 mm diameter to 450 mm diameter field tile, one (1) 6 metre length of 600 mm diameter corrugated metal outlet pipe, the installation of one (1) catch basin, the installation of an 800 mm diameter corrugated metal pipe culvert, the construction of a low flow culvert under Road 10-11(Pike Lake Road), and the excavation of approximately 225 metres of the existing open ditch know as Municipal Drain No 3.

The drain commenced at an outlet into the open ditch of Municipal Drain No. 3 in the south-west part of Lot 10, Concession 7, and proceeded north-easterly through Lot 10, turning south at the Lot 9 property line before coming to the head of the drain at the property line between the east half and west half of Lot 9, Concession 7.

The lower end of Municipal Drain No. 39 was extended under the authority of a report prepared by J. R. Spriet, P.Eng., of Spriet Associates London Limited, dated February 28, 1997.

The report provided for the extension of the Main Drain, consisting of the installation of approximately 593 metres of 300 mm diameter to 450 mm diameter concrete and high density polyethylene pipe, and two (2) catch basins.

Branch 'A', consisting of the installation of approximately 617 metres of 200 mm diameter to 350 mm diameter concrete and plastic field tile and 19 metres of smooth wall steel casing under 6th Line, and two (2) catch basins.

Branch 'B', consisting of the installation of approximately 193 metres of 200 mm diameter plastic field tile.

The Main Drain extension was constructed from its outlet into the upper end of the 1991 tile drain between the east and west halves of Lot 9, Concession 7, in a south-easterly direction to the property line between Lot 8 and Lot 9, Concession 7, then north-easterly to the head of the drain on upstream side of a laneway in the middle of Lot 8, Concession 7.

Branch 'A' commenced at an outlet into the new extension of the Main Drain at the property line between Lot 8 and Lot 9, Concession 7, then proceeded south-easterly through the 6th Line road to the head of the drain at the property line between Lot 7 and Lot 8, Concession 6.

Branch 'B' commenced at an outlet into the new extension of the Main Drain, approximately 28 metres east of the east and west halves of Lot 9, Concession 7, to the property line between Lot 8 and Lot 9, Concession 7.

3.0 On-Site Meeting

In accordance with Section 9(1) of the Drainage Act, R.S.O. 1990, an on-site meeting was held on November 4, 2016. The place of meeting was on the 6th Line road allowance, adjacent to the Lena Martin property, Part of Lot 6, Concession 7.

Persons in attendance were:

Greg Nancekivell, C.E.T.	Dietrich Engineering Limited
Michel Terzian	Dietrich Engineering Limited
Mike Mclsaac	Road Foreman, Town of Minto
Edgar Martin	Landowner (<i>Pt. Lot 6, Con. 6</i>)
Ronald Ross	Landowner (<i>Lot 5, Con. 6</i>)
Jessie Ross	Landowner (<i>Pt. Lot 6, Con. 6</i>)
David Campbell	Landowner (<i>Lot 8, Con. 7</i>)
Linda Sinclair	Landowner (<i>Pt. Lot 7, Con. 7</i>)
Jim McLaughlin	Landowner (<i>Pt. Lot 8, Con. 6</i>)

Comments, concerns and issues that were discussed at the On-Site Meeting include:

- The existing drains on the west part of Lot 7, Concession 7, are working fine with no issues.
- The main drain through Lot 8, Concession 7, works well, property owner has no concerns.
- Existing tile has some blowouts through the north part of Lot 6, Concession 6.
- Would like a new branch brought up to the road on the L. Martin property, part of Lot 7, Concession 7, because there is typically a wet spot north of the road, opposite an existing surface pipe through 6th Line, adjacent to the H. & B. Savage property (Roll No. 4-153-01), part of Lot 7, Concession 6.
- The woodlot on part of Lot 7 and part of Lot 8, Concession 7, is a low hole and wet all the time, water just stays in it.
- The watershed needs to be checked in a few spots.
- Landowners would like to see the drain replaced with bigger and deeper tile.
- Generally a sandy loam soil within the watershed.

4.0 Information Meeting

An information meeting was held on March 9, 2018, at the Town of Minto Municipal Office. Persons in attendance were:

Greg Nancekivell, C.E.T.	Dietrich Engineering Ltd.
Michel Terzian	Dietrich Engineering Ltd.
Mike Mclsaac	Road Foreman, Town of Minto
Shane Ross	Representing Ronald & Debra Ross (<i>Lot 5, Con. 6</i>)
Edgar Martin	Landowner (<i>Pt. Lot 6, Con. 6</i>)
Terry Ross	Representing Jessie Ross (<i>Pt. Lot 6, Con. 6</i>)
Linda Sinclair	Landowner (<i>Pt. Lot 7, Con. 7</i>)
Mark & Maynard Martin	Landowners (<i>Pt. Lot 5, Con. 7</i>)

Comments, concerns and issues that were discussed at the Information Meeting include:

- Attendees were presented with the proposed design for the Main Drain, which consisted of the installation of approximately 1,078 metres of 300 mm to 500 mm diameter concrete field tile, high density polyethylene pipe and smooth wall steel casing, the excavation of approximately 48 metres of existing open ditch, and the installation of eight (8) concrete catch basins and one (1) concrete junction box.

- Branch 'C' consisted of the installation of approximately 58 metres of 200 mm diameter concrete field tile, and the one (1) concrete catch basin.
- The new proposed drain is designed for a 1.5" Drainage Coefficient (38.1 mm of rainfall per 24 hours) which attendees thought should be the minimum design standard.
- There were concerns about the ability of the woodlot on the west part of Lot 7, Concession 7, to accommodate the water from the new and larger drainage system without causing flooding within the woodlot and on downstream lands.
- The owners of Lot 5, Concession 7, intend to systematically tile their property and would like to tile some land from outside the watershed on the east side of the laneway, into the watershed for the new drainage system, so make sure the tile is sized for the extra water. A map detailing the configuration of the proposed tiling system was provided to Dietrich Engineering staff at the meeting.

5.0 Findings

We have made an examination of the drainage area and have found the following:

1. Municipal Drain No. 39 constructed under the authority of a report prepared by James A. Howes, O.L.S., dated February 4, 1957, is in a poor state of repair and is neither of sufficient capacity nor depth to drain the surrounding and upstream lands within the watershed at today's standards of drainage.
2. M. & M. Martin, landowners of part of Lot 5, Concession 7, would like to systematically tile approximately 2 hectares of land (5 acres) from outside the watershed east of their laneway, into the proposed drainage system.
3. Water doesn't drain away from an area on the L. Martin property (Roll No. 4-168) on the east part of Lot 7, Concession 7, on the north side of 6th Line, opposite an existing surface pipe through 6th Line, and typically remains wet.
4. Part of the woodlot on west part of Lot 7, Concession 7, is an Evaluated but non-Provincially Significant Wetland according to the Ministry of Natural Resources and Forestry website.
5. Approximately 1.2 hectares (3 acres) of the R. & D. Ross property (Roll No. 4-151), Lot 5, Concession 6, is tiled out of the watershed for the proposed drainage system.
6. Landowners of Lots 8 to 10, Concession 7, and Lots 8 and 9, Concession 6, were invited to the on-site meeting dated November 4, 2016, to discuss any drainage issues they may have and wish to address through a new drainage report. At the time, there was no interest from those property owners to have improvements made to the existing drainage systems through their lands.
7. Landowners on Lot 8 and part of Lot 9, Concessions 6 and 7, were mailed a letter dated April 6, 2018, advising them that an information meeting with the affected landowners for the upper end of Municipal Drain No. 39, had taken place and that the downstream landowners who received a copy of the letter, would not be assessed for the proposed drainage works. Landowners were instructed to contact the office of the engineer if they had any questions or concerns regarding the proposed work.
8. The drainage coefficient design standard used for the Municipal Drain No. 39 extension in 1997 is 13 mm (0.5") of rainfall per 24 hours.

6.0 Recommendations

It is our recommendation that:

1. A new tile drainage system, **Main Drain**, be constructed from its outlet on the L. Sinclair property (Roll No. 4-167), part of Lot 7, Concession 7, upstream approximately 1,078 metres to the north road limit of 6th Line, in the Town of Minto, Wellington County.
2. A new tile drainage system, **Branch 'C'**, be constructed from its outlet into the Main Drain on the L. Martin property (Roll No. 4-168), part of Lot 7, Concession 7, upstream approximately 58 metres to the north road limit of 6th Line, in the Town of Minto, County of Wellington.
3. The existing tile drainage system constructed under the authority of the report prepared by James A. Howes, O.L.S., dated February 4, 1957, shall be abandoned and destroyed.
4. This new drainage system shall be known as **"Municipal Drain No. 39 - 2018"**.
5. The drainage coefficient design standard used for this drain is 38.1 mm (1.5") of rainfall per 24 hours.

7.0 Summary of Proposed Works

The proposed work on the Main Drain consists of approximately 48 metres of existing open ditch excavation; 1,038 metres of 300 mm to 450 mm diameter concrete field tile and high density polyethylene pipe; the installation of eight (8) concrete catch basins and one (1) concrete junction box; and the installation of 40 metres of 400 mm to 500 mm O.D. smooth wall steel casing to be installed by the jack & bore method.

The proposed work on Branch 'C' consists of approximately 58 metres of 200 mm diameter concrete field tile; and the installation of one (1) concrete catch basin.

8.0 Working Area and Access

The working area for construction purposes shall be a width of twenty-five (25) metres for the Main Drain and Branch 'C', except for in the woodlot on the L. Sinclair property (Roll no. 4-167), part of Lot 7, Concession 7, from Main Drain Sta. 0+000 to Sta. 0+048, where the working area shall be a width of twenty (20) metres.

The working area for maintenance purposed shall be a width of ten (10) metres centered on the proposed tile drain.

Access to the working corridor on the L. Sinclair property, part of Lot 7, Concession 7, shall be along a 5 metre wide access route as shown on the attached Plan (Drawing No. 1 of 2).

Access to the working corridor for Main Drain Sta. 0+079 to Sta. 1+078 and Branch 'C' shall be from where the proposed drain crosses 6th Line and 1st Road North.

9.0 Watershed Characteristics

The Drainage Area comprises approximately 41.5 hectares (102.5 acres). Land use within the watershed is primarily agricultural.

The watersheds were established using historic drainage reports, field investigations, Global Positioning System (G.P.S.) surveys and Southwestern Ontario Orthophotography Project (SWOOP) data.

10.0 Soil Characteristics

The Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas, available online, describes the soil types within the watershed mostly as Harriston Loam, with a small pocket of Listowel Loam and an area of Muck within the woodlot on Lot 7, Concession 7.

A soils investigation by Dietrich Engineering Ltd. staff on November 11, 2016, generally confirm the above noted characteristics. Six (6) test pits were dug to an average depth of 2 metres and no water was encountered at the time. The average topsoil depth that was observed during the investigation was approximately 400 mm.

11.0 Allowances

In accordance with Sections 29 and 30 of the Drainage Act, R.S.O. 1990, we determine the allowances payable to Owners entitled thereto as follows.

Lot or Part	Con.	Owner	Roll No.	Right-of-Way (Section 29)	Damages to Lands and Crops (Section 30)	Total Allowances
MAIN DRAIN						
5	6	R. & D. Ross	4-151	\$ 2,930	\$ 2,600	\$ 5,530
Pt. 6	6	E. & L. Martin	4-152	\$ 3,030	\$ 2,690	\$ 5,720
W Pt. 7	7	L. & S. Sinclair	4-167	\$ 1,430	\$ 1,310	\$ 2,740
W Pt. 7 & E Pt. 6	7	L. Martin	4-168	\$ 4,610	\$ 4,100	\$ 8,710
5	7	M., J., M. & F. Martin	4-171		\$ 500	\$ 500
TOTAL ALLOWANCES, MAIN DRAIN				\$12,000	\$11,200	\$23,200
BRANCH 'C'						
W Pt. 7 & E Pt. 6	7	L. Martin	4-168	\$ 650	\$ 580	\$ 1,230
TOTAL ALLOWANCES, BRANCH 'C'				\$ 650	\$ 580	\$ 1,230
TOTAL ALLOWANCES, MUNICIPAL DRAIN NO. 39 - 2018				<u>\$12,650</u>	<u>\$11,780</u>	<u>\$24,430</u>

Total Allowances, under Sections 29 and 30 of the Drainage Act, R.S.O. 1990;

Municipal Drain No. 39 - 2018

\$24,430

Section 29 (Right-of-Way)

The land value used for calculating allowances for Right-of-Way is \$45,000/ha (\$18,212/acre) for agricultural lands and \$15,000/ha (\$6,071/acre) for woodlots.

Right-of-Way allowances have been calculated based on 25% of the estimated land value for a 10 metre Right-of-Way. Where lands were taken out of production for the construction of the Municipal Drain, Right-of-Way allowances have been calculated based on 100% of the estimated land value for the full area of land that was taken out of production.

Allowances for Right-of-Way were not provided in the report prepared by James A. Howes, O.L.S. dated February 4, 1957.

Section 30 (Damages)

Damages have been calculated based on \$4,000/ha (\$1,619/acre) for agricultural lands and \$2,000/ha (\$809/acre) for woodlots.

Allowances for accessing the working corridor along the route of the drain were awarded as Damages under Section 30 of the Drainage Act and were based on the length of the access route from the adjacent road and a 5 metre access route width using a value of \$4,000/ha (\$1,619/acre).

12.0 Estimated Construction Costs

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

Labour, Equipment and Materials

A) MAIN DRAIN

	<u>Description</u>	<u>Quantity</u>	<u>\$/Unit</u>	<u>Total</u>
1)	Open Ditch Excavation (Sta. 0+000 to Sta. 0+048)	100 m ³	\$ 4.00	\$ 400.00
2)	Levelling of Excavated material (Sta. 0+000 to Sta. 0+048)	48 m	\$ 3.00	\$ 144.00
3)	Stripping and stock piling of topsoil, 10m width (Sta. 0+000 to Sta. 0+489, Sta. 0+509 to Sta. 0+778 & Sta. 0+798 to Sta. 1+058)	1,018 m	\$ 7.00	\$ 7,126.00
4)	Levelling of stripped topsoil with trim dozer (Sta. 0+000 to Sta. 0+489, Sta. 0+509 to Sta. 0+778 & Sta. 0+798 to Sta. 1+058)	1,018 m	\$ 3.00	\$ 3,054.00
5)	Supply 450mm diameter, H.D.P.E. solid outlet pipe complete with rodent grate (320 kPa, CSA B182.8, bell and spigot joining system)	6 m	\$ 65.00	\$ 390.00
	Installation of 450mm diameter H.D.P.E. outlet pipe (Sta. 0+000 to Sta. 0+006)	l.s.		\$ 500.00
6)	Quarry stone rip-rap protection and geotextile filter material (Mirafi 180N or equivalent, approximately 40m ²)	l.s.		\$ 1,500.00
7)	Supply 450mm diameter H.D.P.E. solid pipe (320 kPa, CSA B182.6, bell and spigot joining system)	150 m	\$ 65.00	\$ 9,750.00
	Installation of 450mm H.D.P.E. diameter pipe by means of excavator on crushed stone bedding (Sta. 0+006 to Sta. 0+079 & Sta. 0+412 to Sta. 0+489)	150 m	\$ 50.00	\$ 7,500.00
8)	Supply 450mm diameter concrete field tile (2000D)	333 m	\$ 29.00	\$ 9,657.00
	Installation of 450mm diameter concrete field tile by means of a wheel trencher (Sta. 0+079 to Sta.0+412)	333 m	\$ 24.00	\$ 7,992.00

9)	Supply 400mm diameter concrete field tile (2000D)	269 m	\$ 24.00	\$ 6,456.00
	Installation of 400mm diameter concrete field tile by means of a wheel trencher (Sta. 0+509 to Sta.0+778)	269 m	\$ 22.00	\$ 5,918.00
10)	Supply 300mm diameter concrete field tile (2000D)	260 m	\$ 16.00	\$ 4,160.00
	Installation of 300mm diameter concrete field tile by means of a wheel trencher (Sta. 0+798 to Sta.1+058)	260 m	\$ 20.00	\$ 5,200.00
11)	Supply 200mm diameter H.D.P.E. solid pipe (320 kPa, CSA B182.8, bell and spigot joining system)	9 m	\$ 15.00	\$ 135.00
	Installation of 200mm diameter H.D.P.E. pipe by means of excavator on crushed stone bedding (Offset D.I.C.B. lead at Sta. 0+448)	9 m	\$ 45.00	\$ 405.00
12)	Supply & install 900mm x 1200mm concrete ditch inlet catch basin including the removal of existing hickenbottom (Sta. 0+079)	1 ea.	\$ 3,000.00	\$ 3,000.00
13)	Supply & install 900mm x 1200mm junction box (Sta. 0+272)	1 ea.	\$ 2,000.00	\$ 2,000.00
14)	Supply & install 450mm x 200mm diameter H.D.P.E. solid tee (320 kPa, CSA B182.8, bell and spigot joining system) (Sta. 0+448)	1 ea.	\$ 500.00	\$ 500.00
15)	Supply & install 450mm diameter H.D.P.E. solid 45 deg. elbows (320 kPa, CSA B182.8, bell and spigot joining system, Sta. 0+483, Sta.0+489 & Sta. 0+509)	3 ea.	\$ 500.00	\$ 1,500.00
16)	Tile Connections	I.S.		\$ 1,023.00
	Sub-Total			\$ 78,310.00

17) Work to be done on the 6th Line
Road Allowance (Sta. 0+489 to Sta. 0+509)

a) Supply 500 mm O.D. smooth wall steel casing 9.5mm (0.37") wall thickness	20 m	\$ 220.00	\$ 4,400.00
Installation of 500mm O.D. smooth wall steel casing by jack & bore method (Sta. 0+489 to Sta.0+509)	20 m	\$ 600.00	\$ 12,000.00
b) Supply & install 900mm x 1200mm concrete ditch inlet catch basin including the removal and offsite disposal of existing catch basin at Sta. 0+509 (Sta. 0+489 & Sta. 0+509)	2 ea.	\$ 3,000.00	\$ 6,000.00
c) Supply & install 600mm x 600mm concrete ditch inlet offset catch basin 9 metres south of Sta. 0+448 including connection to the Main Drain with 250 mm diameter H.D.P.E. pipe (320 kPa)	1 ea.	\$ 2,500.00	\$ 2,500.00
Sub-Total			\$ 24,900.00

18) Work to be done on the 1st Road North
Road Allowance (Sta. 0+778 to Sta. 0+798)

a) Supply 375mm diameter H.D.P.E. solid pipe (320 kPa, CSA B182.8, bell and spigot joining system)	20 m	\$ 49.00	\$ 980.00
Installation of 375mm diameter H.D.P.E. by Excavator including granular base and backfill including the removal and offsite disposal of existing fill (open cut method) (Sta. 0+778 to Sta. 0+798)	l.s.		\$ 5,000.00
b) Supply & install 600mm x 600mm concrete ditch inlet catch basin including the removal and offsite disposal of existing catch basin at Sta. 0+798 (Sta. 0+798)	1 ea.	\$ 2,000.00	\$ 2,000.00
c) Supply & install 900mm x 1200mm concrete ditch inlet catch basin (Sta. 0+778)	1 ea.	\$ 3,000.00	\$ 3,000.00
d) Supply 450mm diameter H.D.P.E. solid pipe (320 kPa, CSA B182.8, bell and spigot joining system)	14 m	\$ 65.00	\$ 910.00
Installation of Road Culvert including the removal and offsite disposal of the existing 450mm diameter C.M.P. (Surface Culvert) (Sta. 0+781 to Sta. 0+795)	l.s.		\$ 1,000.00
Sub-Total			\$ 12,890.00

19) Work to be done on the 6th Line
Road Allowance (Sta. 1+058 to Sta. 1+078)

a) Supply 400 mm O.D. smooth wall steel casing 9.5mm (0.37") wall thickness	20 m	\$ 200.00	\$ 4,000.00
Installation of 400mm O.D. smooth wall steel casing by jack & bore method (Sta. 1+056 to Sta.1+076)	20 m	\$ 500.00	\$ 10,000.00
b) Supply & install 600mm x 600mm concrete ditch inlet catch basin including the removal and offsite disposal of existing catch basin at Sta. 1+056 (Sta. 1+056 & Sta. 1+076)	2 ea.	\$ 2,000.00	\$ 4,000.00
Sub-Total			\$ 18,000.00

**TOTAL ESTIMATED CONSTRUCTION COSTS
MAIN DRAIN**

\$134,100.00

B) BRANCH 'C'

	<u>Description</u>	<u>Quantity</u>	<u>\$/Unit</u>	<u>Total</u>
1)	Stripping and stock piling of topsoil, 10m width	58 m	\$ 7.00	\$ 406.00
2)	Levelling of stripped topsoil with trim dozer	58 m	\$ 3.00	\$ 174.00
3)	Supply 200mm diameter concrete field tile (2000D)	58 m	\$ 11.00	\$ 638.00
	Installation of 200mm diameter concrete field tile by means of a wheel trencher (Sta. 0+000 to Sta.0+058)	58 m	\$ 20.00	\$ 1,160.00
4)	Tile Connections	l.s.		\$ 222.00
Sub-Total				\$ 2,600.00

5) Work to be done on the 6th Line
Road Allowance (Sta. 0+058)

a) Supply & install 600mm x 600mm concrete ditch inlet catch basin (Sta. 0+058)	1 ea.	\$ 2,000.00	\$ 2,000.00
Sub-Total			\$ 2,000.00

**TOTAL ESTIMATED CONSTRUCTION COSTS
BRANCH 'C'**

\$ 4,600.00

**TOTAL ESTIMATED CONSTRUCTION COSTS
MUNICIPAL DRAIN NO. 39 - 2018**

\$ 138,700.00

13.0 SUMMARY OF ESTIMATED CONSTRUCTION COSTS

A) MAIN DRAIN	\$ 134,100.00
B) BRANCH 'C'	\$ 4,600.00

TOTAL ESTIMATED CONSTRUCTION COSTS MUNICIPAL DRAIN NO. 39 - 2018

\$ 138,700.00

Total Estimated Materials	\$ 63,838.00
Total Estimated Labour and Equipment	\$ 74,862.00

TOTAL ESTIMATED CONSTRUCTION COSTS MUNICIPAL DRAIN NO. 39 - 2018

\$ 138,700.00

14.0 SUMMARY OF ESTIMATED COSTS

Allowances under Sections 29 and 30 of the Drainage Act, R.S.O. 1990	\$ 24,430.00
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Total Estimated Construction Costs	\$ 138,700.00
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Meetings, survey, design, preparation of preliminary cost estimates and reports, preparation of final drainage report, consideration of report and court of revision	\$ 29,900.00
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Preparation of contract documents, contract administration, supervision and inspection of construction	\$ 12,500.00
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Contingencies, Interest, Soils Investigation and net H.S.T.	\$ 8,370.00
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TOTAL ESTIMATED COSTS MUNICIPAL DRAIN NO. 39 - 2018

\$ 213,900.00

The estimated cost of the work in the Town of Minto is \$ 213,900.00.

15.0 Assessment

We assess the cost of this work against the lands and roads liable for assessment for benefit and outlet as shown on the annexed Schedule of Assessment. We have determined that there is no injuring liability assessment involved.

The existing Municipal Drain No. 39 constructed under the report of James A. Howes, O.L.S., dated February 4, 1957, shall be abandoned and cease to be a municipal drain after Municipal Drain No. 39 - 2018 is constructed.

Whether or not the Town of Minto elects to do the work on their property, Sta. 0+489 to Sta. 0+509, Sta. 0+778 to Sta. 0+798 and Sta. 1+058 to Sta. 1+078, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the roads as Special Assessments in addition to any benefit and outlet assessments. The Special Assessments shall be made up of the actual construction costs plus an allowance for administration costs.

16.0 Maintenance

After completion, this drain shall be maintained by the Town of Minto at the expense of all the lands and roads assessed in the attached Schedules of Assessments for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act, with the exception of items included under report Section 12.0 Estimated Construction Costs for road works (Main Drain Item 17), 18) and 19), and Branch 'C' Item 5), which shall be maintained by the Town of Minto at the expense of the road authority having jurisdiction over the road.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED


W. J. Dietrich, P.Eng.

WJD:mt



SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 39 - 2018
Town of Minto



LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SEC. 22) BENEFIT LIABILITY	(SEC. 23) OUTLET LIABILITY	(SEC. 26) SPECIAL ASSESSMENT	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
<u>MAIN DRAIN</u>											
5	6	8.5	R. & D. Ross	(4-151)	\$15,800	\$13,144		\$28,944	\$9,648	\$5,530	\$13,766
Pt 6	6	10.2	E. & L. Martin	(4-152)	\$17,200	\$11,146		\$28,346	\$9,449	\$5,720	\$13,177
Pt. 6	6	3.5	J. Ross	(4-152-50)		\$5,282		\$5,282	\$1,761		\$3,521
7	6	1.5	H. & B. Savage	(4-153)		\$785		\$785	\$262		\$523
* Pt. 7	6	0.3	H. & B. Savage	(4-153-01)		\$219		\$219			\$219
* Pt. 7	6	0.4	H. Savage	(4-153-03)		\$287		\$287			\$287
* Pt. 5	7	0.2	S. Howe & P. Harris	(4-170)		\$633		\$633			\$633
5	7	2.1	M., J., M. & F. Martin	(4-171)	\$2,500	\$6,497		\$8,997	\$2,999	\$500	\$5,498
E. Pt 6	7	1.1	L. Martin	(4-169)		\$987		\$987	\$329		\$658
* Pt. 6	7	1.0	The Trustees of Old Order Mennonite Conference	(4-169-10)		\$911		\$911			\$911
W. Pt 7, E. Pt 6	7	8.9	L. Martin	(4-168)	\$24,500	\$4,379		\$28,879	\$9,626	\$8,710	\$10,543
W. Pt 7	7	0.8	L. & S. Sinclair	(4-167)	\$5,000	\$84		\$5,084	\$1,695	\$2,740	\$649
Total Assessment on Lands					<u>\$65,000</u>	<u>\$44,354</u>		<u>\$109,354</u>	<u>\$35,769</u>	<u>\$23,200</u>	<u>\$50,385</u>
1st Road North					\$3,000	\$6,691	\$16,040	\$25,731			\$25,731
6th Line					\$6,000	\$9,585	\$54,230	\$69,815			\$69,815
Total Assessment on Roads					<u>\$9,000</u>	<u>\$16,276</u>	<u>\$70,270</u>	<u>\$95,546</u>			<u>\$95,546</u>
Total Assessment on Lands and Roads, Municipal Drain No. 39 - 2018 (Main Drain)					<u>\$74,000</u>	<u>\$60,630</u>	<u>\$70,270</u>	<u>\$204,900</u>	<u>\$35,769</u>	<u>\$23,200</u>	<u>\$145,931</u>

- NOTES:
1. * Denotes lands not eligible for ADIP grants
 2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
 3. The NET ASSESSMENT is for information purposes only.

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 39 - 2018
Town of Minto



LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SEC. 22) BENEFIT LIABILITY	(SEC. 23) OUTLET LIABILITY	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
<u>BRANCH 'C'</u>										
7	6	1.5	H. & B. Savage	(4-153)		\$1,383	\$1,383	\$461		\$922
* Pt. 7	6	0.3	H. & B. Savage	(4-153-01)		\$329	\$329			\$329
* Pt. 7	6	0.4	H. Savage	(4-153-03)		\$423	\$423			\$423
W. Pt 7, E. Pt 6	7	0.4	L. Martin	(4-168)	\$3,000	\$168	\$3,168	\$1,056	\$1,230	\$882
Total Assessment on Lands					\$3,000	\$2,303	\$5,303	\$1,517	\$1,230	\$2,556
6th Line					\$2,500	\$1,197	\$3,697			\$3,697
Total Assessment on Roads					\$2,500	\$1,197	\$3,697			\$3,697
Total Assessment on Lands and Roads, Municipal Drain No. 39 - 2018 (Branch 'C')					\$5,500	\$3,500	\$9,000	\$1,517	\$1,230	\$6,253

- NOTES:
1. * Denotes lands not eligible for ADIP grants
 2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
 3. The NET ASSESSMENT is provided for information purposes only

SCHEDULE OF NET ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 39 - 2018
Town of Minto

LOT OR PART	CON.	OWNER	ROLL NO.	MAIN DRAIN	BRANCH 'C'	TOTAL ASSESSMENT	LESS 1/3		NET ASSESSMENT
							GOV'T GRANT	LESS ALLOWANCES	
5	6	R. & D. Ross	(4-151)	\$28,944		\$28,944	\$9,648	\$5,530	\$13,766
Pt 6	6	E. & L. Martin	(4-152)	\$28,346		\$28,346	\$9,449	\$5,720	\$13,177
Pt. 6	6	J. Ross	(4-152-50)	\$5,282		\$5,282	\$1,761		\$3,521
7	6	H. & B. Savage	(4-153)	\$785	\$1,383	\$2,168	\$723		\$1,445
* Pt. 7	6	H. & B. Savage	(4-153-01)	\$219	\$329	\$548			\$548
* Pt. 7	6	H. Savage	(4-153-03)	\$287	\$423	\$710			\$710
* Pt. 5	7	S. Howe & P. Harris	(4-170)	\$633		\$633			\$633
5	7	M., J., M. & F. Martin	(4-171)	\$8,997		\$8,997	\$2,999	\$500	\$5,498
E. Pt 6	7	L. Martin	(4-169)	\$987		\$987	\$329		\$658
* Pt. 6	7	The Trustees of Old Order Mennonite Conference	(4-169-10)	\$911		\$911			\$911
W. Pt 7, E. Pt 6	7	L. Martin	(4-168)	\$28,879	\$3,168	\$32,047	\$10,682	\$9,940	\$11,425
W. Pt 7	7	L. & S. Sinclair	(4-167)	\$5,084		\$5,084	\$1,695	\$2,740	\$649
Total Assessment on Lands				<u>\$109,354</u>	<u>\$5,303</u>	<u>\$114,657</u>	<u>\$37,286</u>	<u>\$24,430</u>	<u>\$52,941</u>
1st Road North				\$25,731		\$25,731			\$25,731
6th Line				<u>\$69,815</u>	<u>\$3,697</u>	<u>\$73,512</u>			<u>\$73,512</u>
Total Assessment on Roads				<u>\$95,546</u>	<u>\$3,697</u>	<u>\$99,243</u>			<u>\$99,243</u>
Total Assessment on Lands and Roads, Municipal Drain No. 39 - 2018				<u>\$204,900</u>	<u>\$9,000</u>	<u>\$213,900</u>	<u>\$37,286</u>	<u>\$24,430</u>	<u>\$152,184</u>

- NOTES:
- *1. Denotes lands not eligible for ADIP grants
 2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
 3. The NET ASSESSMENT is provided for information purposes only

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Municipal Drain No. 39 - 2018
Town of Minto

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
<u>MAIN DRAIN</u>					
5	6	8.5	R. & D. Ross	(4-151)	15.7%
Pt 6	6	10.2	E. & L. Martin	(4-152)	20.2%
Pt. 6	6	3.5	J. Ross	(4-152-50)	7.0%
7	6	1.5	H. & B. Savage	(4-153)	3.0%
* Pt. 7	6	0.3	H. & B. Savage	(4-153-01)	0.8%
* Pt. 7	6	0.4	H. Savage	(4-153-03)	1.1%
* Pt. 5	7	0.2	S. Howe & P. Harris	(4-170)	0.6%
5	7	2.1	M., J., M. & F. Martin	(4-171)	6.2%
E. Pt 6	7	1.1	L. Martin	(4-169)	2.1%
* Pt. 6	7	1.0	The Trustees of Old Order Mennonite Conference	(4-169-10)	1.9%
W. Pt 7, E.	7	8.9	L. Martin	(4-168)	17.7%
W. Pt 7	7	0.8	L. & S. Sinclair	(4-167)	1.6%
Total Assessment on Lands					<u>77.9%</u>
1st Road North					8.2%
6th Line					<u>13.9%</u>
Total Assessment on Roads					<u>22.1%</u>
Total Assessment for Maintenance, Municipal Drain No. 39 - 2018 (Main Drain)					<u>100.0%</u>

NOTES: *1. Denotes lands not eligible for ADIP grants

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Municipal Drain No. 39 - 2018
Town of Minto

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
<u>BRANCH 'C'</u>					
7	6	1.5	H. & B. Savage	(4-153)	37.7%
* Pt. 7	6	0.3	H. & B. Savage	(4-153-01)	9.0%
* Pt. 7	6	0.4	H. Savage	(4-153-03)	11.5%
W. Pt 7, E. Pt 6	7	0.4	L. Martin	(4-168)	9.2%
Total Assessment on Lands					<u>67.4%</u>
6th Line					<u>32.6%</u>
Total Assessment on Roads					<u>32.6%</u>
Total Assessment for Maintenance, Municipal Drain No. 39 - 2018 (Branch 'C')					<u><u>100.0%</u></u>

NOTES: *1. Denotes lands not eligible for ADIP grants

SPECIFICATIONS FOR THE CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

DIVISION A – General Conditions

DIVISION B – Specification for Open Drains

DIVISION C – Specification for Tile Drains

**DIVISION E – Specification for Drainage
Crossings by the Boring Method**

DIVISION H – Special Provisions

DIVISION A

GENERAL CONDITIONS

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DIVISION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Scope of Work, Drawings, General Conditions and other Specifications.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Scope of Work must be completed and submitted with the Form of Tender and Agreement. A certified cheque is required as Tender Security, payable to the Treasurer of the Municipality.

All certified cheques, except that of the bidder to whom the work is awarded will be returned within ten (10) days of the time the Contract is awarded. The certified cheque of the bidder to whom the work is awarded will be retained as Contract Security and returned when the Municipality receives a Completion Certificate for the work.

A certified cheque is not required if the Contractor provides an alternate form of Contract Security such as a Performance Bond for 100% of the amount of the Tender or other satisfactory security, if required/permitted by the Municipality. A Performance Bond may also be required to insure maintenance of the work for a period of one (1) year after the date of the Completion Certificate.

A.3 EXAMINATIONS OF SITE, DRAWINGS AND SPECIFICATIONS

The Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to satisfy himself of the existing conditions and extent of the work to be done before submission of his Tender. No allowance shall subsequently be made on behalf of the Contractor by reason of any error on his part. Any estimates of quantities shown or indicated on the Drawings, or elsewhere are provided for the convenience of the Tenderer. Any use made of these quantities by the Tenderer in calculating his Tender shall be done at his own risk. The Tenderer for his own protection should check these quantities for accuracy.

The standard specifications (Divisions B through G) shall be considered complementary and where a project is controlled under one of the Divisions, the remaining Divisions will apply for miscellaneous works.

In case of any inconsistency or conflict between the Drawings and Specifications, the following order of precedence shall apply:

- Direction of the Engineer
- Special Provisions (Division H)
- Scope of Work
- Contract Drawings
- Standard Specifications (Divisions B through G)
- General Conditions (Division A)

A.4 PAYMENT

Progress payments equal to 87±% of the value of work completed and materials incorporated in the work will be made to the Contractor monthly. An additional ten per cent (10±%) will be paid 45 days after the final acceptance by the Engineer, and three per cent (3±%) of the Contract price may be reserved by the Municipality as a maintenance holdback for a one (1) year period from the date of the Completion Certificate. A greater percentage of the Contract price may be reserved by the Municipality for the same one (1) year period if in the opinion of the Engineer, particular conditions of the Contract requires such greater holdback.

After the completion of the work, any part of this reserve may be used to correct defects developed within that time from faulty workmanship and materials, provided that notice shall first be given to the Contractor and that he may promptly make good such defects.

A.5 CONTRACTOR'S LIABILITY INSURANCE

Prior to commencement of any work, the Contractor shall file with the Municipality evidence of compliance with all Municipality insurance requirements (Liability Insurance, WSIB, etc.) for no less than the minimum amounts as stated in the Purchasing Procedures of the Municipality. All insurance coverage shall remain in force for the entire contract period including the warranty period which expires one year after the date of the Completion Certificate.

The following are to be named as co-insured: Successful Contractor
Sub-Contractor
Municipality
Dietrich Engineering Ltd.

A.6 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the performance of the work, by reason of unanticipated difficulties, bad weather, strikes, acts of nature, or other mischances shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

A.7 COMMENCEMENT AND COMPLETION OF WORK

The work must commence as specified in the Form of Tender and Agreement. If conditions are unsuitable due to poor weather, the Contractor may be required, at the discretion of the Engineer to postpone or halt work until conditions become acceptable and shall not be subject of a claim for additional compensation.

The Contractor shall give the Engineer a minimum of 48 hours notice before commencement of work. The Contractor shall then arrange a meeting to be held on the site with Contractor, Engineer, and affected Landowners to review in detail the construction scheduling and other details of the work.

If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Municipality a minimum of 24 hours notice prior to returning to the project. If any work is commenced without notice to the Engineer, the Contractor shall be fully responsible for all such work undertaken prior to such notification.

The work must proceed in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the Form of Tender and Agreement.

A.8 WORKING AREA AND ACCESS

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For all other areas, the working area available to the Contractor to construct the drain is specified in the Special Provisions (Division H).

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately. Where the Contractor exceeds the specified working widths without authorization, he shall be held responsible for the costs of all additional damages.

If access off an adjacent road allowance is not possible, each Landowner on whose property the drainage works is to be constructed, shall designate access to and from the working area. The Contractor shall not enter any other lands without permission of the Landowner and he shall compensate the Landowner for damage caused by such entry.

A.9 SUB-CONTRACTORS

The Contractor shall not sublet the whole or part of this Contract without the approval of the Engineer.

A.10 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall obtain and pay for all necessary permits or licenses required for the execution of the work (but this shall not include MTO encroachment permits, County Road permits permanent easement or rights of servitude). The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety.

A.11 RAILWAYS, HIGHWAYS AND UTILITIES

A minimum of 72 hours' notice to the Railway or Highways, exclusive of Saturdays, Sundays, and Statutory Holidays, is required by the Contractor prior to any work activities on or affecting the applicable property. In the case of affected Utilities, a minimum of 48 hours' notice to the utility owner is required.

A.12 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy the wrong decision on his part shall be borne by the Contractor. The Engineer shall make the alterations necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project.

The Contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.13 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the Drawings and Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Contractor and the Engineer, but in all cases the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.

A.14 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.15 FIELD MEETINGS

At the discretion of the Engineer, a field meeting with the Contractor or his representative, the Engineer and with those others that the Engineer deems to be affected, shall be held at the location and time specified by the Engineer.

A.16 PERIODIC AND FINAL INSPECTIONS

Periodic inspections by the Engineer will be made during the performance of the work. If ordered by the Engineer, the Contractor shall expose the drain as needed to facilitate inspection by the Engineer.

Final inspection by the Engineer will be made within twenty (20) days after he has received notice from the Contractor that the work is complete.

A.17 ACCEPTANCE BY THE MUNICIPALITY

Before any work shall be accepted by the Municipality, the Contractor shall correct all deficiencies identified by the Engineer and the Contractor shall leave the site neat and presentable.

A.18 WARRANTY

The Contractor shall repair and make good any damages or faults in the drain that may appear within one (1) year after its completion (as dated on the Completion Certificate) as the result of the imperfect or defective work done or materials furnished if certified by the Engineer as being due to one or both of these causes; but nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done. Neither the Completion Certificate nor any payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his responsibility.

A.19 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials to commence or complete the works, or if he should fail to make prompt payment to Sub-Contractors, or for material, or labour, or persistently disregards laws, ordinances, or the instruction of the Engineer, or otherwise be guilty of a substantial violation of the provisions of the Contract, then the Municipality, upon the certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the Contractor written notice, terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Engineer may deem expedient but without delay or expense. In such a case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price will exceed the expense of finishing the work including compensation to the Engineer for his additional services and including the other damages of every name and nature, such excess shall be paid by the Contractor. If such expense will exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer.

If the Contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the certified cheque bid deposit and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new Tender for the Contract being terminated.

If any unpaid balance and the certified cheque do not match the monies owed by the Contractor upon termination of the Contract, the Municipality may also charge such expense against any money which may thereafter be due to the Contractor from the Municipality.

A.20 TESTS

The cost for the testing of materials supplied to the job by the Contractor shall be borne by the Contractor. The Engineer reserves the right to subject any lengths of any tile or pipe to a competent testing laboratory to ensure the adequacy of the tile or pipe. If any tile supplied by the Contractor is determined to be inadequate to meet the applicable A.S.T.M. standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate tile in the Contract with tile capable of meeting the A.S.T.M. Standards.

A.21 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor shall refuel or repair equipment away from open water.

If polluted material from construction materials or equipment is caused to flow into the drain, the Contractor shall immediately notify the Ministry of the Environment, and proceed with the Ministry's protocols in place to address the situation.

A.22 SPECIES AT RISK

If a Contractor encounters a known Species at Risk as designated by the MNR or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines to deal with the species.

A.23 ROAD CROSSINGS

This specification applies to all road crossings (Municipality, County, Regional, or Highway) where no specific detail is provided on the drawings or in the standard specifications. This specification in no way limits the Road Authority's regulations governing the construction of drains on their Road Allowance.

A.23.1 Road Occupancy Permit

Where applicable, the Contractor must submit an application for a road occupancy permit to the Road Authority and allow a minimum of five (5) working days for its review and issuance.

A.23.2 Road Closure Request and Construction Notification

The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority and the Engineer for review and approval a minimum of five (5) working days prior to proceeding with any work on the road allowance. The Contractor shall be responsible for notifying all applicable emergency services, schools, etc. of the road closure or construction taking place.

A.23.3 Traffic Control

The Contractor shall supply flagmen, and warning signs and ensure that detour routes are adequately signed in accordance with no less than the minimum standards as set out in the Ontario Traffic Manual's Book 7.

A.23.4 Weather

No construction shall take place during inclement weather or periods of poor visibility.

A.23.5 Equipment

No construction material and/or equipment is to be left within three (3) metres of the travelled portion of the road overnight or during periods of inclement weather.

If not stated on the drawings, the road crossing shall be constructed by open cut method. Backfill from the top of the cover material over the subsurface pipe or culvert to the under side of the road base shall be Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm. Granular road base materials shall be thoroughly compacted to 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing HL-8 Hot Mix Asphalt patch at a thickness of 50mm or of the same thickness as the existing pavement structure. The asphalt patch shall be flush with the existing roadway on each side and without overlap.

Excavated material from the trench beyond 1.25 metres from the travelled portion or beyond the outside edge of the gravel shoulder may be used as backfill in the trench in the case of covered drains. The material shall be compacted in lifts not exceeding 300mm.

A.24 LANEWAYS

All pipes crossing laneways shall be backfilled with material that is clean, free of foreign material or frozen particles and readily tamped or compacted in place unless otherwise specified. Laneway culverts on open ditch projects shall be backfilled with material that is not easily erodible. All backfill material shall be thoroughly compacted as directed by the Engineer.

Culverts shall be bedded with a minimum of 300mm of granular material. Granular material shall be placed simultaneously on each side of the culvert in lifts not exceeding 150mm in thickness and compacted to 95% Standard Proctor Density. Culverts shall be installed a minimum of 10% of the culvert diameter below design grade with a minimum of 450mm of cover over the pipe unless otherwise noted on the Drawings.

The backfill over culverts and subsurface pipes at all existing laneways that have granular surfaces on open ditch and closed drainage projects shall be surfaced with a minimum of 300mm of Granular "B" material and 150mm of Granular "A" material. All backfill shall be thoroughly compacted as directed by the Engineer. All granular material shall be placed to the full width of the travelled portion.

Any settling of backfilled material shall be repaired by or at the expense of the Contractor during the warranty period of the project and as soon as required.

A.25 FENCES

No earth is to be placed against fences and all fences removed by the Contractor shall be replaced by him in as good a condition as found. Where practical the Contractor shall take down existing fences in good condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it. The replacement of the fences shall be done to the satisfaction of the Engineer. Any fences found in such poor condition where the fence is not salvageable, shall be noted and verified with the Engineer prior to commencement of work.

Fences damaged beyond repair by the Contractor's negligence shall be replaced with new materials, similar to those materials of the existing fence, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the Landowner and the Engineer.

Any fences paralleling an open ditch that are not line fences that hinder the proper working of the excavating machinery, shall be removed and rebuilt by the Landowner at his own expense.

The Contractor shall not leave fences open when he is not at work in the immediate vicinity.

A.26 LIVESTOCK

The Contractor shall provide each landowner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the Landowner shall be responsible to keep all livestock clear of the construction areas until further notified. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock where the Contractor failed to notify the Landowner, or through negligence or carelessness on the part of the Contractor.

A.27 STANDING CROPS

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain and access routes if the Contractor has failed to notify the Landowners 48 hours prior to commencement of the work on that portion of the drain.

A.28 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used, the Contractor shall haul away such surplus material.

A.29 IRON BARS

The Contractor is responsible for the cost of an Ontario Land Surveyor to replace any iron bars that are altered or destroyed during the course of the construction.

A.30 RIP-RAP

Rip-rap shall be quarry stone rip-rap material and shall be the sizes specified in the Special Provisions. Broken concrete shall not be used as rip-rap unless otherwise specified.

A.31 CLEARING, GRUBBING AND BRUSHING

This specification applies to all brushing where no specific detail is provided on the drawings or in the Special Provisions.

The Contractor shall clear, brush and stump trees from within the working area that interfere with the installation of the drainage system.

All trees, limbs and brush less than 150mm in diameter shall be mulched. Trees greater than 150mm in diameter shall be cut and neatly stacked in piles designated by the Landowners.

A.32 RESTORATION OF LAWNS

This specification applies to all lawn restoration where no specific detail is provided on the drawings or in the Special Provisions and no allowance for damages has been provided under Section 30 of the Drainage Act RSO 1990 to the affected property.

The Contractor shall supply "high quality grass seed" and the seed shall be broadcast by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of broadcast to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the Landowner to maintain the area in a manner so as to promote growth.

DIVISION B

SPECIFICATIONS FOR OPEN DRAINS

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DIVISION B

SPECIFICATIONS FOR OPEN DRAINS

B.1 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless noted on the drawings. Where there are unnecessary bends or irregularities on the existing course of the drain, the Contractor shall contact the Engineer before commencing work to verify the manner in which such irregularities or bends may be removed from the drain. All curves shall be made with a minimum radius of fifteen (15) metres from the centre line of the drain.

B.2 PROFILE

The Profile Drawing shows the depth of cuts from the top of the bank to the final invert of the ditch in metres and decimals of a metre, and also the approximate depth of excavated material from the bottom of the existing ditch to the final invert of the ditch. These cuts are established for the convenience of the Contractor; however, bench marks (established along the course of the drain) will govern the final elevation of the drain. The location and elevation of the bench marks are given on the Profile Drawing. Accurate grade control must be maintained by the Contractor during ditch excavation.

B.3 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the drawings. If the channel cross-section is not specified it shall be a one metre bottom width with 1.5(h):1(v) side slopes. At locations along the drain where the cross section dimensions change, there shall be a transitional length of not less than 10:1 (five metre length to 0.5 metre width differential). Where the width of the bottom of the existing ditch is sufficient to construct the design width, then construction shall proceed without disturbing the existing banks.

Where existing side slopes become unstable, the Contractor shall immediately notify the Engineer. Alternative methods of construction and/or methods of protection will then be determined prior to continuing work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

An approved hydraulic excavator shall be used to carry out the excavation of the open ditch unless otherwise directed by the Engineer.

B.4 EXCAVATED MATERIAL

Excavated material shall be placed on the low side of the drain or opposite trees and fences. The Contractor shall contact all Landowners before proceeding with the work to verify the location to place and level the excavated material.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water behind the spoil bank. The excavated material shall be placed and levelled to a maximum depth of 200 mm, unless instructed otherwise and commence a minimum of one (1) metre from the top of the bank. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2(h):1(v). The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship to the farm machinery and farm personnel. No excavated material shall cover any logs, brush, etc. of any kind.

Any stones or boulders which exceed 300mm in diameter shall be removed and disposed of in a location specified by the Landowner.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch or to relocate any portion or all of an existing ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch, no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

B.5 EXCAVATION AT EXISITING BRIDGE AND CULVERT SITES

The Contractor shall excavate the drain to the full specified depth under all bridges and to the full width of the structure. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is complete. Permanent bridges must, if at all possible, be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Landowner if excavation will expose the footings or otherwise compromise the structural integrity of the structure.

The Contractor shall clean through all pipe culverts to the grade and width specified on the profile.

B.6 PIPE CULVERTS

All pipe culverts shall be installed in accordance with the standard detail drawings. If couplers are required, five corrugation couplers shall be used for up to and including 1200mm diameter pipes and 10 corrugation couplers for greater than 1200mm diameter pipes.

When an existing crossing is being replaced, the Contractor may backfill the new culvert with the existing native material that is free of large rocks and stones. The Contractor is responsible for any damage to a culvert pipe that is a result of rocks or stones in the backfill.

B.7 RIP-RAP PROTECTION FOR CULVERTS

Quarry stone rip-rap shall be used as end treatment for new culverts and placed on geotextile filter material (Mirafi 160N or approved equal). The rip-rap shall be adequately keyed in along the bottom of the slope, and shall extend to the top of the pipe or as directed on the drawings. The maximum slope for rip-rap shall be 1(h):1(v) or as directed by the Engineer.

The Contractor shall be responsible for any defects or damages that may develop in the rip-rap or the earth behind the rip-rap that the Engineer deems to have been fully or partially caused by faulty workmanship or materials.

B.8 CLEARING, GRUBBING AND MULCHING

Prior to excavation, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with the slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slopes shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the Landowner.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched. Clearing, grubbing and mulching shall be carried out as a separate operation from the excavation of the ditch, and shall not be completed simultaneously at the same location.

B.9 TRIBUTARY TILE OUTLETS

All tile outlets in existing ditches shall be marked by the Landowner prior to excavation. The Contractor shall guard against damaging the outlets of tributary drains. Any tile drain outlets that were marked or noted on the drawings and are subsequently damaged by the Contractor shall be repaired by the Contractor at his expense. The Landowner shall be responsible for repairs to damaged tile outlets that were not marked.

B.10 SEEDING

The side slopes where disturbed shall be seeded using an approved grass seed mixture. The grass seed shall be applied the same day as the excavation of the open ditch.

Grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO and composed of the following varieties mixed in the proportion by weight as follows:

- 55% Creeping Red Fescue
- 40% Perennial Rye Grass
- 5% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

B.11 HYDRO SEEDING

The areas specified in the contract document shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572.

B.12 HAND SEEDING

Placement of the seed shall be of means of an approved mechanical spreader.

B.13 COMPLETION

At the time of completion and final inspection, all work in the Contract shall have the full dimensions and cross-sections specified without any allowance for caving of banks or sediment in the ditch bottom.

DIVISION C

SPECIFICATIONS FOR TILE DRAINS

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DIVISION C

SPECIFICATIONS FOR TILE DRAINS

C.1 PIPE MATERIALS

C.1.1 Concrete Tile

Concrete drain tile shall conform to the requirements of the most recent A.S.T.M. specification for Heavy-Duty Extra Quality drain tile. All tile with diameters less than 600mm shall have a pipe strength of 1500D. All tile with diameters 600mm or larger shall have a pipe strength of 2000D.

All tile furnished shall be subject to the approval of the Engineer. All rejected tile are to be immediately removed from the site.

C.1.2 High Density Polyethylene (HDPE) Pipe

All HDPE pipe shall be dual-wall corrugated drainage pipe with a smooth inner wall. HDPE pipe shall have a minimum stiffness of 320 kPa at 5% deflection.

Unless otherwise noted, all sealed HDPE pipe shall have a water tight gasketed bell and spigot joining system meeting the minimum requirements of CSA B182.8. Perforated HDPE pipe shall have a soil tight joining system, and shall be enveloped in non-woven geotextile filter sock.

C.2 ALIGNMENT

The Contractor shall contact the Engineer to establish the course of the drain. Where an existing drain is to be removed and replaced by the new drain, or where the new drain is to be installed parallel to an existing drain, the Contractor shall locate the existing drain (including repairing damaged tile caused by locating) at intervals along the course of the drain. The costs of locating shall be included in the tender price.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other watercourses or at sharp corners, it shall run on a curve of at least 15 metres radius. The new tile drain shall be constructed at an offset from and parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water.

The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where any such existing drain is disturbed or damaged, the Contractor shall perform the necessary repair at his expense.

C.3 PROFILE

Benchmarks have been established along the course of the drain which are to govern the elevations of the drain. The location and elevations of the benchmarks are shown on the drawings. Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times.

When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made.

C.4 EXCAVATION

C.4.1 Wheel machine

Unless otherwise specified, all trenching shall be carried out with a wheel machine approved by the Engineer. The wheel machine shall shape the bottom of the trench to conform to the outside diameter of the pipe. The minimum trench width shall be equal to the outside diameter of the pipe plus 100mm on each side of the pipe, unless otherwise specified. The maximum trench width shall be equal to the outside diameter of the pipe plus 300mm on each side of the pipe, unless otherwise specified.

C.4.2 Scalping

Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capability of the Contractor's wheel machine, he shall lower the surface grade in order that the wheel machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of the topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.

C.4.3 Excavator

Where the use of an excavator is used in-lieu of a wheel machine, the topsoil shall be stripped and replaced in accordance with Item C.4.2. All tile shall be installed on 19mm clear crushed stone bedding placed to a minimum depth of 150mm which has been shaped to conform to the bottom of the pipe. The Contractor shall include the costs of this work in his tender price.

C.5 INSTALLATION

C.5.1 Concrete Tile

The tile is to be laid with close joints and in regular grade and alignment in accordance with the drawings. The tiles are to be bevelled, if necessary to ensure close joints. The inside of the tile is to be kept clear when laid. The sides of the tile are to be supported by partial filling of the trench

(blinding) prior to inspection by the Engineer. No tile shall be backfilled until inspected by the Engineer unless otherwise permitted by the Engineer. The tile shall be backfilled such that a sufficient mound of backfill is placed over the trench to ensure that no depression remains after settling occurs in the backfill.

Where a tile connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a tile drain passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

The Contractor shall supply and wrap all concrete tile joints with Mirafi 160N geotextile filter material as part of this contract. The width of the filter material should be:

- 300mm wide for tile sizes 150mm diameter to 350mm diameter.
- 400mm wide for tile sizes 400mm diameter to 750mm diameter.
- 500mm wide for tile sizes larger than 750mm diameter.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be.

C.5.2 HDPE Pipe

HDPE pipe shall be installed using compacted Granular 'A' bedding or 19mm clear crushed stone bedding from 150mm below the pipe to 300mm above the pipe. All granular material shall be compacted using a suitable mechanical vibratory compactor. Granular bedding and backfill shall be placed in lifts not exceeding 300mm and compacted to at least 95% Standard Proctor Maximum Dry Density (SPMDD).

Where a pipe connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a pipe passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

C.6 TRENCH CROSSINGS

The Contractor shall not cross the backfilled trench with any construction equipment or vehicles, except by one designated crossing location on each property. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench.

The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall ensure that no equipment or vehicles travel along the length of the trench. The Contractor shall be responsible for any damage to the new tile caused by the construction of the drain.

C.7 OUTLET PROTECTION

A tile drain outlet into a ditch shall be either HDPE pipe or corrugated steel pipe and shall include a hinged grate for rodent protection. The maximum spacing between bars on the rodent grate shall be 40mm. All corrugated steel outlet pipes shall be bevelled at the end to generally conform to the slope of the ditch bank.

Quarry stone rock rip-rap protection and geotextile filter material (Mirafi 160N), shall be installed around the outlet pipe and extended downstream a minimum distance of three metres, unless otherwise specified. The protection shall extend to the top of the backfilled trench and below the pipe to 300 mm under the streambed. The protection shall also extend 600mm into undisturbed soil on either side of the backfilled trench. In some locations, rip-rap may be required on the bank opposite the outlet.

Where the outlet occurs at the upper end of an open ditch, the rip-rap protection will extend all around the end of the ditch and to a point 800mm downstream on either side. Where heavy overflow is likely to occur, sufficient additional rip-rap and filter material shall be placed as directed by the Engineer to prevent the water cutting around the protection.

C.8 CATCH BASINS AND JUNCTION BOXES

Unless otherwise noted, catch basins shall be in accordance with OPSD 705.010 and 705.030. The catch basin grate shall be a "Birdcage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catch basin with bolts into the concrete. Spacing of bars on grates for use on 600mmX600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmX600mm shall be 90mm.

All catch basins shall be backfilled with compacted Granular 'A' or 19mm clear crushed stone placed to a minimum width of 300mm on all sides. If settling occurs after construction, the Contractor shall supply and place sufficient granular material to maintain the backfill level flush with adjacent ground. The riser sections of the catch basin shall be wrapped with filter cloth.

Quarry stone rip-rap protection shall be placed around all catch basins and shall extend a minimum distance of one (1) metre away from the outer edge of each side of the catch basin, and shall be placed so that the finished surface of the rip-rap is flush with the existing ground.

If there are no existing drains to be connected to the catch basin at the top end of the drain, a plugged tile shall be placed in the upstream wall with the same elevations as the outlet tile.

Junction boxes shall have a minimum cover over the lid of 450mm.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. The top of the spill way of the earth berm shall be the same elevation as the high wall of the ditch inlet catch basin. The earth berm shall be covered with 100mm depth of topsoil and seeded with an approved green seed mixture. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 metres each way from all catch basins.

The Contractor shall clean all catch basin sumps after completion of the drain installation. Catch basin markers shall be placed beside each catch basin.

C.9 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain is to be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary drains encountered are clean or reasonably clean, they shall be connected into the new drain in accordance with the typical tile drain connection detail. Tributary tile drain connections into the new drain shall be made using high density polyethylene agricultural drain tubing installed on and backfilled with 19mm clear crushed stone. All tile drain connections into the new drain shall be either a cored hole with an insert coupler or a manufactured tee.

Where the existing drains are full of sediment, the decision to connect the tributary drain to the new drain shall be left to the Engineer. The Contractor shall be paid for each tributary drain connection as outlined in the Form of Tender and Agreement.

The Contractor shall be responsible for all tributary tile connections for a period of one year from the date of the Completion Certificate. After construction, any missed tile connections required to be made into the new drain shall be paid at the same rate as defined in the Form of Tender and Agreement. The Contractor will have the option to make any subsequent tile connections or have the Municipality make the required connections and have the cost of which deducted from the holdback.

Where an open ditch is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain.

Where the Contractor is required to connect an existing tile which is not encountered in the course of the drain, the cost of such work shall constitute an extra to the contract.

C.10 CLEARING, GRUBBING AND MULCHING

The Contractor shall clear, brush and stump trees from within the working area.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched.

Clearing, grubbing and mulching shall be carried out as a separate operation from installing the drain, and shall not be completed simultaneously at the same location.

C.11 ROADS AND LANEWAY SUB-SURFACE CROSSINGS

All roads and laneway crossings may be made with an open cut. The Contractor may use original ground as backfill to within 600mm of finished grade only if adequate compaction and if the use of the original ground backfill has been approved beforehand by the Engineer.

C.12 FILLING IN EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm equipment. If sufficient material is available on-site to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled waterway. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period.

C.13 CONSTRUCTION OF GRASSED WATERWAYS

Where the Contractor is required to construct a grassed waterway, the existing waterway shall be filled in, regraded, shaped and a seed bed prepared prior to applying the grass seed. The grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO.

- 55% Creeping Red Fescue
- 15% Perennial Rye Grass
- 27% Kentucky Bluegrass
- 3% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

C.14 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer if unstable soil is encountered. The Engineer shall, after consultation with the Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

C.15 ROCKS

The Contractor shall immediately contact the Engineer if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a wheel machine. The Engineer shall determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

If only scattered large stone or boulders are removed on any project, the Contractor shall either excavate a hole to bury same adjacent to the drain, or he shall haul the stones or boulders to a location designated by the Landowner.

C.16 BROKEN OR DAMAGED TILE

The Contractor shall remove and dispose of all broken (existing or new), damaged or excess tile off site.

C.17 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEMS

Drainage Guide for Ontario, Ministry of Agriculture, Food and Rural Affairs, Publication 29 and its amendments, dealing with the construction of Subsurface Drainage Systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other Specifications of the Contract.

DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

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DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

E.1 GENERAL REQUIREMENTS

When a drainage crossing of a Roadway, Railway, etc. is to be carried out by the Boring Method, the following Specifications for this work shall apply. The Authority having jurisdiction over the lands involved with the crossing will supply no labour, equipment or materials for the construction of the crossing unless otherwise specified.

The Contractor shall be fully responsible for availing himself of, and satisfying any further Specifications that may apply to borings affecting the Authority having jurisdiction over the lands involved with the crossing.

E.2 NOTIFICATION

The Contractor shall give the Authority responsible for the lands being crossed at least five (5) days notice before he commences any work on the crossing.

E.3 PIPE

The pipe or casing used in the crossing shall be smooth wall welded steel pipe with a minimum wall thickness as specified on the Plan and Profile. All pipe shall be new and manufactured from weldable steel having a minimum yield strength of 241 MPa. Pipe ends shall be bevel edged in the intrude to an angle of thirty (30) degrees for butt weld splicing. The name or trademark of the manufacturer and the heat number shall be clearly marked in the inside of the section of the pipe.

The pipe shall be of sufficient length so that during placement, no part of any excavation shall be closer than three (3) metres to the edge of a pavement and the slope of the excavation from the edge of shoulder, or other point as specified to the invert of the pipe shall be no less than one (1) metre vertical to one (1) metre horizontal (1:1) [See item E.5 "Auger Pit"].

E.4 INSTALLATION

The pipe or casing shall be placed by means of continuous flight augering inside the casing and simultaneous jacking to advance the casing immediately behind the tip of the auger. Complete augering of a tunnel slightly larger than the pipe and placing the entire length by pulling or jacking after completion of the tunnel will not be acceptable unless the method to be adopted is approved in advance by both the Engineer and the Authority responsible for the lands being crossed.

E.5 AUGER PIT

The pit excavated to accommodate the boring machine shall be so constructed so that the top edge of the pit shall not be closer than three (3) metres to the edge of the pavement. The slope of the pit from the top edge at the shoulder to the bottom of the pit shall not be steeper than one (1) metre vertical to one (1) metre horizontal (1:1). Shoring, sheeting, etc. shall be in accordance with the applicable and most recent Provincial Statutes.

The pit shall be left open for an absolute minimum of time, and if at all possible work shall be so scheduled so that excavation, placement of pipe and backfilling take place in one (1) working day. If this is not possible, every effort should be made to schedule the work so that the pit is not left open for more than one (1) day before and one (1) day after the boring operation.

E.6 CONSTRUCTION

During excavation, every effort should be made to place the top 300 mm of spoil (topsoil) in a separate pile for replacement on top on completion of the backfill operation. If this is not possible or practical, the Contractor shall import and place a minimum of 150 mm of good quality topsoil over the excavated and backfilled area. The finished work shall be left in a clean and orderly condition flush or slightly higher than the adjacent ground so that after settlement, it will conform to the surrounding ground. Excess earth (if any) shall be disposed of as directed by the Engineer and no additional payment will be allotted for such work.

The Contractor shall at his expense supply, erect and maintain suitable and adequate barricades, flashing lights, warning signs and/or flagmen to the satisfaction of the Engineer to adequately warn and protect the motoring public.

Any areas disturbed within the Right-of-Way of a County Road or King's Highway during construction, shall be covered with a minimum of 75 mm of topsoil, fertilized and seeded with an approved grass seed mixture.

E.7 ACCEPTANCE

All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

DIVISION H

SPECIAL PROVISIONS

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DIVISION H

SPECIAL PROVISIONS

Municipal Drain No. 39 - 2018

Town of Minto

Reference No. 1617

Special provisions means special directions containing requirements particular to the work not adequately provided for by the standard or supplemental Specifications. Special provisions shall take precedence and govern any standard or supplemental Specifications.

H.1 GENERAL

The Contractor shall notify the Landowners, the Township Drainage Superintendent (Mike McIsaac) and the Engineer forty-eight (48) hours prior to construction, and arrange a pre-construction meeting.

The Contractor shall verify the location of the new drainage system with the Engineer prior to construction.

The Contractor shall check and verify all dimensions and elevations and report any discrepancies to the Engineer prior to proceeding with the work.

All objects or obstructions within the construction working area such as signs, mailboxes, fences, property ornamentals, etc., that interfere with the installation of the drain shall be removed and re-erected in the same location or another location satisfactory to the Landowner. Any damages to such objects by the Contractor shall be repaired, replaced, installed and paid for by the Contractor at the discretion of the Engineer.

The Contractor shall be responsible to arrange all traffic control signals, signs and devices that are required for safe and proper traffic management during the installation of the drainage system. The Contractor shall contact the Town of Minto for specified local procedures, guidelines and timelines. Traffic control shall meet the standards of Book 7 of the Ontario Traffic Manual.

The Contractor shall be responsible for notifying the public of any road closures or detours unless otherwise stated by the Town of Minto.

The Contractor must maintain access to all driveways along the route of the drain as well as maintain access for all emergency vehicles at all times during construction.

The Contractor shall be responsible for all trench settlement.

H.2 UTILITIES

All utilities shall be located and uncovered in the affected areas by the Contractor prior to construction.

The Contractor shall arrange to have a representative of the utility owner on site during construction if it is a requirement by the utility owner.

H.3 WORKING AREA AND ACCESS

The working area for construction purposes shall be a width of twenty-five (25) metres for the Main Drain and Branch 'C', except for in the woodlot on the L. Sinclair property (Roll no. 4-167), part of Lot 7, Concession 7, from Main Drain Sta. 0+000 to Sta. 0+048, where the working area shall be a width of twenty (20) metres.

The working area for maintenance purposed shall be a width of ten (10) metres centered on the proposed tile drain.

Access to the working corridor on the L. Sinclair property, part of Lot 7, Concession 7, shall be along a 5 metre wide access route as shown on the attached Plan (Drawing No. 1 of 2).

Access to the working corridor for Main Drain Sta. 0+079 to Sta. 1+078 and Branch 'C' shall be from where the proposed drain crosses 6th Line and 1st Road North.

For future maintenance purposes, the landowner on whose property the drainage works is to be repaired shall designate access to and from the working area.

H.4 TOPSOIL

The Contractor shall strip the topsoil for a minimum width of 10 metres along the route of the proposed tile drainage systems (Main Drain and Branch 'C').

In areas of deep cuts or in the event of poor soil conditions the Contractor shall strip topsoil wider than 10 metres to ensure no contamination of topsoil with subsoil.

The Contractor shall strip the topsoil for a maximum depth of 0.3 metres. In the event that topsoil is greater in depth than 0.3 metres, the Contractor shall make every reasonable effort to not mix the topsoil and subsoil during the backfilling of the trench.

The Contractor shall stockpile the topsoil and later spread it over the backfilled trench.

The Contractor shall use a trim dozer to fine grad the topsoil once it has been placed on the backfilled trench.

Under no circumstances will the Contractor attempt to place frozen topsoil over the backfilled trench.

H.5 RIP-RAP

All stone rip-rap material to be used around catch basins shall be quarry stone 150 mm to 300 mm dia. and placed to a depth of 450 mm. All rip-rap material shall be placed on geo-textile filter material (Mirafi 180N).

Under no circumstances shall the Contractor substitute broken concrete for rip-rap.

H.6 EXISTING DRAINS/TILE CONNECTIONS

The Contractor shall uncover the existing drain in several locations prior to the commencement of construction.

The Contractor shall make all tributary tile drain connections in accordance with the Typical Tile Connection Detail on Drawing No. 2.

The Contractor shall be responsible for all tile connections for a period of one year after the issuance of the completion certificate. The tile connections required to be made within this warranty period shall be made at the same rate as defined on the Form of Tender and Agreement. After construction, the Contractor will be given the option to make any subsequent tile connections or have the Town of Minto make said connections and have the costs of which deducted from the holdback.

All existing drains cut off during the installation of the new drainage system that will be connected to the new drainage system shall be flagged or marked by the Contractor prior to the connection being made.

H.7 PIPE, INSTALLATION, BEDDING & BACKFILL

H.7.1 Concrete Field Tile

All concrete tile shall meet or exceed the strength of 2000D Heavy-Duty Extra Quality Concrete Drain Tile.

Concrete field tile installed by means of an approved hydraulic excavator shall be installed using 19mm (3/4") crushed stone bedding and backfill from 150mm below the pipe to the spring line of the pipe, as per the detail on Drawing No. 2.

Approved native material shall be used as backfill from the spring line to the underside of the topsoil. The backfill shall not be compacted but a sufficient mound shall be left over the trench by the Contractor to allow for settlement flush with adjacent lands. The Contractor shall be responsible for all trench settlement.

The Contractor shall supply and wrap all concrete tile joints with geotextile filter material as part of this contract. The width of the filter material should be 400mm wide.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be Mirafi 140NC for clay or loam soil conditions and Mirafi 160N for sandy or silty soil conditions.

H.7.2 High Density Polyethylene Pipe (H.D.P.E.)

An approved hydraulic excavator shall be used for the installation of all H.D.P.E. pipe.

All H.D.P.E. pipe shall be BOSS 2000 (or equivalent) CSA B182.8/320 KPa.

All H.D.P.E. pipe shall be installed using 19mm (3/4") crushed stone bedding from 150mm below the pipe to the spring line of the pipe. Suitable native material shall be used as backfill from the spring line to the underside of the topsoil. The backfill shall not be compacted but a sufficient mound shall be left over the trench by the Contractor to allow for settlement flush with adjacent lands. The Contractor shall be responsible for all trench settlement.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

H.8 ROAD CROSSINGS

The Contractor shall notify the Engineer and local road authority having jurisdiction over the road a minimum of forty-eight (48) hours prior to each of the scheduled crossings through the roads.

All H.D.P.E. pipe installed within the road allowances shall be BOSS 2000 (or equivalent) CSA B182.8-02/320 KPa with bell and spigot water tight joining systems.

The Contractor shall install the new 375 mm diameter H.D.P.E. pipe through 1st Road North along the Main Drain by means of an approved hydraulic excavator using the open cut method.

The existing 450 mm diameter C.M.P. surface culvert through 1st Road North along the Main Drain shall be removed and disposed of off-site by the Contractor. The Contractor shall install a new 450 mm diameter H.D.P.E. solid pipe surface culvert in place of the existing surface culvert.

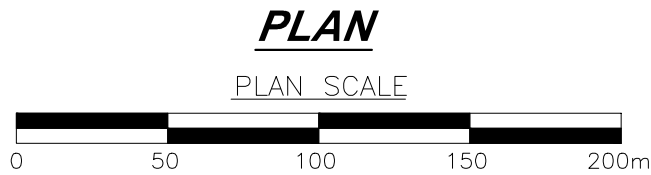
The Contractor shall install the 375 mm diameter H.D.P.E. pipe using Granular "A" bedding from 150 mm below the pipe to 300 mm above the new 450 mm diameter H.D.P.E. surface culvert. Granular "B" material shall be used for backfill from 300 mm above the new surface culvert to 200 mm below finished grade. The Contractor shall place 200 mm of Granular "A" material from the top of the Granular "B" to finished grade.

The Contractor shall not use as backfill any existing native material excavated from the crossing unless prior authorization has been obtained from the road authority having jurisdiction over the road. The Contractor shall dispose of all excess excavated material off-site.

All granular materials shall be placed equally and simultaneously on both sides of the pipe in lifts not exceeding 300 mm. All granular materials used as bedding and backfill within the road allowance shall be thoroughly compacted to at least 95% Standard Proctor Density using an approved vibratory compactor.

The Contractor shall be responsible for all trench settlement.

The Main Drain crossings through 6th Line from Sta. 0+489 to Sta. 0+509 and Sta. 1+058 to Sta. 1+078 shall be installed by means of the jack and bore method.



TOWN OF MINTO
COUNTY OF WELLINGTON



NOTES:

- ALL SOLID HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 UNLESS OTHERWISE NOTED.
- ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS UNLESS OTHERWISE NOTED.

BENCHMARK No. 1 ELEV.=405.23
NAIL IN NORTH FACE OF HYDRO POLE 150 METRES SOUTH OF STA. 0+000 (MAIN)

BENCHMARK No. 2 ELEV.=406.38
TOP CENTRE DOWNSTREAM END OF 450mm DIA. C.M.P. AT STA. 0+058 (BRANCH 1)

BENCHMARK No. 3 ELEV.=407.86
TOP CENTRE UPSTREAM END OF 450mm DIA. AG TUBE AT STA. 1+075 (MAIN)

LEGEND:

	DRAIN NAME	EXISTING MUNICIPAL DRAIN
		INTERIOR/EXTERIOR WATERSHED BOUNDARY
		PROPERTY BOUNDARY
		LOT OR CONCESSION BOUNDARY
		TOWNSHIP BOUNDARY
		EXISTING CATCH BASIN OR JUNCTION BOX
		EXISTING MANHOLE
	DRAIN NAME	MUNICIPAL DRAIN (AREA OF WORK)
		WATERSHED BOUNDARY
		PROPOSED CATCH BASIN OR JUNCTION BOX
		PROPOSED MANHOLE
	BENCHMARK LOCATION	BENCHMARK No. 1 ELEV.= 50.00 BENCHMARK ELEVATION

3.	REPORT SUBMISSION	2018-06-20	DEL
2.	INFORMATION MEETING	2018-03-09	DEL
1.	ON-SITE MEETING	2016-11-04	DEL
No.	ISSUES AND REVISIONS	DATE	BY

PROJECT: MUNICIPAL DRAIN NO. 39 - 2018

DRAWING: Plan

DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7

PROJ. MGR:	G.N.	DESIGNED BY:	G.C.	DRAWN BY:	G.C.	CHECKED BY:	G.N.
DRAWING SCALE:	AS NOTED	DATE:	JUNE 20, 2018	PROJECT No.	1617	DRAWING No.	1 of 2

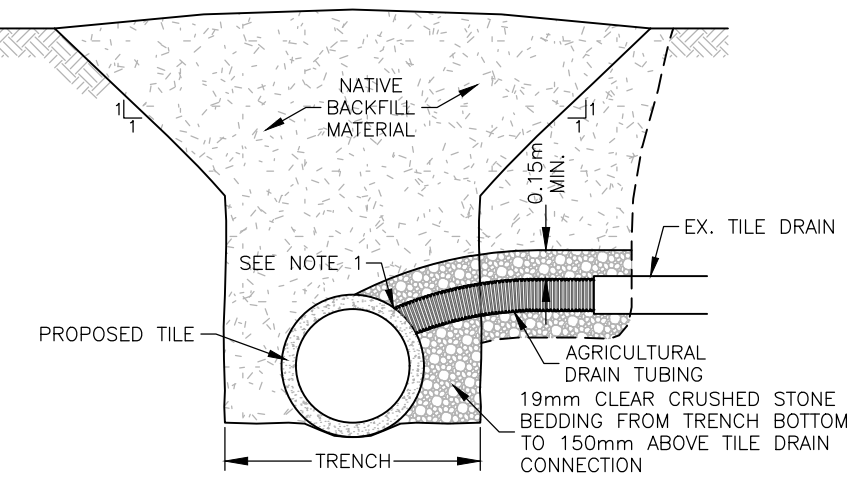
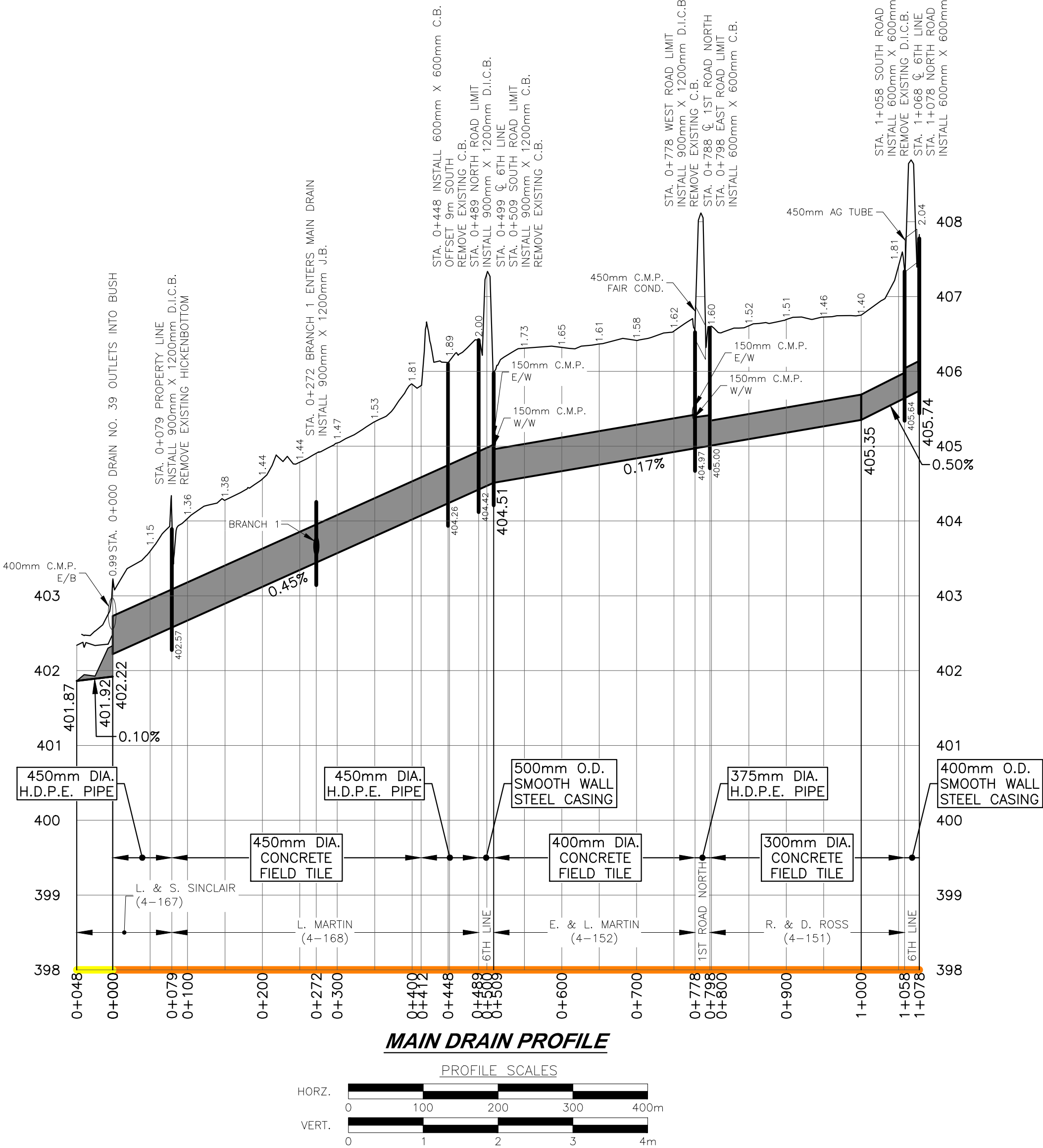
TILE SIZES

MAIN DRAIN

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)	BOTTOM WIDTH
1.	HIGH DENSITY POLYETHYLENE OUTLET PIPE	450	0+000 - 0+006	6		0.9m
2.	HIGH DENSITY POLYETHYLENE PIPE	450	0+006 - 0+079	73		
3.	CONCRETE FIELD TILE	450	0+079 - 0+412	333		
4.	HIGH DENSITY POLYETHYLENE PIPE	450	0+412 - 0+489	77		
5.	SMOOTH WALL STEEL CASING	500 O.D.	0+489 - 0+509	20	9.53	
6.	CONCRETE FIELD TILE	400	0+509 - 0+778	269		1.5:1
7.	HIGH DENSITY POLYETHYLENE PIPE	375	0+778 - 0+798	20		
8.	CONCRETE FIELD TILE	300	0+798 - 1+058	260		
9.	SMOOTH WALL STEEL CASING	400 O.D.	1+058 - 1+078	20	9.53	

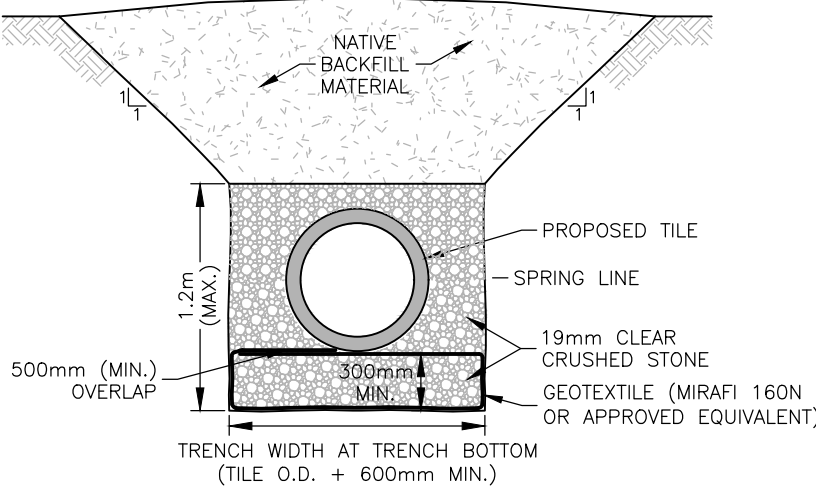
BRANCH 1

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	CONCRETE FIELD TILE	200	0+000 - 0+058	58	



- NOTE:
- ALL TILE CONNECTIONS TO BE EITHER A CORED HOLE WITH AN INSERT COUPLER, OR A MANUFACTURED TEE.
 - CLEAR CRUSHED STONE BEDDING NOT REQUIRED IF DUAL WALL H.D.P.E. PIPE IS USED FOR THE CONNECTION.

TYPICAL TILE CONNECTION DETAIL
N.T.S.



NOTE: FOR DRAIN INSTALLATION BY MEANS OF HYDRAULIC EXCAVATOR

TYPICAL DRAIN INSTALLATION ON WRAPPED
STONE BEDDING DETAIL
N.T.S.

- NOTES:
- ALL SOLID HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 UNLESS OTHERWISE NOTED.
 - ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS UNLESS OTHERWISE NOTED.

LEGEND:

DRAIN NAME	EXISTING MUNICIPAL DRAIN
---	INTERIOR/EXTERIOR WATERSHED BOUNDARY
---	PROPERTY BOUNDARY
---	LOT OR CONCESSION BOUNDARY
---	TOWNSHIP BOUNDARY
□	EXISTING CATCH BASIN OR JUNCTION BOX
○	EXISTING MANHOLE
DRAIN NAME	MUNICIPAL DRAIN (AREA OF WORK)
---	WATERSHED BOUNDARY
---	PROPOSED CATCH BASIN OR JUNCTION BOX
---	PROPOSED MANHOLE
BENCHMARK LOCATION	B.M. 1 ELEV. = 50.00 BENCHMARK ELEVATION

3.	REPORT SUBMISSION	2018-06-20	DEL
2.	INFORMATION MEETING	2018-03-09	DEL
1.	ON-SITE MEETING	2016-11-04	DEL
No.	ISSUES AND REVISIONS	DATE	BY



PROJECT: MUNICIPAL DRAIN NO. 39 - 2018

DRAWING:

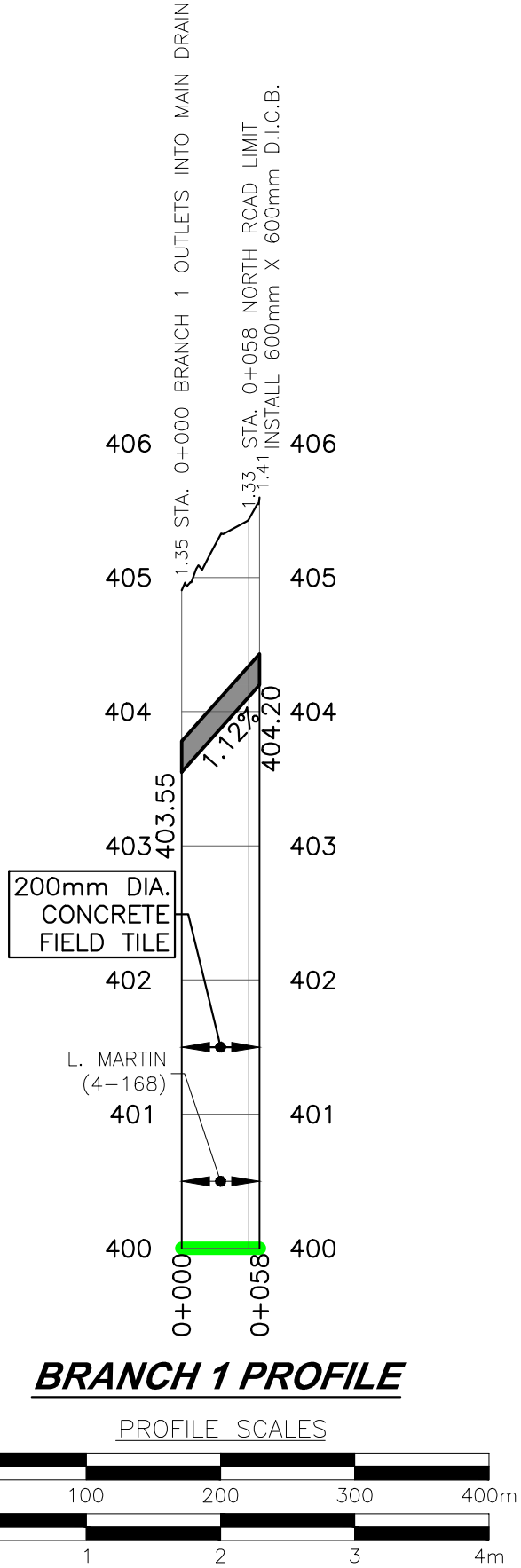
Profiles

DEL

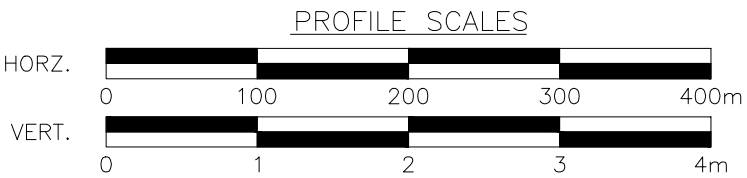
DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7

PROJ. MGR:	G.N.	DESIGNED BY:	G.C.	DRAWN BY:	G.C.	CHECKED BY:	M.T.
DRAWING SCALE:	AS NOTED	DATE:	JUNE 20, 2018	PROJECT No.	1617	DRAWING No.	2 of 2



BRANCH 1 PROFILE





THE COUNCIL OF THE TOWN OF MINTO PUBLIC MEETING AGENDA

Notice of Engineer's Report Section 78 Drainage Act Municipal
Drain 24-2018 Parts of Lots 104 to 110, Concession C and
Parts of Lots 103 to 108, Concession D in the Town of Minto,
County of Wellington

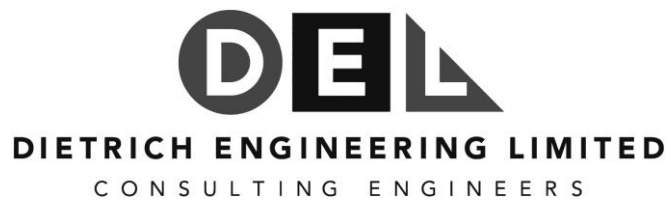
A Public Meeting to consider the Engineers report regarding Drain 24-2018

1. Deputy Mayor Faulkner to act as the Chair of the Public Meeting
2. CAO Clerk to outline the purpose of the meeting is to consider the Engineering report prepared by Dietrich Engineering Limited dated June 22, 2018 for Drain 24-2018

Notices of the meeting were sent to 13 Landowners along with copies of the report. As well, copies of the report were circulated to Town Staff, Ministry of Agriculture, Food and Rural Affairs, Saugeen Valley Conservation Authority and Ministry of Natural Resources.

3. Chair Faulkner to call on the Engineer to provide a summary of the report
4. Chair Faulkner to call on Town staff to provide any additional comments
5. Chair Faulkner to call on persons in attendance wishing to provide information that might influence Council's decision on the matter
6. Council questions and further comments
7. Chair Faulkner to state: **"Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure".**
8. CAO Clerk will note a by-law, if appropriate, will be presented during open Council if that is the wish of Council.
9. Chair Faulkner to officially adjourn the meeting considering the engineer's report for Drain 24-2018

**Municipal Drain No. 24 - 2018
Town of Minto
County of Wellington**



Reference No. 1272

June 22, 2018

Municipal Drain No. 24 - 2018
Town of Minto
County of Wellington

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Specifications for the Construction of Municipal Drainage Works

DIVISION A-General Conditions

DIVISION B-Specification for Open Drains

DIVISION C-Specification for Tile Drains

DIVISION E-Specification for Drainage Crossings by the Boring Method

DIVISION H-Special Provisions

Kitchener, Ontario

June 22, 2018

Municipal Drain No. 24 - 2018
Town of Minto
County of Wellington

**To the Mayor and Council
of the Town of Minto**

Members of Council:

1.0 Introduction

We are pleased to present our report on the “Municipal Drain No. 24 - 2018”, serving parts of:

Lots 104 to 110, Concession C

Lots 103 to 108, Concession D

in the Town of Minto, County of Wellington.

Authority to prepare this report was obtained by a resolution of the Town of Minto Council at its April 4, 2012 meeting to appoint Dietrich Engineering Limited to prepare an Engineer’s Report.

In accordance with your instructions pursuant to a request received by Council under Section 78 of the Drainage Act, R.S.O. 1990, signed by Helmut Seebach, we have made an examination and survey of the affected area and submit herewith our Report which includes Plan, Profiles, Details and Specifications for this work.

The attached Plan, Profile, Details and Drawing No.’s 1 to 3, Reference No. 1272, Specifications and the Instructions to Tenderers form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

2.0 The Drainage Act

The “Drainage Act” provides a mechanism for the construction, improvement and maintenance of a drainage works. Procedures under the Drainage Act are designed to enable non-riparian landowners to obtain a legal drainage outlet while safeguarding the rights and property of riparian landowners through which the drainage system may be constructed. The Drainage Act definition of “drainage works” includes a drain constructed by any means, including the improvement of a natural watercourse, and includes works necessary to regulate the water table or water level within or on any lands or to regulate the waters of a drain, reservoir, lake or pond, and includes a dam, embankment, wall, protective works or any combination thereof.

Drains constructed under the Drainage Act, which are referred to as Municipal Drains, are user pay systems. This means the landowners within the watershed, including lands and roads, for the proposed drain will contribute a portion of costs towards the design, construction and maintenance of the municipal drain. The most common means of assessing project costs are through benefit and/or outlet liability assessments (Sections 22 & 23 of the Drainage Act R.S.O. 1990)

Aside from assessing costs, allowances are awarded to owners whose property is physically affected by the construction and maintenance of the drain. The most common sections under the Drainage Act to award allowances are; Section 29 for right-of-way, which awards costs based on the area of land required to construct, improve and maintain the drain in the future; and Section 30 for damages, which are awarded based on damages to the property during construction or improvements to the drain. For more specific details on allowances provided in this report see Section 13.

3.0 History

Municipal Drain No. 24 was originally constructed as the Charles H. Mutter Award Drain (Main Drain and Douglas Branch) under the Ditches and Watercourses Act, under the authority of a report prepared by C. D. Bowman, O.L.S., dated October 20, 1905.

The Main Drain was constructed from an outlet into Municipal Drain No. 5 in Lot 14, Concession 3, upstream approximately 13,666 feet (4,165 metres) to the head of the Main Drain at the property line between Lot 108 and Lot 109, Concession C.

The Douglas Branch, which would eventually become the upper end of Municipal Drain No. 24, commenced at an outlet into the Main Drain on the north side of Wellington Road 109 adjacent to Lot 105, Concession C, and proceeded upstream along the road to the eventual head of the drain at the property line between Lot 109 and Lot 110, Concession C. The total length of the Douglas Branch was approximately 6,604 feet (2,013 metres).

Under the authority of a report prepared by C. D. Bowman, O.L.S., dated March 3, 1928, the section of Mutter Award Drain (Main Drain) from the outlet into Municipal Drain No. 5 to the upstream side of Wellington Road 109, as well as the Douglas Branch, were incorporated under the Drainage Act as Municipal Drain No. 24.

Furthermore, this report provided for the deepening of approximately 1,231 feet (375 metres) of open ditch along the north side of Wellington Road 109 and 4,449 feet (1,356 metres) of open ditch downstream of Wellington Road 109, and the installation of approximately 3,346 feet (1,020 metres) of 6 inch to 12 inch (150 mm to 300 mm) diameter tile from Lot 108, Concession C, to the upstream side of 2nd Line.

Improvements to Municipal Drain No. 24 were made under the authority of a report prepared by James A. Howes, O.L.S., dated August 12, 1955. The report provided for the excavation of approximately 7,470 feet (2,277 metres) of existing open ditch and the enclosure of approximately 5,107 feet (1,557 metres) of existing open ditch from the property line between Lot 104 and Lot 105, Concession D, upstream to a point on Lot 108 approximately 100 metres northeast of the property Line between Lot 108 and Lot 109, Concession C.

The enclosure consisted of the installation of approximately 5,107 feet (1,557 metres) of 12 inch to 18 inch (300 mm to 450 mm) diameter tile.

A report prepared by J. R. Spriet, P.Eng., of Spriet Associates, dated June 9, 1982, provided for the enclosure of approximately 884 metres of existing open ditch and the installation of 21 inch and 24 inch (525 mm and 600 mm) diameter tile from part of Lot 103 to the south side of Wellington Road

109, and the excavation of approximately 666 metres of existing open ditch. Although the drain report prepared in 1955 provided for an enclosure of the existing open ditch from the south side of Wellington Road 109 to the property line between Lot 104 and Lot 105, Concession D, the report from 1982 also provided for the enclosure of the same section of drain, so it is assumed the enclosure of that section did not actually occur as part of the 1955 drain report.

Branch "A" of Municipal Drain No. 24 was constructed under the authority of a report prepared by J. R. Spriet, P.Eng., of Spriet Associates, dated September 27, 1990, and provided for the installation of approximately 408 metres of 250 mm to 325 mm diameter tile and steel casing. Branch "A" commenced at an outlet into the Main Drain in the north-west corner of Lot 105, Concession D, and proceeded upstream through 3rd Line to the head of the drain on the south road limit for Wellington Road 109.

4.0 On-Site Meeting

In accordance with Section 9(1) of the Drainage Act, R.S.O. 1990, an on-site meeting was held on September 19, 2012. The place of meeting was on the 2nd Line road allowance where the drain crosses the road. Persons in attendance were:

Greg Nancekivell, C.E.T.	Dietrich Engineering Limited
Ed Delay	Dietrich Engineering Limited
Mike McIsaac	Road Foreman, Town of Minto
Keith Greenwood	Landowner (<i>Pt. Lot 105, Con. D</i>)
Helmut Seebach	Landowner (<i>Lot 108, Pt. 109 & Pt. 110, Con. C</i>)
Lloyd Greenwood	Former Landowner (<i>Lot 106 & 107, Con. D</i>)
Everett Grotenhuis	Landowner (<i>Lot 102, Con. D</i>)
Brad South	Landowner (<i>Lot 103 & 104, Con. C</i>)
Paul Martin	Landowner (<i>Lot 106 & 107, Con. C</i>)

Comments, concerns and issues that were discussed at the On-Site Meeting include:

- Mutter Award Drain is in poor condition
- Blowouts on the existing drain for several years
- Minimal cover on existing tile drain, about 7 or 8 inches
- Can't drive heavy equipment over existing tile drain
- Some lands may be drained out of the watershed and into Municipal Drain No. 3

5.0 Information Meeting No. 1

An information meeting was held on June 10, 2014, at the Town of Minto Municipal Office. The meeting provided a review of the design of the proposed drainage system, the estimated costs of the project and proposed assessment.

Persons in attendance were:

Greg Nancekivell, C.E.T.	Dietrich Engineering Limited
Ed Delay	Dietrich Engineering Limited
Mike McIsaac	Drainage Superintendent, Town of Minto
Alan Simpson	Landowner (<i>Lot 105, Con. C</i>)
Keith Greenwood	Landowner (<i>Pt. Lot 105, Con. D</i>)
Helmut Seebach	Landowner (<i>Lot 108, Pt. 109 & Pt. 110, Con. C</i>)
Paul Martin	Landowner (<i>Lot 106 & 107, Con. C</i>)
Representative	P. Ruest (<i>Lot 103, Con. D</i>)

Comments, concerns and issues that were discussed at the Information Meeting include:

- Attendees were presented with the proposed design, which consisted of the excavation of approximately 310 metres of existing open ditch, the installation of approximately 3,371 metres of 200 mm to 900 mm diameter concrete field tile, high density polyethylene pipe and smooth wall steel casing, and the installation of thirteen (13) concrete catch basins and three (3) reinforced concrete manholes.
- The tile drainage system installed under the 1982 report will be paralleled with the new tile drain from Wellington Road 109 downstream to the outlet into the open portion of Municipal Drain No. 24.
- Destroy the existing tile drain from the upstream side of Wellington Road 109 to the upper end of the drain at the east road limit of 2nd Line.
- Make sure the new tile drain is deep enough.
- Might be a good idea to have an item in the drainage report to install some of the new tile with an excavator on crushed stone bedding just in case some pockets with poor soil conditions are encountered during construction.
- The owner of Lots 108, part of 109 and part of 110, Concession C, has tile maps showing part of his lands are tiled out of the watershed and into Municipal Drain No. 3.

6.0 Information Meeting No. 2

A second information meeting was held on March 9, 2018 at the Town of Minto Municipal Office. The meeting provided a review of the design of the proposed drainage system, the estimated costs of the project and proposed assessment.

Persons in attendance were:

Greg Nancekivell, C.E.T.	Dietrich Engineering Limited
Michel Terzian	Dietrich Engineering Limited
Mike McIsaac	Road Foreman, Town of Minto
Walter Martin	Landowner (Lot 111 & 112, Con. C)
Douglas Martin	Landowner (Pt. Lot 110, Con. C)
Keith Greenwood	Landowner (Pt. Lot 105, Pt. Lot 106 & Pt. Lot 107, Con. D)
Helmut Seebach	Landowner (Lot 108, Pt. 109 & Pt. 110, Con. C)
Paul Martin	Landowner (Lot 106 & 107, Con. C)
John Black	Landowner (Pt. Lot 104, Con. C)
Philipp Ruest	Landowner (Lot 103, Con. D)

Comments, concerns and issues that were discussed at the 2nd Information Meeting include:

- Attendees were presented with the proposed design, which consisted of the excavation of approximately 310 metres of existing open ditch, the installation of approximately 3,371 metres of 200 mm to 900 mm diameter concrete field tile, high density polyethylene pipe and smooth wall steel casing, and the installation of fifteen (15) concrete catch basins and one (1) reinforced concrete manhole.
- The owners of Lot 111 and Lot 112, Concession C, would like to redirect the surface water from their lands, which naturally drains to the west and into the existing Municipal Drain No. 24, northerly out of the watershed and into the open ditch of Municipal Drain No. 3. The landowner stated they had the equipment to do the work and would install a catch basin

where the surface water naturally wants to drain to, which is to the east side of 2nd Line, to collect the surface water and tile it out of the watershed and into Drain 3.

- Currently Lot 111 and Lot 112, Concession C, has the subsurface water tiled to Municipal Drain No. 3 but the surface water from those properties drain westerly towards 2nd Line and into Municipal Drain No. 24.
- The owner of Lot 108, part of 109 and part of 110, Concession C, stated that the existing drain is too shallow and frequently requires repairs.
- South part of Lot 104, Concession C, the area within the watershed for Municipal Drain No. 24 that is west of the laneway, is systematically tiled out of the Municipal Drain 24 watershed.

7.0 Findings

We have made an examination of the drainage area and have found the following:

1. The existing closed portion of Municipal Drain No. 24 from Lot 105 to Lot 110, Concession C, is in a poor state of repair and is neither of sufficient capacity nor depth to drain the surrounding and upstream lands within the watershed at today's standards of drainage.
2. The existing closed portion of Municipal Drain No. 24 from Lot 103 to Lot 105, Concession D, installed under the authority of a report prepared by J R. Spriet, P.Eng., of Spriet Associates, dated June 9, 1982, consisting of 525 mm and 600 mm diameter tile, is in satisfactory working condition.
3. The subsurface water from approximately 4.7 hectares (11.6 acres) of the south part of Lot 104, Concession C, is tiled out of the watershed for Municipal Drain No. 24.
4. The subsurface water from approximately 31.9 hectares (78.8 acres) of part of Lots 108, 109 and 110, Concession C, is tiled north-easterly out of the watershed for Municipal Drain No. 24 and into the open ditch of Municipal Drain No. 3.
5. The subsurface water from Lot 111, Concession C, and Lot 112, Concession C, is tiled north-easterly out of the watershed for Municipal Drain No. 24 and into the open ditch of Municipal Drain No. 3.
6. The owner of Lot 111 and 112, Concession C, intendeds to redirect the surface water from within the watershed for Municipal Drain No. 24, to Municipal Drain No. 3.
7. The outlet for Municipal Drain No. 24 is into Municipal Drain No. 5 in Lot 14, Concession 3.
8. According to the Ministry of Agriculture, Food and Rural Affairs online Agricultural Information Atlas, the open portion of Municipal Drain No. 24 is classified as "Not Rated" by the Department of Fisheries and Oceans Canada.

8.0 Recommendations

It is our recommendation that:

1. A new tile drainage system be constructed from its outlet into the open portion of Municipal Drain No. 24 on the P. Ruest property (Roll No. 4-019), Lot 103, Concession D, upstream approximately 3,340 metres to the West Road Limit of 2nd Line, in the Town of Minto, County of Wellington.
2. Approximately 310 metres of the open portion of Municipal Drain No. 24 on the P. Ruest property (Roll No. 4-019), Lot 103, Concession D, be excavated to provide a sufficient outlet for the new tile drainage system.

3. The existing tile drainage system (Main Drain) constructed under the authority of reports prepared by C. D. Bowman, O.L.S., dated March 3, 1928, and James A. Howes, O.L.S., dated August 12, 1955, shall be abandoned and destroyed, including the existing tile drainage system through 2nd Line, which shall be dug up, destroyed and have the existing catch basins removed and disposed of off-site.
4. The existing tile drainage system installed under the authority of a report prepared by J. R. Spriet, P.Eng., of Spriet Associates, dated June 9, 1982, consisting of approximately 884 metres of 525 mm and 600 mm diameter tile, shall remain a municipal drainage system as part of Municipal Drain No. 24 – 2018.
5. The new tile drainage system from the outlet into the open portion of Municipal Drain No. 24 in Lot 103, Concession D, to the downstream side of Wellington Road 109 be installed parallel to the existing tile drainage system installed under the authority of a report prepared by J. R. Spriet, P.Eng., of Spriet Associates, dated June 9, 1982, as per the attached set of plans.
6. As a result of the request made by the landowners of Lot 111 and Lot 112, Concession C, at Information Meeting No. 2 on March 9, 2018, lands east of 2nd Line road shall not be permitted to connect into the new tile drainage system under this report.
7. The drainage coefficient design standard used for this drain is 38.1 mm (1.5") of rainfall per 24 hours.
8. The lower portion of this tile system south of Wellington Road 109 is designed to work in conjunction with the tile system that was installed under the 1982 report prepared by J. R. Spriet, P. Eng. dated June 9, 1982 to achieve the design standard of 38.1 mm (1.5") of rainfall per 24 hours.
9. The new drainage system shall be known as **"Municipal Drain No. 24 - 2018"**.

9.0 Summary of Proposed Works

The proposed work consists of the installation of approximately 3,261 metres of 200 mm to 750 mm diameter concrete field tile and high density polyethylene pipes; the excavation of approximately 310 metres of existing open ditch; the construction of a plunge pool at the outlet of the new tile drainage system; the installation of fourteen (14) concrete catch basins and one (1) reinforced concrete manhole; and the installation of 39 metres of 750 mm O.D. and 40 metres of 900 mm O.D. smooth wall steel casing by the boring method.

10.0 Working Area

The working area for construction purposes along the Main Drain (Closed) shall be a width of twenty-five (25) metres. The working area for construction purposes along the Main Drain (Open) shall be a width of ten (10) metres on the working side of the ditch.

The working area for maintenance purposes shall be a width of ten (10) metres.

Each landowner shall designate access to and from the working area

11.0 Watershed Characteristics

The Drainage Area comprises approximately 157.4 hectares (389 acres). Land use within the watershed is primarily agricultural.

The watersheds were established using historic drainage reports, field investigations, Global Positioning System (G.P.S.) surveys and Southwestern Ontario Orthophotography Project (SWOOP) data.

12.0 Soil Characteristics

The Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas, available online, describes the soil types within the watershed mostly as Listowel Silt Loam with areas of Parkhill Loam, Huron Loam and Perth Loam.

13.0 Allowances

In accordance with Sections 29 and 30 of the Drainage Act, R.S.O. 1990, we determine the allowances payable to Owners entitled thereto as follows.

Lot or Part	Con.	Owner	Roll No.	Right-of-Way (Section 29)	Damages to Lands & Crops (Section 30)	Total Allowances
103	D	P. Ruest	4-019	\$4,560	\$5,290	\$9,850
104 & Pt. 105	D	Martin Holsteins 1996 Ltd.	4-020	\$4,650	\$4,130	\$8,780
Pt. 105	D	K. & M. Greenwood	4-021	\$740	\$660	\$1,400
105	C	D. & E. Simpson	4-107	\$3,600	\$3,200	\$6,800
106 & 107	C	P. & E. Martin	4-108	\$8,990	\$8,490	\$17,480
108	C	H. & H. Seebach	4-109	\$4,590	\$4,080	\$8,670
Pt. 109	C	T. Popp & E. Pacheco	4-109-05	\$640	\$570	\$1,210
Pt. 109 & Pt. 110	C	H., H. & T. Seebach	4-110	\$7,610	\$6,770	\$14,380
Pt. 110	C	D. & C. Martin	4-111	\$1,310	\$1,910	\$3,220
TOTAL ALLOWANCES,						
MUNICIPAL DRAIN No. 24 - 2018				\$36,690	\$35,100	\$71,790

Total Allowances under Sections 29 and 30 of the Drainage Act, R.S.O. 1990,
Municipal Drain No. 24 - 2018

\$71,790

Calculation of Allowances

Section 29 (Right-of-Way)

The agricultural land value used for calculating allowances for Right-of-Way was \$45,000/ha (\$18,212/acre).

Section 29 Right-of-Way has been calculated based on 25% of the estimated land value, \$11,250/ha. (\$4,553/acre) for a 10 metre Right-of-Way.

Section 30 (Damages)

Damages have been calculated based on \$4,000/ha. (\$1,619/acre).

An allowance for damages for fences in good working condition that interfere with the construction of the new tile drainage system has been provided at the rate of \$250 per fence.

14.0 Estimated Construction Costs

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

Labour, Equipment and Materials

	<u>Description</u>	<u>Quantity</u>	<u>\$/Unit</u>	<u>Total</u>
1)	Open Ditch Excavation (Sta. 0+000 to Sta. 0+310)	70 m3	\$ 5.00	\$ 350.00
2)	Levelling of Excavated Material (Sta. 0+000 to Sta. 0+310)	70 m3	\$ 3.00	\$ 210.00
3)	Construction of plunge pool at the outlet (Sta. 0+000 to Sta. 0+010)	l.s.		\$ 2,000.00
4)	Stripping and stock piling of topsoil, including levelling	l.s.		\$ 17,000.00
5)	Supply 750mm diameter, H.D.P.E. solid outlet pipe complete with rodent grate (320 kPa, CSA B182.8, bell and spigot joining system)	6 m	\$ 170.00	\$ 1,020.00
	Installation of 750mm diameter H.D.P.E. outlet pipe (Sta. 0+000 to Sta. 0+006)	l.s.		\$ 1,000.00
6)	Quarry stone rip-rap protection and geotextile filter material at the outlet Sta. 0+000 (Mirafi 180N or equivalent, approximately 40m ²)	l.s.		\$ 1,500.00
7)	Supply 600mm diameter concrete field tile (2400D)	800 m	\$ 37.00	\$ 29,600.00
	Installation of 600mm diameter concrete field tile by means of a wheel trencher (Sta. 0+006 to Sta. 0+399, Sta. 0+411 to Sta. 0+818)	800 m	\$ 27.00	\$ 21,600.00
8)	Supply 600mm diameter H.D.P.E. solid pipe (320 kPa, CSA B182.6, bell and spigot joining system)	78 m	\$ 120.00	\$ 9,360.00
	Installation of 600mm H.D.P.E. diameter pipe by means of excavator on crushed stone bedding (Sta. 0+399 to Sta. 0+411, Sta. 0+818 to Sta. 0+884)	78 m	\$ 50.00	\$ 3,900.00
9)	Supply 675mm diameter concrete field tile (2400D)	320 m	\$ 50.00	\$ 16,000.00
	Installation of 675mm diameter concrete field tile by means of a wheel trencher (Sta. 0+924 to Sta. 1+244)	320 m	\$ 30.00	\$ 9,600.00

10)	Supply 525mm diameter concrete field tile (2000D)	601 m	\$ 30.00	\$ 18,030.00
	Installation of 525mm diameter concrete field tile by means of a wheel trencher (Sta. 1+283 to Sta. 1+884)	601 m	\$ 25.00	\$ 15,025.00
11)	Supply 450mm diameter concrete field tile (2000D)	785 m	\$ 24.00	\$ 18,840.00
	Installation of 450mm diameter concrete field tile by means of a wheel trencher (Sta. 1+884 to Sta. 2+669)	785 m	\$ 24.00	\$ 18,840.00
12)	Supply 300mm diameter concrete field tile (2000D)	555 m	\$ 16.00	\$ 8,880.00
	Installation of 300mm diameter concrete field tile by means of a wheel trencher (Sta. 2+669 to Sta. 3+224)	555 m	\$ 20.00	\$ 11,100.00
13)	Supply 200mm diameter concrete field tile (2000D)	116 m	\$ 11.00	\$ 1,276.00
	Installation of 200mm diameter concrete field tile by means of a wheel trencher (Sta. 3+224 to Sta. 3+340)	116 m	\$ 20.00	\$ 2,320.00
14)	Supply & Install 900 mm x 1200 mm inline concrete catch basins (Sta. 0+405, 0+818, 1+884, 2+082, 2+303, 2+490 & 2+669)	7 ea.	\$ 3,000.00	\$ 21,000.00
15)	Supply & Install 900 mm x 1200 mm inline concrete ditch inlet catch basin (Sta. 0+600)	1 ea.	\$ 3,000.00	\$ 3,000.00
16)	Supply & Install 600 mm x 600 mm inline concrete catch basin (Sta. 3+224)	1 ea.	\$ 2,000.00	\$ 2,000.00
17)	Supply & Install 900 mm x 1200 mm concrete ditch inlet catch basin offset 43 metres south-west of Sta. 0+405	1 ea.	\$ 3,000.00	\$ 3,000.00
18)	Supply 200mm diameter H.D.P.E. solid pipe (320 kPa, CSA B182.8, bell and spigot joining system)	43 m	\$ 15.00	\$ 645.00
	Installation of 200mm diameter H.D.P.E. pipe by means of excavator on crushed stone bedding (Offset D.I.C.B. lead at Sta. 0+405)	43 m	\$ 45.00	\$ 1,935.00
19)	Supply & Install 600mm 45 degree elbows (Sta. 0+405, 0+600, 0+818 & 0+884)	4	\$ 500.00	\$ 2,000.00
20)	Tile Connections	I.s.		\$ 3,049.00
Sub-Total		86		\$ 244,080.00

21) Work to be done on the Wellington Road 109
Road Allowance (Sta. 0+884 to Sta. 0+924)

a) Supply 900 mm O.D. smooth wall steel casing 9.5mm (0.37") wall thickness	40 m	\$ 400.00	\$ 16,000.00
Installation of 900mm O.D. smooth wall steel casing by jack & bore method	40 m	\$ 825.00	\$ 33,000.00
b) Supply and Install 1500 mm dia. reinforced concrete manhole (Sta. 0+924) including the removal and offsite disposal of the existing catch basin and manhole at Sta. 0+916	1 ea.	\$ 4,500.00	\$ 4,500.00
c) Supply & Install 900 mm x 2400 mm inline concrete ditch inlet catch basin (Sta. 0+884) including the removal and offsite disposal of the existing catch basin at Sta. 0+887	1 ea.	\$ 4,500.00	\$ 4,500.00
Sub-Total			\$ 58,000.00

22) Work to be done on the 4th Line
Road Allowance (Sta. 1+244 to Sta. 1+283)

a) Supply 750 mm O.D. smooth wall steel casing 9.5mm (0.37") wall thickness	39 m	\$ 280.00	\$ 10,920.00
Installation of 750mm O.D. smooth wall steel casing by jack & bore method	39 m	\$ 600.00	\$ 23,400.00
b) Supply & Install 900 mm x 1200 mm inline concrete ditch inlet catch basins (Sta. 1+244 & Sta. 1+283)	2 ea.	\$ 3,000.00	\$ 6,000.00
Sub-Total			\$ 40,320.00

23) Work to be done on the 2nd Line
Road Allowance (Sta. 3+340 to Sta. 3+360)

a) Removal and disposal of existing 150 mm diameter tile drainage system, existing catch basins and backfill and including the supply, placement and compaction of new Granular "B" backfill and 200 mm of Granular "A" surface layer	l.s.		\$ 2,000.00
b) Supply & Install 600 mm x 600 mm inline concrete catch basin (Sta. 3+340)	1 ea.	\$ 2,000.00	\$ 2,000.00
Sub-Total			\$ 4,000.00

TOTAL ESTIMATED CONSTRUCTION COSTS
MUNICIPAL DRAIN NO. 24 - 2018

\$ 346,400.00

Total Estimated Materials	\$ 129,006.00
Total Estimated Labour and Equipment	<u>\$ 217,394.00</u>

TOTAL ESTIMATED CONSTRUCTION COSTS
MUNICIPAL DRAIN NO. 24 - 2018

\$ 346,400.00

15.0 SUMMARY OF ESTIMATED COSTS

Allowances under Sections 29 and 30 of the Drainage Act, R.S.O. 1990 \$ 71,790.00

Total Estimated Construction Costs \$ 346,400.00

Meetings, survey, design, preparation of preliminary cost estimates and reports,
preparation of final drainage report, consideration of report and court of revision \$ 58,500.00

Preparation of contract documents, contract administration, supervision and
inspection of construction \$ 28,000.00

Contingencies, Interest, Soils Investigation and net H.S.T. \$ 12,510.00

TOTAL ESTIMATED COSTS
MUNICIPAL DRAIN NO. 24 - 2018

\$ 517,200.00

The estimated cost of the work in the Town of Minto is \$ 517,200.00.

16.0 Assessment

We assess the cost of this work against the lands and roads liable for assessment for benefit and outlet as shown on the annexed Schedule of Assessment. We have determined that there is no injuring liability assessment involved.

Whether or not the County of Wellington elects to do the work on their property, Wellington Road 109, Sta. 0+884 to Sta. 0+924, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the road as a Special Assessment in addition to any benefit and outlet assessments. The Special Assessment shall be made up of the actual construction costs plus an allowance for administration costs.

Whether or not the Town of Minto elects to do the work on their property, 4th Line, Sta. 1+244 to Sta. 1+283, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the road as a Special Assessment in addition to any benefit and outlet assessments. The Special Assessment shall be made up of the actual construction costs plus an allowance for administration costs.

Whether or not the Town of Minto elects to do the work on their property, 2nd Line, Sta. 3+340 to Sta. 3+360, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the road as a Special Assessment in addition to any benefit and outlet assessments. The Special Assessment shall be made up of the actual construction costs plus an allowance for administration costs.

17.0 Maintenance

After completion, this tile drain and the tile drain south of Wellington Road 109 installed under the 1982 Report shall be maintained by the Town of Minto at the expense of all the lands and roads assessed in the attached Schedule of Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act, with the exception of items included under Section **14.0 Estimated Construction Costs** for road works Item **21)**, **22)** and **23)** which shall be maintained by the Town of Minto at the expense of the road authority having jurisdiction over the road.

Future maintenance of the open ditch portion of Municipal Drain 24 has not been included in this report and it is recommended that the Drainage Superintendent request a Section 76 (1) prior to any maintenance being carried out.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:mt



SCHEDULE OF ASSESSMENT Municipal Drain No. 24 - 2018 Town of Minto

LOT OR PART	CON.	HECTARES AFFECTED	APPROX. OWNER	ROLL NO.	(SECTION 23) (SECTION 26)				LESS 1/3		NET
					(SECTION 22) BENEFIT	OUTLET LIABILITY	SPECIAL ASSESSMENT	TOTAL ASSESSMENT	GOV'T GRANT	ALLOWANCES	
S. Pt. 104	C	7.9	J. Black	4-106	\$1,000	\$1,875		\$2,875	\$958		\$1,917
105	C	8.0	D. & E. Simpson	4-107	\$23,600	\$3,509		\$27,109	\$9,036	\$6,800	\$11,273
106 & 107	C	36.4	P. & E. Martin	4-108	\$54,500	\$22,262		\$76,762	\$25,587	\$17,480	\$33,695
108	C	25.7	H. & H. Seebach	4-109	\$18,000	\$12,749		\$30,749	\$10,250	\$8,670	\$11,829
* Pt. 109	C	1.0	T. Popp & E. Pacheco	4-109-05	\$600	\$1,545		\$2,145		\$1,210	\$935
Pt. 109 & 110	C	36.9	H., H. & T. Seebach	4-110	\$30,000	\$34,058		\$64,058	\$21,353	\$14,380	\$28,325
* Pt. 110	C	4.2	D. & C. Martin	4-111	\$5,000	\$6,314		\$11,314		\$3,220	\$8,094
103	D	7.2	P. Ruest	4-019	\$20,000	\$336		\$20,336	\$6,779	\$9,850	\$3,707
104	D	7.5	Martin Holsteins 1996 Ltd.	4-020	\$25,800	\$1,615		\$27,415	\$9,138	\$8,780	\$9,497
105	D	1.8	K. & M. Greenwood	4-021	\$5,900	\$716		\$6,616	\$2,205	\$1,400	\$3,011
* Pt. 106	D	0.2	D. Greenwood	4-022		\$83		\$83			\$83
Pt. 106 & 107	D	7.9	K. & M. Greenwood	4-023	\$1,000	\$3,230		\$4,230	\$1,410		\$2,820
* Pt. 107	D	0.4	W. & J. Bauman	4-024		\$184		\$184			\$184
108	D	2.5	D. & J. Martin	4-025		\$2,432		\$2,432	\$811		\$1,621
Total Assessment on Lands					\$185,400	\$90,908		\$276,308	\$87,527	\$71,790	\$116,991
Wellington Road 109		8.0	County of Wellington		\$75,000	\$12,977	\$71,000	\$158,977			\$158,977
2nd Line		0.5	Town of Minto		\$10,000	\$2,280	\$5,200	\$17,480			\$17,480
4th Line		1.3	Town of Minto		\$12,000	\$2,160	\$50,275	\$64,435			\$64,435
Total Assessment on Roads					\$97,000	\$17,417	\$126,475	\$240,892			\$240,892
Total Assessment on Lands and Roads, Municipal Drain No. 24 - 2018					\$282,400	\$108,325	\$126,475	\$517,200	\$87,527	\$71,790	\$357,883

- NOTES: 1. * Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
3. The NET ASSESSMENT is provided for information purposes only.

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Municipal Drain No. 24 - 2018
Town of Minto

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
S. Pt. 104	C	7.9	J. Black	4-106	3.3%
105	C	8.0	D. & E. Simpson	4-107	4.8%
106 & 107	C	36.4	P. & E. Martin	4-108	21.8%
108	C	25.7	H. & H. Seebach	4-109	9.8%
* Pt. 109	C	1.0	T. Popp & E. Pacheco	4-109-05	0.8%
Pt. 109 & 110	C	36.9	H., H. & T. Seebach	4-110	18.1%
* Pt. 110	C	4.2	D. & C. Martin	4-111	2.5%
103	D	7.2	P. Ruest	4-019	4.3%
104	D	7.5	Martin Holsteins 1996 Ltd.	4-020	4.5%
105	D	1.8	K. & M. Greenwood	4-021	1.1%
* Pt. 106	D	0.2	D. Greenwood	4-022	0.1%
Pt. 106 & 107	D	7.9	K. & M. Greenwood	4-023	4.8%
* Pt. 107	D	0.4	W. & J. Bauman	4-024	0.3%
108	D	2.5	D. & J. Martin	4-025	1.5%
Total Assessment on Lands					<u>77.7%</u>
Wellington Road 109		8.0	County of Wellington		19.1%
2nd Line		0.5	Town of Minto		0.9%
4th Line		1.3	Town of Minto		<u>2.3%</u>
Total Assessment on Roads					<u>22.3%</u>
Total Assessment for Maintenance, Municipal Drain No. 24 - 2018					<u>100.0%</u>

NOTES: 1. * Denotes lands not eligible for ADIP grants

SPECIFICATIONS FOR THE CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

DIVISION A – General Conditions

DIVISION B – Specification for Open Drains

DIVISION C – Specification for Tile Drains

**DIVISION E – Specification for Drainage
Crossings by the Boring Method**

DIVISION H – Special Provisions

DIVISION A

GENERAL CONDITIONS

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DIVISION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Scope of Work, Drawings, General Conditions and other Specifications.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Scope of Work must be completed and submitted with the Form of Tender and Agreement. A certified cheque is required as Tender Security, payable to the Treasurer of the Municipality.

All certified cheques, except that of the bidder to whom the work is awarded will be returned within ten (10) days of the time the Contract is awarded. The certified cheque of the bidder to whom the work is awarded will be retained as Contract Security and returned when the Municipality receives a Completion Certificate for the work.

A certified cheque is not required if the Contractor provides an alternate form of Contract Security such as a Performance Bond for 100% of the amount of the Tender or other satisfactory security, if required/permitted by the Municipality. A Performance Bond may also be required to insure maintenance of the work for a period of one (1) year after the date of the Completion Certificate.

A.3 EXAMINATIONS OF SITE, DRAWINGS AND SPECIFICATIONS

The Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to satisfy himself of the existing conditions and extent of the work to be done before submission of his Tender. No allowance shall subsequently be made on behalf of the Contractor by reason of any error on his part. Any estimates of quantities shown or indicated on the Drawings, or elsewhere are provided for the convenience of the Tenderer. Any use made of these quantities by the Tenderer in calculating his Tender shall be done at his own risk. The Tenderer for his own protection should check these quantities for accuracy.

The standard specifications (Divisions B through G) shall be considered complementary and where a project is controlled under one of the Divisions, the remaining Divisions will apply for miscellaneous works.

In case of any inconsistency or conflict between the Drawings and Specifications, the following order of precedence shall apply:

- Direction of the Engineer
- Special Provisions (Division H)
- Scope of Work
- Contract Drawings
- Standard Specifications (Divisions B through G)
- General Conditions (Division A)

A.4 PAYMENT

Progress payments equal to 87±% of the value of work completed and materials incorporated in the work will be made to the Contractor monthly. An additional ten per cent (10±%) will be paid 45 days after the final acceptance by the Engineer, and three per cent (3±%) of the Contract price may be reserved by the Municipality as a maintenance holdback for a one (1) year period from the date of the Completion Certificate. A greater percentage of the Contract price may be reserved by the Municipality for the same one (1) year period if in the opinion of the Engineer, particular conditions of the Contract requires such greater holdback.

After the completion of the work, any part of this reserve may be used to correct defects developed within that time from faulty workmanship and materials, provided that notice shall first be given to the Contractor and that he may promptly make good such defects.

A.5 CONTRACTOR'S LIABILITY INSURANCE

Prior to commencement of any work, the Contractor shall file with the Municipality evidence of compliance with all Municipality insurance requirements (Liability Insurance, WSIB, etc.) for no less than the minimum amounts as stated in the Purchasing Procedures of the Municipality. All insurance coverage shall remain in force for the entire contract period including the warranty period which expires one year after the date of the Completion Certificate.

The following are to be named as co-insured: Successful Contractor
Sub-Contractor
Municipality
Dietrich Engineering Ltd.

A.6 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the performance of the work, by reason of unanticipated difficulties, bad weather, strikes, acts of nature, or other mischances shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

A.7 COMMENCEMENT AND COMPLETION OF WORK

The work must commence as specified in the Form of Tender and Agreement. If conditions are unsuitable due to poor weather, the Contractor may be required, at the discretion of the Engineer to postpone or halt work until conditions become acceptable and shall not be subject of a claim for additional compensation.

The Contractor shall give the Engineer a minimum of 48 hours notice before commencement of work. The Contractor shall then arrange a meeting to be held on the site with Contractor, Engineer, and affected Landowners to review in detail the construction scheduling and other details of the work.

If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Municipality a minimum of 24 hours notice prior to returning to the project. If any work is commenced without notice to the Engineer, the Contractor shall be fully responsible for all such work undertaken prior to such notification.

The work must proceed in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the Form of Tender and Agreement.

A.8 WORKING AREA AND ACCESS

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For all other areas, the working area available to the Contractor to construct the drain is specified in the Special Provisions (Division H).

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately. Where the Contractor exceeds the specified working widths without authorization, he shall be held responsible for the costs of all additional damages.

If access off an adjacent road allowance is not possible, each Landowner on whose property the drainage works is to be constructed, shall designate access to and from the working area. The Contractor shall not enter any other lands without permission of the Landowner and he shall compensate the Landowner for damage caused by such entry.

A.9 SUB-CONTRACTORS

The Contractor shall not sublet the whole or part of this Contract without the approval of the Engineer.

A.10 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall obtain and pay for all necessary permits or licenses required for the execution of the work (but this shall not include MTO encroachment permits, County Road permits permanent easement or rights of servitude). The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety.

A.11 RAILWAYS, HIGHWAYS AND UTILITIES

A minimum of 72 hours' notice to the Railway or Highways, exclusive of Saturdays, Sundays, and Statutory Holidays, is required by the Contractor prior to any work activities on or affecting the applicable property. In the case of affected Utilities, a minimum of 48 hours' notice to the utility owner is required.

A.12 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy the wrong decision on his part shall be borne by the Contractor. The Engineer shall make the alterations necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project.

The Contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.13 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the Drawings and Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Contractor and the Engineer, but in all cases the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.

A.14 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.15 FIELD MEETINGS

At the discretion of the Engineer, a field meeting with the Contractor or his representative, the Engineer and with those others that the Engineer deems to be affected, shall be held at the location and time specified by the Engineer.

A.16 PERIODIC AND FINAL INSPECTIONS

Periodic inspections by the Engineer will be made during the performance of the work. If ordered by the Engineer, the Contractor shall expose the drain as needed to facilitate inspection by the Engineer.

Final inspection by the Engineer will be made within twenty (20) days after he has received notice from the Contractor that the work is complete.

A.17 ACCEPTANCE BY THE MUNICIPALITY

Before any work shall be accepted by the Municipality, the Contractor shall correct all deficiencies identified by the Engineer and the Contractor shall leave the site neat and presentable.

A.18 WARRANTY

The Contractor shall repair and make good any damages or faults in the drain that may appear within one (1) year after its completion (as dated on the Completion Certificate) as the result of the imperfect or defective work done or materials furnished if certified by the Engineer as being due to one or both of these causes; but nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done. Neither the Completion Certificate nor any payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his responsibility.

A.19 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials to commence or complete the works, or if he should fail to make prompt payment to Sub-Contractors, or for material, or labour, or persistently disregards laws, ordinances, or the instruction of the Engineer, or otherwise be guilty of a substantial violation of the provisions of the Contract, then the Municipality, upon the certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the Contractor written notice, terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Engineer may deem expedient but without delay or expense. In such a case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price will exceed the expense of finishing the work including compensation to the Engineer for his additional services and including the other damages of every name and nature, such excess shall be paid by the Contractor. If such expense will exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer.

If the Contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the certified cheque bid deposit and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new Tender for the Contract being terminated.

If any unpaid balance and the certified cheque do not match the monies owed by the Contractor upon termination of the Contract, the Municipality may also charge such expense against any money which may thereafter be due to the Contractor from the Municipality.

A.20 TESTS

The cost for the testing of materials supplied to the job by the Contractor shall be borne by the Contractor. The Engineer reserves the right to subject any lengths of any tile or pipe to a competent testing laboratory to ensure the adequacy of the tile or pipe. If any tile supplied by the Contractor is determined to be inadequate to meet the applicable A.S.T.M. standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate tile in the Contract with tile capable of meeting the A.S.T.M. Standards.

A.21 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor shall refuel or repair equipment away from open water.

If polluted material from construction materials or equipment is caused to flow into the drain, the Contractor shall immediately notify the Ministry of the Environment, and proceed with the Ministry's protocols in place to address the situation.

A.22 SPECIES AT RISK

If a Contractor encounters a known Species at Risk as designated by the MNR or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines to deal with the species.

A.23 ROAD CROSSINGS

This specification applies to all road crossings (Municipality, County, Regional, or Highway) where no specific detail is provided on the drawings or in the standard specifications. This specification in no way limits the Road Authority's regulations governing the construction of drains on their Road Allowance.

A.23.1 Road Occupancy Permit

Where applicable, the Contractor must submit an application for a road occupancy permit to the Road Authority and allow a minimum of five (5) working days for its review and issuance.

A.23.2 Road Closure Request and Construction Notification

The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority and the Engineer for review and approval a minimum of five (5) working days prior to proceeding with any work on the road allowance. The Contractor shall be responsible for notifying all applicable emergency services, schools, etc. of the road closure or construction taking place.

A.23.3 Traffic Control

The Contractor shall supply flagmen, and warning signs and ensure that detour routes are adequately signed in accordance with no less than the minimum standards as set out in the Ontario Traffic Manual's Book 7.

A.23.4 Weather

No construction shall take place during inclement weather or periods of poor visibility.

A.23.5 Equipment

No construction material and/or equipment is to be left within three (3) metres of the travelled portion of the road overnight or during periods of inclement weather.

If not stated on the drawings, the road crossing shall be constructed by open cut method. Backfill from the top of the cover material over the subsurface pipe or culvert to the under side of the road base shall be Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm. Granular road base materials shall be thoroughly compacted to 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing HL-8 Hot Mix Asphalt patch at a thickness of 50mm or of the same thickness as the existing pavement structure. The asphalt patch shall be flush with the existing roadway on each side and without overlap.

Excavated material from the trench beyond 1.25 metres from the travelled portion or beyond the outside edge of the gravel shoulder may be used as backfill in the trench in the case of covered drains. The material shall be compacted in lifts not exceeding 300mm.

A.24 LANEWAYS

All pipes crossing laneways shall be backfilled with material that is clean, free of foreign material or frozen particles and readily tamped or compacted in place unless otherwise specified. Laneway culverts on open ditch projects shall be backfilled with material that is not easily erodible. All backfill material shall be thoroughly compacted as directed by the Engineer.

Culverts shall be bedded with a minimum of 300mm of granular material. Granular material shall be placed simultaneously on each side of the culvert in lifts not exceeding 150mm in thickness and compacted to 95% Standard Proctor Density. Culverts shall be installed a minimum of 10% of the culvert diameter below design grade with a minimum of 450mm of cover over the pipe unless otherwise noted on the Drawings.

The backfill over culverts and subsurface pipes at all existing laneways that have granular surfaces on open ditch and closed drainage projects shall be surfaced with a minimum of 300mm of Granular "B" material and 150mm of Granular "A" material. All backfill shall be thoroughly compacted as directed by the Engineer. All granular material shall be placed to the full width of the travelled portion.

Any settling of backfilled material shall be repaired by or at the expense of the Contractor during the warranty period of the project and as soon as required.

A.25 FENCES

No earth is to be placed against fences and all fences removed by the Contractor shall be replaced by him in as good a condition as found. Where practical the Contractor shall take down existing fences in good condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it. The replacement of the fences shall be done to the satisfaction of the Engineer. Any fences found in such poor condition where the fence is not salvageable, shall be noted and verified with the Engineer prior to commencement of work.

Fences damaged beyond repair by the Contractor's negligence shall be replaced with new materials, similar to those materials of the existing fence, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the Landowner and the Engineer.

Any fences paralleling an open ditch that are not line fences that hinder the proper working of the excavating machinery, shall be removed and rebuilt by the Landowner at his own expense.

The Contractor shall not leave fences open when he is not at work in the immediate vicinity.

A.26 LIVESTOCK

The Contractor shall provide each landowner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the Landowner shall be responsible to keep all livestock clear of the construction areas until further notified. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock where the Contractor failed to notify the Landowner, or through negligence or carelessness on the part of the Contractor.

A.27 STANDING CROPS

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain and access routes if the Contractor has failed to notify the Landowners 48 hours prior to commencement of the work on that portion of the drain.

A.28 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used, the Contractor shall haul away such surplus material.

A.29 IRON BARS

The Contractor is responsible for the cost of an Ontario Land Surveyor to replace any iron bars that are altered or destroyed during the course of the construction.

A.30 RIP-RAP

Rip-rap shall be quarry stone rip-rap material and shall be the sizes specified in the Special Provisions. Broken concrete shall not be used as rip-rap unless otherwise specified.

A.31 CLEARING, GRUBBING AND BRUSHING

This specification applies to all brushing where no specific detail is provided on the drawings or in the Special Provisions.

The Contractor shall clear, brush and stump trees from within the working area that interfere with the installation of the drainage system.

All trees, limbs and brush less than 150mm in diameter shall be mulched. Trees greater than 150mm in diameter shall be cut and neatly stacked in piles designated by the Landowners.

A.32 RESTORATION OF LAWNS

This specification applies to all lawn restoration where no specific detail is provided on the drawings or in the Special Provisions and no allowance for damages has been provided under Section 30 of the Drainage Act RSO 1990 to the affected property.

The Contractor shall supply "high quality grass seed" and the seed shall be broadcast by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of broadcast to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the Landowner to maintain the area in a manner so as to promote growth.

DIVISION B

SPECIFICATIONS FOR OPEN DRAINS

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DIVISION B

SPECIFICATIONS FOR OPEN DRAINS

B.1 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless noted on the drawings. Where there are unnecessary bends or irregularities on the existing course of the drain, the Contractor shall contact the Engineer before commencing work to verify the manner in which such irregularities or bends may be removed from the drain. All curves shall be made with a minimum radius of fifteen (15) metres from the centre line of the drain.

B.2 PROFILE

The Profile Drawing shows the depth of cuts from the top of the bank to the final invert of the ditch in metres and decimals of a metre, and also the approximate depth of excavated material from the bottom of the existing ditch to the final invert of the ditch. These cuts are established for the convenience of the Contractor; however, bench marks (established along the course of the drain) will govern the final elevation of the drain. The location and elevation of the bench marks are given on the Profile Drawing. Accurate grade control must be maintained by the Contractor during ditch excavation.

B.3 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the drawings. If the channel cross-section is not specified it shall be a one metre bottom width with 1.5(h):1(v) side slopes. At locations along the drain where the cross section dimensions change, there shall be a transitional length of not less than 10:1 (five metre length to 0.5 metre width differential). Where the width of the bottom of the existing ditch is sufficient to construct the design width, then construction shall proceed without disturbing the existing banks.

Where existing side slopes become unstable, the Contractor shall immediately notify the Engineer. Alternative methods of construction and/or methods of protection will then be determined prior to continuing work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

An approved hydraulic excavator shall be used to carry out the excavation of the open ditch unless otherwise directed by the Engineer.

B.4 EXCAVATED MATERIAL

Excavated material shall be placed on the low side of the drain or opposite trees and fences. The Contractor shall contact all Landowners before proceeding with the work to verify the location to place and level the excavated material.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water behind the spoil bank. The excavated material shall be placed and levelled to a maximum depth of 200 mm, unless instructed otherwise and commence a minimum of one (1) metre from the top of the bank. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2(h):1(v). The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship to the farm machinery and farm personnel. No excavated material shall cover any logs, brush, etc. of any kind.

Any stones or boulders which exceed 300mm in diameter shall be removed and disposed of in a location specified by the Landowner.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch or to relocate any portion or all of an existing ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch, no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

B.5 EXCAVATION AT EXISITING BRIDGE AND CULVERT SITES

The Contractor shall excavate the drain to the full specified depth under all bridges and to the full width of the structure. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is complete. Permanent bridges must, if at all possible, be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Landowner if excavation will expose the footings or otherwise compromise the structural integrity of the structure.

The Contractor shall clean through all pipe culverts to the grade and width specified on the profile.

B.6 PIPE CULVERTS

All pipe culverts shall be installed in accordance with the standard detail drawings. If couplers are required, five corrugation couplers shall be used for up to and including 1200mm diameter pipes and 10 corrugation couplers for greater than 1200mm diameter pipes.

When an existing crossing is being replaced, the Contractor may backfill the new culvert with the existing native material that is free of large rocks and stones. The Contractor is responsible for any damage to a culvert pipe that is a result of rocks or stones in the backfill.

B.7 RIP-RAP PROTECTION FOR CULVERTS

Quarry stone rip-rap shall be used as end treatment for new culverts and placed on geotextile filter material (Mirafi 160N or approved equal). The rip-rap shall be adequately keyed in along the bottom of the slope, and shall extend to the top of the pipe or as directed on the drawings. The maximum slope for rip-rap shall be 1(h):1(v) or as directed by the Engineer.

The Contractor shall be responsible for any defects or damages that may develop in the rip-rap or the earth behind the rip-rap that the Engineer deems to have been fully or partially caused by faulty workmanship or materials.

B.8 CLEARING, GRUBBING AND MULCHING

Prior to excavation, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with the slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slopes shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the Landowner.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched. Clearing, grubbing and mulching shall be carried out as a separate operation from the excavation of the ditch, and shall not be completed simultaneously at the same location.

B.9 TRIBUTARY TILE OUTLETS

All tile outlets in existing ditches shall be marked by the Landowner prior to excavation. The Contractor shall guard against damaging the outlets of tributary drains. Any tile drain outlets that were marked or noted on the drawings and are subsequently damaged by the Contractor shall be repaired by the Contractor at his expense. The Landowner shall be responsible for repairs to damaged tile outlets that were not marked.

B.10 SEEDING

The side slopes where disturbed shall be seeded using an approved grass seed mixture. The grass seed shall be applied the same day as the excavation of the open ditch.

Grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO and composed of the following varieties mixed in the proportion by weight as follows:

- 55% Creeping Red Fescue
- 40% Perennial Rye Grass
- 5% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

B.11 HYDRO SEEDING

The areas specified in the contract document shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572.

B.12 HAND SEEDING

Placement of the seed shall be of means of an approved mechanical spreader.

B.13 COMPLETION

At the time of completion and final inspection, all work in the Contract shall have the full dimensions and cross-sections specified without any allowance for caving of banks or sediment in the ditch bottom.

DIVISION C

SPECIFICATIONS FOR TILE DRAINS

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DIVISION C

SPECIFICATIONS FOR TILE DRAINS

C.1 PIPE MATERIALS

C.1.1 Concrete Tile

Concrete drain tile shall conform to the requirements of the most recent A.S.T.M. specification for Heavy-Duty Extra Quality drain tile. All tile with diameters less than 600mm shall have a pipe strength of 1500D. All tile with diameters 600mm or larger shall have a pipe strength of 2000D.

All tile furnished shall be subject to the approval of the Engineer. All rejected tile are to be immediately removed from the site.

C.1.2 High Density Polyethylene (HDPE) Pipe

All HDPE pipe shall be dual-wall corrugated drainage pipe with a smooth inner wall. HDPE pipe shall have a minimum stiffness of 320 kPa at 5% deflection.

Unless otherwise noted, all sealed HDPE pipe shall have a water tight gasketed bell and spigot joining system meeting the minimum requirements of CSA B182.8. Perforated HDPE pipe shall have a soil tight joining system, and shall be enveloped in non-woven geotextile filter sock.

C.2 ALIGNMENT

The Contractor shall contact the Engineer to establish the course of the drain. Where an existing drain is to be removed and replaced by the new drain, or where the new drain is to be installed parallel to an existing drain, the Contractor shall locate the existing drain (including repairing damaged tile caused by locating) at intervals along the course of the drain. The costs of locating shall be included in the tender price.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other watercourses or at sharp corners, it shall run on a curve of at least 15 metres radius. The new tile drain shall be constructed at an offset from and parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water.

The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where any such existing drain is disturbed or damaged, the Contractor shall perform the necessary repair at his expense.

C.3 PROFILE

Benchmarks have been established along the course of the drain which are to govern the elevations of the drain. The location and elevations of the benchmarks are shown on the drawings. Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times.

When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made.

C.4 EXCAVATION

C.4.1 Wheel machine

Unless otherwise specified, all trenching shall be carried out with a wheel machine approved by the Engineer. The wheel machine shall shape the bottom of the trench to conform to the outside diameter of the pipe. The minimum trench width shall be equal to the outside diameter of the pipe plus 100mm on each side of the pipe, unless otherwise specified. The maximum trench width shall be equal to the outside diameter of the pipe plus 300mm on each side of the pipe, unless otherwise specified.

C.4.2 Scalping

Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capability of the Contractor's wheel machine, he shall lower the surface grade in order that the wheel machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of the topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.

C.4.3 Excavator

Where the use of an excavator is used in-lieu of a wheel machine, the topsoil shall be stripped and replaced in accordance with Item C.4.2. All tile shall be installed on 19mm clear crushed stone bedding placed to a minimum depth of 150mm which has been shaped to conform to the bottom of the pipe. The Contractor shall include the costs of this work in his tender price.

C.5 INSTALLATION

C.5.1 Concrete Tile

The tile is to be laid with close joints and in regular grade and alignment in accordance with the drawings. The tiles are to be bevelled, if necessary to ensure close joints. The inside of the tile is to be kept clear when laid. The sides of the tile are to be supported by partial filling of the trench

(blinding) prior to inspection by the Engineer. No tile shall be backfilled until inspected by the Engineer unless otherwise permitted by the Engineer. The tile shall be backfilled such that a sufficient mound of backfill is placed over the trench to ensure that no depression remains after settling occurs in the backfill.

Where a tile connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a tile drain passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

The Contractor shall supply and wrap all concrete tile joints with Mirafi 160N geotextile filter material as part of this contract. The width of the filter material should be:

- 300mm wide for tile sizes 150mm diameter to 350mm diameter.
- 400mm wide for tile sizes 400mm diameter to 750mm diameter.
- 500mm wide for tile sizes larger than 750mm diameter.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be.

C.5.2 HDPE Pipe

HDPE pipe shall be installed using compacted Granular 'A' bedding or 19mm clear crushed stone bedding from 150mm below the pipe to 300mm above the pipe. All granular material shall be compacted using a suitable mechanical vibratory compactor. Granular bedding and backfill shall be placed in lifts not exceeding 300mm and compacted to at least 95% Standard Proctor Maximum Dry Density (SPMDD).

Where a pipe connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a pipe passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

C.6 TRENCH CROSSINGS

The Contractor shall not cross the backfilled trench with any construction equipment or vehicles, except by one designated crossing location on each property. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench.

The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall ensure that no equipment or vehicles travel along the length of the trench. The Contractor shall be responsible for any damage to the new tile caused by the construction of the drain.

C.7 OUTLET PROTECTION

A tile drain outlet into a ditch shall be either HDPE pipe or corrugated steel pipe and shall include a hinged grate for rodent protection. The maximum spacing between bars on the rodent grate shall be 40mm. All corrugated steel outlet pipes shall be bevelled at the end to generally conform to the slope of the ditch bank.

Quarry stone rock rip-rap protection and geotextile filter material (Mirafi 160N), shall be installed around the outlet pipe and extended downstream a minimum distance of three metres, unless otherwise specified. The protection shall extend to the top of the backfilled trench and below the pipe to 300 mm under the streambed. The protection shall also extend 600mm into undisturbed soil on either side of the backfilled trench. In some locations, rip-rap may be required on the bank opposite the outlet.

Where the outlet occurs at the upper end of an open ditch, the rip-rap protection will extend all around the end of the ditch and to a point 800mm downstream on either side. Where heavy overflow is likely to occur, sufficient additional rip-rap and filter material shall be placed as directed by the Engineer to prevent the water cutting around the protection.

C.8 CATCH BASINS AND JUNCTION BOXES

Unless otherwise noted, catch basins shall be in accordance with OPSD 705.010 and 705.030. The catch basin grate shall be a "Birdcage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catch basin with bolts into the concrete. Spacing of bars on grates for use on 600mmX600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmX600mm shall be 90mm.

All catch basins shall be backfilled with compacted Granular 'A' or 19mm clear crushed stone placed to a minimum width of 300mm on all sides. If settling occurs after construction, the Contractor shall supply and place sufficient granular material to maintain the backfill level flush with adjacent ground. The riser sections of the catch basin shall be wrapped with filter cloth.

Quarry stone rip-rap protection shall be placed around all catch basins and shall extend a minimum distance of one (1) metre away from the outer edge of each side of the catch basin, and shall be placed so that the finished surface of the rip-rap is flush with the existing ground.

If there are no existing drains to be connected to the catch basin at the top end of the drain, a plugged tile shall be placed in the upstream wall with the same elevations as the outlet tile.

Junction boxes shall have a minimum cover over the lid of 450mm.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. The top of the spill way of the earth berm shall be the same elevation as the high wall of the ditch inlet catch basin. The earth berm shall be covered with 100mm depth of topsoil and seeded with an approved green seed mixture. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 metres each way from all catch basins.

The Contractor shall clean all catch basin sumps after completion of the drain installation. Catch basin markers shall be placed beside each catch basin.

C.9 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain is to be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary drains encountered are clean or reasonably clean, they shall be connected into the new drain in accordance with the typical tile drain connection detail. Tributary tile drain connections into the new drain shall be made using high density polyethylene agricultural drain tubing installed on and backfilled with 19mm clear crushed stone. All tile drain connections into the new drain shall be either a cored hole with an insert coupler or a manufactured tee.

Where the existing drains are full of sediment, the decision to connect the tributary drain to the new drain shall be left to the Engineer. The Contractor shall be paid for each tributary drain connection as outlined in the Form of Tender and Agreement.

The Contractor shall be responsible for all tributary tile connections for a period of one year from the date of the Completion Certificate. After construction, any missed tile connections required to be made into the new drain shall be paid at the same rate as defined in the Form of Tender and Agreement. The Contractor will have the option to make any subsequent tile connections or have the Municipality make the required connections and have the cost of which deducted from the holdback.

Where an open ditch is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain.

Where the Contractor is required to connect an existing tile which is not encountered in the course of the drain, the cost of such work shall constitute an extra to the contract.

C.10 CLEARING, GRUBBING AND MULCHING

The Contractor shall clear, brush and stump trees from within the working area.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched.

Clearing, grubbing and mulching shall be carried out as a separate operation from installing the drain, and shall not be completed simultaneously at the same location.

C.11 ROADS AND LANEWAY SUB-SURFACE CROSSINGS

All roads and laneway crossings may be made with an open cut. The Contractor may use original ground as backfill to within 600mm of finished grade only if adequate compaction and if the use of the original ground backfill has been approved beforehand by the Engineer.

C.12 FILLING IN EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm equipment. If sufficient material is available on-site to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled waterway. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period.

C.13 CONSTRUCTION OF GRASSED WATERWAYS

Where the Contractor is required to construct a grassed waterway, the existing waterway shall be filled in, regraded, shaped and a seed bed prepared prior to applying the grass seed. The grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO.

- 55% Creeping Red Fescue
- 15% Perennial Rye Grass
- 27% Kentucky Bluegrass
- 3% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

C.14 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer if unstable soil is encountered. The Engineer shall, after consultation with the Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

C.15 ROCKS

The Contractor shall immediately contact the Engineer if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a wheel machine. The Engineer shall determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

If only scattered large stone or boulders are removed on any project, the Contractor shall either excavate a hole to bury same adjacent to the drain, or he shall haul the stones or boulders to a location designated by the Landowner.

C.16 BROKEN OR DAMAGED TILE

The Contractor shall remove and dispose of all broken (existing or new), damaged or excess tile off site.

C.17 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEMS

Drainage Guide for Ontario, Ministry of Agriculture, Food and Rural Affairs, Publication 29 and its amendments, dealing with the construction of Subsurface Drainage Systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other Specifications of the Contract.

DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

<u>E</u>	<u>CONTENT</u>	<u>PAGE</u>
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E.2	NOTIFICATION	1
E.3	PIPE	1
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E.6	CONSTRUCTION	2
E.7	ACCEPTANCE	2

DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

E.1 GENERAL REQUIREMENTS

When a drainage crossing of a Roadway, Railway, etc. is to be carried out by the Boring Method, the following Specifications for this work shall apply. The Authority having jurisdiction over the lands involved with the crossing will supply no labour, equipment or materials for the construction of the crossing unless otherwise specified.

The Contractor shall be fully responsible for availing himself of, and satisfying any further Specifications that may apply to borings affecting the Authority having jurisdiction over the lands involved with the crossing.

E.2 NOTIFICATION

The Contractor shall give the Authority responsible for the lands being crossed at least five (5) days notice before he commences any work on the crossing.

E.3 PIPE

The pipe or casing used in the crossing shall be smooth wall welded steel pipe with a minimum wall thickness as specified on the Plan and Profile. All pipe shall be new and manufactured from weldable steel having a minimum yield strength of 241 MPa. Pipe ends shall be bevel edged in the intrude to an angle of thirty (30) degrees for butt weld splicing. The name or trademark of the manufacturer and the heat number shall be clearly marked in the inside of the section of the pipe.

The pipe shall be of sufficient length so that during placement, no part of any excavation shall be closer than three (3) metres to the edge of a pavement and the slope of the excavation from the edge of shoulder, or other point as specified to the invert of the pipe shall be no less than one (1) metre vertical to one (1) metre horizontal (1:1) [See item E.5 "Auger Pit"].

E.4 INSTALLATION

The pipe or casing shall be placed by means of continuous flight augering inside the casing and simultaneous jacking to advance the casing immediately behind the tip of the auger. Complete augering of a tunnel slightly larger than the pipe and placing the entire length by pulling or jacking after completion of the tunnel will not be acceptable unless the method to be adopted is approved in advance by both the Engineer and the Authority responsible for the lands being crossed.

E.5 AUGER PIT

The pit excavated to accommodate the boring machine shall be so constructed so that the top edge of the pit shall not be closer than three (3) metres to the edge of the pavement. The slope of the pit from the top edge at the shoulder to the bottom of the pit shall not be steeper than one (1) metre vertical to one (1) metre horizontal (1:1). Shoring, sheeting, etc. shall be in accordance with the applicable and most recent Provincial Statutes.

The pit shall be left open for an absolute minimum of time, and if at all possible work shall be so scheduled so that excavation, placement of pipe and backfilling take place in one (1) working day. If this is not possible, every effort should be made to schedule the work so that the pit is not left open for more than one (1) day before and one (1) day after the boring operation.

E.6 CONSTRUCTION

During excavation, every effort should be made to place the top 300 mm of spoil (topsoil) in a separate pile for replacement on top on completion of the backfill operation. If this is not possible or practical, the Contractor shall import and place a minimum of 150 mm of good quality topsoil over the excavated and backfilled area. The finished work shall be left in a clean and orderly condition flush or slightly higher than the adjacent ground so that after settlement, it will conform to the surrounding ground. Excess earth (if any) shall be disposed of as directed by the Engineer and no additional payment will be allotted for such work.

The Contractor shall at his expense supply, erect and maintain suitable and adequate barricades, flashing lights, warning signs and/or flagmen to the satisfaction of the Engineer to adequately warn and protect the motoring public.

Any areas disturbed within the Right-of-Way of a County Road or King's Highway during construction, shall be covered with a minimum of 75 mm of topsoil, fertilized and seeded with an approved grass seed mixture.

E.7 ACCEPTANCE

All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

DIVISION H

SPECIAL PROVISIONS

<u>H</u>	<u>CONTENT</u>	<u>PAGE</u>
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H.3	WORKING AREA AND ACCESS	2
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H.5	RIP-RAP	2
H.6	EXISTING DRAINS/TILE CONNECTIONS	2
H.7	PIPE, INSTALLATION, BEDDING & BACKFILL	3
H.8	CATCH BASINS & MANHOLES	4
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DIVISION H

SPECIAL PROVISIONS

Municipal Drain No. 24 - 2018
Town of Minto

Reference No. 1272

Special provisions means special directions containing requirements particular to the work not adequately provided for by the standard or supplemental Specifications. Special provisions shall take precedence and govern any standard or supplemental Specifications.

H.1 GENERAL

The Contractor shall notify the Landowners, the Township Road Foreman (Mike McIsaac) and the Engineer forty-eight (48) hours prior to construction and arrange a pre-construction meeting.

The Contractor shall verify the location of the new drainage system with the Engineer prior to construction.

The Contractor shall check and verify all dimensions and elevations and report any discrepancies to the Engineer prior to proceeding with the work.

All objects or obstructions within the construction working area such as signs, mailboxes, fences, property ornamentals, etc., that interfere with the installation of the drain shall be removed and re-erected in the same location or another location satisfactory to the Landowner. Any damages to such objects by the Contractor shall be repaired, replaced, installed and paid for by the Contractor at the discretion of the Engineer.

The Contractor shall be responsible to arrange all traffic control signals, signs and devices that are required for safe and proper traffic management during the installation of the drainage system. The Contractor shall contact the Town of Minto for specified local procedures, guidelines and timelines. Traffic control shall meet the standards of Book 7 of the Ontario Traffic Manual.

The Contractor shall be responsible for notifying the public of any road closures or detours unless otherwise stated by the Town of Minto.

The Contractor must maintain access to all driveways along the route of the drain as well as maintain access for all emergency vehicles at all times during construction.

The Contractor shall be responsible for all trench settlement.

H.2 UTILITIES

All utilities shall be located and uncovered in the affected areas by the Contractor prior to construction.

The Contractor shall arrange to have a representative of the utility owner on site during construction if it is a requirement by the utility owner.

H.3 WORKING AREA AND ACCESS

The working area for construction purposes along the Main Drain (Closed) shall be a width of twenty-five (25) metres. The working area for construction purposes along the Main Drain (Open) shall be a width of ten (10) metres.

The working area for maintenance purposes shall be a width of ten (10) metres.

Each landowner shall designate access to and from the working area.

H.4 TOPSOIL

The Contractor shall strip the topsoil for a minimum width of 10 metres along the route of the proposed tile drainage system except from Sta. 2+082 to Sta. 3+340 where the stripping width shall be 6 metres.

In areas of deep cuts or in the event of poor soil conditions the Contractor shall strip topsoil wider than 10 metres to ensure no contamination of topsoil with subsoil.

The Contractor shall strip the topsoil for a maximum depth of 0.3 metres. In the event that topsoil is greater in depth than 0.3 metres, the Contractor shall make every reasonable effort to not mix the topsoil and subsoil during the backfilling of the trench.

The Contractor shall stockpile the topsoil and later spread it over the backfilled trench.

The Contractor shall use a trim dozer to finely grade the topsoil once it has been placed over the backfilled trench.

Under no circumstances will the Contractor attempt to place frozen topsoil over the backfilled trench.

H.5 RIP-RAP

All stone rip-rap material to be used around catch basins shall be quarry stone 150 mm to 300 mm dia. and placed to a depth of 450 mm. All rip-rap material shall be placed on geo-textile filter material (Mirafi 180N).

Under no circumstances shall the Contractor substitute broken concrete for rip-rap.

H.6 EXISTING DRAINS/TILE CONNECTIONS

The Contractor shall uncover the existing drain in several locations prior to the commencement of construction.

The Contractor shall make all tributary tile drain connections in accordance with the Typical Tile Connection Detail on Drawing No. 3.

The Contractor shall be responsible for all tile connections for a period of one year after the issuance of the completion certificate. The tile connections required to be made within this warranty period shall be made at the same rate as defined on the Form of Tender and Agreement. After construction, the Contractor will be given the option to make any subsequent tile connections

or have the Town of Minto make said connections and have the costs of which deducted from the holdback.

All existing drains cut off during the installation of the new drainage system that will be connected to the new drainage system shall be flagged or marked by the Contractor prior to the connection being made.

H.7 PIPE, INSTALLATION, BEDDING & BACKFILL

H.7.1 Concrete Field Tile

All concrete tile shall meet or exceed the strength of 2000D Heavy-Duty Extra Quality Concrete Drain Tile.

Concrete field tile installed by means of an approved hydraulic excavator shall be installed using 19mm (3/4") crushed stone bedding and backfill from 150mm below the pipe to the spring line of the pipe, as per the detail on Drawing No. 3.

Approved native material shall be used as backfill from the spring line to the underside of the topsoil. The backfill shall not be compacted but a sufficient mound shall be left over the trench by the Contractor to allow for settlement flush with adjacent lands. The Contractor shall be responsible for all trench settlement.

The Contractor shall supply and wrap all concrete tile joints with geotextile filter material as part of this contract. The width of the filter material should be 400mm wide.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be Mirafi 140NC for clay or loam soil conditions and Mirafi 160N for sandy or silty soil conditions.

H.7.2 High Density Polyethylene Pipe (H.D.P.E.)

An approved hydraulic excavator shall be used for the installation of all H.D.P.E. pipe.

All H.D.P.E. pipe shall be BOSS 2000 (or equivalent) CSA B182.8/320 KPa.

All H.D.P.E. pipe shall be installed using 19mm (3/4") crushed stone bedding from 150mm below the pipe to the spring line of the pipe. Suitable native material shall be used as backfill from the spring line to the underside of the topsoil. The backfill shall not be compacted but a sufficient mound shall be left over the trench by the Contractor to allow for settlement flush with adjacent lands. The Contractor shall be responsible for all trench settlement.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

H.8 CATCH BASINS & MANHOLES

All catch basins shall be precast concrete catch basins (Coldstream Concrete Ltd. or approved equal).

All existing catch basins and hickenbottoms to be removed shall be disposed of off-site by the Contractor.

All catch basins and manholes to have 300mm sumps.

The catch basin grate elevations shall be set to the satisfaction of the Engineer.

All catch basin grates shall be fastened to the new catch basins.

All catch basins shall have hot dipped galvanized bird cage grates as per Coldstream Concrete Ltd. (or approved equal).

Knockouts shall be provided in all catch basins.

All catch basins shall be installed using 19mm (3/4") crushed stone bedding from 150mm below the structure to the underside of all pipes entering and exiting the structure. See the "Typical Catch Basin Installation Detail" on Drawing 3 in the set of plans.

The Contractor shall place quarry stone rip-rap material around all sides of all catch basins for a minimum width of 1 metre and shall be placed on an approved geo-textile filter material.

Lifts (modulocs) shall be placed by the Contractor on all catch basins if necessary to achieve the desired elevation when field setting the structures.

The Contractor shall be responsible to repair or reapply grout for all grouted connections into any catch basin for a period of one year after the completion certificate has been issued.

The Contractor shall be responsible for all settlement around the catch basins. Should the area around the catch basins settle after construction, the Contractor shall be responsible for providing the additional rip-rap required so that the top of the rip-rap is flush with the surrounding existing ground.

All pipes entering or exiting a catch basin, ditch inlet catch basin or junction box shall be installed such that the face of the pipe is flush with the inside wall of the structure.

All manholes to be precast reinforced concrete manholes and shall be installed using 19mm (3/4") crushed stone bedding from 150mm below the structure to the underside of all pipes entering and exiting the structure.

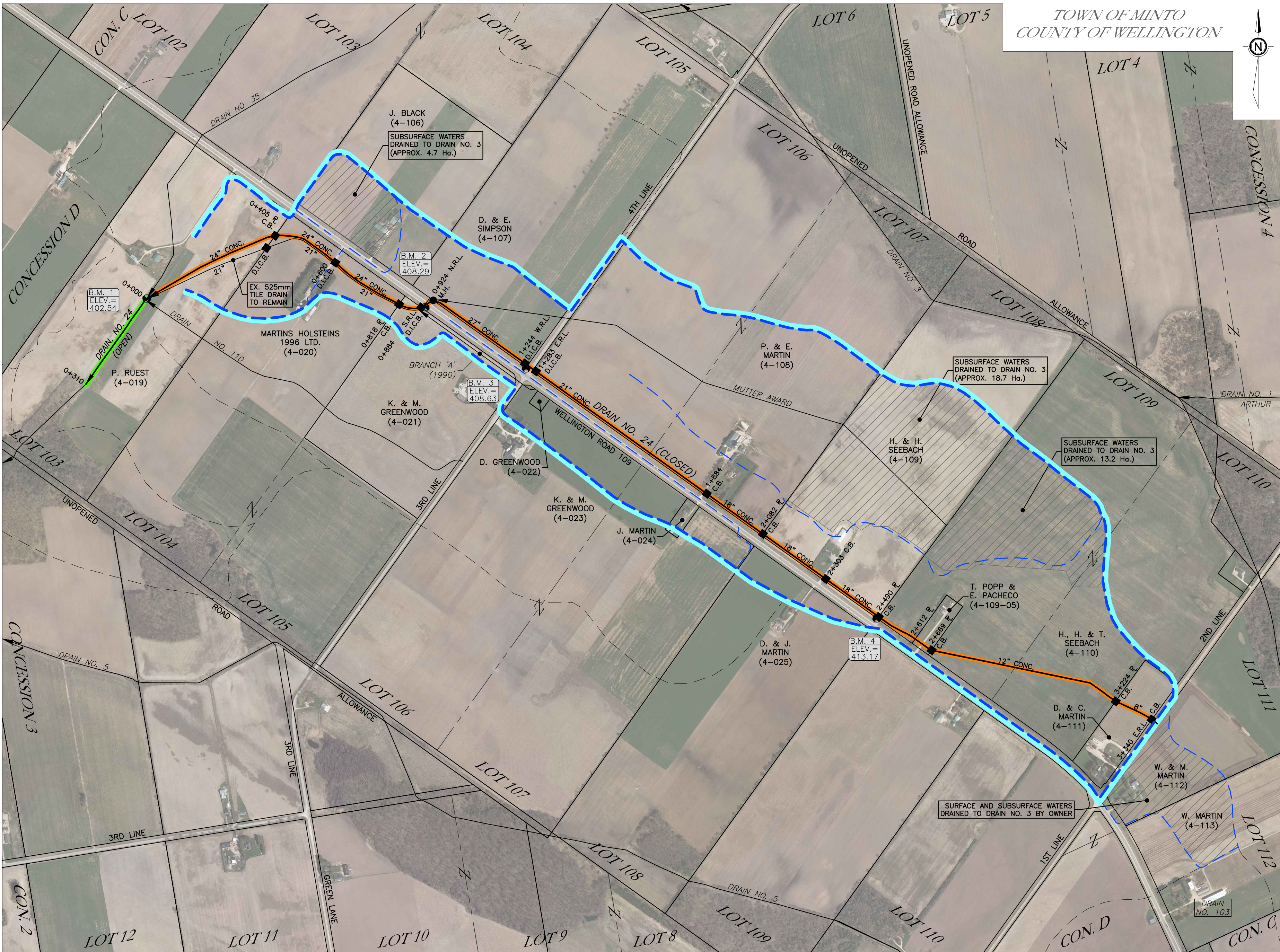
The grate for the 1500 mm dia. precast reinforced concrete manhole at Sta. 0+924 shall be a Type A closed cover cast iron grate as per O.P.S.D. 401.010.

The 1500 mm dia. precast reinforced concrete manhole at Sta. 0+924 shall include circular aluminum maintenance hole steps as per O.P.S.D. 405.010.

H.9 PLUNGE POOL

The Contractor shall construct a plunge pool in the Main Drain (Open) from Sta. 0+000 to Sta. 0+010. The plunge pool shall be lined with quarry-stone rip rap protection 150mm to 300mm in diameter placed 450mm deep and placed 1m up the side slopes of the ditch and around the new outlet pipe for Main Drain (Closed). The rip-rap shall be placed on an approved geotextile filter material (Mirafi 160N or approved equivalent).

The plunge pool shall be constructed in accordance with the Plunge Pool Detail on Drawing 3 in the set of plans.



BENCHMARK No. 1 ELEV.=402.54
TOP OF 500mm DIA. C.M.P. OUTLET PIPE (MIDDLE PIEP) AT STA. 0+000 (MAIN DRAIN)

BENCHMARK No. 2 ELEV.=408.29
TOP CENTRE DOWNSTREAM END OF CONCRETE BOX CULVERT 6m EAST OF STA. 0+891 (MAIN DRAIN)

BENCHMARK No. 3 ELEV.=408.63
TOP CENTRE DOWNSTREAM END OF CONCRETE BOX CULVERT 10m SOUTH OF STA. 1+254 (MAIN DRAIN)

BENCHMARK No. 4 ELEV.=413.17
NAIL IN NORTH FACE OF HYDRO POLE 7 METRES SOUTH OF STA. 2+490 (MAIN DRAIN)

LEGEND:

DRAIN NAME

EXISTING MUNICIPAL DRAIN

INTERIOR/EXTERIOR WATERSHED BOUNDARY

PROPERTY BOUNDARY

LOT OR CONCESSION BOUNDARY

TOWNSHIP BOUNDARY

EXISTING CATCH BASIN OR JUNCTION BOX

EXISTING MANHOLE

DRAIN NAME

MUNICIPAL DRAIN (AREA OF WORK)

WATERSHED BOUNDARY

PROPOSED CATCH BASIN OR JUNCTION BOX

PROPOSED MANHOLE

BENCHMARK LOCATION

BENCHMARK No.

BENCHMARK ELEVATION

4.	REPORT SUBMISSION	2018-06-22	DEL
3.	INFORMATION MEETING NO. 2	2018-03-09	DEL
2.	INFORMATION MEETING NO. 1	2014-06-10	DEL
1.	ON-SITE MEETING	2012-09-19	DEL
No.	ISSUES AND REVISIONS	DATE	BY

PROJECT: MUNICIPAL DRAIN NO. 24 - 2018

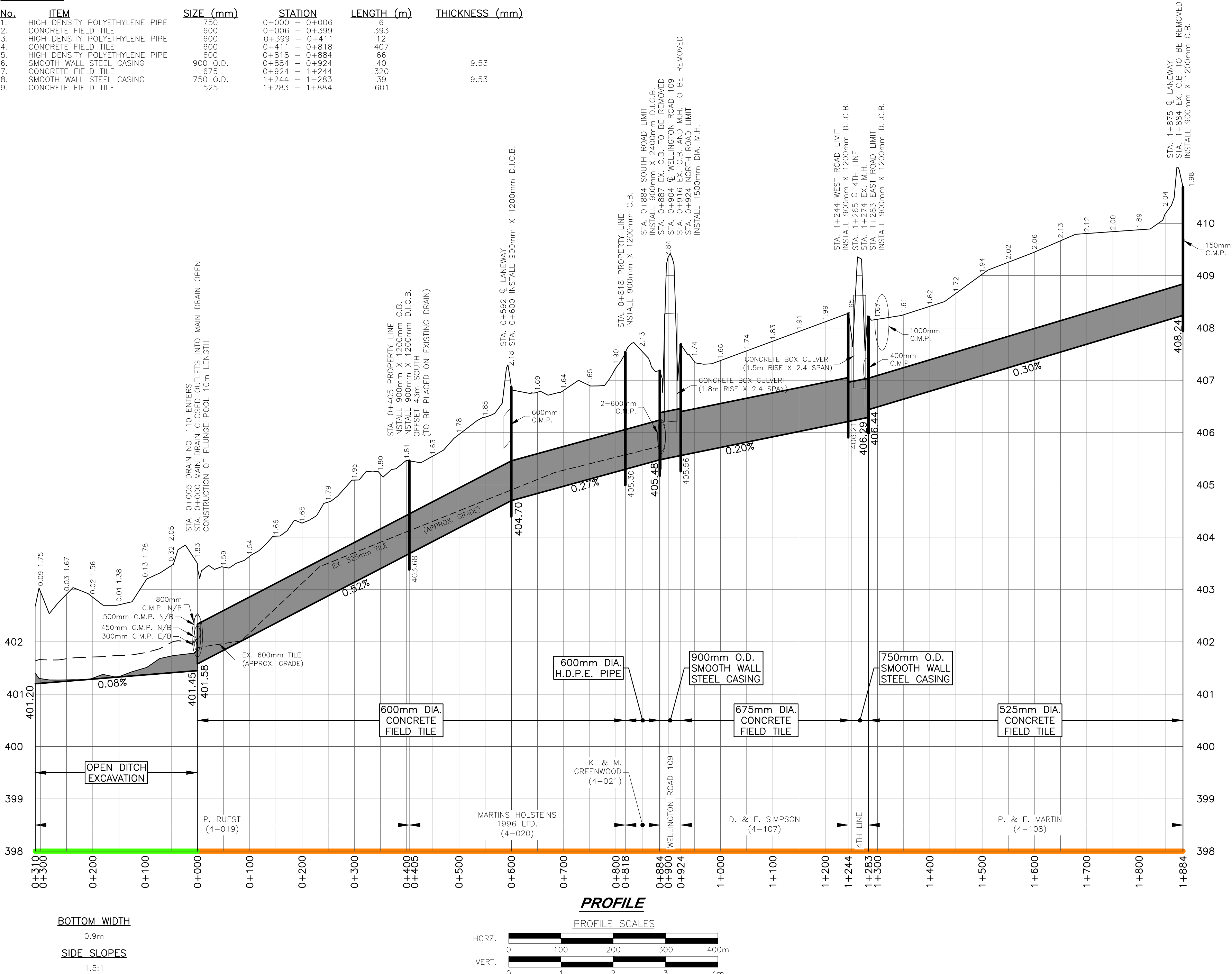
DRAWING: Plan

10 Alpine Court, Kitchener, ON, N2E 2M7

PROJ. MGR:	G.N.	DESIGNED BY:	G.N.	DRAWN BY:	G.C.	CHECKED BY:	G.N.
DRAWING SCALE:	AS NOTED	DATE:	JUNE 22, 2018	PROJECT No.	1272	DRAWING No.	1 of 3


TILE SIZES

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	HIGH DENSITY POLYETHYLENE PIPE	750	0+000 - 0+006	6	
2.	CONCRETE FIELD TILE	600	0+006 - 0+399	393	
3.	HIGH DENSITY POLYETHYLENE PIPE	600	0+399 - 0+411	12	
4.	CONCRETE FIELD TILE	600	0+411 - 0+818	407	
5.	HIGH DENSITY POLYETHYLENE PIPE	600	0+818 - 0+884	66	
6.	SMOOTH WALL STEEL CASING	900 O.D.	0+884 - 0+924	40	9.53
7.	CONCRETE FIELD TILE	675	0+924 - 1+244	320	
8.	SMOOTH WALL STEEL CASING	750 O.D.	1+244 - 1+283	39	9.53
9.	CONCRETE FIELD TILE	525	1+283 - 1+884	601	

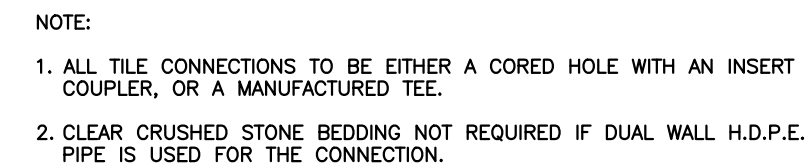
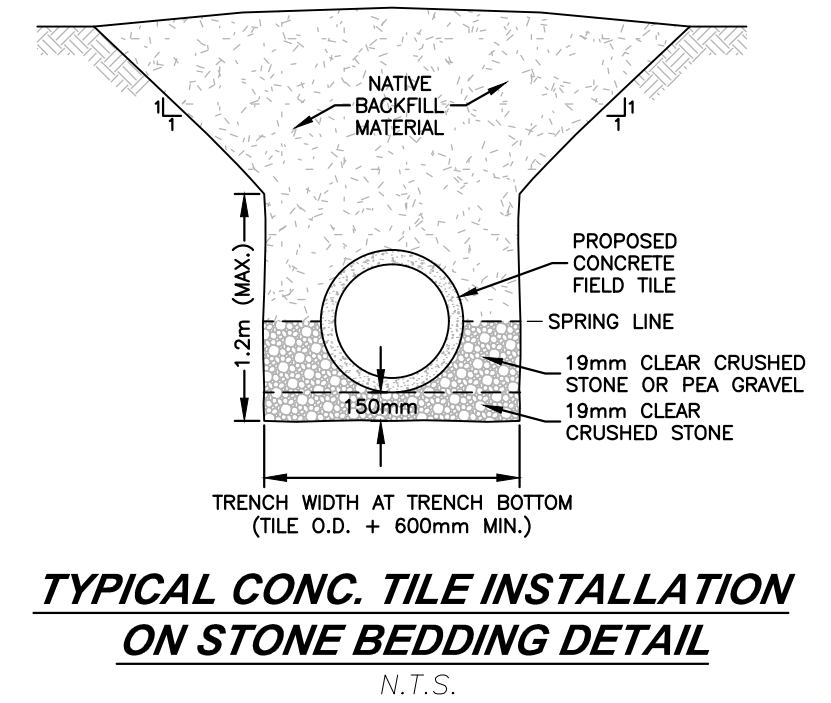


NOTES:

- ALL SOLID HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 JOINING SYSTEMS UNLESS OTHERWISE NOTED.
- ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS UNLESS OTHERWISE NOTED.

4.	REPORT SUBMISSION	2018-06-22	DEL
3.	INFORMATION MEETING NO. 2	2018-03-09	DEL
2.	INFORMATION MEETING NO. 1	2014-06-10	DEL
1.	ON-SITE MEETING	2012-09-19	DEL
No.	ISSUES AND REVISIONS	DATE	BY
<div><div><div>REGISTERED PROFESSIONAL ENGINEER W. J. DIETRICH P.E. PROVINCE OF ONTARIO</div><div> Minto</div></div></div>			
PROJECT: MUNICIPAL DRAIN NO. 24 - 2018			
DRAWING: Profile (1 of 2)			
<div><div><div>DEL</div><div>DIETRICH ENGINEERING LIMITED CONSULTING ENGINEERS</div></div><div>10 Alpine Court, Kitchener, ON, N2E 2M7</div></div>			
PROJ. MGR:	G.N.	DESIGNED BY:	G.N.
DRAWING SCALE:	AS NOTED	DATE:	JUNE 22, 2018
PROJECT No.	1272	CHECKED BY:	G.N.
DRAWING No.	2 of 3		

MAIN DRAIN (cont'd)



TYPICAL TILE CONNECTION DETAIL
N.T.S.

4.	REPORT SUBMISSION	2018-06-22	DEL				
3.	INFORMATION MEETING NO. 2	2018-03-09	DEL				
2.	INFORMATION MEETING NO. 1	2014-06-10	DEL				
1.	ON-SITE MEETING	2012-09-19	DEL				
No.	ISSUES AND REVISIONS	DATE	BY				
							
PROJECT: MUNICIPAL DRAIN NO. 24 - 2018							
DRAWING: Profile (2 of 2) & Details							
 <p>DIETRICH ENGINEERING LIMITED CONSULTING ENGINEERS</p> <p>10 Alpine Court, Kitchener, ON, N2E 2M7</p>							
PROJ. MGR:	G.N.	DESIGNED BY:	G.N.	DRAWN BY:	G.C.	CHECKED BY:	G.N.
DRAWING SCALE:	DATE:		PROJECT No.		DRAWING No.		
AS NOTED	JUNE 22, 2018		1272		3 of 3		



THE COUNCIL OF THE TOWN OF MINTO

PUBLIC MEETING AGENDA

ZBA-2018-04

Applicant: Doug Chalmers Inc. and Nicholaas Brouwer

TUESDAY July 3, 2017, 5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on CON D PT LOT 114 PART 1, municipally known as 6739 Wellington RD 109 & 6630 Wellington RD 123, Teviotdale, Town of Minto.

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

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

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

The property subject to the proposed amendment is located on CON D PT LOT 114 PART 1 with a municipal address of 6739 Wellington RD 109 & 6630 Wellington RD 123, Teviotdale, Town of Minto.

The Purpose and Effect of the proposed amendment is to rezone a portion of the subject lands from:

- Agricultural Exception (A-61) to Light Industrial M1-41 and to allow the fueling and parking of school buses
- Agricultural Exception (A-61) to Unserved Residential Zone (R1A)
- Agricultural Exception (A-61) to Rural Industrial (RIN)
- To permit a reduced lot area of approximately 8.29 ha (20.5 ac) for the retained parcel

This rezoning has been filed in conjunction with severance applications B52/18, B53/18 and B54/18, that are currently before the Wellington County Land Division Committee. The proposed severances serve to add additional land to three properties: 6624, 6630, and 6634 Wellington Road 123. The proposed severed parcels are currently zoned Agricultural Exception (A-61). The application serves to rezone the severed parcels to the same zone as the existing lots which are being added to/merged with.

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property located on
CON D PT LOT 114 PART 1, municipally known as 6739 Wellington RD 109 & 6630
Wellington RD 123, Teviotdale, Town of Minto.
Page 2

Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies June 14th, 2018 and posted on the subject properties. The following comments were received:

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



Town of Minto

DATE: June 28, 2018

TO: Mayor Bridge and Members of Council

FROM: Michelle Brown, Building Assistant

RE: ZBA 2018-04- 6739 Wellington RD 109 & 6630 Wellington RD 123, Teviotdale, Town of Minto

STRATEGIC PLAN

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

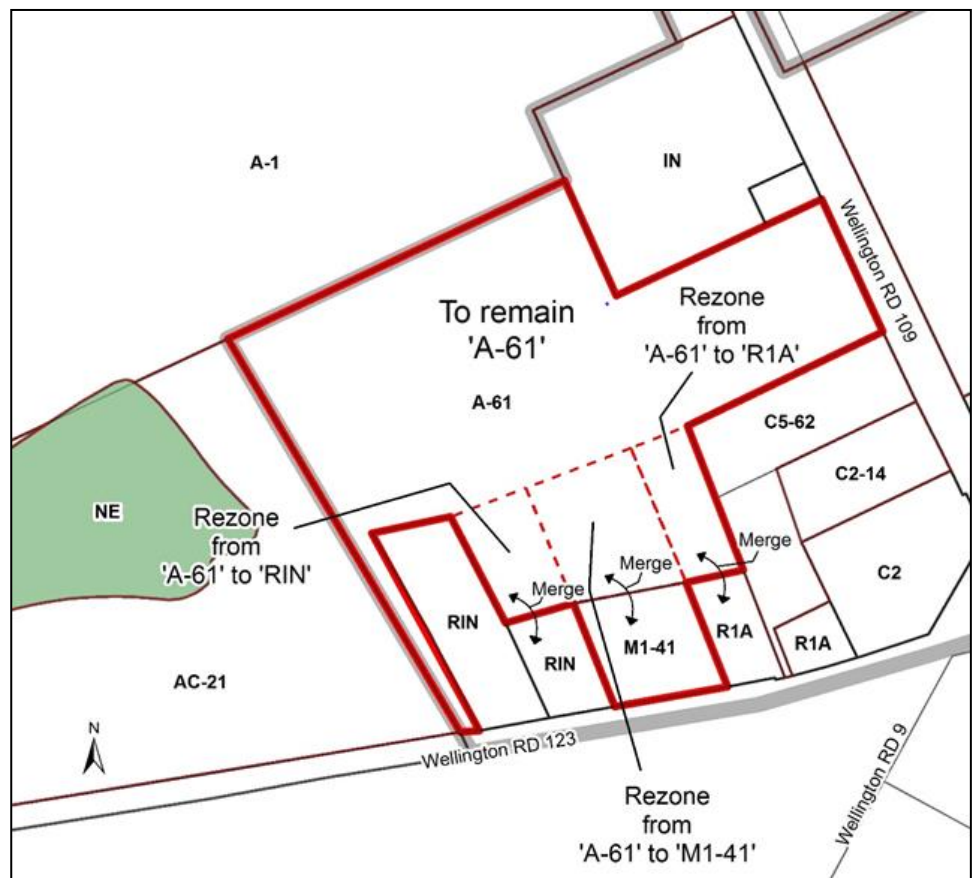
BACKGROUND

The intent of this application is rezone three severed properties and to permit a reduced lot area of approximately 8.29 ha (20.5 ac) for the retained parcel currently zoned Agricultural Exception (A-61).

This rezoning has been filed in conjunction with severance applications B52/18, B53/18 and B54/18, that are currently before the Wellington County Land Division Committee. The application serves to rezone the severed

parcels to the same zone as the existing lots that are being merged with. The severance applications B52/18, B53/18 and B54/18, will add additional land to the three properties municipally known as, 6624, 6630, and 6634 Wellington Road 123. This will allow the purchasers to take title to the severed lands in the same manner as they hold their abutting land as follows:

- Agricultural Exception (A-61) to Light Industrial M1-41 and to allow the fueling and parking of school buses – 6630 Wellington Road 123



- Agricultural Exception (A-61) to Unserved Residential Zone (R1A) – 6634 Wellington Road 123
- Agricultural Exception (A-61) to Rural Industrial (RIN) – 6624 Wellington Road 123

COMMENT

Town reviewed the application and no additional concerns were noted. The rezoning of the properties will be a condition of the severance applications B52/18, B53/18 and B54/18, currently before the Wellington County Land Division Committee. The County of Wellington has requested that the attached By-Law be for consideration only. Alternatively Council may choose to complete the first and second reading only, to be read and passed once the severance applications have been considered and a final decision presented by the Wellington County Land Division Committee.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning application ZBA 2018-04- 6739 Wellington RD 109 & 6630 Wellington RD 123, Teviotdale, Town of Minto and considers passing a by-law in open session once the severance applications have been considered by the Wellington County Land Division Committee.

ATTACHMENTS

Planners Comments, Curtis Marshall, Senior Planner, & Jessica Wilton, Junior Planner
County of Wellington

Michelle Brown,
Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: June 26, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Jessica Wilton, Junior Planner and
Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Doug Chalmers Inc. and Nicholaas Hendrik Brouwer**
6739 Wellington Road 109 & 6630 Wellington Rd 123, Teviotdale
Zoning By-law Amendment

PLANNING OPINION

The purpose of this zoning amendment is to rezone the severed parcels to the same zone as the existing lots which are being added to/merged with (extend the existing zoning) and to permit a reduced lot area of approximately 8.29 ha (20.5 ac) for the retained parcel. This rezoning has been filed in conjunction with severance applications B52/18, B53/18 and B54/18, which are currently before the Wellington County Land Division Committee. The proposed severances serve to add additional land to three properties: 6624, 6630, and 6634 Wellington Road 123. The applicant has also requested that the fueling and parking of school buses be permitted as an additional permitted use on the lands subject to the site-specific exception (M1-41) (expanded Chalmers Fuel property, 6630 Wellington Road 123).

We have no objections to the zoning amendment. The proposal conforms to the Official Plan, and is in keeping with applicable Provincial policies. Staff recommend that the attached by-law not be approved by Council until the consent applications have been considered by the Wellington County Land Division Committee.

INTRODUCTION

The property subject to the proposed amendment is located on Part Lot 114, Concession D, with a municipal address of 6739 Wellington Rd 109 and 6630 Wellington Rd 123. The property is approximately 10.19 ha (25.2 ac). See Figure 1.

Figure 1: Aerial Photo



PROPOSAL

The purpose of the proposed amendment is to rezone a portion of the subject lands from:

- Agricultural Exception (A-61) to Light Industrial M1-41 and to allow the fueling and parking of school buses
- Agricultural Exception (A-61) to Unserved Residential Zone (R1A)
- Agricultural Exception (A-61) to Rural Industrial (RIN)
- To permit a reduced lot area of approximately 8.29 ha (20.5 ac) for the retained parcel

This rezoning has been filed in conjunction with severance applications B52/18, B53/18 and B54/18, that are currently before the Wellington County Land Division Committee. The proposed severances serve to add additional land to three properties: 6624, 6630, and 6634 Wellington Road 123. The proposed severed parcels are currently zoned Agricultural Exception (A-61). The application serves to rezone the severed parcels to the same zone as the existing lots which are being added to/merged with.

PROVINCIAL POLICY STATEMENT (PPS)

All planning decisions are required to be consistent with the applicable provisions of the PPS. Key policy direction related to this application may be found in Section 1.1.3 which in part, identifies settlement areas including Hamlet Areas such as Teviotdale, as the focus of growth and development, and their vitality and regeneration shall be promoted. Section 1.1.1 b) includes accommodating an appropriate range and mix of residential, employment, recreation, parks and open space, and other uses to meet long-term needs.

WELLINGTON COUNTY OFFICIAL PLAN

The subject property is designated Hamlet and located in the Hamlet area of Teviotdale. The Hamlet Area designation permits local commercial, small scale industrial, institutional and parks and open space may also be permitted where compatible and where adequate levels of service can be provided.

Land Use Compatibility in Hamlet Areas is considered in Section 7.4.3 of the Plan. In establishing zones, Councils shall ensure that existing and proposed uses are compatible and that adverse impacts are kept to a minimum and that appropriate mitigation is provided where practical.

DRAFT ZONING BY-LAW

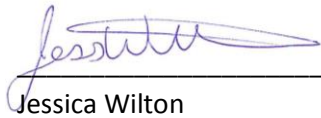
The subject lands are zoned Agricultural with a site specific exception (A-61). Permitted uses in the A-61 zone include agricultural uses (not including new livestock buildings or structures), single detached dwelling, home occupation, home industry and accessory uses, building and structures to the above permitted uses. The A-61 exception sets a minimum lot area of 10 ha (24.7 ac).

The proposed zoning by-law amendment has been submitted in conjunction with consent applications B52/18, B53/18 and B54/18. The zoning by-law amendment would rezone the severed parcels to the same zone as the existing lots which are being added to/merged with, and recognize the retained parcels reduced lot area.

Planning Staff have no concerns with the application as the consent applications and related zoning amendment will allow for expansions to the existing land uses. The retained parcel also remains large enough to be developed in the future. Planning Staff also have no concerns with the addition of school bus parking and fueling on the expanded Chalmers Fuel property (6630 Wellington Road 123). The proposed additional use is similar in nature to the parking of fuel trucks on the property.

A draft zoning by-law amendment has been attached to this report for public viewing and Council's future consideration. Staff recommend that the by-law not be approved until the consent applications have been considered by the Wellington County Land Division Committee.

Respectfully submitted
County of Wellington Planning and Development Department



Jessica Wilton
Junior Planner



Curtis Marshall, MCIP RPP
Senior Planner

THE CORPORATION OF THE TOWN OF MINTO

BY-LAW NUMBER _____.

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 01-86
FOR THE TOWN OF MINTO**

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

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

1. THAT Schedule “A” - Map 5 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 114, Concession D, (Teviotdale), 6739 Wellington Road 109, as shown on Schedule “A” attached to and forming part of this By-law, from:
 - Agricultural Exception (A-61) to Light Industrial Exception (M1-41)
 - Agricultural Exception (A-61) to Unserved Residential Zone (R1A)
 - Agricultural Exception (A-61) to Rural Industrial (RIN)
2. THAT the wording of Site Specific Exception 36.61, Rural Area Exception Zone be deleted and replaced with the following:

36.61 CON D PT LOT 114 6739 Wellington Rd 109 Teviotdale	<p>Within the A-61 zone, no person shall use any land or construct, alter or use any buildings or structures except in accordance with the following provisions:</p> <p>a) Permitted Uses</p> <p>i) Agricultural uses except that new livestock buildings or structures including hobby barns are not permitted in the A-61 Zone.</p> <p>ii) Single detached residential dwelling on an existing lot subject to the regulations of Section 9 except as provided for under b)</p> <p>iii) Home Occupation subject to the regulations of 6.15</p> <p>iv) Home Industry subject to the regulations of Section 6.14</p> <p>v) Accessory uses, buildings and structures to the above permitted uses.</p> <p>b) Regulations:</p> <p>i) Lot Area, Minimum 8.29 ha (20.5 ac)</p> <p>ii) Lot Frontage, Minimum 115.5 m (379 ft) where the lot frontage for this property is determined by measuring along the front lot line which is defined as the street line of Wellington Rd 109.</p>
---	--

3. THAT Exception 36.41, Rural Area Exception Zone be amended to include an additional permitted use as follows:

36.41 CON D PT LOT 114 6630 Wellington Rd 123 Teviotdale	The parking and fueling of school buses is also permitted on the property.
---	--

4. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2018

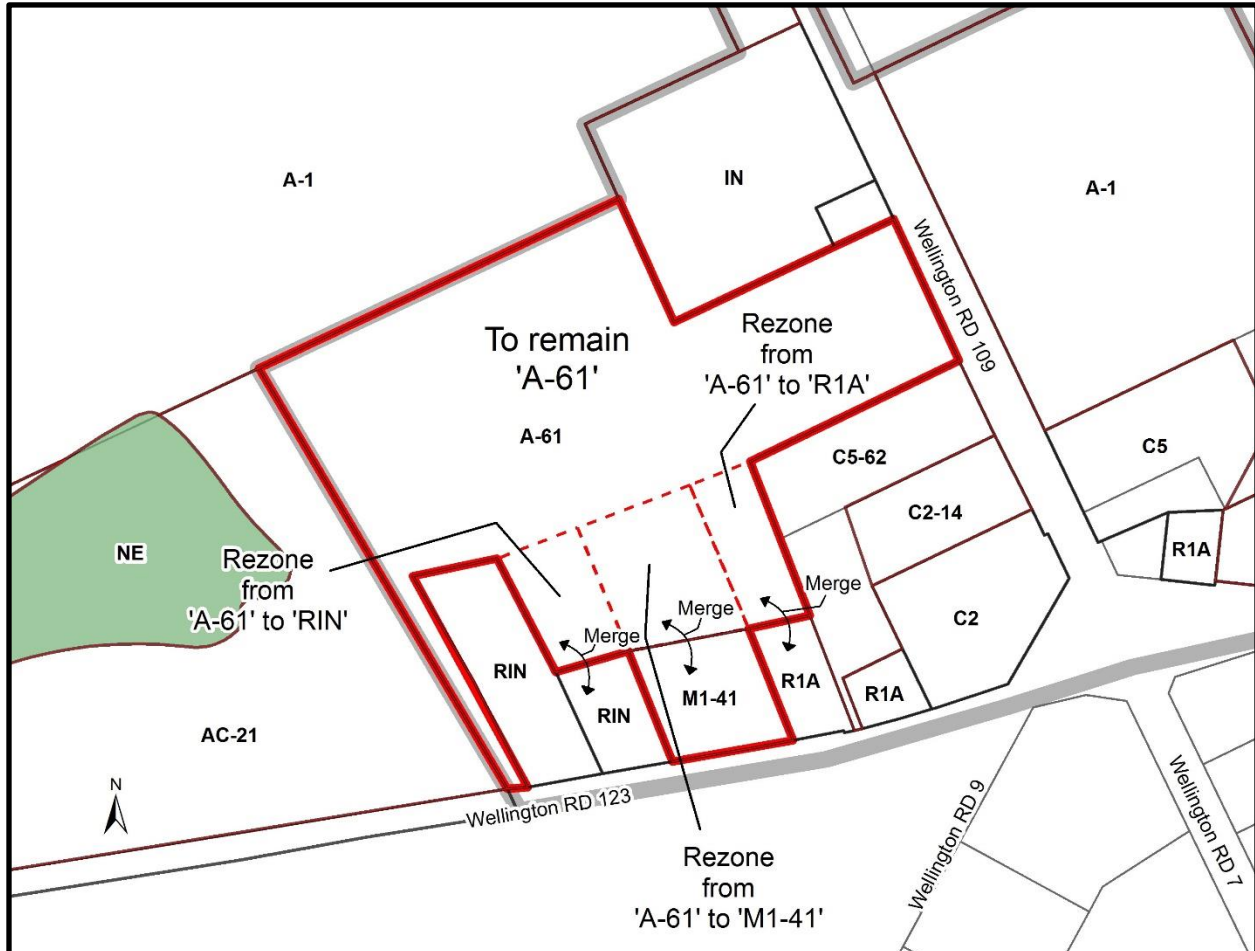
MAYOR

CLERK

THE TOWN OF MINTO

BY-LAW NO _____.

Schedule "A"



Passed this ____ day of _____ 2018.

MAYOR

CLERK

EXPLANATORY NOTE
BY-LAW NUMBER _____.

THE SUBJECT LAND is located on Part Lot 114, Concession D, (Teviotdale) with a municipal address of 6739 Wellington Rd 109. The property is approximately 10.19 ha (25.2 ac) in size and is currently vacant.

THE PURPOSE AND EFFECT of the amendment is to rezone a portion of the subject lands from:

- Agricultural Exception (A-61) to Light Industrial M1-41 and to allow the fueling and parking of school buses;
- Agricultural Exception (A-61) to Unserved Residential Zone (R1A);
- Agricultural Exception (A-61) to Rural Industrial (RIN); and
- To permit a reduced lot area of approximately 8.29 ha (20.5 ac) for the retained parcel.



Application	B52/18
Location	Part Lot 114, Concession D TOWN OF MINTO
Applicant/Owner	Doug Chalmers Inc & Nicholas Brouwer

PLANNING OPINION: This application for lot line adjustment would sever a 0.5 ha (1.36 ac) parcel and merge it with an adjacent 0.47 ha (1.17 ac) Rural Industrial parcel. The resulting lot would be a 1.02 ha (2.53 ac) lot. A vacant 9.78 ha (24.18 ac) parcel would be retained.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated HAMLET and located in the Hamlet area of Teviotdale. Section 10.6.3 states "lot line adjustments may be permitted where there is no adverse effect provided the basic lot patterns in the area are not unreasonably altered."

The matters under section 10.1.3 were also considered.

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

LOCAL ZONING BY-LAW: The severed parcel is zoned Agricultural Site specific (A-61). The lands to be added to are currently zoned Rural Industrial (RIN). The Town of Minto has received a zoning by-law amendment application that will rezone the severed parcel to the appropriate RIN zone to match the lands to be added to. Both the severed and retained lands would meet the minimum lot area and frontage requirements of the zoning by-law.

ADDITIONAL INFORMATION: The applicants have submitted two additional lot line adjustment applications concurrently with this application. These 3 applications will add lands to 3 separate parcels to provide additional space for businesses on the sites and to establish a consistent lot configuration with surrounding properties.

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

Jameson Pickard, Planner
June 27th, 2018



Application	B53/18
Location	Part Lot 114, Concession D TOWN OF MINTO
Applicant/Owner	Doug Chalmers Inc & Nicholas Brouwer

PLANNING OPINION: This application for lot line adjustment would sever a 0.95 ha (2.35 ac) parcel and merge it with an adjacent 0.8 ha (2 ac) Light Industrial parcel. The resulting lot would be a 1.33 ha (3.31 ac) lot. A vacant 8.8 ha (21.83 ac) parcel would be retained.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated HAMLET and located in the Hamlet area of Teviotdale. Section 10.6.3 states "lot line adjustments may be permitted where there is no adverse effect provided the basic lot patterns in the area are not unreasonably altered."

The matters under section 10.1.3 were also considered.

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

LOCAL ZONING BY-LAW: The severed parcel is zoned Agricultural Site specific (A-61). The lands to be added to are currently zoned Industrial (M1-41). The Town of Minto has received a zoning by-law amendment application that will rezone the severed parcel to the appropriate Industrial zone to match the lands to be added to. Both the severed and retained lands would meet the minimum lot area and frontage requirements of the zoning by-law.

ADDITIONAL INFORMATION: The applicants have submitted two additional lot line adjustment applications concurrently with this application. These 3 applications will add lands to 3 separate parcels to provide additional space for businesses on the sites and to establish a consistent lot configuration with surrounding properties.

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

Jameson Pickard, Planner
June 27th, 2018



Application	B54/18
Location	Part Lot 114, Concession D TOWN OF MINTO
Applicant/Owner	Doug Chalmers Inc & Nicholas Brouwer

PLANNING OPINION: This application for lot line adjustment would sever a 0.5 ha (1.36 ac) parcel and merge it with an adjacent 0.4 ha (1 ac) Residential parcel. The resulting lot would be a 0.93 ha (2.33 ac) lot. A vacant 8.29 ha (20.5 ac) parcel would be retained.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, provided that the following matters are addressed as conditions of approval:

- That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated HAMLET and located in the Hamlet area of Teviotdale. Section 10.6.3 states "lot line adjustments may be permitted where there is no adverse effect provided the basic lot patterns in the area are not unreasonably altered."

The matters under section 10.1.3 were also considered.

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

LOCAL ZONING BY-LAW: The severed parcel is zoned Agricultural Site specific (A-61). The lands to be added to are currently zoned Rural Residential (R1A). The Town of Minto has received a zoning by-law amendment application that will rezone the severed parcel to the appropriate Residential zone to match the lands to be added to.

ADDITIONAL INFORMATION: The applicants have submitted two additional lot line adjustment applications concurrently with this application. These 3 applications will add lands to 3 separate parcels to provide additional space for businesses on the sites and to establish a consistent lot configuration with surrounding properties.

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

Jameson Pickard, Planner
June 27th, 2018



Town of Minto

DATE: June 9, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Inspector
RE: B52/18, B53/18 and B54/18
Doug Chalmers Inc & Nicholas Brouwer Severance
Municipally known as, 6624, 6630, 6634 Wellington Rd 123

STRATEGIC PLAN

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

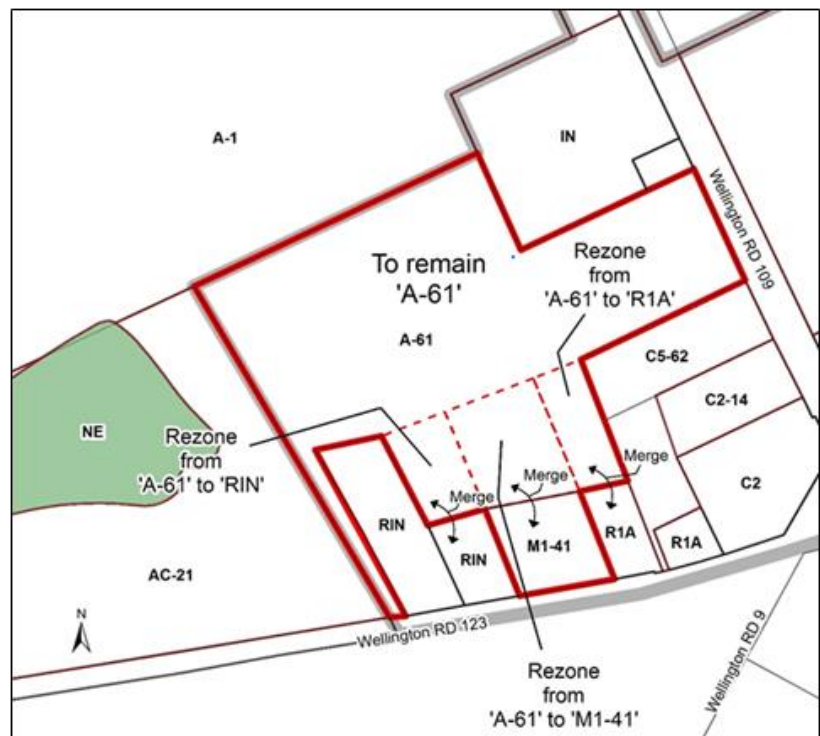
BACKGROUND

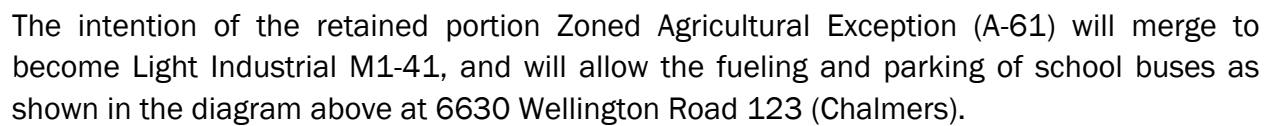
There are three lot line adjustment applications to the County Land Division for properties located at 6630, 6634, and 6624 Wellington Road 123 Teviotdale, Town of Minto.

The severance applications B52/18, B53/18 and B54/18, also require zoning amendment applications that have been submitted concurrently. The severed parcels will add additional land to the three properties municipally known as, 6624, 6630, and 6634 Wellington Road 123. This will allow the purchasers to take title to the severed lands in the same manner as they hold their abutting lands.

Application B52/18 would sever a 0.5 ha (1.36 ac) parcel and merge it with an adjacent 0.47 ha (1.17 ac) Rural Industrial parcel. The resulting lot would be a 1.02 ha (2.53 ac) lot. A vacant 9.78 ha (24.18 ac) parcel would be retained.

Application B53-18 would sever a 0.95 ha (2.35 ac) parcel and merge it with an adjacent 0.8 ha (2 ac) Light Industrial parcel. The resulting lot would be a 1.33 ha (3.31 ac) lot. A vacant 8.8 ha (21.83 ac) parcel would be retained.





COMMENT

Town staff reviewed the application and no serious concerns were noted. All issues below can be address through the Town's standard conditions for consent applications.

Clerks

Standard financial conditions are recommended.

Public Works

An apportionment will need to be completed for this severance for any Municipal Drains taking the original assessment of each property and reassessing for 4 separate ones Section 65(5) of the Drainage Act.

Building

Standard building permit fees and development charges will be required prior to the issuance of a building permit. The requirement of an engineered grading plan is also recommended for the retained portion. Rezoning will be required for the reduced lot area and abutting lands.

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Applications B52/18, B53/18 and B54/18, Doug Chalmers Inc & Nicholas Brouwer Severance municipally known as, 6624, 6630,6634 Wellington Rd 123, Teviotdale, Town of Minto and that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.
3. THAT the applicant prepares and submit a grading and drainage plan for the retained portion to the satisfaction of the Town of Minto, which may require a plan prepared by a professional engineer prior and that the owner complete the provisions of the approved grading and drainage plan and storm water management plan pursuant to development of the subject lands.
4. THAT the applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.

Michelle Brown, Building Assistant



Public Hearing Agenda Committee of Adjustment
Tuesday July 3rd, 2018 at 5:00 p.m.
Council Chambers, Municipal Office
5941 Highway 89, RR# 1 Harriston

1. Chair Faulkner calls the Public Hearing to order and publicly states: **“Any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same”.**
2. The Public Hearing is to consider Minor Variance Application File No. MV-2018-04 WrightHaven Homes Inc.
3. Chair Bridge to call on the Secretary -Treasurer.
4. Secretary -Treasurer White to state the following information.

The Subject Property is legally described as MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as Main Street East Palmerston, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit construction of a Four Unit Street Townhouse with an exterior side yard setback of 4.61m (15'-2"), an interior side yard setback of 1.55m (5'-1"), unit lot area of 276.0 m² (2970.8 sq. ft.) and a corner lot frontage of 11.77m (38'-7"), whereas Section 12.2.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19'-8"), a minimum interior setback of 3.0m (9'-10"), a minimum lot area of 280.0 m² (3013.89 sq. ft.) and a minimum corner lot frontage of 13.6m (44'-7") for a Street Townhouse.

Notice was mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on June 22nd, 2018, posted on the subject property, and circulated to staff on the same date and the following comments were received:

- Town of Minto Building Assistant, staff report
- Report Wellington Junior Planner, Jessica Wilton and Senior Planner, Curtis Marshall
- Chris Pathin 546 Main St opposed with traffic, Palmerston character, tree removal concerns

5. Chair Faulkner calls upon the applicant or agent followed by comments by County or Town Staff.
6. Chair Faulkner requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair.
7. Chair Faulkner asks for questions by Committee, or response/rebuttal by applicant or agent.
8. The Secretary -Treasurer provides resolution(s) for the Committee to consider. Upon a resolution being carried or defeated; the Notice of Decision of the Committee of Adjustment is to be signed by all members of the Committee of Adjustment in favour of the decision.
9. Chair Faulkner states **“Anyone wishing to receive a copy of the Notice of Decision” to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.**
10. Chair Faulkner to officially adjourn the Public Hearing.



Town of Minto

DATE: June 28, 2018
TO: Deputy Mayor Faulkner and Members of Council
FROM: Michelle Brown Building Assistant
RE: Minor Variance 2018-04 WrightHaven Homes
MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1,
municipally known as Main Street East Palmerston, Town of Minto.

STRATEGIC PLAN

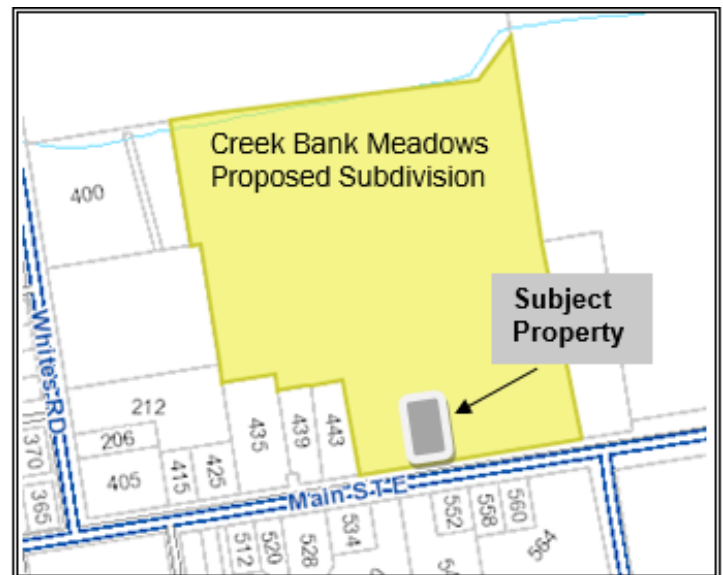
Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial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

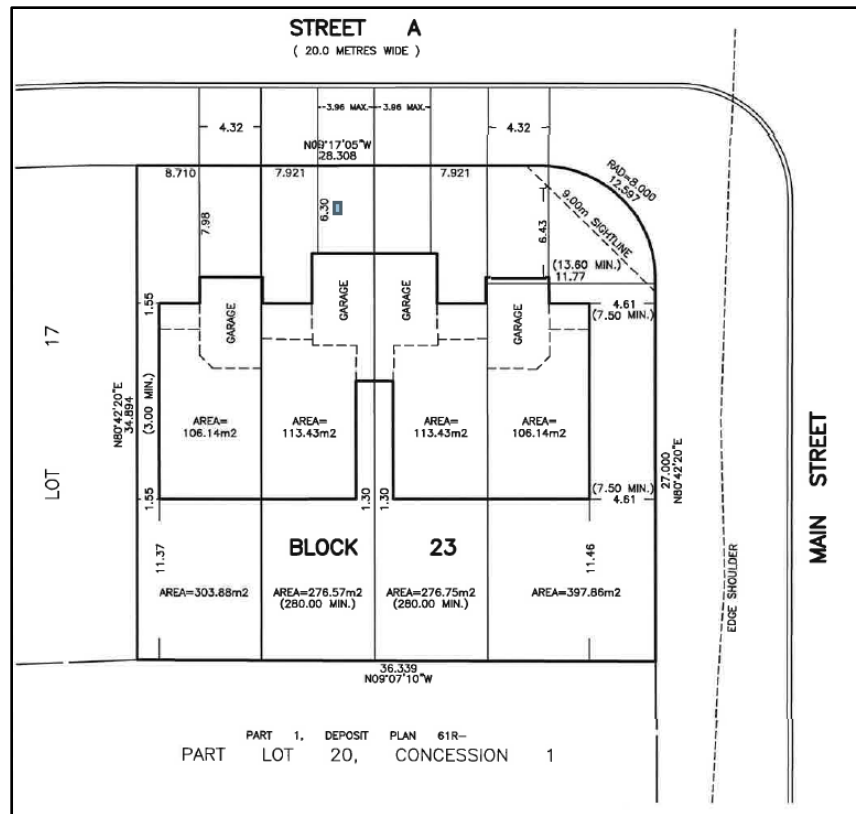
BACKGROUND

The subject property has an area of approximately 1268 m² (0.313 ac) and is currently vacant. The location of the property is shown on the map below and is zoned MU2-40, Mixed Use Zone with a site-specific provision to prohibit a retail property. Townhouses are a permitted use on the subject property.

The purpose of the application is to permit the construction of a Four Unit Street Townhouse with an exterior side yard setback of 4.61m (15'-2"), an interior side yard setback of 1.55m (5'-1"), unit lot area of 276.0 m² (2970.8 sq. ft.) and a corner lot frontage of 11.77m (38'-7").

Section 12.2.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19'-8"), a minimum interior setback of 3.0m (9'-10"), a minimum lot area of 280.0 m² (3013.89 sq. ft.) and a minimum corner lot frontage of 13.6m (44'-7") for a Street Townhouse.





COMMENTS

Staff in the Building Department and Public Works Department met to review the application, and there are no concerns with the reduction of the setbacks proposed lot area of the subject property. The proposed use maintains the general intent and purpose of the Official Plan and Zoning By-law are minor and desirable for the development of the lands.

RECOMMENDATION

THAT the Committee of Adjustment receives the Building Assistants report regarding proposed Minor Variance 2018-04 WrightHaven Homes MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as Main Street East Palmerston, Town of Minto.

ATTACHMENTS

County of Wellington Senior Planner, Curtis Marshall & Junior Planner, Jessica Wilton comments

Michelle Brown,
Building Assistant



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
ALDO SALIS, M.Sc., B.E.S., MCIP, RPP, DIRECTOR
T 519.837.2600
F 519.823.1694
1.800.663.0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH ON N1H 3T9

June 26, 2018

Bill White, CAO-Clerk
Town of Minto Committee of Adjustment
5941 Highway 89, R.R. #1
Harriston, ON N0G 1Z0

RE: Minor Variance Application MV-2018-03
Part Lot 20, Concession 1
Block 23 Unit 1-4, Palmerston
Steven Wright C/O Wrightaven Homes

We have reviewed the application for minor variance and provide the following comments. Please be advised that these comments were formulated without the benefit of a site visit.

Planning Opinion: The variance requested would provide relief from the minimum lot area, lot frontage, interior side yard and exterior side yard setback requirements. The applicants are proposing to construct Street Townhouse Dwellings (4 Units).

We have no concerns with the relief requested, and are satisfied that the application maintains the general intent and purpose of the Official Plan and Zoning By-law. Planning Staff recommend for clarity that a condition be included to identify Street A (Bridge Crescent) as the front lot line and Main Street as the exterior side lot line. The proposed street townhouses (4 units) would be desirable and appropriate for the development of the subject property.

Subject Property and Location

The property is described as Part Lot 20, Concession 1 Block 23 Units 1-4, Palmerston, Town of Minto. The subject property has an area of approximately 1268 m² (0.313 ac) and is currently vacant (Figure 1).

Proposal

The variance requested would provide relief from the minimum lot area, lot frontage, exterior and interior side yard setback requirements. The applicants are proposing to construct Street Townhouse Dwellings (4 Units).



Figure 1: Subject lands

Wellington County Official Plan

The subject property is designated Residential Transition. Section 13.7 of the Plan provides consideration for minor variances provided the general intent of the Official Plan and Zoning By-law are maintained and the variance is minor and desirable for the appropriate development of the land. Consideration shall be given as to whether compliance with the by-law would be unreasonable, undesirable or would pose an undue hardship on the applicant.

Minto Zoning By-law

The subject property is zone MU2-40 Main Street Mixed Use Zone with site-specific provisions to prohibit a retail store. Permitted uses include Street Townhouses.

The variance requested would provide relief from the following:

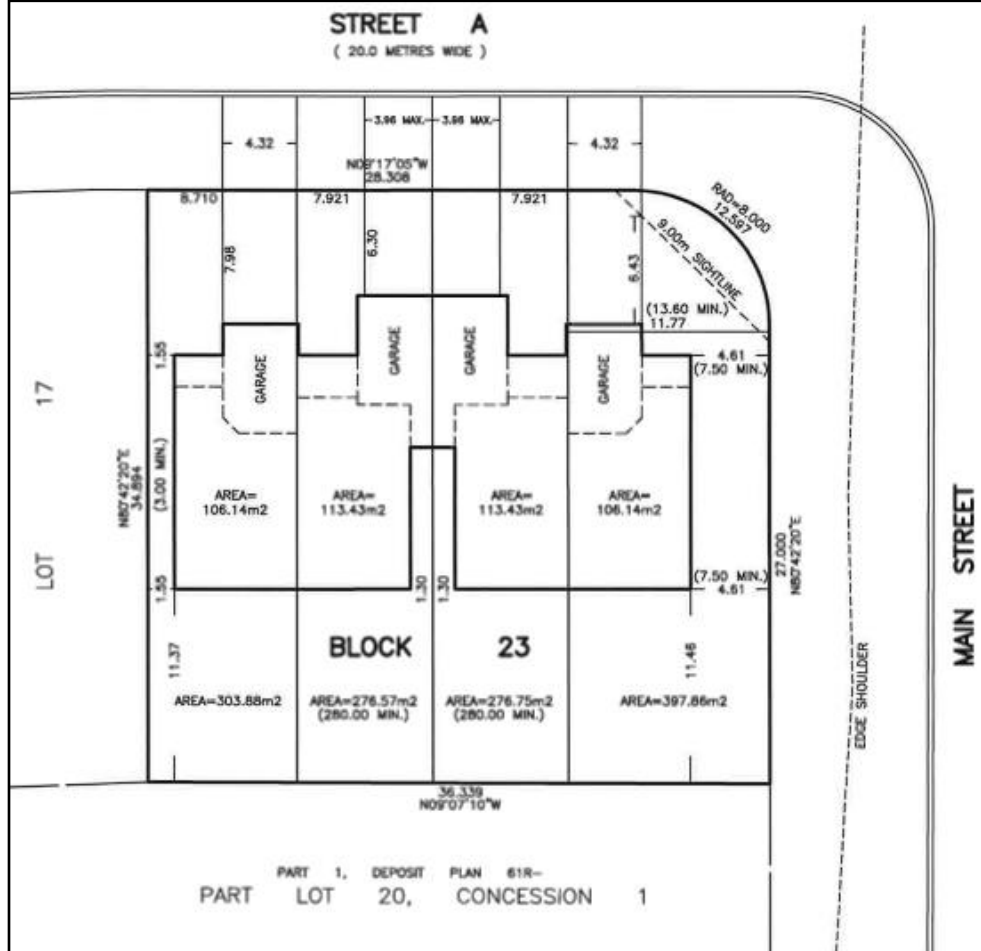
Street Townhouse Dwelling	Zoning By-law (01.86)		
	Required	Proposed	Difference
Lot Area Requirements (Units 2 & 3) (Section 12.2.6.1)	280 m ² (3014 ft ²)	276 m ² (2970.8 ft ²)	4 m ² (43.2 ft)
Minimum Lot Frontage Corner Lot (Section 12.2.6.2)	13.6 m (44.6 ft)	11.77 m (38.6 ft)	1.83 m (6 ft)
Minimum Exterior Side Yard (Section 12.2.6.4)	6 m (19.7 ft)	4.61 m (15 ft)	1.39 m (4.7 ft)
Minimum Interior Side Yard (Section 12.2.6.5)	3 m (9.8 ft)	1.55 m (5.1 ft)	1.45 m (4.7 ft)

Planning staff have no concerns with the proposed reduced lot area of 4m² which is minor.

In regards to the corner lot frontage reduction of 1.83 m as the applicant has demonstrated that the building and parking space will be located outside the day light (sight) triangle. A portion of the driveway will be located in the day light triangle and according to Section 6.7 b) iii) any portion of a loading or parking space shall be prohibited within any sight-line triangle. The site plan demonstrates that the minimum parking size length of 5.5 m (18 ft) is located outside of the daylight triangle. Staff have no concerns with the relief requested.

The applicants have requested relief from both the exterior side yard and interior side yard lot lines. Staff have no concerns with the reduced setbacks and are satisfied that space for maintenance can be achieved for the interior yard setback and that safe separation of development from the travelled roadway and safe sightlines for travelling public can be met for the reduced exterior side yard setback. Staff have no concerns with the relief requested.

Figure 2: Site Plan



The subject property is currently one parcel and is approximately 1268 m² (0.313 ac) in size. The proposed Townhouses are situated to access off Bridge Crescent (Street A), but the technical front yard is currently Main Street based on the definition of 'front lot line' in zoning by-law 01-86 which indicates the shortest lot line as the front lot line (See Figure 2). The applicants have indicated that each unit will be severed through Part Lot Control once the unit's foundations are in place. Through this process it will create shorter lot lines making Bridge Crescent (Street A) the technical front lot line.

Planning Staff recommend for clarity that a condition be implemented to identify Street A (Bridge Crescent) as the front lot line and Main Street as the exterior side lot line.

I trust that these comments will be of assistance to the Committee.

Yours truly,

Jess Wilton

Jessica Wilton, Junior Planner

C Marshall

Curtis Marshall, MCIP, RPP
Senior Planner

Chris Pathin
546 Main Street East
Palmerston, ON
N0G 2P0

Town of Minto
5941 Highway 89, RR #1
Harriston, ON
N0G 1Z0

28 June 2018

To Whom it May Concern:

I am writing in regards to the Notice of Public Hearing of Application For Minor Variance (File No. MV-2018-04), requesting changes to the minimum setbacks for the construction of a four unit street townhouse.

I live directly across the street from this townhouse construction and am vehemently opposed to anything that places this mess of housing any closer to my property than needs to be.

All this new construction has negatively altered the character of the Town of Palmerston and has created problems for the existing home owners by raising elevations of new homes, removing trees and vegetation, and increasing traffic congestion. We didn't ask for this unsustainable development of farmland and as such the builder should adhere to the Town of Minto's Comprehensive Zoning By-laws.

Regards

A handwritten signature in cursive script, appearing to read "C. Pathin".

Chris Pathin

**NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-04 Minor Variance – s.45(1)**

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: WrightHaven Homes
PROPERTY ADDRESS: Main Street East Palmerston
LOCATION OF PROPERTY: MINTO CON 1 PT LOT 20 RP 61R11191, Palmerston, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a Four Unit Street Townhouse with an exterior side yard setback of 4.61m (15'-2"), an interior side yard setback of 1.55m (5'-1"), unit lot area of 276.0 m² (2970.8 sq. ft.) and a corner lot frontage of 11.77m (38'-7"), whereas Section 12.2.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19'-8"), a minimum interior setback of 3.0m (9'-10"), a minimum lot area of 280.0 m² (3013.89 sq. ft.) and a minimum corner lot frontage of 13.6m (44'-7") for a Street Townhouse.

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the zoning by-law and the official plan will be maintained or, in the case of a change in the use of property which is lawfully non-conforming under the by-law, as to whether or not this application has met the requirements of subsection 45(2) of *The Planning Act*, concur in the following decision and reasons for decision made on the 20th day of February, 2018.

DECISION: Approves the application by WrightHaven Homes In. C/O Steven Wright, for property legally described as MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as Main Street East Palmerston, Town of Minto. To allow the construction of a Four Unit Street Townhouse with an exterior side yard setback of 4.61m (15'-2"), an interior side yard setback of 1.55m (5'-1"), unit lot area of 276.0 m² (2970.8 sq. ft.) and a corner lot frontage of 11.77m (38'-7").

CONDITIONS: n/a

REASONS FOR DECISION: The Committee believing the request to be minor **and** desirable for the appropriate development of the lands and to maintain the intent and purpose of the official plan and zoning by-law approves the application.

A brief explanation of the effect, if any that the written and oral submissions had on the decision:
County of Wellington Planner comments.
Town of Minto Staff comments outlining impact on adjacent occupied lands and future development.

Signature of member

Signature of member

Signature of member

Signature of member

Signature of member

Signature of member

Chair

Appeal – The last date for filing a notice of appeal of this decision is July 24th, 2018. Any such appeal must be filed with the secretary-treasurer of the committee and must set out the objection to the decision and the reasons in support of the objection and must be accompanied by the fee required by the Local Planning Appeal Tribunal.

Amount of Fee payable on appeal is \$300.00

Other applications – If known, indicate if the subject land is the subject of an application under the Act for:

- ☐ Approval of a plan of subdivision (under section 51) File # Status
- ☐ Consent (under section 53) File# Status:
- ☐ Previous application (under section 45) File# Status

CERTIFICATION

I, Bill White, certify that the information included herein is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 3rd day of July 2018.

Signature of Secretary-Treasurer

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-04 Minor Variance – s.45(1)

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DECISION: Denies the application by WrightHaven Homes Inc. C/O Steven Wright, for property legally described as MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as Main Street East Palmerston, Town of Minto. To allow the construction of a Four Unit Street Townhouse with an exterior side yard setback of 4.61m (15'-2"), an interior side yard setback of 1.55m (5'-1"), unit lot area of 276.0 m² (2970.8 sq. ft.) and a corner lot frontage of 11.77m (38'-7").

CONDITIONS: n/a

REASONS FOR DECISION: The Committee **not** believing the request to be minor **nor** desirable for the appropriate development of the lands and to maintain the intent and purpose of the official plan and zoning by-law approves the application.

A brief explanation of the effect, if any that the written and oral submissions had on the decision:
County of Wellington Planner comments.
Town of Minto Staff comments outlining impact on adjacent occupied lands and future development.

Signature of member

Signature of member

Signature of member

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Signature of Secretary-Treasurer

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WIN Realty
Brokerage

153 MAIN ST. SOUTH, P.O. BOX 218
MOUNT FOREST, ON N0G 2L0
BUS: (519) 323-3022
TOLL FREE: (800) 354-6795
FAX: (519) 323-1092
win@coldwellbankerwinrealty.ca

Mayor Bridge and members of Council

I am the agent for Quality Engineered Homes for their Harriston Heights residential project located on George Street and am making this presentation on their behalf. We currently estimate that this project should be completed within a 2 year period. An integral part of the marketing program is the use of Billboard signage in order to promote the project and to inform the public of the presence of this project. Typically this type of Billboard signage would be erected along busy roads in order to maximize their effectiveness. Three of the roads entering Harriston are provincial highways. In order to place this type of signage along a provincial highway there is a bureaucratic process involved. If the signage was expected to be present for an extended period of time the effort and expense to obtain the necessary approvals would be worthwhile. In this particular instance, with the anticipated short-term requirement for signage, we feel that this amount of effort and expense will negatively impact on our collective marketing efforts.

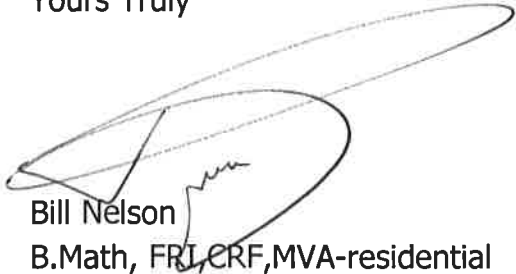
As an alternative, we have found in the past that locating such signage within the connecting link area of the municipality, where the municipality has sole jurisdiction, is not only a more cost-effective and timely solution but it also ensures that the signage is located in a low traffic area thereby making it more effective.

We wish to erect a Billboard signage at each of the entrances to town. Two of the sites that provide the optimum exposure are owned by the municipality; one being at the northerly entrance, across from Tim Horton's, on the site where the town currently has a sign promoting industrial sites. The other is at the westerly entrance east of Harriston Packers on a vacant parcel of land that appears to be owned by the municipality.

We are seeking your support and permission to construct billboards on these two sites in return for reasonable compensation. As outlined above, this would be for a relatively short period of time.

I will be attending the next Council to outline details and to make myself available for any questions that council members may have. At that time I will also be providing a table drop outlining some site-specific suggestions. I've attached a copy of the proposed Billboard design.

Yours Truly



Bill Nelson
B.Math, FRI, CRF, MVA-residential
Coldwell Banker WIN Realty

OPTION 2

12'X8'



4'X6'



3'X4'



3'X4' IN-SITUATION





The Corporation of The Town of Amherstburg

June 18, 2018

VIA EMAIL

Ms. Lynn Dollin, President
Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, ON M5H-3C6
Email: amopresident@amo.on.ca

RE: Resolution – Cannabis Grace Period Request

Dear: Ms. Lynn Dollin,

At its meeting of June 11th, 2018, Amherstburg Town Council passed the following resolution:

“That a letter BE SENT in support of the City of Quinte West’s resolution regarding their request that a 6 month grace period be enacted once the cannabis legislation passes to ensure that municipal law enforcement officers and the OPP are adequately trained to enforce the legislation.”

Sincerely,

Tammy Fowkes - Deputy Clerk, Town of Amherstburg

cc: Taras Natyshak – MPP, Essex
Tracey Ramsey – MP, Essex
Ontario Municipalities

encl: City of Quinte West Resolution re: Cannabis Grace Period Request

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". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jim Harrison
Mayor

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

**THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE**



6547 ROGER STEVENS DRIVE
P.O. BOX 755
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

June 21, 2018

Ernie Hardeman, MPP
12 Perry St.
Woodstock, ON N4S 3C2
VIA Email

Hello,

Please be advised the Council of the Township of Montague passed the following resolution at its regular meeting of May 15th, 2018:

MOVED BY: I. Streight RESOLUTION NO: 111-2018
SECONDED BY: K. Van Der Meer DATE: May 15, 2018

That Council receive correspondence from MPP Ernie Hardeman, and

That Council hereby supports Bill16, Respecting Municipal Authority Over Landfilling Sites Act introduced by MPP Ernie Hardeman and calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities;

And that this resolution be circulated to Ernie Hardeman, MPP, AMO, Randy Hillier, MPP, Catherine McKenna, Minister of the Environment and Climate Change, Peter Van Loan, MP, Kathleen Wynne, Premier of Ontario and all Ontario municipalities.

CARRIED

Please contact me if you have any additional questions.

Thank you,

Jasmin Ralph
Clerk Administrator

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



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

THE INFORMANT

SUMMER 2018



YOUR TIP could be the missing piece of the puzzle!



IN THE NEWS

CSGW 2017 AWARD WINNER



CSGW is the winner of five provincial awards handed out at the 2018 Ontario Association Crime Stoppers conference, held earlier this month.

1. **Special Project Award** (pop under 300,000) - CSGW "It Takes A Village—Crimes Against Youth".
2. **Online Excellence Award** (open category).
3. **Best Radio Feature** (pop under 300,000), shared with **The Grand at 101** out of Fergus.
4. **Best Video Feature** (pop under 300,000) shared with **Cogeco TV** out of Fergus.
5. **Marla Moon Memorial Award of Excellence** (pop under 300,000). This award is presented to the program which best demonstrates commitment to the Crime Stoppers' mission through taking and processing tips, and its efforts at community outreach and partnership. **CSGW has achieved this honour for a third year in a row!!**

CSGW HAS A NEW VEHICLE!



Crime Stoppers Guelph Wellington has a **NEW** ride and a **NEW** look for its program. As it travels though the community, we are hopeful this larger and more prominent design will catch the attention of our citizens. We rely on the community to help solve crime in our neighbourhoods. Log onto our website at www.csgw.tips and see how you can help.

WELCOME to two new Board of Directors: Dave Elloway and Kate Marentette.

PROGRAM STATISTICS

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

Arrests	1,543
Charges Laid	4,273
Narcotics Seized	\$27,306,987
Property Recovered	\$10,180,546
Authorized Rewards	\$166,310

FUNDRAISING AND AWARENESS

FALL SHREDDING EVENTS



Help prevent identity theft! It's time to start saving up those papers for our annual shredding events.

This will be our 8th annual event held in Guelph at Stone Road Mall and our 4th annual event held in Mount Forest at the Fire Hall.

GUELPH:

Saturday September 15th—9am until 12noon

Location: Stone Road Mall parking lot off Edinburgh, near former Sears location.

MOUNT FOREST:

Saturday October 27th—Time TBD

Location: Wellington North Fire Service parking lot, 381 Main Street North

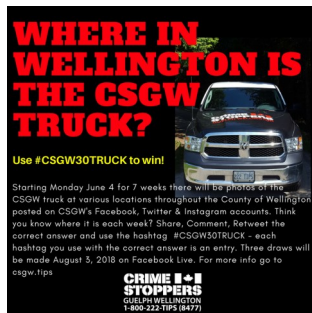
A drive through operation—\$5 donation per banker's box size. PAPER ONLY ACCEPTED.

Help prevent identity theft!

CSGW CONTEST

CSGW has launched a contest on social media—entitled “Where in Wellington is the CSGW truck?”

Contest runs until July 20, 2018. Three draws will be made August 3rd 2018 on Facebook Live.



How it works: a photo of the CSGW truck will be posted each week at various locations throughout Wellington County on CSGW's Facebook, Twitter & Instagram accounts. If you think you know where it is, just share, comment, retweet the correct answer and use the hashtag #CSGW30TRUCK. Each hashtag you use with the correct answer is an entry.

Visit www.csgw.tips for more information.



CELEBRATING 30 YEARS!

As a thank you to the community, Crime Stoppers is inviting you to an appreciation event planned for **Friday August 3rd 2018**—the actual anniversary date.



10:30am: FLAG RAISING

Location: Mount Forest Archives on Main Street

11:00am: speeches & remarks—followed by a community BBQ

Location: Murphy's Park, Murphy street, Mount Forest

Directions: Turn right off Hwy 6 north, just before the bridge into Mount Forest.

HELP US CELEBRATE! Bring the family as there will be giveaways and a fun photo opportunity. Also a chance to engage with dignitaries and members of our Board. Our program is successful because of you!

CSGW CHARITY BBQ



CSGW hosted a community BBQ at the County Property Auction held on June 14th at Parr Auctions, just north of Fergus. THANK YOU to **Pillars Meats** for their support. Another great year! Community members generously donated to the Crime Stoppers program. We received \$872.00 which will be used to pay rewards to our Tipsters and for program education and awareness.

MULCH SALE FUNDRAISERS

THANK YOU to the community for your support in raising \$8,142.00 in sales at our Fergus event and an additional \$2,364.00 in sales at our event in Mount Forest. We couldn't have done it without our volunteers, the media, Fleming Fast Freight, OPP and our community partners!



Review of: Strategic Plan Update (2018)

Location: The Town of Minto

Review Completed By:

Brianne Petrina, Health Promotion Specialist, Healthy Communities & Public Policy (Healthy Community Design)

Sonja Vukovic, Health Promotion Specialist, Healthy Communities & Public Policy (Physical Activity)

Meghan Wiles, Health Promotion Specialist, Healthy Communities & Public Policy (Youth)

General Comments:

Thank you for providing Wellington-Dufferin-Guelph Public Health with the opportunity to provide considerations for the suggested changes to the Town of Minto's Strategic Plan. These considerations were developed in review of the changes suggested in the report to Mayor and Council dated May 31, 2018, as opposed to the full Strategic Plan.

The Town is commended for including new actions, or suggesting changes to specific action items, related to youth engagement, seniors, active transportation, physical activity, accessibility and community connectivity. Please further consider inclusion of all other ages and abilities across the lifespan within an 8-80 cities approach to community planning, development and programs. Overall, an 8-80 cities approach to community development is most optimal with the integration of health, safety, physical and social connectivity, accessibility and inclusivity for all residents at the root of the framework. This type of approach considers features, facilities, maintenance, design, programs, promotion and supports for a healthy, connected, resilient community, to create an overall enjoyable, comfortable, convenient and inclusive experience for all ages and ability on a regular basis.

Please see below for areas of consideration.

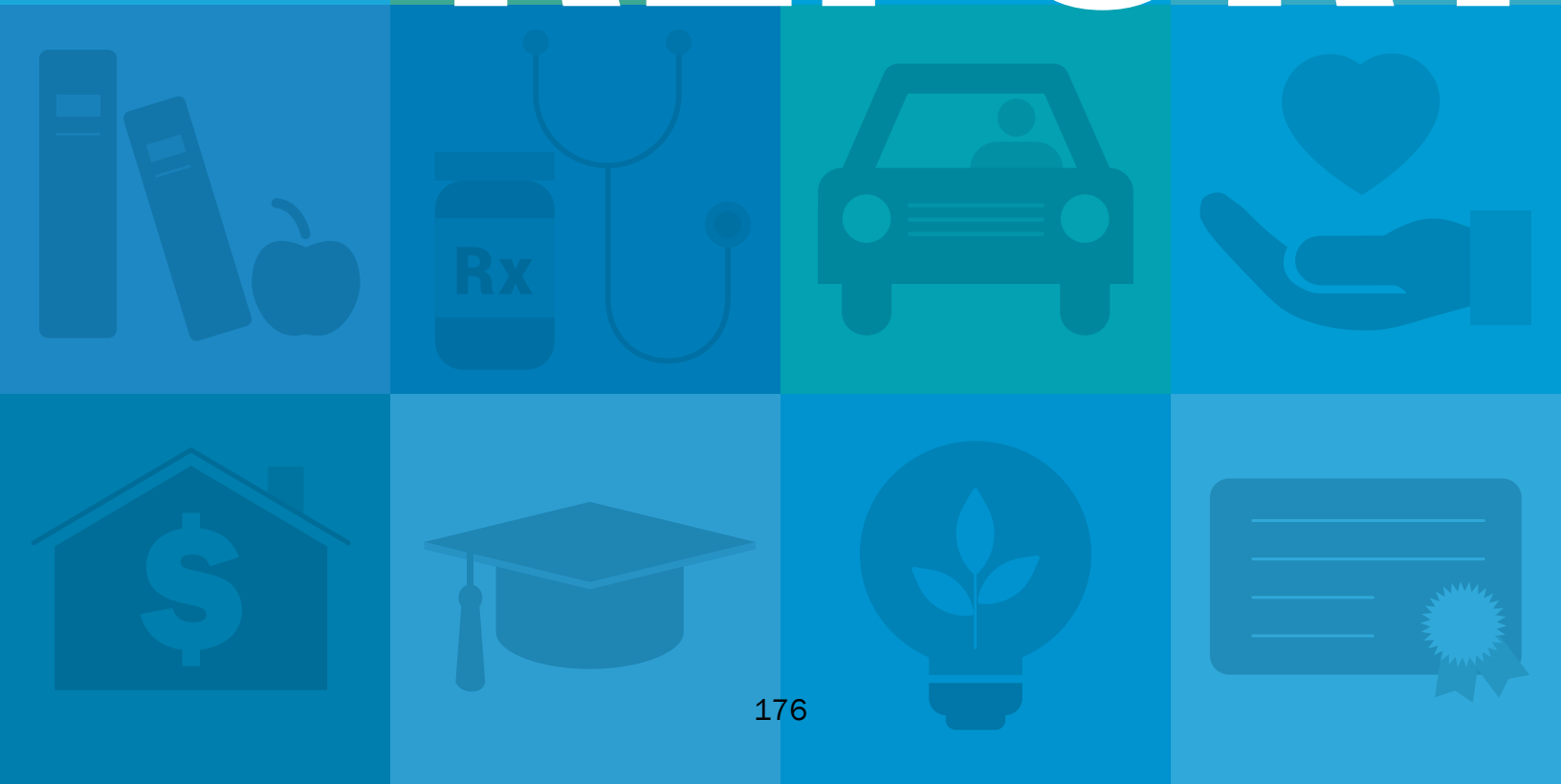
Specific Changes	Considerations
<p>a) Amend overall guiding Recreation & Facilities Action to include physical literacy.</p>	<p><i>The Town is commended for specifically focusing on physical literacy. Please consider separating the statement into two items to strengthen commitment to this priority area and to ensure that both actions are clearly addressed.</i></p> <p>As such, please consider editing the first portion of the statement to specifically apply to physical literacy supports: “Enhance and maintain <u>a range of</u> recreation opportunities (e.g. <u>daily recreation programs, summer camps, use of trails</u>) to increase <u>support</u> physical literacy for all ages and abilities using <u>a variety of</u> existing, well maintained parks and facilities.”</p> <p><i>Supporting physical literacy requires more than just the appropriate infrastructure, specific programs and services need to be available to promote physical literacy. It requires that the programs are offered in various physical environments and are appropriate for a range of skill levels and abilities. It is also suggested that the word ‘increase’ is replaced with the word ‘support’ because a detailed evaluation plan would be required to monitor the change of physical literacy across the various age groups. If such a plan will exist, please keep original wording. Furthermore, the order of “enhance” and “maintain” were switched because ideally the recreation opportunities that are maintained have already been enhanced.</i></p> <p>Lastly, please consider emphasizing the second portion of the statement into a standalone sentence: “Ensure the location, supply, and availability of major facilities <u>for recreation opportunities that support physical literacy</u> considers the cost as well as community development benefits.”</p>
<p>b) Amend Section 7.4 regarding trail promotion.</p>	<p>Please consider editing as follows: “Promote and pursue in partnership with trail groups and landowners <u>an accessible</u> trail link from Palmerston to Harriston to Clifford, and develop additional trails, paths and walking tours throughout the areas to link parks, natural and historic areas, <u>key local amenities, and seamless connections to local neighbourhoods.</u> Promote awareness of local trails for</p>

	<p><u>recreation and active transportation</u> through association memberships, brochures, websites and local partnerships.”</p> <p><i>Best practice evidence from other communities indicates that creating seamlessly linkages from trail systems to local key amenities and neighbourhoods where residents frequently visit and live increases regular usage of the trail system. Essentially, by linking all key locations residents could travel via a seamless system of trails, paths and walk ways, residents are more encouraged to choose walking as a means of recreation and/or active transportation over driving to those locations because it is convenient, appealing and easy.</i></p>
c) Amend Section 7.7 to recognize need for a Parks, Recreation and Facilities Master Plan.	<p>Please consider editing as follows:</p> <p>“Develop design plans in consultation with the public <u>and community stakeholders</u>, for urban areas that link parklands, trail systems, facilities, <u>key local amenities</u>, and identify future work needed to improve recreation infrastructure...”</p> <p><i>If time and capacity allow, WDG Public Health would appreciate the opportunity to comment on this Master Plan. Consequently, WDG Public Health requests circulation for comment on the Master Plan and/or an invitation to any stakeholder consultation events or forums. Requests can be forwarded to community.planning@wdgpublichealth.ca.</i></p>
d) Amend Section 7.9 to include asset management provisions.	<p>Please consider editing as follows:</p> <p>“Upgrade community facilities to ensure access is available for persons of all <u>ages and abilities</u> in compliance with applicable regulations...”</p>
f) Include specific action regarding youth initiatives by replacing Section 8.9 reference to regional tourism committee.	<p><i>The Town is commended for extensive work engaging youth in the community. In March 2018, the Town of Minto was recognized as a Gold Youth Friendly Community, designated by Play Works – the Ontario Partnership for Active and Engaged Youth. Please consider referencing this accomplishment in the Strategic Plan and continued commitments to</i></p> <p><i>a) meet the required criteria to maintain this designation (*criteria referenced below) and</i></p> <p><i>b) provide youth with opportunities to be active contributors to their community.</i></p> <p>As such, please consider editing as follows:</p>

	<p>“Support programs that promote and develop youth activities, such as the Youth Action Council, in partnership with health and wellness agencies, other municipal committees and similar interest groups where appropriate. <u>Furthermore, ensure that criteria for Gold Youth Friendly Community designation continue to be met annually.</u>”</p> <p><i>*As a note of reference, the following are the criteria details for the designation: Communities that meet a minimum of 7/10 criteria will be recognized as Youth Friendly. The Town met 9/10 criteria in 2018. A community must meet criteria 2 to be recognized as a Gold or Platinum Youth Friendly Community. Each criteria links to at least one of the themes and outcomes of Stepping Up, the Ministry of Children and Youth Services’ strategic framework to help Ontario’s youth succeed. Criteria 1: Youth have options for play Criteria 2: Youth are formally connected community-wide Criteria 3: It is easy for youth to find information about play activities in the community Criteria 4: The community recognizes and celebrates youth Criteria 5: The community formally commits funding for youth play Criteria 6: The community supports Positive Youth Development Criteria 7: Youth feel valued by their community Criteria 8: Schools and school boards support the Youth Friendly approach Criteria 9: Play is accessible to youth (not met in 2018) Criteria 10: Play is socially inclusive</i></p>
i) Amend 13.0 6) to allow each new Council to review Strategic Plan.	<p>Please consider editing as follows:</p> <p>“Re-evaluate the plan every five years or with every new Council following a municipal elections with full public <u>and stakeholder</u> consultation and facilitation removing completing initiatives and those not being pursue or are not relevant, <u>while including new relevant priorities and action items for the community.</u>”</p>

2017 - 2018

ANNUAL REPORT





Office of the Ombudsman of Ontario

We are:

An independent office of the Legislature that resolves and investigates public complaints about Ontario government organizations and municipalities, universities and school boards. The Ombudsman recommends solutions to individual and systemic administrative problems.

Our Values:

Fair treatment
Accountable administration
Independence, impartiality
Results: Achieving real change

Our Mission:

We strive to be an agent of positive change by promoting fairness, accountability and transparency in the public sector.

Our Vision:

A public sector that serves citizens in a way that is fair, accountable and transparent.

Office of the Ombudsman of Ontario
Bell Trinity Square
10th Floor, South Tower
Toronto, Ontario
M5G 2C9

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Complaints line: 1-800-263-1830
Fax: 416-586-3485
TTY: 1-866-411-4211
Website: www.ombudsman.on.ca



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Ontario Ombudsman



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June 2018

The Speaker
Legislative Assembly
Province of Ontario
Queen's Park

Dear Speaker,

I am pleased to submit my Annual Report for the period of April 1, 2017 to March 31, 2018, pursuant to section 11 of the *Ombudsman Act*, so that you may table it before the Legislative Assembly.

Sincerely,

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

Paul Dubé,
Ombudsman

Office of the Ombudsman of Ontario
Bell Trinity Square
10th Floor, South Tower
Toronto, Ontario
M5G 2C9

Telephone: 416-586-3300
Complaints line: 1-800-263-1830
Website: www.ombudsman.on.ca

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OMBUDSMAN'S MESSAGE



PHOTO BY STEF + ETHAN

■ Paul Dubé, Ombudsman

The value of independent oversight

In many organizations, an Annual Report is a showcase of numbers, an illustrated balance sheet that carefully quantifies success, growth and value. As I present my third Annual Report as Ontario's Ombudsman, I can see evidence of all of those things, but they are not easily quantified or reduced to a set of figures.

Although we gather and report many statistics, our work is fundamentally about brokering human solutions to human problems. We hear from tens of thousands of people each year – **21,154** in fiscal 2017-2018. Many are frustrated with those they perceive as faceless bureaucrats – public sector officials who they feel have failed them in some way, usually by applying a rule, correctly or incorrectly. We help them resolve their issues by connecting them with the right public servants, most of whom welcome the opportunity to break a systemic logjam or find an innovative solution to a well-worn complaint. Most often, we find the problems we uncover are the result of rules that need to be reviewed and improved, rather than that of uncaring officials.

How do you measure the value of these interactions? In this report, we offer our best measure of our work in 2017-2018 – but the biggest stories aren't confined to the fiscal year. In fact, those with the most impact were many years in the making.

From recommendation to law

Most people know that an Ombudsman is not a lawmaker; an Ombudsman can only

make recommendations. We do so based on the evidence of our investigations, and in the public interest. But our recommendations are almost always accepted – and when the government enacts them into law, they can bring enormous, lasting benefits to millions.

This past year alone, three major pieces of legislation were passed by the government that demonstrate precisely how our Office functions as an effective agent of positive change – by making sensible, evidence-based recommendations, and diligently following up on them. All three of these new laws incorporate recommendations that I made in reports and multiple submissions over the past two years, several of them building on a decade of work by this Office:

1. The *Safer Ontario Act, 2018*, passed in March 2018, will extend Ombudsman jurisdiction to all three of the province's police oversight bodies and require all police to be trained in de-escalation techniques in conflict situations, as I recommended. It also finally bolsters the Special Investigations Unit through standalone legislation, as this Office first recommended in 2008.
2. The *Correctional Services Transformation Act, 2018*, passed in May 2018, will indeed transform many aspects of how the province places and tracks inmates in segregation, or solitary confinement. This reflects my recommendations from our investigation last year, sparked by the case of a man who was in segregation for more than four years – but it also builds on years of work by our staff, who continue to flag urgent matters

involving vulnerable inmates to the leadership of the correctional system.

3. The *Modernizing Ontario's Municipal Legislation Act, 2017*, passed in May 2017 along with amendments to the *Municipal Act, 2001*, reflects calls for stronger municipal oversight that can be traced from the earliest days of this Office, under Arthur Maloney in 1975, up to my recent submissions to the relevant legislative committee. The changes they bring incorporate much of what we have called for in the two years since we were given full jurisdiction over municipalities, such as mandatory codes of conduct and access to integrity commissioners in all municipalities. They also make improvements to the open meeting rules – such as a clearer definition of “meeting” – that this Office has long recommended.

Of course, the enactment of new legislation is far from the end of the story; the key to its effectiveness is in how well it is administered, and that is where our Office provides additional value. Only independent oversight can provide impartial evaluation of whether these new laws fulfill their promise and affect Ontarians fairly and equitably. If they do not, we will be there to address the complaints when they arise and propose constructive solutions.

In a similar vein, we continue to see slow but steady progress in response to our 2016 report on services for adults with developmental disabilities who are in crisis, *Nowhere to Turn*. The problems in the developmental services sector are complex and often heart-wrenching, and took years to document; I appreciate that it will take time for the Ministry of Community and Social Services to implement all 60 of my recommendations

as well. We continue to assist people with complaints in this area, and to work with the Ministry. Thus far, although I have some concerns about the lack of detail the Ministry has provided publicly about its actions to date, I am encouraged by its efforts, as well as additional investments in services in this sector.

Behind the numbers

I often remind the organizations we oversee that complaints are a good thing – they represent feedback from the people they serve and an opportunity to do better. A surge of complaints can clearly signal a problem, which is why our Office monitors and reports on complaint trends throughout this report. A complaint trend, be it sudden or slow-growing, can also spark an investigation. Such was the case with our ongoing investigation into driver licence suspensions by the Ministry of Transportation, which in turn has led to an increase in complaints for that ministry.

But our numbers also demonstrate that complaint volume alone is not the whole story. Consider: In the two fiscal years since we were given full oversight of municipalities, we received **5,158** complaints, but only resorted to formal investigations in **5** cases. It's a similar story for school boards: **1** formal investigation in the past two fiscal years; **1,816** complaints resolved. And universities: **443** complaints in two years, no formal investigations yet. As with all the provincial bodies we oversee, it is rare that we can't resolve an issue without formal investigation. Most complaints are resolved through behind-the-scenes work, pointing people in the right direction, and suggesting best practices. These results aren't documented in investigative reports, but their value is borne out in improved

policies and procedures on the ground.

Complaints about correctional facilities – already our top source of complaints – grew to **5,010** in 2017-2018, in part because we took a new approach to counting complaints that arise from inmates about the same issue at the same time. Meanwhile, complaints in several areas have declined. Does that mean those organizations are doing better? Sometimes, certainly. For example, I am confident that the decline in complaints about the Family Responsibility Office (FRO) in the past few years is related to the diligent work of its leadership, including establishing a special unit in the Assistant Deputy Minister's office to address the FRO's response to complaints. Complaints about the FRO remain high, but its efforts to improve customer service and learn from concerns raised are encouraging.

Shifts in complaint numbers about municipalities also suggest a bigger story: General complaints declined slightly, but are about a wider range of more complex issues – with a smaller proportion relating to councils themselves. Similarly, complaints about closed municipal meetings continued to decline, although a higher proportion of the meetings we investigated turned out to be illegal. This tells me that our work with municipal stakeholders – building relationships with them as we share our expertise in resolving issues and promoting fairness and accountability – is paying dividends. As more municipalities have engaged their own integrity commissioners and developed local accountability mechanisms, fewer people will look to our Office to police the conduct of locally elected officials – something that has never been our role. As always, we will stand ready to help where local mechanisms fail or can't reach.

Human stories

Ultimately, the best measure of our work is the people we have helped, which is why we share their stories (protecting their confidentiality, as always) throughout this report.

There is also a human story to tell within our own Office, as we continue to build our team in conjunction with our expanded jurisdiction (the number of public sector bodies we oversee more than doubled in 2016, to more than 1,000). As we grow, we are not only maintaining our high professional standards, but also fostering a culture of teamwork based upon a shared passion for fairness and good governance. This team's dedication, professionalism, expertise and, yes, humanity, is what makes a difference for Ontarians every day, and shines through in this report.

I am privileged to work with such a team, and to have the opportunity, in my work with ombudsman organizations from across North America and around the world, to see how our influence is felt outside of Ontario. As the International Ombudsman Institute's Regional President for North America, and as host of our Office's respected "Sharpening Your Teeth" course for ombudsmen and administrative watchdogs, I have been gratified to see offices from across Canada and around the world draw on our expertise, and share their best practices with us as well.

These exchanges make us better at what we do, thereby enabling us to enhance the benefits we provide for the people and public sector institutions of Ontario.



■ May 1, 2018: Ombudsman Paul Dubé with IOI president Peter Tyndall, Toronto.



We come here to Toronto, to one of the brightest stars in the ombudsman community worldwide. Everyone is aware of the work of [Ombudsman Ontario], of "Sharpening Your Teeth," of the tremendous work that's done on own-initiative investigations, and just the authority and reputation of an office that punches well above its weight."

– Peter Tyndall, president of the International Ombudsman Institute (IOI) and Ombudsman of Ireland, speaking at the opening of IOI 40th anniversary board of directors meeting, May 1, 2018, Toronto



2017-2018 at a glance



1. November 21, 2017: Ontario's Officers of the Legislature meet at our Office (left to right, French Language Services Commissioner François Boileau, Information and Privacy Commissioner Brian Beamish, Child Advocate Irwin Elman, Environmental Commissioner Dianne Saxe, Ombudsman Paul Dubé, Auditor General Bonnie Lysyk, Integrity Commissioner David Wake, Chief Electoral Officer Greg Essensa). **2.** May 15, 2017: Ombudsman Paul Dubé introduces International Ombudsman Institute president Peter Tyndall at Forum of Canadian Ombudsman biennial conference, Ottawa. **3.** October 1, 2017: Our Office's Run for the Cure team, the Ombudsman Watchdogs, at Queen's Park. **4.** October 23, 2017: Don Sword, of the New South Wales Ombudsman (Australia), conducts training for our staff and other invited offices in handling complaints, Toronto. **5.** November 18, 2017: Our staff let people know how we can help at a community government services fair, Scarborough. **6.** October 16, 2017: International delegates at our annual "Sharpening Your Teeth" training course (along with 65 trainees from across Canada), including the ombudsmen of Bermuda and Botswana. **7.** September 28, 2017: Ombudsman Paul Dubé speaks on panel at Forum of Canadian Ombudsman training course, Toronto. **8.** March 19, 2018: Ombudsman Paul Dubé speaks at "Sharpening Your Teeth" training, which we were invited to deliver for staff of state ombudsman offices from across Australia, Hobart (Tasmania).



9. April 18, 2018: Ombudsman Paul Dubé is an invited speaker at international mediation conference, Casablanca (Morocco). 10. February 6, 2018: General Counsel Laura Pettigrew speaks at “Sharpening Your Teeth” training, which we were invited to deliver for members of the Mohawk Council of Akwesasne, Cornwall. 11. May 2, 2018: Ombudsman Paul Dubé with fellow IOI board members at Queen’s Park. 12. February 26, 2018: Deputy Ombudsman Barbara Finlay and General Counsel Laura Pettigrew share systemic investigation tips with staff of the French Language Services Commissioner. 13. October 27, 2017: General Counsel Wendy Ray welcomes public servants from Guangdong, China to our Office. 14. April 3, 2018: Ombudsman Paul Dubé speaks at Autism Ontario’s flag-raising for World Autism Day, Toronto. 15. January 16, 2018: Ontario’s Chief Digital Officer Hillary Hartley visits our Office for a Q&A with staff. 16. October 10, 2017: General Counsel Wendy Ray and Laura Pettigrew were invited to deliver our “Sharpening Your Teeth” training to staff of officers of the Newfoundland and Labrador legislature, St. John’s. 17. September 12, 2017: Our Office’s booth at the Ontario East Municipal Conference, Kingston. 18. September 26, 2017: Ontario Legislature interns visit our Office.

ABOUT OUR OFFICE

What is an Ombudsman?

An ombudsman is an independent and impartial officer who raises citizens' concerns with government bodies. The first parliamentary ombudsman was established in Sweden in 1809; the word ombudsman is Swedish for "citizen's representative" and is considered to be gender-neutral.

The Ontario Ombudsman promotes fairness, accountability and transparency in the public sector by resolving and investigating public complaints and systemic issues within his jurisdiction.

According to the International Ombudsman Institute, of which our Office is a member, more than 140 countries have independent ombudsman offices, at the local, regional and national levels.

Did you know?

The International Ombudsman Institute (IOI) was founded 40 years ago in Canada. In May 2018, the IOI's board of directors, representing ombudsman institutions from all over the world, marked this anniversary at a meeting in Toronto.

The IOI promotes the development of ombudsman institutions around the world as important to democratic oversight, and supports them through research, training and information exchange.



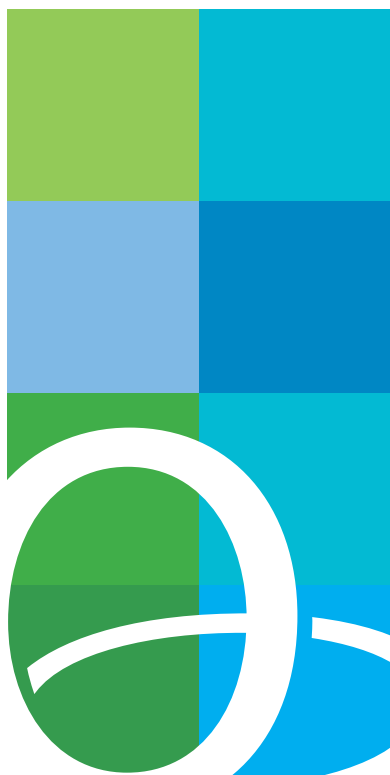
■ May 2, 2018: Ontario Lieutenant Governor Elizabeth Dowdeswell with IOI board of directors group at the Ontario Legislature.



Ombudsmen do vital work to address and combat ... alienation and disengagement. You bridge the gaps between citizens and institutions. You champion responsiveness and transparency. You build trust and restore people's faith in the social contracts that underpin good governance.

You are appointed by those in power to serve those who feel powerless. It takes a fearless and tenacious spirit to speak truth to power."

– Lieutenant Governor Elizabeth Dowdeswell, greeting the International Ombudsman Institute (IOI) board of directors at Queen's Park, May 2, 2018, Toronto



Values, Mission and Vision

Our values

Fair treatment
Accountable administration
Independence, impartiality
Results: Achieving real change

Our mission

We strive to be an agent of positive change by promoting fairness, accountability and transparency in the public sector.

Our vision

A public sector that serves citizens in a way that is fair, accountable and transparent.

Our Office was established in 1975 under the *Ombudsman Act*.

Per the *Ombudsman Act*, complaints to our Office are confidential and investigations are conducted in private. Our services are also free of charge.



I am often asked how, as Ombudsman, I can effect positive change in the public sector when I can only make non-binding recommendations. One of the ways I do this is by publishing reports like this one, in which I document the commitment of public sector officials to act on my proposals, and follow up on them with public updates on their progress, usually in my Annual Report. We are uniquely positioned to be able to inform public sector bodies on how well the changes are working.”

– Ombudsman Paul Dubé, commenting in his municipal investigation report, *By-law Surprise*, released April 2018

WHO WE ARE

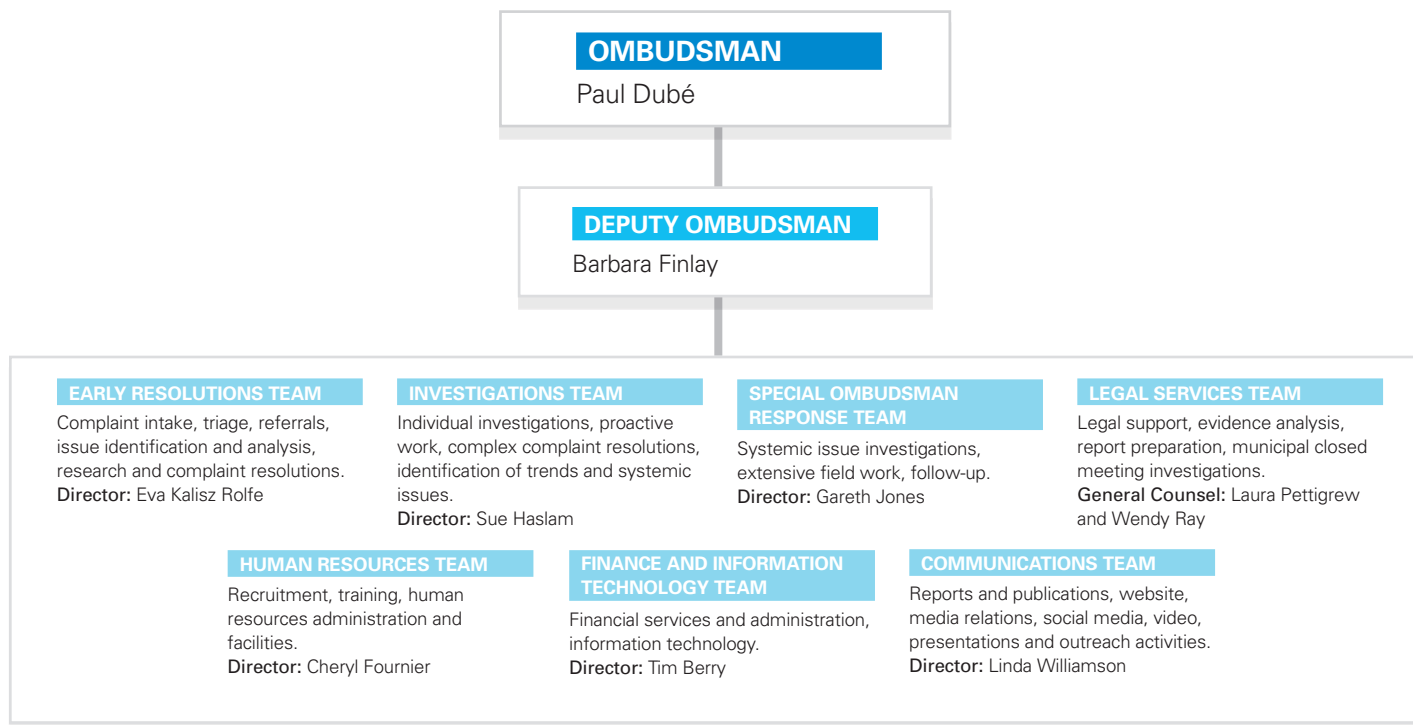


PHOTO BY STEF + ETHAN

■ May 23, 2018: The Ombudsman and (most of) our staff, outside our offices at 483 Bay Street, Toronto.

WHAT WE DO

We receive thousands of complaints about public sector bodies every year, almost all of which we are able to resolve without need for a formal investigation.

The Ombudsman is an office of last resort. If you have not already tried to resolve your issue with existing mechanisms, we will refer you to the appropriate officials. If you have tried other avenues and were not satisfied, we can review those processes.

We resolve most cases without need for a formal investigation, but the Ombudsman can decide to conduct a formal investigation if he determines it is warranted, and it is within his jurisdiction. However, some organizations are outside of our jurisdiction, and some complaints raise issues that are not part of the Ombudsman's role.



I just wanted to let you know how grateful I am that you took the time to talk with me... You made a big impact on my life."

– Email to Ombudsman staff from complainant



We can:

- Help you connect with the appropriate officials, if you have not already tried to resolve your complaint.
- Navigate the bureaucracy to find a resolution, if your efforts to do so have failed, and the matter is within our jurisdiction.
- Refer you to others who can help, if the matter is not within our jurisdiction.
- Attempt to resolve your problem through communication with the organization(s) involved, if the matter is within our jurisdiction.
- Determine whether or not the organization's actions or processes were fair.
- Flag trends in complaints to government officials and recommend best practices and/or ways to improve administrative fairness.
- Assist public sector officials with general questions about our processes or best practices.
- Conduct a formal investigation, if the Ombudsman determines it is warranted.



We cannot:

- Overturn decisions of elected officials or set public policy.
- Redo the work of other investigative bodies or accountability mechanisms.
- Take complaints about:
 - private companies or individuals
 - judges or court decisions
 - provincial politicians
 - municipal police or police services boards
 - self-regulating professions (e.g., lawyers, doctors, nurses, teachers)
 - the federal government
 - university student associations
- Investigate complaints within the jurisdiction of other watchdogs, e.g., the Ontario Patient Ombudsman, Ombudsman Toronto, the Ontario Child Advocate.

HOW WE WORK



COMPLAINT INTAKE

We take complaints via the complaint form on our website, by email, phone or letter, or in person. Our staff will contact you for more details if necessary. We will not divulge your name or information to anyone without your consent, and there is no charge for our services.



QUESTIONS

Not a complaint? No problem – we also handle inquiries. Our staff can answer general questions or point you in the right direction.



EARLY RESOLUTION

We always seek to resolve complaints at the lowest level possible. To do so, we often make informal inquiries and requests for information with the relevant bodies, for example, to learn more about their processes and policies.



REFERRALS

If your complaint is not about an Ontario government or broader public sector body within our mandate, we will refer it accordingly. If you haven't tried existing complaint mechanisms, we'll suggest you do that first – and return to us if the issue isn't resolved.



INVESTIGATION

If we are unable to resolve the matter informally, the Ombudsman may decide to conduct an investigation. The public sector body is formally notified, and we may conduct interviews and request documents and any other relevant evidence. If the Ombudsman determines that there is a potential systemic issue underlying the complaints, he may decide to launch a systemic investigation.



FINDINGS AND REPORTS

The Ombudsman provides the results of all formal investigations to the organization in question for a response before they are finalized. His findings and recommendations are published in special reports and/or in our Annual Reports, and shared publicly on our website, via social media, news media and our e-newsletter. Copies are also available from our Office.



RESULTS

We communicate the outcome of individual investigations and most reviews and informal resolutions to complainants and the relevant public sector bodies, as warranted. Summaries of many such cases are published in our Annual Reports and other communications. When the Ombudsman's recommendations are accepted, our staff follow up to ensure they are implemented, and we monitor to ensure problems don't recur.

ABOUT THIS REPORT

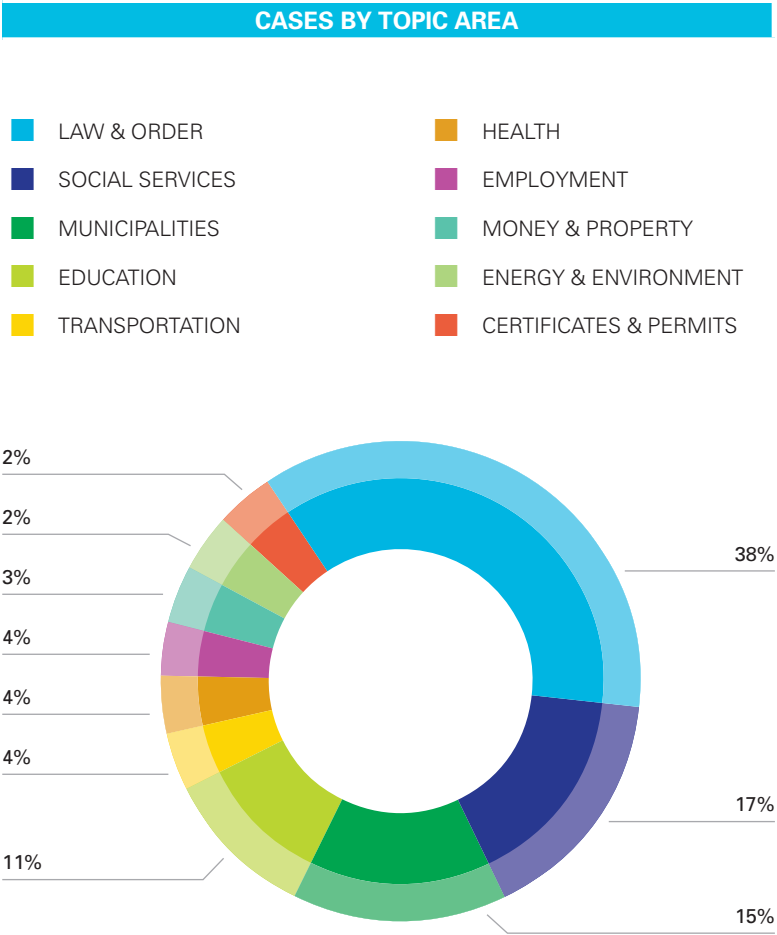
Our Office oversees more than **1,000** public sector bodies, comprising more than **500** Ontario government ministries, programs, agencies, boards, commissions, corporations and tribunals, as well as **444** municipalities, **72** school boards and **10** school authorities, and **21** universities.

This report is organized by topic area, rather than by government ministry or agency, arranged by case volume, as shown in the accompanying chart: For example, the first two categories are Law & Order and Social Services, because they generated the highest number of cases. Each topic chapter discusses the main complaint trends and significant cases of the past year.

A breakdown of complaints by ministry, program, municipality, etc. can be found in the Appendix to this report, and on our website.

GOOD TO KNOW

Watch for “Good to Know” boxes throughout the report for other explanatory notes.



2017-2018 HIGHLIGHTS



21,154

Total cases received



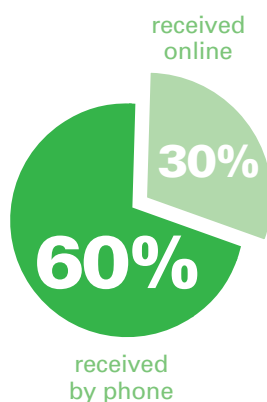
49%

closed within
one week



63%

closed within
two weeks



Outreach
with
stakeholders



62

outreach events
in 2017-2018 in

22 Ontario
communities



Training/consultation with
representatives from

5 **8**
provinces countries



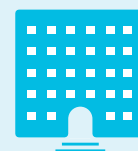
Top 5 complaint topics



Correctional facilities

5,010

cases received



Municipalities

2,491

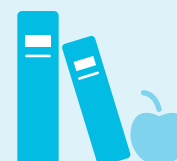
cases received



Family Responsibility
Office

912

cases received



School boards

871

cases received



Ontario Disability Support
Program

760

cases received



Communications



1,350

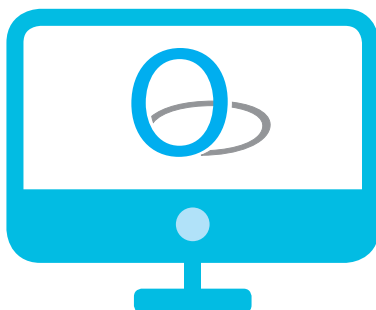
news articles published
in fiscal 2017-2018



broadcast media stories

152,250

website visitors from **180** countries



674,605

website pageviews



387,718 people

Facebook reach



2.5 million

Twitter impressions



7,715

YouTube views



Reports on investigations

42

recommendations

*The Route of
the Problem
(school busing),
August 2017*

16

recommendations

*By-law
Surprise (by-law
enforcement),
April 2018*

22

reports and letters

*Municipal
closed
meeting
investigations*



Submissions on legislation

Bill 68

*Modernizing Ontario's Municipal Legislation
Act, 2017 – April 11, 2017*

Bill 175

Safer Ontario Act, 2018 – February 22, 2018

Bill 6

*Correctional Services Transformation Act, 2018
– April 19, 2018*

YEAR IN REVIEW –

CASES BY TOPIC



LAW & ORDER

Overview

Year after year, this is the largest category of complaints to the Ombudsman. In fiscal 2017-2018, it was also the area most dramatically affected by legislative change. Two new laws – the *Safer Ontario Act, 2018* (passed in March 2018), and the *Correctional Services Transformation Act, 2018* (passed in May 2018), propose significant reforms to policing and correctional services, respectively. Both also reflect longstanding Ombudsman recommendations to improve oversight and governance of these areas, for the benefit of those who work in and are affected by policing and correctional services.

Although our Office has never had direct oversight of policing operations or the courts, our jurisdiction over the Ministry of Community Safety and Correctional Services and the Ministry of the Attorney General has enabled us to contribute to important reforms in police training, civilian oversight of and support services

for police, as well as improvements to Legal Aid Ontario.

The most common source of complaints in this area is consistently the province's correctional facilities. The Ombudsman and staff visited several of these in 2017-2018, and plan to see many more firsthand in 2018-2019.

Trends in cases – policing

The province's new policing legislation, the *Safer Ontario Act, 2018*, proposes dramatic improvements to the oversight of police, reflecting longstanding recommendations by our Office and expanding the Ombudsman's jurisdiction with regard to police watchdogs.

When the Act is proclaimed in force, it will reconstitute the province's three oversight bodies, bolstering their function and giving them new names: The Office of the Independent Police Review Director (OIPRD) will be renamed the Ontario

TOP 5 CASE TOPICS



Policing Complaints Agency; the Ontario Civilian Police Commission will become the Ontario Policing Discipline Tribunal; and the Special Investigations Unit (SIU) will be called the Ontario Special Investigations Unit.

It will also bring all three bodies within the Ombudsman's jurisdiction, a longstanding recommendation by our Office. Until the new Act is in effect, we only have oversight of the SIU, and must turn away complaints about the other bodies. In 2017-2018, we received **8** complaints about the SIU and **31** about the OIPRD; the latter were referred back to the organization or elsewhere, as warranted.

This change will provide more Ontarians with recourse to the Ombudsman for issues relating to civilian oversight of police, although municipal police services and most policing operations of the Ontario Provincial Police remain outside of our jurisdiction (we oversee some of the administrative functions of the OPP). In 2017-2018, we received **273** complaints about municipal police, and **123** about the OPP, which were resolved through referrals to local officials or the OIPRD wherever possible.

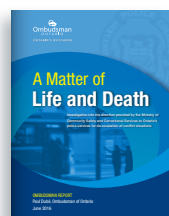
The new legislation also reflects important recommendations by the Ombudsman

to improve how police are trained to de-escalate conflict situations, and to support the SIU's mandate – please see the relevant updates under **Investigations**.

Investigations – policing

Police de-escalation training

Report: *A Matter of Life and Death*, released June 2016



Investigation update:

All 22 of the Ombudsman's recommendations were accepted by the then-Minister of Community Safety and Correctional

Services when this report was released, including that a new regulation be developed that would require police officers to use de-escalation techniques in conflict situations before resorting to force, whenever it is safe to do so. The recommendations specified that this regulation and a new use-of-force model for police training across the province be in place within a year.

Ministry officials have kept our Office updated on their efforts to implement the recommendations, which are ongoing, nearly two years after the report's release. In August 2017, the Ministry provided us with a detailed report on academic research it had undertaken in order to develop new de-escalation training. In October 2017, the Ombudsman advised the Deputy Minister that he was disappointed with the limited scope of progress on the issue.

The Ombudsman also made a submission to the Standing Committee on Justice Policy as it made final amendments to Bill 175, the *Safer Ontario Act, 2018*, urging them to include de-escalation training in the bill. This amendment was made before the Act became law in March 2018 – to require that no one can become a police officer without training in “techniques to de-escalate conflict situations.”

The Ministry advised us that its work on standards to be built into the Ontario Police College curriculum would be completed by July 2018. In April 2018, it announced that “a new police response framework that will help improve interactions with both vulnerable individuals and the general public” would be established by summer. It noted that the framework would serve as the foundation for Ontario Police College training as well as on-the-job training by police services, and would “ensure that the enhanced training is delivered consistently across the province.”

The Ministry has assured the Ombudsman that it is committed to all of the recommendations, which also include such things as conducting research on body-worn video cameras for police.



This builds on the province's ongoing work to integrate de-escalation techniques into the training programs of new recruits. These actions are part of the province's plan to address the recommendations in the Ontario Ombudsman's 2016 report.”

– Ministry of Community Safety and Correctional Services press release, April 3, 2018

Special Investigations Unit (SIU)

Reports: *Oversight Unseen* and *Oversight Undermined*, released 2008 and 2011

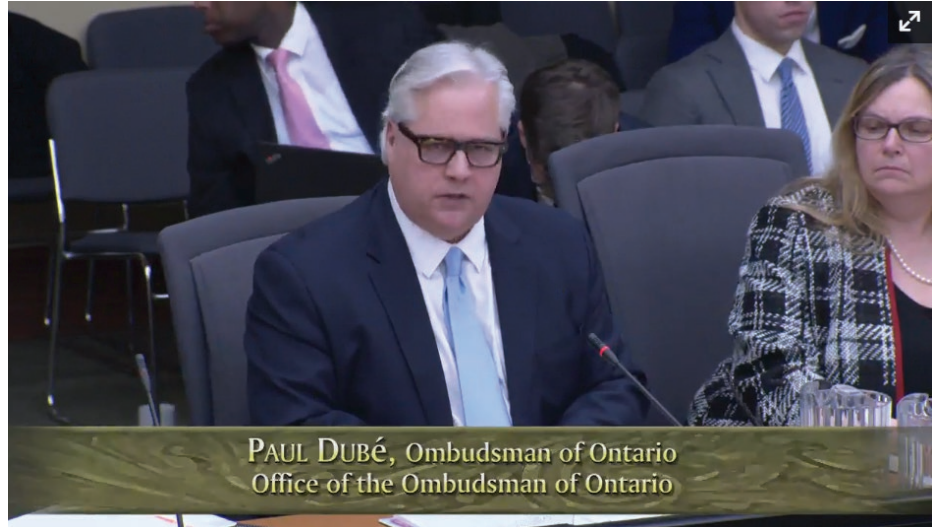


Investigation update: In both of our Office's reports on systemic investigations related to the SIU, the Ombudsman recommended standalone legislation to support the SIU in its work as the province's independent civilian agency for investigating all incidents of police-

involved deaths or serious injury. Other recommendations included making SIU Director's reports public and making it an offence for police to refuse to co-operate with SIU investigations.

The Ombudsman reiterated these recommendations to the Ministry throughout the development of the new *Safer Ontario Act, 2018*, in submissions to the independent review conducted by Justice Michael Tulloch and, subsequently, the legislative committee that reviewed the former Bill 175 before it became law. These key changes were included in the new Act.

However, the Ombudsman and others raised concern that Bill 175's provisions for ensuring police co-operation with the SIU could be undermined by the qualifying clause "unless it is impracticable to do so." The clause remains in the legislation. Our Office will monitor any issues that emerge from new complaints about the SIU or the administration of the new Act.



■ February 22, 2018: Ombudsman Paul Dubé addresses legislative committee on Bill 175.

Trends in cases – correctional services

Correctional facilities traditionally generate more complaints to our Office than any other aspect of the Ontario public sector; understandably so, given the control they exert over the lives of those housed in them. To ensure that these complaints are responded to and resolved as quickly and efficiently as possible, our staff prioritize situations where there is a

potential for a serious, significant impact on an inmate's well-being. These typically include concerns about inmates' health care, prolonged or frequent lockdowns, placements in solitary confinement, assaults by other inmates and the use of force by correctional officers. Complaints that are best handled at the institutional level are referred to the appropriate officials.

In fiscal 2017-2018, we received **5,010** complaints about Ontario's adult correctional facilities. This is significantly



We have seen historically the reluctance of police chiefs to respect and comply with the SIU's mandate. This wording will enable and reinforce the problem the section was intended to remedy."

– Ombudsman Paul Dubé, submission to Standing Committee on Justice Policy regarding Bill 175, the *Safer Ontario Act, 2018*, February 22, 2018

higher than last year's total of **3,998** – but this increase is largely due to a change in how we count complaints from groups of inmates. It is also reflective of the fact that we continue to see many group complaints from inmates about common significant issues, such as access to health care, overcrowding of facilities and frequent lockdowns.

As of this year, complaints from several inmates about the same issue in the same institution are counted individually, just as they would be if several people complained about the same concern with any other public sector body. There were approximately **800** such complaints, meaning that the overall increase this year over last is actually about 300. This is consistent with our complaint totals for correctional facilities in the past five years.

TOTAL COMPLAINTS ABOUT CORRECTIONAL FACILITIES	
2017-2018	5,010
2016-2017	3,998
2015-2016	4,051
2014-2015	3,904
2013-2014	3,839
2012-2013	4,477

Ombudsman staff meet regularly with senior Ministry officials and correctional facility officials to discuss complaint trends, individual cases involving serious impact on inmates, and possible systemic issues. These discussions help resolve cases quickly and efficiently, and enable officials at the facilities to take proactive measures to avert future complaints. We also received **15** complaints about youth custody facilities, down from 20 in 2016-2017, which were referred to the appropriate officials.

Over the 2017-2018 winter, the Ombudsman and staff visited correctional facilities, including the Ottawa-Carleton Detention Centre, the Ontario Correctional Institute and the Toronto South Detention Centre. These observational visits provided the Ombudsman and staff a chance to see the infrastructure and conditions of confinement at these institutions firsthand, and to speak directly with correctional staff, Ministry staff, and inmates.

Among the serious, systemic issues we have flagged to the Ministry in recent years are the use of force by correctional officers and the use and tracking of segregation placements of inmates. In both cases, the Ombudsman launched formal investigations into these issues, and the Ministry accepted all of the resulting recommendations. The new *Correctional Services Transformation Act, 2018* will profoundly affect correctional services when it comes into force, particularly segregation placements. More information about these matters can be found under **Investigations**.

Medical issues

Health care continues to be the most common type of complaint from inmates, representing more than half of the complaints we receive about correctional facilities. Most relate to problems or delays in receiving medication or treatment, and lack of access to doctors or dental care. We refer most cases relating to medical or treatment decisions back to the internal complaint mechanisms within the facilities, but our staff follow up on cases where the delay or lack of access to care could seriously affect the inmate's health or safety.

For example, an inmate who was scheduled to have his left foot amputated due to infection complained to us that

the infection had spread to his upper leg and the correctional facility was not responding to his concerns. After our staff made inquiries, the man was sent to hospital, where a doctor confirmed and treated the secondary infection.

A woman who had been on methadone prior to being incarcerated complained to us that the dose she was receiving in jail was too low. When we asked health care staff at the correctional facility to double-check her dose with her usual pharmacy, they confirmed they had made an error and corrected her dose.

We also helped an 81-year-old inmate with diabetes who complained that his blood sugar levels were too high and health care staff at his correctional facility would not adjust his medication. After our staff made inquiries, a doctor reviewed and adjusted the man's medications. The inmate later contacted us to report he was receiving "excellent service" from medical staff.

Inmate-on-inmate assaults

As we reported last year, the Ministry began handling incidents of inmates assaulting one another differently in December 2016 – directing facilities to complete a local investigation report whenever such an assault results in serious injury. We received **64** complaints about inmate-on-inmate assaults this fiscal year, compared with 63 in 2016-2017. Our Office continues to monitor how the Ministry's direction has been implemented.

We followed up on one case where a man was assaulted by his cellmate and had to be taken to hospital for injuries to his left eye. When the facility and regional office initially told us that reports were not done for inmate-on-inmate assaults, we pointed to the Ministry's direction requiring



■ January 25, 2018: Ombudsman Paul Dubé and staff visit Ottawa-Carleton Detention Centre.

reports for cases of serious injury and the relevant policy. As a result, the Ministry reminded all regional offices and facilities of their obligations to complete local investigation reports in accordance with policy requirements.

Lockdowns

A lockdown occurs when all inmates in a correctional unit, or even the entire facility, are confined to their cells. During lockdowns, inmates are generally unable to use common areas, phones or showers, participate in programs, or receive visitors – and they can last for days or sometimes weeks. Lockdowns are commonly the result of staff shortages, but can also occur for other reasons, such as security concerns or medical quarantine.

We received **437** complaints about lockdowns in 2017-2018 – a significant number that reflects multiple complaints from inmates at the same facilities complaining at the same time. Given the potential for serious impact on inmates' health and well-being during long or repeated lockdowns, our staff carefully review such complaints and, where warranted, make inquiries with the relevant facilities, or referrals to their

internal complaint mechanisms.

For example, when we received multiple complaints about frequent lockdowns at a small provincial facility, we learned the lockdowns were part of the institution's strategy to avoid conflicts and assaults between groups of inmates. The facility was releasing small groups of inmates from lockdown in rotating shifts to protect their safety, while still giving all an opportunity to leave their cells.

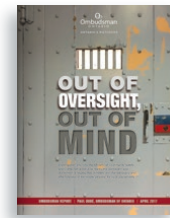
At another facility, many inmates complained about being on lockdown for five weeks. Our staff made inquiries to ensure the lockdown was being tracked and reported as required; we were told it occurred initially because of a search for weapons, and then because of staff shortages.

When we inquired with a facility where **37** inmates complained about lockdowns, overcrowding, infrequent bedding and clothing changes, overcrowding and bedbugs, facility staff confirmed that the lockdowns were due to staffing issues and searches, but that two visits by a pest control company had found no evidence of bedbugs.

Investigations – correctional services

Tracking of inmates in segregation

Report: *Out of Oversight, Out of Mind*, released April 2017



Investigation update:

In December 2016, the Ombudsman launched a systemic investigation into the tracking of inmates who are placed in solitary confinement,

officially known as segregation. The investigation was prompted by a steady rise in complaints to our Office, a lack of response by the Ministry to the recommendations the Ombudsman made in May 2016 as part of its consultations on the matter, and the discovery by the Ontario Human Rights Commission's Chief Commissioner of a 24-year-old inmate who had been held in segregation in Thunder Bay Jail without trial for more than four years.

The Ombudsman's April 2017 report, *Out of Oversight, Out of Mind*, found that the Ministry's systems for tracking inmate segregation placements were error-ridden and inaccurate, and that oversight at senior levels was severely lacking, meaning many vulnerable inmates were left isolated for long periods without the proper reviews. The Ministry accepted all **32** of his recommendations, including that it report back to our Office on its progress in implementing them.

In November 2017, the Ministry reported that **4** recommendations were fully implemented, **12** were partially

implemented, and **16** were in progress. Changes implemented to date include:

- Having correctional staff at all facilities enter every segregation placement into a database, and training staff on how to properly input this data;
- Creating a daily report to show segregation use across the province, and sharing this report with staff at each facility;
- Requiring each facility's segregation review committee to examine the reporting for each segregated prisoner;
- Hiring additional staff to improve the timeliness of reporting and data entry.

Several of the Ombudsman's recommendations are expected to be implemented through the new *Correctional Services Transformation Act*. Once it is in force, it will include a new definition of segregation, a cap on the length of segregation placements, and independent reviewers to scrutinize placements.

In April 2018, the Ombudsman made a submission to the Standing Committee on Justice Policy's hearings before the law

was passed, urging several amendments to fix remaining gaps in the bill. These included concerns about ensuring inmates can contact our Office by phone or email without interference, and about transitional provisions exempting some correctional facilities from the new segregation limits.

Also in April 2018, as part of the province's settlement with a former inmate and joint agreement with the Ontario Human Rights Commission, Justice David Cole was appointed to conduct an independent review of the province's compliance with the terms of the agreement, which deals with such issues as how inmates with mental illness are assessed and treated, particularly with regard to segregation placements. Our Office will monitor and report on the effect of these initiatives.

Individual cases: Notwithstanding the systemic improvements underway in the wake of the Ombudsman's report, we continue to address complaints about segregation placements. We received **296** such complaints this fiscal year, compared to 275 in 2016-2017 and 186 the year before.

Our review of one case revealed a serious inaccuracy in the Ministry's daily internal report on segregation placements. We discovered that when an inmate moved from one facility to another, the inmate's history of placements was not shown – instead, the data in the report indicated all placements being at the same facility, regardless of where the person had actually been housed. This was troubling in the case of one inmate who had been transferred between facilities 11 times, including several placements in closed confinement that had led him to two suicide attempts; instead of showing this pattern of transfers between institutions, the report erroneously showed all 19 of his segregation placements as being at one facility. After our staff flagged this problem to the Ministry, it updated the programming for the report so it displays an accurate history of inmates' prior placements.

We also continue to see cases where facility staff have not completed the required reporting or completed a care plan for an inmate with mental health issues, or where the records of a person's placement provide contradictory details. We follow up on these cases with the relevant facilities, and bring them to the attention of senior Ministry officials as warranted.

For example, a man in immigration detention at a provincial facility spent nearly 120 days in segregation, but it was only counted as 91 days because the clock was restarted when he was out of segregation for a single day. In fact, his segregation review documents identified at least three different start dates and contradictory and incomplete information about his placement. We brought these issues to the attention of facility staff who acknowledged the gaps and noted that updates to the segregation tracking and



“While I understand the need for transitional provisions, even short segregation placements can have severe impacts on inmates' well-being. The government's aim must be to eliminate indefinite segregation as soon as possible for all inmates at all correctional facilities. Allowing any institution to be exempted from the Act's new safeguards undermines its impact and may result in unintended consequences.”

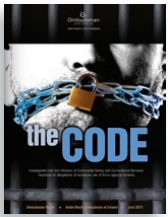
– Ombudsman Paul Dubé, submission to the Standing Committee on Justice Policy regarding Bill 6, the *Correctional Services Transformation Act*, 2018, April 19, 2018

reporting systems were underway.

When a man complained to us that he had been in segregation for more than a month without knowing why, we discovered that the correctional facility had not been completing the required documentation and five-day reviews of all segregation placements. We were told that this was due to insufficient resources and the facility had recently put a manager in place to do the reviews. The man, who told us he was experiencing mental health effects from the isolation, was transferred out of segregation and thanked our staff for their help.

Excessive use of force by correctional officers

Report: *The Code*, released June 2013



Investigation update:

The excessive use of force by correctional officers is a serious issue that our Office has monitored and investigated for

decades, including investigations in 1998 and 2013. The latter investigation was launched after four years of our staff alerting the Ministry to serious complaints – more than 350 in all – about correctional staff abusing inmates and, in some cases, covering it up.

The Ombudsman's June 2013 report, *The Code*, made **45** recommendations to the Ministry to eradicate a "code of silence" among staff with regard to excessive force, and to improve staff training and reports and investigations of incidents. The Ministry accepted all of the recommendations, and has fully implemented **39** to date.

Among other things, it has implemented a zero-tolerance policy regarding the "code of silence," issued new policies and procedures for investigating use-of-force incidents, and clarified when and how correctional staff are authorized to use force. It has also revamped its recruitment process, including adding mandatory psychological assessments and an updated training curriculum that provides clear instruction on the use of force, restructured its investigations unit for greater transparency and independence, and undertaken to retrofit and install closed-circuit cameras in facilities.

In December 2017, the Assistant Deputy Minister and staff met with the Ombudsman to share their latest progress report, noting that work is continuing on the six outstanding recommendations. These include completion of the closed-circuit video retrofit, policies for the use of hand-held video recording equipment during use-of-force incidents, and training of correctional staff and managers in defensive tactics. We will continue to monitor the Ministry's progress on these recommendations until they are implemented.

Individual cases: Complaints about correctional staff using excessive force are much lower than they were before the release of *The Code*, but they have increased in recent years – from 43 in 2015-2016 to 65 in 2016-2017, to **74** in 2017-2018. We deal with these on a case-by-case basis, by making inquiries as warranted and monitoring the response of mechanisms such as the Ministry's Correctional Services Oversight and Investigations unit (CSOI), which looks into significant contraventions of Ministry policy, including the excessive use of force.

One inmate complained that correctional officers used excessive force against him after a fight between two other inmates broke out and he jokingly refused to return to his cell. He said he was injured when they took him down and pepper-sprayed him. We followed up with the facility and received a copy of the local investigation report. Upon review at the regional level, the file was sent for further investigation by the CSOI.

Another inmate was sent to hospital with an injured thumb after correctional officers used force and pepper spray on him in the wake of a fight amongst inmates. Our Office received the local investigation report detailing the incident, which was ultimately referred to the CSOI for further investigation regarding the use of force.

Other trends in cases

Parole hearings

Our Office received **37** complaints in 2017-2018 from inmates and family members of inmates raising concerns about the parole hearing process. Many involved parole hearings being scheduled past an inmate's parole eligibility date (contrary to legislation) or delayed due to lack of hearing space, and inmates being denied parole due to missing or incomplete documentation.

For example, a woman reported that she was eligible for parole in late July, but her scheduled hearing at the beginning of that month was rescheduled until the end of August because the Ontario Parole Board (OPB) had not been provided with relevant documentation.

Another woman's parole hearing was rescheduled twice because of missing documentation due to a broken fax machine. Almost two months after her original hearing date, she was granted parole and released soon after.

Our Office followed up on these cases. The OPB, in collaboration with the Ministry of Community Safety and Correctional Services, has taken steps to improve communication and access to information throughout all stages of the hearing process, including changing scheduling practices to ensure hearings are scheduled prior to inmates' parole eligibility dates, as required by law.

Legal Aid Ontario (LAO)

We received **120** complaints about Legal Aid Ontario (LAO) in 2017-2018, compared with 111 the previous fiscal year. The most common complaints involved disagreement or dissatisfaction with decisions made by LAO about eligibility for legal aid, or poor communication or service.

For example, a 17-year-old youth with cerebral palsy required legal assistance in seeking financial support from his parents. He needed to appeal the cancellation of his legal aid certificate before an upcoming court submission deadline. Our Office contacted LAO and as a result, it convened a special committee meeting to review the teen's appeal, where his certificate was reinstated.

Our inquiries in another case prompted LAO to improve its training for staff who handle complex legal documents. We were initially told LAO could waive the costs that a man was ordered to

pay at the end of a lengthy family law dispute, since lawyers on both sides were obtained through LAO, and the man was facing financial hardship. But almost six months later, LAO discovered its staff had made an error and it could not waive the man's costs. After our staff inquired, LAO provided him with a thorough explanation and committed to additional training for its staff.

Case summaries

Welcome assist

A woman who broke her collarbone before she was sent to jail complained to us that she had been waiting for eight days for a sling for her arm. She said her doctor had given her a sling to immobilize the injury and manage pain, but personnel at the correctional facility told her she would be put in segregation if she had one, because it could be considered a weapon. After our staff spoke to health care workers at the institution, we were told the woman would be seen by a doctor that day, and that there would be no problem if a sling was prescribed, as many inmates in general population are permitted to have assistive devices.

About time

We helped a woman from Manitoba who had struggled for six months to get Legal Aid Ontario to recognize her approval for legal aid in a custody case in Ontario. After we contacted LAO, its staff acknowledged the delay, reviewed the woman's file and granted her a legal aid certificate.

Weekend schedule

A man serving weekend time in jail who required anxiety medication three times a day sought our help because the correctional facility would not give him his medication on Saturday mornings when he arrived, or on Sunday evenings before he left. When our staff inquired, health care staff at the jail said this did not fit their medication schedule, and the man would normally be expected to take his medication at home, before and after his jail time. Once we explained that he could not access the medication on weekends, the health care staff agreed to provide him with his Saturday morning and Sunday night doses.

Lost and found

We referred a man to the right internal complaint mechanism at the Office of the Children's Lawyer so he could voice concerns about delays in receiving documents and in setting his court date, all of which resulted in added legal costs for him. We spoke with staff at the Office of the Children's Lawyer who acknowledged their mistake in losing track of the man's court date until the last minute, and provided him with information on how to file a complaint. They also made changes to their processes to ensure similar errors are averted.



SOCIAL SERVICES

Overview and trends in cases

Ontarians rely on the provincial Ministry of Community and Social Services, as well as the Ontario Works program administered by municipalities, for a wide range of programs and services.

Given the large volume of people they serve, it is perhaps not surprising that the two top sources of complaints to our Office (excluding correctional facilities) are consistently the Family Responsibility Office and the Ontario Disability Support Program. However, it is worth noting that cases about both are on the decline. Our staff meet regularly with senior Ministry officials to flag recurring problems in these areas.

Cases related to Ontario Works are up slightly from last year, likely reflecting growing awareness of the fact that our Office now oversees (since 2016) municipal programs. We also received **269** complaints about Social Justice Tribunals Ontario, the group of administrative tribunals that deal with a

wide range of matters, including social benefits and child custody. (In 2016-2017, we received 238.) Since all tribunals are required to have a public complaints process, we refer most complaints accordingly. We cannot overturn tribunal decisions, although we can review the fairness of a tribunal's processes.

Services for individuals with developmental disabilities can be complex and difficult to navigate, generating some **127** complaints. As we have for several years, our Office continues to work with both the Ministry of Community and Social Services and the Ministry of Children and Youth Services in addressing individual and systemic problems in this area.

We also continue to receive complaints about children's aid societies – **367** this fiscal year – although they have never been within the Ombudsman's jurisdiction. We refer these complaints to the Ontario Child Advocate (formerly known as the Provincial Advocate for Children and Youth), who, like the Ombudsman, is an independent officer of the Legislature who can conduct investigations.

TOP 5 CASE TOPICS



Family Responsibility Office (FRO)

Complaints about the FRO dropped below 1,000 in 2017-2018 for the first time in five years. Responsible for enforcing court-ordered child and spousal support, the FRO was the source of **912** complaints to our Office, a decrease from the 1,036 complaints received last year, and the lowest number received since 2012-2013.

In recent years, our staff have worked closely with FRO and Ministry management and monitored changes – such as the implementation of a “Resolution Unit” within the Assistant Deputy Minister’s office to deal with escalated complaints and improve processes and customer service. Although our statistics show that the FRO remains the most complained-about Ontario government organization, the recent downward trend in the numbers is encouraging.

TOTAL FRO COMPLAINTS	
2017-2018	912
2016-2017	1,036
2015-2016	1,025
2014-2015	1,167
2013-2014	1,157
2012-2013	794

Errors and poor service

A frequent issue raised by FRO clients this fiscal year was, as in past years, poor service. One support payor called us after trying for six months to recoup an overpayment from the FRO, which had taken more than \$18,000 from the sale of his house to address unpaid

support. Although the man, his lawyer and his MPP’s office all notified the FRO that it had garnished too much money from the sale, its response was that it could not correct this, and he would need to address it in court. After our staff escalated the matter to the FRO Resolution Unit, the file was reviewed again and FRO officials issued him a refund of almost **\$8,000** and an apology.

Another man complained that FRO staff would not respond to him about his concerns that its records were wrong and his support payments were more than required. After we intervened, the FRO acknowledged it had made an error in the man’s case in 2016, and refunded him **\$3,663.91** that he had overpaid.

A woman complained to us that she was receiving limited and sporadic child support payments and could not resolve the issue with the FRO. Our staff learned there had been a delay in linking the woman’s file with the files of two other support recipients, all of whom had support agreements with the same man. We confirmed that the FRO corrected this, and also helped the woman submit the correct paperwork so she could recover a portion of the money owed to her sooner.

FRO management has recognized it needs to improve its customer service, and is working on initiatives to improve the information given to new clients about the agency’s role and function, and provide all clients with new ways to access and communicate with case workers.

Enforcement issues

Complaints about FRO enforcement decisions come from both sides of the

support equation: Many are from support recipients who say the FRO does not do enough to ensure payments are made; many others are from payors who say its enforcement actions go too far. In our meetings with senior FRO officials, they have acknowledged a more proactive approach to enforcement is needed, and are reviewing their processes and service delivery model.

One woman told us that her ex-husband hadn’t made voluntary support payments in 14 years and was more than **\$35,000** in arrears. She had tried in vain to raise her concerns with FRO officials that their enforcement actions were not aggressive enough. After our staff made inquiries, the FRO suspended the man’s driver’s licence and initiated the process to take him to court to address the unpaid arrears.

At the same time, support payors complained that it was difficult to get the FRO to stop unwarranted enforcement against them. In one case, a man told our staff the FRO was still garnishing his wages even though his support obligation had ended in 2012. After our intervention, the FRO corrected its records and reimbursed him **\$11,738.52** that it had wrongly taken from him.

Interjurisdictional cases

The FRO’s Interjurisdictional Support Order (ISO) Unit, which works with agencies in other provinces or countries to enforce court-ordered support in situations where one of the parties lives outside of Ontario, was also the subject of **47** complaints – down from 2016-2017 and 2015-2016, when we received 76 and 58 complaints respectively.

Our work on these cases has seen some improvements in how the FRO co-ordinates enforcement efforts with agencies in other jurisdictions. For example, we helped a woman obtain **\$1,400** in support for her adult daughter, whose support payor lives in British Columbia. FRO delays in sending her the required forms from the B.C. agency caused her to miss out on the payments. The case prompted the FRO and the B.C. agency to launch a pilot project allowing FRO clients to receive certain documents directly from B.C.

We also continue to monitor the ISO Unit's review, noted in last year's Annual Report, of cases involving United Kingdom residents which were found to have stalled. FRO staff identified **82** such cases and sent additional information to the U.K.

Wage garnishments

The FRO is required to issue a wage garnishment to support payors' employers (essentially taking the payment directly from the person's paycheck) – except in exceptional circumstances. However, our Office has received numerous complaints about FRO officials agreeing not to issue wage garnishments without giving a clear explanation of why the cases were considered exceptional.

We have also had complaints about cases when the FRO issues wage garnishments, but the payors' employers fail to impose them. In one case, the ex-spouse of a Canadian Forces member complained to us that she was still not receiving payments, months after the FRO issued a wage garnishment. In response to our inquiries, FRO staff escalated the

case with Canadian Forces officials, and the woman soon began receiving support payments.

Our staff continue to monitor issues related to the FRO's handling of wage garnishments.

Ontario Disability Support Program (ODSP)

We received **760** complaints this fiscal year about the ODSP, a social assistance program that provides income and employment supports to financially eligible Ontario residents who meet the legislated definition of disability. The program also provides coverage for drug and dental needs and disability related items. This is the lowest number of ODSP complaints we have received since 2014-2015.

TOTAL ODSP COMPLAINTS	
2017-2018	760
2016-2017	862
2015-2016	843
2014-2015	684
2013-2014	621
2012-2013	565

When ODSP clients contact our Office with a complaint, we ensure they are aware of the appropriate appeal mechanisms and, if necessary, facilitate resolution, communication and sharing of information through contact with Ministry staff. Our Office receives good co-operation from the Assistant Deputy Minister and other senior staff of the Ministry's Social Assistance Operations Division.

The most common complaints from ODSP recipients relate to difficulty in reaching or getting a timely response from their case workers. Some also had trouble getting information from case workers about the requirements for becoming and remaining eligible for ODSP assistance. Delayed or inadequate responses can result in ODSP clients being denied or missing out on benefits. Our staff helped several recipients address these problems.

For example, a woman applied for ODSP for her daughter, who has autism, four months before the girl's 18th birthday, when she would become eligible. She received no response, and when she followed up, ODSP officials told her there was no application on file and she would have to reapply. She did so, but by the time her new application was confirmed, it was four months after her daughter turned 18, meaning she had missed out on four months' worth of assistance. Our staff reviewed ODSP's documentation and discovered it had received her initial application, but it was not processed because of human and system errors. The ODSP sent her a cheque for the missed benefits.

A man complained to us that the company that provides his incontinence supplies was refusing to deliver them without receiving payment from ODSP, which was repeatedly late. He was unable to reach ODSP staff to address the issue, but when our staff inquired, we were told renovations at the local ODSP office caused delay in processing invoices and payments. The ODSP provided the man with contact information for a manager and committed to paying his supplier.

Ontario Works

Unlike ODSP, Ontario Works is administered by municipal service providers and social services administration boards across the province. Over the two years since the Ombudsman's jurisdiction was expanded to include municipalities (beginning January 1, 2016), complaints about Ontario Works have increased steadily, as awareness has grown that we can now help recipients resolve their issues. We received **253** complaints about Ontario Works, up slightly from 248 in 2016-2017.

Our role in many such cases is to bridge communication gaps between recipients and their case workers. For instance, we received an urgent call from a mother of four, who said she had run out of money and her children had not eaten in 24 hours. They had been living in a shelter that provided meals, but now one of the children was in hospital, so the family was not able to return to the shelter three times a day for meals. Since she was unable to reach Ontario Works, our staff immediately did so, and officials there issued her a cheque for emergency funding. The woman's case worker confirmed the money reached her at the hospital within two days.

A single father who had left a job in the mining industry and hoped to return to driving a truck to support his family complained to us out of frustration with local Ontario Works staff. They had agreed to cover the \$900 cost of his truck driver exam, but he repeatedly warned them that it had to be done before July 2017 – because after that date, new legislation would require him to take an eight-week course. Ontario Works officials referred him to a skills development program

first, and did not respond to his requests for help with the licence in time. They then told him they would not provide additional funding to help him obtain his licence under the new program. Our staff spoke with a manager at Ontario Works, who acknowledged that the case could have been better handled, and confirmed that there was funding available to help the man get his licence under the new requirements.

We also received several complaints from grandparents about the eligibility requirements to access the Temporary Care Assistance (TCA) benefit, administered by Ontario Works. The TCA provides financial assistance and benefits to adults in financial need who are providing temporary care to children. In reviewing several such cases, our staff found inconsistent application of Ontario Works policy: Some grandparents who had limited income and were caring for their grandchildren received the benefit for several years, while others in the same circumstances were denied. Our review also could not find other available funding for those who didn't qualify for TCA. We have made inquiries with Ministry officials about addressing the apparent inconsistencies and lack of funding for these families.

Developmental services

The large and complex system of support for Ontarians with developmental disabilities has benefited from significant investments in recent years, including a promise in the government's spring 2018 budget of an additional \$1.8 billion in funding over the next three years. Still, given the nature of the system and

the difficulties faced by many vulnerable people and their families in finding adequate and appropriate supports, we continue to receive many complaints in this area – **127** this past year, down from 216 the previous year.

Many of these cases stem from the same systemic issues revealed in the Ombudsman's investigation into services for adults with developmental disabilities who are in crisis, detailed in the 2016 report, *Nowhere to Turn*. We continue to monitor the Ministry's implementation of the Ombudsman's recommendations, and alert it to urgent individual cases (see further details in the **Investigations** section).

Services for children with special needs

In 2017-2018, we received **38** complaints about services and treatments for children with special needs, consistent with the previous year's total of 34. The most common complaints involved a lack of funding and residential supports, and access to services and treatment.

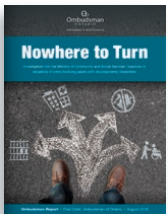
In one case, our involvement alerted the Ministry of Children and Youth Services to a policy gap regarding children who are in residential placements. A mother complained to our Office that the agency providing residential treatment services to her son collected the Children's Special Allowance (a federal program supporting children in foster care) for the 11 months he was in treatment. She argued that the agency should reimburse her the payments she would have received in family allowance, as she retained legal custody of her son, he came home on

weekends, and she was still financially responsible for providing his clothing and medications. Ministry officials acknowledged that the agency was not authorized to do this, and agreed to pay the mother the family allowance funds she would have received. The Ministry advised us it is reviewing its policy on whether agencies can collect the Children's Special Allowance for children who remain in the custody of their parents but are in residential care.

Investigations

Services for adults with developmental disabilities in crisis

Report: *Nowhere to Turn*, released August 2016



Investigation update:

The two-year mark is approaching since the release of the Ombudsman's report, *Nowhere to Turn*, which made 60 recommendations to address a lack of services for adults with developmental disabilities that was leaving many in long-term care homes, homeless shelters and even jail. The Ministry of Community and Social Services accepted all of the recommendations and committed to reporting back to the Ombudsman on its progress every six months.

The report dealt with more than 1,200 complaints received over the previous three years. We continue to receive complaints about individuals who have "nowhere to turn" – **128** in fiscal 2017-

2018, and 132 in the seven months of fiscal 2016-2017 after the report's release. Our staff respond to these cases on an urgent, individual basis, working to connect people with appropriate help in the complex developmental services system, and meeting with Ministry officials to deal with them as warranted.

For example, one mother sought our help after waiting years for a community residential placement for her adult son, who has a developmental disability, schizophrenia, and difficult behaviour, and had been living in a hospital psychiatric ward since 2010. Our inquiries revealed the Ministry was aware of the case, but had failed to include the man in its residential funding plan. After our intervention, a residential placement was found for him in a local community living home with special supports.

At the time this report was written, the Ministry had completely addressed **16** of the 60 recommendations, and **10** remained for more discussion. The Ombudsman is satisfied with the Ministry's response to the rest at present, as we continue to monitor their implementation. Among the many positive developments are new investments in supports essential for preventing and assisting with urgent situations, such as increased funding for Adult Protective Services Workers. The Ministry has also been developing communication tools to assist in reducing the involvement of people with developmental disabilities with the criminal justice system (such as a "Developmental Disabilities Justice Toolkit," for enhancing awareness about developmental disabilities among justice sector staff and first responders). The Ministry is also working on a multi-year residential planning strategy, which will include creating more

residential supports for vulnerable adults with developmental disabilities.

Our Office has also participated in many outreach activities to discuss *Nowhere to Turn*, its recommendations and its impact – attending conferences with and making presentations to groups of families dealing with developmental disabilities and other stakeholders. We continue to monitor and meet with Ministry officials on a regular basis to assist with individual cases and ensure the implementation of the rest of the Ombudsman's recommendations.

Case summaries

Clearer definition

An ODSP recipient complained to us about the Social Justice Tribunal of Ontario's decision on her eligibility for the ODSP's Work-Related Benefit. The benefit is paid to ODSP recipients for each month they have earnings from employment, and the woman had studied the criteria and believed she qualified. Our Office's review of the tribunal's decision and the ODSP's policy directive determined that the eligibility requirements for the benefit were not clearly defined. We raised our concerns with the Ministry of Community and Social Services, and it amended the policy directive to clarify the eligibility criteria.

Sharing the wealth

A woman who was owed more than **\$17,000** in spousal and child support came to our Office for help in liaising with FRO officials. She provided us with documents showing that her ex-husband

was about to receive a substantial profit from selling a property. After we shared this information with FRO staff, they confirmed they had issued a garnishment of the sale and ensured the man paid the arrears in full.

Cold case

A man contacted our office after the FRO issued an order to garnish his Old Age Security payments and his federal pension, according to a court order from 1982. He disputed his ex-wife's claim that he owed \$62,000 in child support arrears, and noted that the children were now 38 and 42 years old. We worked with staff at the FRO, who recognized that more recent orders had reduced the man's arrears to just over \$4,000. They also decided to close the case and reimburse him **\$2,000** they had garnished after they were unable to get a response from the ex-wife about when the children had stopped being eligible for support.

Brother's keeper

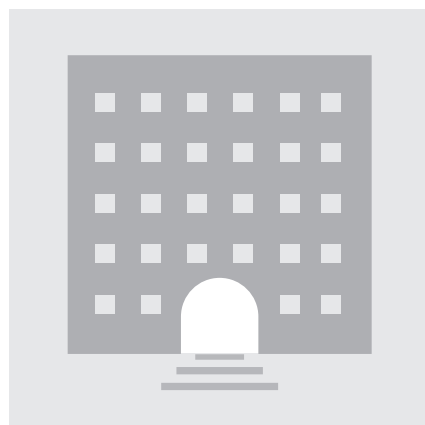
We helped sort out a case of mistaken identity between the FRO and a man who could not insure his house because a writ was registered in his name for unpaid support obligations – even though it was his brother who actually owed support arrears. The FRO has a process to deal with such claims, but instead told the man to speak to a lawyer. Our staff spoke with FRO officials to determine what documentation he could submit to prove he was not the intended subject of the enforcement action. The FRO provided him with the proof he needed to clear up the mistake and obtain insurance.

Mailbox full

A man whose shelter allowance was terminated by the ODSP without notice complained to us after his case worker did not respond to several email messages. He had registered for a secure email program offered to ODSP clients who wish to communicate with case workers without having to phone or meet with them in person. Our staff checked with ODSP staff and found the case worker was on a leave of absence – and her colleagues were only checking her phone messages, not emails. When they looked into the man's case, they discovered some documents needed to be updated; once this was done, his shelter assistance was reinstated.

Double trouble

A mother and adult daughter, both ODSP recipients who live together, complained to us about a mixup after the daughter successfully applied for ODSP for herself from a different office than the one where her mother was a client. She was not aware that her mother received additional ODSP benefits because she lived with her as a dependent child. When ODSP learned that the daughter was receiving ODSP directly and the mother was also receiving ODSP for her, it began deducting money from both of their benefits to recover the overpayment. The women complained to us that it was now deducting twice as much as it should. After our staff intervened, ODSP officials confirmed that because of a failure of communication between the two offices, both were making deductions to recover the debt. They reviewed the file and reimbursed the women the money they were owed.



MUNICIPALITIES – GENERAL

Overview and trends in cases

In 2017-2018, we received **2,491** complaints about **323** of Ontario's 444 municipalities, as well as **27** shared local boards and corporations. Almost all of these complaints were resolved quickly and without the need for a formal investigation – for example, by referral to local accountability mechanisms or complaint processes. In fact, the Ombudsman has only had to resort to formal investigations in **5** cases since gaining full oversight of municipalities in January 2016. (The first two were reported in our 2016-2017 Annual Report; two more were completed and one launched in 2017-2018 – see updates on these under **Investigations**.)

This represents a decline from 2016-2017, when we received 2,667 complaints about 328 municipalities. Complaints about closed municipal meetings – covered in the next chapter of this report – also continued to decline. At the same time, as awareness has grown about the Ombudsman's oversight and the type of

work we do, we are seeing complaints about a wider range of topics. Although complaints about municipal councils themselves still top the list, they now represent a smaller proportion of all complaints.

As we have for several years, our Office encouraged all municipalities to have local accountability mechanisms in place to deal with complaints about councillor conduct. In the coming months, changes to municipal legislation will come into effect, requiring all municipalities to have codes of conduct and provide access to integrity commissioners. We expect that this will help clarify the Ombudsman's role, which is not to replace local accountability officers and mechanisms, but to serve as an independent office of last resort, to ensure they are working as they should.

Our Office continues to work with and provide resources to municipal stakeholders about such things as best practices for complaint processes and ensuring administrative fairness. This included the Ombudsman and colleagues speaking at and attending municipal stakeholder conferences across the province, as well as participating in the

TOP 5 MUNICIPALITIES BY CASE VOLUME



*Note: Our Office cannot investigate complaints about matters within the jurisdiction of Ombudsman Toronto, and we refer such cases accordingly.

Ministry of Municipal Affairs' consultations on its new regulations for codes of conduct and guides for councillors.

New legislation: Integrity commissioners and codes of conduct for all

With the passage of Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, every municipality is required to have a code of conduct for its council and local boards, and provide access to an integrity commissioner, by March 1, 2019.

Many municipalities have already complied with this, recognizing it as a best practice, and some have also added more accountability officers. As of the writing of this report, we are aware of **135** municipalities that have appointed an integrity commissioner, and more than **200** that have a council code of conduct. We also know of **28** that have appointed a local ombudsman, **3** with an auditor general, and **6** that have a lobbyist registrar.

Our Office encourages municipalities to have these accountability mechanisms, as local problems are best resolved at the local level, and it is not the Ombudsman's role to serve as a local integrity commissioner or other such office. Our Office can and does review complaints about integrity commissioners, but our focus in such cases is on whether they followed a fair process, considered the issues before them, acted in accordance with applicable legislation, policies, and terms of reference, obtained and considered relevant information, and provided sufficient reasons to support their decision.

Among the best practices that we routinely recommend to municipalities in this regard are that they should have a clear and publicly accessible protocol for complaints under the code of conduct, there should be no fee for making a complaint to the integrity commissioner, and the protocol should allow the commissioner discretion to decline frivolous or vexatious complaints, and set out the penalties and sanctions that the commissioner can recommend.

Complaints about councils

Complaints about councils and committees – including elected officials' decisions and/or conduct – remained the top topic of complaint in 2017-2018, although there were fewer of them: **362**, compared to 509 the previous year. Many of these come from municipal officials, including councillors themselves. Our Office cannot overturn decisions of council, but we can review the administrative processes and implementation of council decisions.

A municipal employee complained about a public statement made by a member of council, which he felt was inappropriate and unprofessional. The municipality had mistakenly published on its website that the Ombudsman could take complaints about its code of conduct, as it had not appointed an integrity commissioner. Our staff explained that this is not our Office's role, and we worked with the municipal clerk to correct the website. A local integrity commissioner was later appointed.

By-law enforcement

Complaints about by-law enforcement increased slightly in 2017-2018, to **267**

GOOD TO KNOW

Our Office provides resources to municipal stakeholders on how we work, as well as about accountability mechanisms, best practices, complaint processes, codes of conduct and more.

from 251 the previous year. These involve the actions and decisions of municipal by-law enforcement officers, both when they choose to enforce a by-law and when they exercise their discretion not to enforce.

One woman was upset that the municipality hadn't done enough about her complaints about debris, weeds and vermin on her neighbour's property, although its by-law officer had visited it at least five times. After our staff contacted the by-law department, a manager looked at the property, spoke to the neighbour about it, and offered to contact the local public health unit about the insect and rodent infestations.

We also assisted a municipality where an angry resident, who had been forced by local by-law enforcement to tear down a shed beside his house, identified 79 other properties that had a shed beside the house, and filed a complaint about each one. The municipality's policy was not to respond to complaints made for vexatious reasons; it generally requires complaints to come from affected neighbours. The municipality accepted our Office's suggestion that it add this information to its website, and it also began developing a plan to publicize and explain its approach to by-law enforcement and vexatious complaints.

Housing

Municipal service providers and district social services boards administer public housing throughout the province. We received **207** complaints related to local housing issues in 2017-2018, including some about local building codes and inspections.

When his local service board found no evidence of any plumbing problems in his public housing unit, one resident took a video showing sewage bubbling up into his sink. Our staff shared the video with the services board, which reassessed the problem and arranged to have the man's sink unclogged and repaired.

A couple complained to us that their local Chief Building Official would not look into a shipping container on their neighbour's property, which they feared was not anchored properly and posed a safety risk. The official said the municipality did not require permits for shipping containers. Our staff spoke to the official and pointed to examples of other municipalities where such permits are required, as well as a decision from the Building Code Commission that found a shipping

container can be considered a building. He agreed to inspect the site, and confirmed to the couple that there were no safety concerns with the container.

Water, sewers and infrastructure

Water and sewage treatment are two of the vital services provided by municipalities, and a top topic of complaint when they don't work well. We received **104** complaints about water and/or sewer issues in 2017-2018, including several about high water bills. We also received **130** complaints about municipal infrastructure, which includes issues about snow clearing, road maintenance, and drainage.

A woman whose aging parents were both in hospital sought our help after they received a water bill for more than \$600 – triple the usual amount – even though no one was living in the house. The municipality's inspection found the cause of the excess water usage was a leaky toilet, but it refused to reduce the bill or the interest accrued on it. After our staff spoke to municipal officials about the situation, they agreed to reduce the interest on the bill and

explained to the woman how she could bring the matter before council to ask for further relief.

Investigations

By-law enforcement in the Township of St. Clair and County of Lambton

Report: *By-law Surprise*, released April 2018



Investigation update:

The Ombudsman's investigation into by-law enforcement actions taken by the Township of St. Clair and the County of Lambton

found that a resident was wrongly billed for more than \$11,000 in by-law enforcement expenses that were incurred without her knowledge. The resident had no idea that a by-law enforcement officer had visited her property more than 50 times over more than four years over a complaint about vehicles on her land. She had no means to pay, and the debt was added to her tax bill.

TOP 5 CASE TOPICS

1

362

Council/committees

2

267

By-law enforcement

3

207

Housing

4

130

Infrastructure

5

118

Planning/zoning

After several attempts to resolve the matter informally with the municipalities, the Ombudsman launched a formal investigation, which revealed several serious issues with the way the enforcement expenses were tracked, the relationship between the county and township for paying for enforcement, and the legality of the bill. The Ombudsman found that the Township of St. Clair had no legal authority to bill the resident as it did, and recommended it apologize to her and forgive the debt. As well, the County of Lambton had, at times, failed to ensure that charges for its services were clear, predictable, consistent, accurate and justified.

The Ombudsman made **16** recommendations to the township and the county, all but two of which were immediately accepted. The township responded that it would not apologize to the resident or eliminate her debt, but that council would consider reducing it. The Ombudsman continued to urge the township to “do the right thing.”

Seizure of media property at the Regional Municipality of Niagara

Launched: December 2017

Investigation update: The Ombudsman launched this investigation after an incident at a meeting of regional council on December 7, 2017, at which a journalist and a local blogger had property seized and were asked to leave the meeting. Noting that “this matter has raised serious concerns about the actions and processes of the municipality, and has understandably drawn high public



■ August 14, 2017: Ombudsman Paul Dubé with Legal and Investigations staff at Association of Municipalities of Ontario annual conference, Ottawa.

interest,” the Ombudsman assigned the Special Ombudsman Response Team to conduct the investigation. Our Office is also reviewing complaints that the meeting was illegally closed to the public, contrary to the open meeting rules in the *Municipal Act, 2001*.

At the time this report was written, investigators had completed their field work – including dozens of interviews and an extensive review of relevant documents – and the Ombudsman’s findings and report were in the process of being drafted.



I am not suggesting that the township deliberately acted contrary to law, or that it is not entitled to take steps to ensure that residents and property owners comply with prescribed property standards.... Still, the township has an obligation to understand and follow its own by-laws.”

– Ombudsman Paul Dubé, *By-law Surprise*, April 2018



■ May 11, 2017: Ombudsman Paul Dubé speaks to the Federation of Northern Ontario Municipalities conference, Nipissing.

Notice of meetings of Elliot Lake Residential Development Commission

Report: *Public Notice*, released August 2017

Investigation update: This investigation dealt with an issue that normally falls within the Ombudsman's role as closed meeting investigator for hundreds of municipalities (for more, see the next chapter of this report). It focused on the failure of the Elliot Lake Residential Development Commission to hold open meetings, as it is required to do under the *Elliot Lake Act*.

The Ombudsman found that the commission's failure to notify the public of its meetings was unreasonable and wrong, because members of the public had no way of knowing about

them and thus could not exercise their right to attend. He recommended the commission provide notice of all meetings, and pass a by-law specifying how this will be done.

Case summaries

Code found

A mall developer told us that local councillors were interfering with the development of her project, but she believed the municipality did not have a code of conduct or integrity commissioner. We contacted the municipality and learned that it does have a code of conduct and was in the process of appointing an integrity commissioner. Immediately after our staff made inquiries, the municipality moved the code of conduct to the main page of its

website, to make it more visible to the public.

Faster lane

We helped a man who waited more than a year to hear back from his municipality about purchasing a portion of the laneway behind his house. Municipal officials told us there was a backlog in similar applications, but confirmed this one was nearly finalized. Less than a month later, the municipality contacted the man to tell him his application was approved.

Making it clear

A woman renting a basement apartment sought our help after a municipal construction crew broke a water pipe near her unit, flooding her apartment and damaging her belongings. The municipality did not provide a clear process or information on how to submit a claim for such damage, but after our Office made inquiries, it revised its website to include information on how to submit claims.

Up to code

A man contacted us after getting no response to a complaint about his local Chief Building Official. Under the *Building Code Act*, municipalities are required to have a code of conduct for building officials and inspectors, and process for enforcement, but this municipality did not have a code of conduct in place. After we raised this requirement with the municipality, it developed and posted a code of conduct on its website, along with a complaint process and contact information.



MUNICIPALITIES – CLOSED MEETINGS

Overview and trends in cases

It has now been more than 10 years since Ontario established a new open meeting enforcement system through amendments to the *Municipal Act, 2001*, requiring every municipality to have an investigator to deal with complaints about meetings closed to the public. As of January 1, 2008, the Ombudsman became the investigator for all municipalities that did not appoint their own. This role is quite different from the rest of our work: In most other cases, we work to find informal resolutions to administrative issues wherever possible, but closed meeting investigations focus narrowly on whether or not a municipality has violated the open meeting rules in s.239 of the Act and the municipality's procedure by-law.

Since 2008, our Office has handled nearly 2,000 such complaints and issued hundreds of reports on our investigations, which can be found on the Canadian online legal decision portal, CanLii, as well as on our website. Along the way, we have developed guidelines and best practices that we routinely share with

municipal stakeholders to promote awareness of the open meeting rules.

However, complaints to our Office about closed meetings have steadily declined in recent years, after peaking in fiscal 2012-2013 – when a few cases received significant public attention – at 305. We received **80** total complaints in 2017-2018, which is the lowest number since the 68 we received in 2009-2010, our first full fiscal year as closed meeting investigator. This is despite **223** municipalities using our Office as their closed meeting investigator as of March 31, 2018 – the highest number to date.

TOTAL COMPLAINTS ABOUT CLOSED MEETINGS, PAST 10 FISCAL YEARS

2017-2018	80
2016-2017	109
2015-2016	195
2014-2015	152
2013-2014	159
2012-2013	305
2011-2012	119
2010-2011	84
2009-2010	68
2008-2009	127

CLOSED MEETING CASES

We reviewed
59
complaints

about **20** municipalities
and local boards

and issued **22** reports and letters
about **30** meetings

22
reports and
letters issued

18
procedural
violations
found

44
best practices
recommended

17
meetings found
illegal

57%
of meetings reviewed
were illegal

Our experience indicates that this decline is directly related to the expansion of the Ombudsman's jurisdiction in 2016 to include complaints about all matters relating to municipalities, not just closed meetings. Prior to this, many of the closed meeting complaints we received reflected attempts by complainants to address broader issues; now that they can complain to us directly about these issues, they are less likely to complain about narrow aspects of the open meeting rules.

The decline also reflects a greater understanding of the open meeting rules throughout the province. At the same time, as the number of meetings we investigate has diminished, the proportion that the Ombudsman has found to be illegal has steadily increased.

This past fiscal year, **59** of the complaints we received were from municipalities where we are the investigator (the others were referred to municipalities' own investigators). These resulted in investigations of **30** meetings, **17** of which were illegal under the *Municipal Act*. In other words, almost **57%** of the meetings investigated were illegal – the highest proportion we have seen to date.

GOOD TO KNOW

The Ombudsman's reports and letters on all of the closed meeting cases cited here can be found on our website. Our closed meeting reports can also be found on CanLII.org, the Canadian Legal Information Institute's free database of case law and legal documents.

We issued **22** reports and letters on these cases (available on our website). In addition to finding **17** meetings illegal, the Ombudsman also found **18** violations of the procedural requirements of the Act, and made **44** "best practice" recommendations for municipalities to improve their handling of closed meetings. In most cases, we received excellent co-operation from municipal staff and elected officials, and the Ombudsman's recommendations were accepted and implemented.

Our staff also assist municipal officials who contact us – not to complain, but to ask general questions about the open meeting rules, the Ombudsman's interpretation of them, or our process. We consulted with municipalities on **19** occasions in 2017-2018.

New legislation, new rules

A longstanding issue with the open meeting rules has been the lack of a clear definition of "meeting." As of January 1, 2018, provisions of the new *Modernizing Ontario's Municipal Legislation Act*, passed in May 2017, took effect, including a new definition of "meeting" and four new exceptions to the open meeting rule.

A "meeting" now means a regular, special, or other meeting of a council, local board, or committee of either of them, where a quorum of members is present, and members discuss or otherwise deal with any matter in a way that materially advances business or decision-making.

In addition to the existing 10 exceptions in s. 239(2), these four new ones were added, permitting a meeting or part of a meeting to be closed to the public if the subject matter being considered is:

(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

All four new exceptions are discretionary, meaning that the municipality or local board can opt to discuss matters that fit within these exceptions in an open meeting, and the Ombudsman encourages officials to interpret them narrowly in the interest of transparency and accountability.

None of the investigations we conducted in fiscal 2017-2018 involved these new provisions, but our Office will share information with municipal stakeholders about their application and best practices as we receive and review relevant cases.

Under the new legislation, municipalities that are found to have violated the open

meeting rules are now also required to respond to the Ombudsman (or their own investigator), by passing a resolution stating how they intend to address the investigator's report.

Exception-al cases

Most of the complaints we investigate about potentially illegal meetings revolve around whether or not a municipal council, local board or committee correctly interpreted, cited and/or used the exceptions in s.239 of the Act. To assist municipal stakeholders and anyone interested in this area of law as it continues to develop, our Office is in the process of creating a digest on our website that will allow closed meeting reports to be searched by topic or issue – such as how certain exceptions can be used, what constitutes a “meeting,” or procedural matters like passing a resolution to close a meeting. As in previous years, the most common issues we investigated in 2017-2018 related to misuse of the s.239 exceptions, and some procedural matters.

Personal matters

Under the exception in s.239(2)(b), municipal meetings can be closed for discussions about personal matters about an identifiable individual. Misinterpreting this exception is the most common mistake municipalities make when closing meetings, as they struggle with the line between professional and personal information when discussing employees, colleagues and others.

We reviewed several cases this year in which municipalities correctly applied this exception to close certain meetings, such as when the **Township of St.-Charles**

council discussed several employees' personal information, including their performance, conduct, and employment status. The same was true when the **City of Cornwall** council met with council for the **Township of South Glengarry** to discuss the performance and conduct of members of the Cornwall Regional Airport Commission.

In contrast, when the **City of Timmins** council closed a meeting to talk about individuals at a private business, it was illegal because the information was publicly available and the discussion did not reveal anything personal.

Labour relations or employee negotiations

Often cited in conjunction with the exception for personal matters, s.239(2)(d) permits closed session discussions about labour relations or employee negotiations. The Ombudsman found this exception was correctly used by council for the **Town of Georgina** for a discussion about specific employees in the context of an organizational review, and by council for the **Township of North Huron** to talk about the general work environment of its volunteer firefighters, where the issue was relevant to negotiations in an ongoing labour dispute.

Litigation or potential litigation

The exception for discussions about litigation or potential litigation is intended to apply when there is a reasonable prospect of litigation; the courts have found there must be more than a “mere suspicion” that litigation could arise. The Ombudsman found several meetings closed under this exception illegal for this reason – for example, the **Township of Russell** council's discussion of a sponsorship and fee proposal for

a local sports facility was sensitive, but no ongoing or potential litigation was discussed.

Security of the property

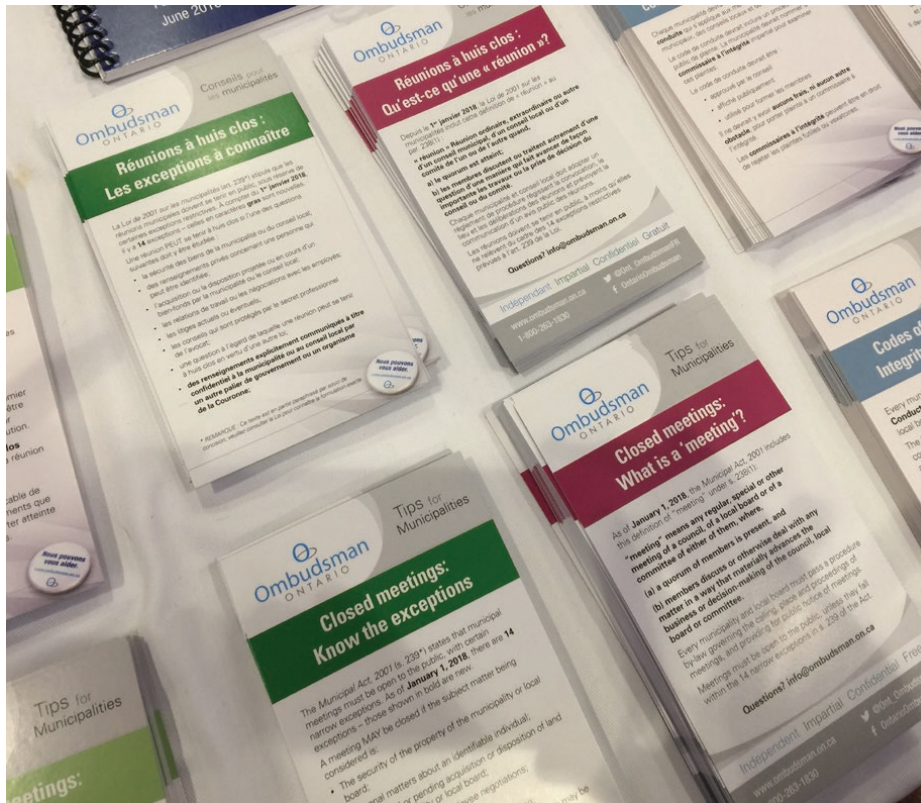
The exception for discussions about the security of the property of the municipality or local board is meant to apply to discussions where there is a threat of loss or damage to property, such as fraud or vandalism, but it is often misused.

For example, the **Town of Deep River** council wrongly relied on this exception to discuss a police service consultation plan, as there was no potential threat, loss or damage involved.

Procedural matters

The Ombudsman also made numerous recommendations to municipalities for best practices with regard to giving public notice of closed meetings and providing meaningful information on the agenda about topics to be discussed. Our most common best practice recommendations are that municipalities pass a clear resolution before any closed meeting, setting out the general nature of what is to be discussed – and that they ensure the discussion does not stray from this. In one case we reviewed, the **Township of Lanark Highlands** passed a resolution to go in camera, describing the nature of the discussion as “council and staff communication and structure” – but the closed meeting lasted for approximately four hours and covered a variety of topics.

The Ombudsman also routinely recommends that all municipal councils, committees and local boards make audio or video recordings of closed meetings, to ensure an accurate record. He found issues with lack of detail in closed



■ Our Office's new "tip cards" for municipal stakeholders are a quick reference guide to recent changes in legislation, such as the new definition of "meeting." See our website or contact us to obtain copies.

meeting minutes in several municipalities this fiscal year, including in the townships of **Russell** and **Tehkummah**, and the **City of Welland**. However, he also reminded the **City of Niagara Falls** that a recording does not take the place of complete and accurate written minutes.

More and more municipalities have begun to make digital recordings of their meetings. As of the writing of this report, these included: The **Cities of Brampton, London, Niagara Falls, Oshawa, Port Colborne, Sarnia, Sault Ste. Marie** and **Welland**; the **Towns of Amherstburg,**

Fort Erie, Midland, Wasaga Beach and **Pelham**; the **Municipalities of Brighton, Central Huron, and Meaford**; and the **Townships of Brudenell, Lyndoch and Raglan, Adelaide Metcalfe, McMurrich/Monteith, and North Huron**.

Case summaries

Above board

In a report about the **Town of Fort Erie's Ridgeway Business Improvement Area** board, the Ombudsman found that

the board held a closed meeting without giving public notice or passing a resolution to close the meeting. The topics discussed by the board fit within the exceptions in the Act, but the board failed to take meeting minutes and made a decision about an employee's contract that was not permitted in camera. The Ombudsman recognized that the board had never been trained on the open meeting rules and did not have its own procedure by-law or staff support from the town. He recommended that the town ensure all of its local boards receive training and support going forward to ensure they meet their obligations under the Act.

Telephone tag

When the Mayor of the **Municipality of Brighton** made a series of phone calls to four councillors to discuss an opportunity to sell land in the municipality's industrial park, it was an illegal serial council meeting. During the phone calls, members of council discussed specific terms of a proposal that was ultimately sent to a party interested in purchasing the property. The Ombudsman recognized that the council members may have been motivated by a desire to act quickly and secure an economic advantage, but local government must remain vigilant to ensure that decision-making is done in a transparent and accountable fashion.

Social statement

A committee of council in the **Town of Carleton Place** met in closed session to talk about a public statement made by the town's Mayor that included comments about an individual member of the

public. The Mayor referred to “attacks” against himself and members of council by someone he called a “disgruntled developer.” That individual then posted publicly on social media, linking to the Mayor’s statement, stating that the Mayor and the town had opened themselves up to a discrimination lawsuit. The committee relied on the exception for litigation or potential litigation to discuss the matter in camera. The Ombudsman found that there was not a reasonable prospect of litigation at the time of the meeting, as the social media post was rhetorical and did not contain a threat of litigation.

Too-secret ballot

The **City of Welland** went in camera to talk about how to fill a vacant seat on council, citing the exception for personal matters. Council discussed the process it would use to fill the seat, deciding to use a simple vote rather than a ranked ballot. It then chose a candidate by secret ballot. Staff prepared a motion for open session that named that individual as the appointee. Council returned to open

session and voted on the motion as part of a block of items arising from prior discussions. The Ombudsman found that the discussion was not permitted in camera because it was about the process to appoint the new councillor; no personal information about the candidates was discussed. The vote held in the closed meeting was also illegal, as it was not procedural or to give directions to staff, nor was it permitted by the city’s procedure by-law, which prohibits the use of secret ballots.

Lock lapse

When the **Township of Russell** held a special meeting in July 2017, the public door to the town hall was locked by mistake. A member of the public arriving to observe the meeting was locked out, and only able to enter two or three minutes later when someone exited. This short delay was enough to cause the person to miss most of the council meeting, which was only five minutes long. Staff told us that they manually unlock the doors ahead of meetings, but

that they might have been automatically locked again when another government office in the building closed. The Ombudsman found that the meeting was illegally closed to the public, and urged the township to ensure that access doors are unlocked during meetings.

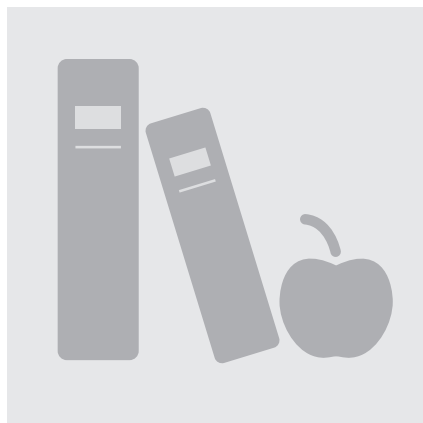
Power gathering

The **Town of Grimsby** is the sole shareholder for its municipally-owned hydro company, Niagara Power Inc. When members of council attended a shareholders’ meeting hosted by the company’s board, the Ombudsman found that it was an illegal meeting of council. Council failed to provide public notice of the meeting, and the public was not permitted to attend or to access the meeting minutes. However, when council met informally after a meeting to hear an update from a member of the company’s board, that gathering was not a meeting of council because the information discussed was not council business, but an update about a matter being addressed by the company’s board of directors.



It’s no fun to get a complaint, but that’s life. It can be constructive, though.... Yes, they found a mistake that we are going to correct, but I’m impressed with the way the Ombudsman’s office treated this complaint.”

– City of Cornwall Councillor Bernadette Clement, as quoted in the *Cornwall Standard-Freeholder*, December 18, 2017



EDUCATION – EARLY YEARS THROUGH GRADE 12

Overview and trends in cases

This marks the second full fiscal year that the Ombudsman has had jurisdiction over school boards and universities, in addition to the provincial government's education-related ministries and other bodies. Our last two Annual Reports divided the education sector according to levels of government – provincial programs (including colleges) in one chapter, then school boards and universities in their own. With this report, we are now reporting on the education sector as most Ontarians know it – starting with early childhood education programs and the primary and secondary school systems, followed by post-secondary education and related programs.

Complaints about education for children through Grade 12 declined overall in 2017-2018. Although general complaints about the Ministry of Education were about the same as last year – **51** – and did not reflect any significant new trends, complaints about school boards dropped

to **871** from 945 in 2016-2017.

All of these complaints were resolved informally. In fact, the Ombudsman has only launched one formal investigation related to school boards – the investigation of the Toronto school bus driver shortage – since gaining this jurisdiction in 2015. However, in resolving complaints, our staff often work with the relevant officials to determine how the case can be settled locally, review existing complaint avenues or policies, or suggest best practices to avert future complaints.

School boards and school authorities

We received **74** fewer school board cases in 2017-2018 than in the previous year, which saw a surge of more than 100 complaints because of a school bus driver shortage in Toronto in September 2016 (the Ombudsman's report on this was published in August 2017 – see the update under **Investigations**). The number of school boards complained about remained about the same as in

CASES BY TYPE OF SCHOOL BOARD

871
Total

581
English public boards

207
English Catholic boards

45
Board not specified

20
French Catholic boards

17
French public boards

1
School authority

2016-2017: **64** out of 72 boards. We also received **1** complaint about one of the province's 10 school authorities, and **8** about provincial schools that provide education to students who are deaf, blind or have severe learning disabilities.

Although transportation was still an issue in some boards this fiscal year, the most common complaints continued to be about the actions of school board staff and the adequacy of boards' services to students with special needs. Other complaint trends involved student discipline, as well as boards' decisions to close or consolidate schools; generally, we referred these cases to existing complaint mechanisms at the local level.

Our Office also assisted several boards as they implemented policies and procedures to deal with exclusions under section 265(1)(m) of the *Education Act*, along with trespass notices. As well, we continued to monitor the implementation of improved trustee conduct procedures, such as the work being done by Waterloo Region District School Board.

To share information about how we work and spread awareness about how our Office can help parents, students, educators, trustees and other stakeholders, the Ombudsman and numerous staff members spoke at conferences and a variety of outreach events in the education sector, and senior team members also met with several boards.

Complaints about and from staff

Because we are an office of last resort, when we receive complaints about school board staff, we generally refer

them to the responsible superintendent for a response. In some cases, we provided referrals to the Ontario College of Teachers. We also received complaints from board staff about the actions of their employers; in most cases, we were able to refer them to their union.

Where staff had already raised concerns with their board – for example, with respect to the adequacy of a workplace harassment investigation or a hiring process – we reviewed the boards' actions. In these cases, our staff generally found that the boards had policies and procedures in place to deal with these matters, and were following them. We suggested that one board develop a clear hiring policy and procedure for management positions in order to better manage candidates' expectations.

Special education

Our Office received **108** complaints related to special education in 2017-2018. These related to the adequacy of in-school supports for these students, as well as the response of educators to parents' concerns. As an impartial officer, the Ombudsman cannot advocate for specific programs or services on behalf of parents or students; rather, our Office's role in such cases is to ensure they are aware of available complaint processes and appeal avenues, and that boards are responding to them in accordance with relevant legislation and policies.

Complaints about special education often arise when students are transitioning between programs, such as from a specialized program to a regular classroom, or vice-versa. One mother complained to us when her son was unable to return to

school after he had been withdrawn from a specialized behavioural program. Our review determined that the specialized program and the school board had failed to communicate with each other about the student's status, and there was no protocol in place for transitions or for home instruction in such cases. As a result of our inquiries, the student was able to transition back into his original school, and the board assigned an administrator to ensure co-ordination between the board and its specialized program providers.

Exclusions and trespass notices

An exclusion can be imposed by a principal when the presence of an individual is a risk to the health and safety of students. We have seen several cases where exclusions have been used to temporarily remove students whose behaviour is having an impact on others, with the intention of giving the school time to deal with the excluded student's behavioural needs.

Under the *Education Act*, such an exclusion is subject to an appeal to the board, but our Office has noted very few school boards that have appeal processes in place. When we deal with complaints about exclusions, we remind boards of the requirement in the Act, and encourage them to adopt policies and procedures for imposing and appealing exclusions. We are aware of at least two boards having done so in 2017-2018.

We also received complaints from across the province about boards imposing access and communication restrictions on parents, usually after an incident between a parent and school staff that the principal or area superintendent deems to be

contrary to the board's code of conduct or a threat to safety. Restrictions can range from limiting a parent's contact with a certain person at the school to barring them from all board property.

In reviewing such cases, we look at the terms of the restriction, how it was communicated, and whether it can be appealed. We encourage boards to include information about restrictions and trespass notices in their codes of conduct, or create and publicize standalone policies to address them.

Our review of a restriction on one father determined that the board had not informed him he could appeal it to the director. As a result, the board updated its trespass notice template to include information about how to appeal.

School closings and property matters

School closings and consolidations continued to be a common complaint trend in several areas of the province in 2017-2018, along with other complaints about school property matters.



The Ombudsman has made a number of important recommendations that, together with changes we have already made, will help improve the busing experience for TDSB students and parents alike. The disruptions last fall should not have happened and we believe the steps that are being taken will ensure it doesn't happen again."

– John Malloy, Director, Toronto District School Board, responding to the Ombudsman's report *The Route of the Problem*, August 10, 2017

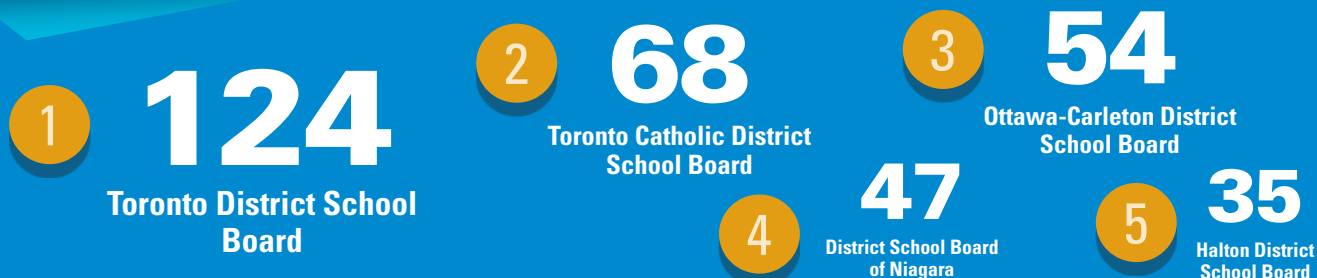
The process for closing or consolidating schools is set out in the Ministry of Education's Pupil Accommodation Review Guideline. In June 2017, in the wake of a surge of complaints about closings, the Ministry instructed boards to put new pupil accommodation review processes on hold, pending its consultations on updated guidelines. In April 2018, the Ministry released a revised Pupil Accommodation Review Guideline.

Our Office also dealt with complaints regarding the disposing of old school sites and renaming of newly consolidated ones. Our review focused on the relevant legislation, regulations, policies and

procedures. In a case involving the impact of a private development on a school, we were able to validate the processes undertaken by the school board to keep parents and the community engaged and informed.

The Ombudsman does not serve as an appeal body for school board decisions on which schools to close. Our Office's focus is on whether policies and procedures have been followed and are reflective of best practices. Consistent with our role as an office of last resort, we also refer complaints about recently concluded pupil accommodation reviews to the Ministry of Education's administrative

TOP 5 SCHOOL BOARDS BY CASE VOLUME



review process. Through this process, individuals who have participated in a pupil accommodation review can petition the Ministry to appoint a facilitator to conduct an independent review of the process undertaken by the school board leading up to its decision.

Busing

Our Office continued to receive complaints about busing from across the province: **88** in 2017-2018. Although the number of complaints for the Toronto public and Catholic school boards dropped in the wake of the Ombudsman's report on their handling of a bus driver shortage the previous school year (see update under **Investigations**), we did see complaints from other school boards across the province.

These included **9** complaints about busing in French-language boards, most related the two Toronto-based boards and their transportation consortium around the start of the 2017-2018 school year. Our Office monitored the situation at these boards

and spoke with the relevant transportation consortia as needed about their plans to remedy these delays.

We also received a few complaints from families who were not satisfied with the response of transportation consortia to requests for busing in exceptional circumstances, and about changes in some boards' busing policies. These were resolved locally through contacts with relevant officials.

High school registrations and exemptions

In June 2017, the Human Rights Tribunal of Ontario reached a settlement in a case involving the Simcoe Muskoka Catholic District School Board, requiring the board to implement – and share with other Catholic boards – a procedure for handling high school students' requests to be exempted from religious studies. Our Office has received complaints about several boards refusing such exemptions, which are provided for in the *Education Act*. To ensure consistent application of

the rules in the Act, we encourage all affected boards to have procedures in place for handling exemptions.

We also encourage all boards to have procedures for handling registration requests from 16- and 17-year-olds who are on their own ("withdrawn from parental control," under the *Education Act*). We helped one 16-year-old deal with this, after she moved to a different community from her parents and her new local board refused to register her. Our staff confirmed with the girl and her family that she had withdrawn from parental control, and the board agreed to register her. Shortly thereafter, it updated its registration policy to account for such situations.

Investigations

School busing issues in Toronto

Report: *The Route of the Problem*, released August 2017



Investigation update:

In the first weeks of September 2016, some **2,687** Toronto students – including more than 300 with special needs – were stranded at

bus stops and at their schools, waiting for buses that were hours late or never arrived. Parents and school administrators scrambled to make arrangements for stranded children, but several young and vulnerable students were put at risk as overwhelmed bus drivers, unfamiliar with routes and security protocols, left them at wrong stops or without the required supervision.



The TCDSB is appreciative of the recommendations contained in the Ombudsman's report, as it reaffirms the solutions we have already undertaken collectively with our transportation partners since last September. The report will also help us monitor performance and support our ongoing commitment to provide an optimum level of school bus service for our students."

– Rory McGuckin, Director, Toronto Catholic District School Board, responding to the Ombudsman's report *The Route of the Problem*, August 10, 2017



■ August 10, 2017: Ombudsman Paul Dubé releases report on school busing problems in Toronto, *The Route of the Problem*, at the Ontario Legislature.

After receiving nearly **90** complaints, the Ombudsman launched a systemic investigation into the Toronto District and Toronto Catholic District school boards' oversight of student transportation and their response to the busing crisis. We received a further **78** complaints after the investigation was launched.

Both boards and their busing consortium, the Toronto Student Transportation Group, accepted all **42** of the Ombudsman's recommendations to improve bus route planning, driver training and communication with parents. As the Ombudsman's report was published just a few weeks before the start of the 2017-2018 school year, they acknowledged mistakes and expressed confidence that,

thanks to improvements implemented during the course of the investigation, the crisis would not recur. The relatively few complaints we received about transportation in the Toronto public and Catholic boards in September 2017 were resolved informally.

In February 2018, in their first semi-annual update to our Office, the boards reported that **11** recommendations had been fully implemented, **22** were in progress, and the rest would be addressed when transportation contracts are next renewed. The improvements they have made include:

- Improved oversight of student transportation planning, including weekly meetings with bus operators

leading up to the start of school, to gauge preparedness;

- Better communication with parents, including plans for a GPS system to track buses and a web-based portal to provide real-time information on bus status (both in progress);
- Updated protocols for providing notice to parents about transportation changes, and plans for a formal, centralized complaints handling system;
- Enhanced oversight of bus operators and service contracts, including investigations and remedial action by boards where there are safety concerns or operators fail to meet standards;
- Minimum service standards for wait and response times regarding safety incidents and parents' calls to the consortium;
- Improved training of bus operators and drivers on child safety protocols and programs;
- Improved communication between the boards and transportation group.

We will continue to monitor the boards' progress on the outstanding recommendations, and the impact of these on service delivery.

The Ministry of Education also announced a provincewide review of student transportation services, which began in the fall of 2017. Our Office assisted with this in October 2017 by providing officials with a briefing on the general issues we have seen in our handling of busing complaints. A report on this review is expected in the fall of 2018.

Case summaries

Bus fuss

A mother of two sought our help after she was unable to get a response from her school board about why she could not get busing for her four-year-old son, even though her eight-year-old son was being bused to a school closer to home. She was on social assistance and had been spending \$20 on taxis each way to get her younger son to and from his first week of school. Our Office reached the board's transportation consortium, whose staff confirmed that the mother had only requested busing on the first day of school, and they had a backlog of such requests to work through that week – but they confirmed the younger boy was eligible for busing and contacted the mother.

To fee or not to fee

Our staff helped two parents whose local school board wanted to charge them more than \$6,000 tuition for their son

because his legal guardian lived outside of Ontario – even though the boy did not live with the guardian. We spoke with the school board and the Ministry of Education, and found that the school board was authorized to charge such a fee – however, it agreed to waive it for the school year, to allow the family to settle the issue of the boy's guardianship.

Searching for answers

A father contacted us after he went to pick up his daughters at their after-school program and discovered they were off premises without any prior notice. The girls, aged 4 and 10, were among a group of 60 children who were taken on a walk through a residential area as part of a safety drill. Our staff made inquiries, noting that the father was unsatisfied with the response he received from the program director and school board. The school committed to having a superintendent available to respond to issues about the after-school program and training staff to better handle future incidents.

GOOD TO KNOW

Cases related to post-secondary education (universities, colleges, OSAP, etc.) can be found in the next chapter.



[An Ombudsman staff member] gave me advice and I followed it. I just wanted to thank her and tell her everything's been resolved. I want to thank you very much. I'm very pleased with the service I received from you people, and I do really thank you."

– Voicemail from complainant



EDUCATION – POST-SECONDARY

Overview and trends in cases

This category of complaint covers everything to do with education in Ontario after high school, from the loans and training programs provided by the provincial Ministry of Advanced Education and Skills Development, to complaints about post-secondary institutions themselves – including universities, colleges of applied arts and technology, private career colleges, and the College of Trades.

This marks the second full fiscal year that our Office has been able to take complaints about universities, and – most likely because awareness about our oversight continues to grow – we saw complaints in this area increase substantially, to **268** from 175 in 2016-2017.

This increased awareness also seems to have reached stakeholders at colleges of applied arts and technology, even though they have always been within the Ombudsman’s jurisdiction – the **189** complaints we received about them in 2017-2018 is the highest in the past five fiscal years:

TOTAL COMPLAINTS ABOUT COLLEGES OF APPLIED ARTS AND TECHNOLOGY	
2017-2018	189
2016-2017	161
2015-2016	137
2014-2015	110
2013-2014	100

Although colleges of applied arts and technology and publicly funded universities have a different governance structure – colleges report directly to the Ministry of Advanced Education and Skills Development, whereas universities govern themselves independently – our experience has shown that complaints about administrative conduct tend to be similar for both types of institutions. The most common topics of complaint for both are academic decisions, fees and admissions.

As with all complaints we receive, our Office seeks to resolve them at the local level wherever possible. Our staff worked with university, college and Ministry officials to resolve all complaints in 2017-2018 without need for formal investigation – in fact, to date, the Ombudsman has not conducted a formal investigation of a university, and it has been several years

TOP CASE TOPICS

1 **268**
Universities

2 **189**
Colleges of applied arts and technology

3 **142**
Ontario Student Assistance Program

4 **20**
Ontario College of Trades

since our Office's last formal investigation of a college.

Academic appeals

Most of the complaints we receive about universities and colleges relate to academic decisions – that is, students' marks and how the institutions handle appeals. The Ombudsman does not review individual students' grades and cannot force a college or university to change a grade or grant an accommodation. Our role in such cases is to provide information about the appeals process and to ensure that policies and procedures are followed and that appeals are dealt with according to the principles of administrative fairness. In general, post-secondary institutions have comprehensive policies and procedures in place for academic appeals. However, our Office has worked with many of them to suggest best practices and improvements with respect to promoting procedural fairness.

A student whose performance in a university's professional program resulted in a recommendation that he be withdrawn from the program complained to us about the process. Our review

found that the university had provided explanations to the student, but as a result of our inquiries, it committed to reviewing its performance and appeals process to improve its transparency and consistency.

Our Office encourages all colleges and universities to consider ways to ensure those who sit on academic appeal bodies understand the importance of ensuring procedural fairness at all levels of decision-making.

Fees

Many of the complaints we received about fees at universities and colleges related to administrative levies imposed on students for late withdrawals from programs, or other missed deadlines. Our approach in such cases is to determine whether the institutions were adhering to their policies and procedures, and our experience has been that they generally do so – although where appropriate, we suggest ways that they can improve communication to ensure students are aware of their obligations.

In a few urgent cases, we helped students resolve delays in obtaining tuition refunds. For example, we helped expedite

a refund for a student who had transferred from one college to another and had been unable to pay tuition at the new institution for eight weeks while he waited for the first college to refund his tuition.

We also assisted a student who had withdrawn from college for health reasons, but had missed the deadline to withdraw. After our Office inquired, the college acknowledged it should have asked the student if he had documentation to demonstrate exceptional circumstances to justify a tuition refund. It did so, and refunded his fees in accordance with its policies.

Admissions

Although our Office does not have direct jurisdiction over the Ontario Universities Application Centre or the Ontario Colleges Application Centre (they are both non-profit agencies created to administer the application process), we can review complaints about how individual colleges and universities handle admissions.

Some of the complaints we received in 2017-2018 involved the assessment of international credentials by post-secondary institutions, which can vary by institution.

TOP 5 UNIVERSITIES BY CASE VOLUME



In the interest of transparency, our Office encourages colleges and universities to make public as much information as possible about how they assess international credentials and how applicants can contact relevant admissions personnel.

Access and communication restrictions

Students who were suspended, given trespass notices or otherwise had their access to college or university restricted often complained to our Office. In such cases, since most colleges and universities have policies and procedures in place for imposing such restrictions, our role is to ensure that the relevant policies and procedures are clearly communicated and followed, and that affected students and community members are treated as fairly as possible.

One student who was suspended for breaking her college's code of conduct complained to us that the letter she received did not explain her appeal rights, and referred to a policy document she could not access (it was not on their website).

After we made inquiries, the college extended its deadline to allow her to appeal, and posted a clearer, updated policy online.

Labour issues

This fiscal year saw labour actions at several colleges and universities, and we received complaints about some of them – including **27** about the five-week strike by college faculty across the province in the fall of 2017. Our Office does not get involved in labour disputes, but we do keep an eye on how colleges and universities respond to administrative issues that may arise as a result of labour actions. In the case of the college strike, we monitored the Ministry's actions and communication with colleges about refunding tuition for affected students, and we referred complaints back to the colleges as warranted.

University and college ombudsmen

As complaints are best resolved locally, our Office encourages all colleges and

universities to establish an independent ombudsman as a best practice. Information and resources on creating such an office can be obtained through the Association of Canadian College and University Ombudspersons.

The number of Ontario post-secondary institutions that have an ombudsman has fluctuated in recent years, and their offices have varied in their structure, scope and independence. Still, interest among post-secondary stakeholders in the ombudsman role has recently increased. As of the writing of this report, among the province's 21 publicly funded universities, we are aware of **9** that have an institutional ombudsman (that is, they are appointed by the university or jointly by the university and its student union), and **2** that have a student ombudsman (that is, appointed only by their university's student union). Among the 24 colleges of applied arts and technology, we are aware of **4** that have an institutional ombudsman.

Where possible, our Office refers complaints to these offices, depending on their structure and independence, and the type of complaints they are able to handle.

TOP COLLEGES OF APPLIED ARTS AND TECHNOLOGY BY CASE VOLUME

1 **18**
Humber College

2 **14**
• Sheridan College
• George Brown College

3 **13**
• Seneca College
• Durham College

Ontario Student Assistance Program (OSAP)

We received **142** complaints in 2017-2018 about OSAP, which provides grants and loans to post-secondary students. This is consistent with complaints in previous years, although changes to OSAP took effect in the fall of 2017 that provide increased funding to low-income students. As in previous years, complaints about OSAP involved decisions about funding eligibility, or service issues.

A student complained to us that she had waited almost a year for a response to her application to OSAP for an Ontario Student Opportunity Grant – a funding program that assists students in reducing their loan debt. She had been told she was eligible for a grant of about **\$7,000** and to expect an answer in three months. OSAP officials acknowledged to our staff that it could take them up to a year to process such applications, but in response to our inquiries, they expedited the student's grant.

We also helped a student in an accelerated program at a private career college who received an Ontario Student Opportunity Grant in her first year, but was refused in her second. After our Office spoke with college and Ministry officials to clarify a concern about how the length of her program was calculated, she was awarded a grant of **\$7,600** under a policy that applies to accelerated programs.

Ontario College of Trades

We received **20** complaints about the College of Trades in 2017-2018 – the same as the previous year. Registration fees remained a common source of complaints, but we also heard about



■ February 15, 2018: General Counsel Laura Pettigrew and Wendy Ray speak to the Ontario University Registrars' Association about our Office's work, for the third consecutive year.

other issues – including the College's Trade Equivalency Assessment Program. One man complained that it took several weeks for the college to review and deny his application under this program for certification in a particular trade, based on his previous work experience. He also had trouble obtaining reasons for its decision. Our staff clarified the steps taken in the college's review and its reasons for delay, and its officials contacted him to explain why his application was denied.

Case summaries

Just missed the mark

A mother of three who was enrolled in a combined college and university nursing program was not allowed to progress to the university portion of the program because her grade in a college course was 1.5% below the required threshold. She appealed the mark, but complained to us that the

college's appeal decision did not address an in-course evaluation that had a major impact on her grade. Our Office referred her to the college's ombudsman, who was able to help her get a new evaluation by a different professor. This resulted in a high enough grade to allow her to enrol in the university portion of the program.

Right to appeal

A university student contacted our Office with several concerns, including a stalled academic appeal, the conduct of one of his professors, administrative fees, and the university's unwillingness to release his official transcript. Our Office made several inquiries and determined that he could escalate his academic appeal to the university's senate, but that his concerns about the professor, the administrative fees and his transcript were all handled in accordance with the relevant university policies.



TRANSPORTATION

Overview and trends in cases

Almost everything related to how Ontarians get from place to place is counted in this category, the bulk of which is the responsibility of the Ministry of Transportation. The most common complaint topics, by far, are those involving driver licensing and vehicle registration.

We received **598** total complaints about the Ministry and its programs – the highest number in at least the past decade. This was due mostly to a new trend in complaints about DriveTest, which is licensed by the Ministry to operate 94 examination and testing centres. Because the Ombudsman does not directly oversee private companies, DriveTest was not counted in these statistics in previous years, but the significant number received this year – **104** – prompted us to bring them to the Ministry's attention and monitor its response to them.

We also receive complaints about some transportation issues at the local level, which we refer accordingly wherever

possible, and about Metrolinx, the provincial agency mandated to manage and integrate the transportation network in the Greater Toronto and Hamilton areas.

Driver licensing and testing

The Ombudsman's systemic investigation into how the Ministry informs drivers of licence suspensions, launched in May 2017, is complete and a report is pending (see update under **Investigations**). However, several other issues related to driver licensing also generated hundreds of complaints, including other correspondence issues, medical review of licences, and driver testing.

Correspondence issues

For the past few years, Ombudsman staff have monitored the Ministry's efforts to improve how it deals with returned mail, in the wake of a case we reported in 2015-2016 of a man who received no notice of his licence suspension because his street address didn't allow mail delivery, and the Ministry did not track returned mail.

TOP CASE TOPICS

1

261

Driver licensing

2

109

Medical review

3

104

DriveTest

The Ministry has since done a manual audit of returned mail and added training for ServiceOntario and DriveTest staff on how to properly input address data. It is also looking at longer-term improvements that will involve broad upgrades to its computer system. We continue to meet with senior Ministry officials on this issue on a regular basis.

Medical review of licences

The Ministry's efforts to address issues within its Medical Review Section, which suspends the licences of drivers who are found to be medically unfit, have resulted in a steady decline in complaints to our Office. We received **109** cases related to the Medical Review Section in fiscal 2017-2018, down from 116 the previous year, and a sharp drop from 242 in 2015-2016. The Ministry has reported to us that its changes have resulted in more efficient processing of files and clearer communications with drivers, although we continued to see some cases that raised serious concerns.

A man whose licence was suspended for medical reasons complained to us that he wasn't given a chance to demonstrate to the Ministry that his condition – sleep apnea – had no effect on his ability to drive. After our staff made inquiries, the Ministry agreed to reverse the suspension for two months to allow the man to submit a new medical assessment of his condition.

Similarly, we helped a woman get an extension to submit medical information to the Ministry after she learned too late that its request had been mistakenly delivered to her neighbour's address. The Ministry initially told her it would take 4-6 weeks to review her medical information and decide on whether to reinstate her licence

Our staff pointed out to the Ministry that she needed the licence urgently for work, and its officials agreed to retract her suspension and give her a time extension to submit her medical report.

DriveTest

We alerted the Ministry about a trend in complaints we received about DriveTest – the privately-operated centres it relies on to handle driver examinations and licensing services – including road tests, written tests, licence applications. We received **104** such cases in 2017-2018, most of which were about service issues, such as long wait times at test centres, problems with online services, and how complaints are handled. Ministry officials acknowledged that there are service issues and undertook to address these concerns.

In December 2017, the Ministry announced it would open two new DriveTest Centres by 2019, expand hours of operation at 13 high-demand service locations, add 90 employees, and pilot several online service improvements. Our Office will monitor the Ministry's progress in implementing its initiatives, and their impact on DriveTest service and the complaints we receive.

Deteriorating vehicle plates

We continue to monitor the province's response to a problem with defective licence plates, which are made by inmates at a correctional centre in Lindsay. When drivers across the province began reporting that the coating on many plates was peeling, cracking and bubbling, the Ministry announced it would replace them free of charge if they were less than five years old. We received complaints from

motorists who were told they would have to pay to replace older plates, which they felt was unfair, because the requirement to report a peeling plate within five years had never been communicated to the public. After we raised this matter with the Ministry, it agreed to update ServiceOntario's website to include that plates that began peeling within five years would be replaced with no fee. We addressed **5** new complaints about this matter this fiscal year, and continue to monitor the Ministry's response.

Investigations

Driver's licence suspensions and reinstatements

Launched: May 2017

Investigation update: Focused on the adequacy and effectiveness of the Ministry's administrative processes for notifying and communicating with drivers about licence suspensions and reinstatements with regard to unpaid fines, this investigation stems from an issue that our Office flagged to the Ministry for several years.

We continue to receive complaints from drivers who had no idea their licences were invalid or suspended, and only discovered this when stopped by police or doing other transactions involving their licences. In some cases, due to the length of time the suspension was in effect, the Ministry then treated them as new drivers and required them to go through its graduated licensing program. The Ombudsman was particularly concerned that drivers who are unknowingly suspended may not be covered by insurance if they are in an accident.

As of the writing of this report, the field work of the investigation had wrapped up and the Ombudsman's findings and recommendations were in the process of being drafted.

Monitoring of drivers with uncontrolled hypoglycemia

Report: *Better Safe Than Sorry*, released April 2014



Investigation update:

Launched in the wake of a tragic traffic accident in which a driver with uncontrolled hypoglycemia caused the death

of three people, this report made several recommendations to address gaps in the Ministry of Transportation's system for monitoring and reporting drivers with potentially dangerous medical conditions. These recommendations have now been addressed, and the Ministry has met its commitment to keep the Ombudsman informed on its progress in implementing them.

Effective July 1, 2018, it will be mandatory for physicians, nurse practitioners and optometrists to report drivers with certain high-risk medical conditions. These medical professionals, as well as occupational therapists, will be also authorized to notify the Ministry if they are of the view that a driver has any other medical condition or impairment that may make it unsafe for them to drive.

Case summaries

On the road again

An Ontario man who had temporarily moved to B.C. was told upon his return that his motorcycle licence had been cancelled and he would have to go through the testing process again. He contacted our Office because he was not getting clear answers as to why his licence had been cancelled in the first place. In response to our inquiries, the Ministry's review determined that the B.C. licence office had made an error when it temporarily exchanged the man's Ontario licence. Ministry officials contacted the man directly and arranged for him to pick up his reinstated Ontario motorcycle licence at a DriveTest centre.

Bugs in the system

An elderly woman contacted us after she was unable to get provincial officials to respond to her about a blocked highway culvert near her home that had become a mosquito breeding ground. Ombudsman staff contacted the Provincial Highway Management Branch, which committed to send someone to her property to assess the problem. Ministry officials let us know they would replace the culvert and ensure it was working properly.

Have licence, will travel

A woman seeking to renew her driver's licence was given a temporary one, valid for three months, and told her new licence would be mailed in 6-8 weeks. When it did not arrive in the mail, she made several calls to inquire about it.

Each time, she was told the matter would be looked into, but almost 12 weeks later, with the temporary licence about to expire, she contacted our Office. She explained the matter was now urgent, as she was travelling internationally in about two weeks, and would not be able to drive during her trip if she didn't receive her new licence in time. Ministry officials acknowledged to our staff that an error on their end had delayed the woman's licence. They expedited it and ensured the woman received her licence a few days later, in time for her trip.

Change of address

An inmate who tried repeatedly to get information from the Ministry of Transportation about his driving record and other issues complained that he could not get information from officials during the 20 minutes of phone time he was allowed. Our staff facilitated his contact with Ministry staff so he could discuss his issues. Our inquiries also found that the Ministry had notified him of an issue with his request for his driving record, but sent it to his home address, instead of the jail. It agreed to send all requested documents to the jail.

Hits the spot

When a woman hit a pothole on a county road that damaged her vehicle, she tried to seek reimbursement. The county told her it was the Ministry of Transportation's jurisdiction, but the Ministry told her the opposite. After our staff contacted both levels of government, Ministry officials determined it was indeed in their jurisdiction, and the woman was compensated the more than **\$1,100** it cost to repair her vehicle.



HEALTH

Overview and trends in cases

Our Office oversees the Ministry of Health and Long-Term Care, the Ontario Health Insurance Plan and numerous programs that assist with funding drugs and medical devices. We received **602** complaints about Ministry organizations within our jurisdiction. The top source of complaints was the Ontario Health Insurance Plan (**132** cases).

We have always received hundreds of complaints every year about hospitals and long-term care homes (in 2017-2018, there were **497** and **82**, respectively); unfortunately, they have never been within the Ombudsman's jurisdiction. However, since 2016, the Ministry has had a Patient Ombudsman, and we now routinely refer such complaints to that office.

We are sometimes able to help when such concerns involve Ministry policies and procedures or the actions of Ministry staff. For example, when a woman complained to us that the Ministry had not taken any action or responded to her complaints about the quality of care in her

mother's long-term care home, our staff facilitated a phone call in which Ministry officials discussed the results of their inspection of the home with her. They also sent her a copy of the inspection report and a letter explaining the inspector's findings.

We also received **28** complaints specifically about the Patient Ombudsman (which reports through Health Quality Ontario); these complaints were resolved through communication with senior officials at that office.

Ontario Health Insurance Plan (OHIP)

Complaints about OHIP increased slightly in 2017-2018, to **132** from 115 in the previous year. Many related to the renewal and replacement of health cards. We also heard from people who returned to Ontario after a period of absence and encountered difficulties obtaining health coverage.

One woman sought our help after she returned to Ontario after several years overseas to seek treatment for cancer.

TOP 5 CASE TOPICS

1 **497**
Hospitals
(outside our jurisdiction)*

2 **132**
Ontario Health Insurance Plan*

3 **82**
Long-term care homes
(outside our jurisdiction)

4 **81**
Local Health
Integration Networks

5 **71**
Ontario public
drug programs

*Cases involving patient care issues were referred to the Patient Ombudsman

Her health card had expired, and when she asked Ministry officials to waive the customary three-month waiting period for her coverage to be restored, they told her she would have to appeal to the Health Services Appeal and Review Board. Instead, she waited three months and then attempted to renew her card at ServiceOntario – but she discovered she could not do so, because of the Ministry’s decision that she would have to appeal. After our staff contacted Ministry officials, they agreed to reconsider her situation, as she had waited the required three months. She was granted coverage, and the Ministry undertook to change the correspondence it sends out in such situations, to provide people with the opportunity to submit additional evidence to support their requests.

We continue to receive complaints from people who disagree with OHIP’s lack of coverage for specific medical procedures and treatments, including the extent of funding available for physiotherapy.

Another common complaint about OHIP is its denial of prior approval of coverage for people seeking to go outside of Ontario for medical treatment. In these cases, our Office looks at the reasons provided by the Ministry for the denial and its evaluation of the request, and reviews whether the denial is evidence-based. Our approach is similar in cases where people encounter difficulties and delays in obtaining reimbursement for emergency medical costs incurred outside of the province.

We helped one elderly man obtain reimbursement for medical costs incurred when he fell ill while in Mexico. Our Office’s review of his case found that the Ministry was following its policy, but the claims assessor handling the

reimbursement was not communicating clearly with the man about the information he needed to provide. We escalated the case to a senior manager, who determined a reimbursement was warranted, and the man received approximately **\$1,200**.

Ontario Public Drug Programs

We received **71** complaints about Ontario’s drug programs this fiscal year, compared to 65 in 2016-2017. Many of these concerned the Exceptional Access Program and the Trillium Drug Program, and usually involved decisions not to fund certain drugs.

On January 1, 2018, the Ministry launched OHIP+, which provides prescription drug coverage for individuals below the age of 25. We received a few complaints about OHIP+ in fiscal 2017-2018. For example, people complained that they must now apply to the Exceptional Access Program in order to obtain coverage for specific drugs, which were previously covered by their private insurer without such an application process.

In several other drug program cases, Ministry drug program officials demonstrated that they were open to revisiting decisions based on additional evidence. For example, funding for a Northwestern Ontario woman’s painkillers was initially denied because the medication was not in the right format and had been dispensed in Manitoba, where she had travelled to see the nearest pain specialist. After our staff contacted the Exceptional Access Program, officials reviewed her case and refunded her **\$4,539.62** in prescription costs, covering a five-year period.

Assistive Devices Program

We received **33** complaints about the Assistive Devices Program (ADP), which provides funding to help patients offset the costs of medical equipment and supplies. Many complaints involved service issues and disagreements with funding criteria.

For instance, we helped a man who had been waiting months for a wheelchair through the program. Our staff confirmed that the wheelchair vendor had not submitted the necessary paperwork; after we intervened and the ADP office obtained some missing information, the man received a wheelchair within a few weeks.

We also helped a vendor who was never reimbursed through the ADP for a scooter provided to a client. Our inquiries revealed that the client had switched vendors halfway through the application process, and due to a glitch in the Ministry’s electronic system, the ADP had approved funding to both vendors, but mistakenly issued funding to the first vendor instead of the one who ended up providing the scooter. The ADP corrected the error and instructed staff on how to guard against similar mistakes – including requiring signatures from all parties involved.

Local Health Integration Networks (LHINs) and Community Care Access Centres (CCACs)

Created in 2007, the province’s 14 Local Health Integration Networks (LHINs) are non-profit agencies funded by the Ministry of Health and Long-Term Care to plan, fund and integrate health services for local

GOOD TO KNOW

Cases related to ServiceOntario's service in issuing health cards can be found in the **Certificates & Permits** chapter.

communities. These include hospitals, long-term care homes and a wide range of community support services. Community Care Access Centres were created in 1996, to be responsible for co-ordinating home care and other home support services.

Our Office has handled hundreds of complaints about LHINs and CCACs over the years, until July 1, 2016, when CCACs were removed from our Office's jurisdiction, as they fell under the mandate of the new Patient Ombudsman. However, one year later, when the new *Patients First Act* came into effect, it eliminated the CCACs, and the LHINs assumed their responsibilities.

Our Office received **81** complaints about LHINs and **18** about CCACs in fiscal 2017-2018. Where appropriate, CCAC complaints were referred to the Patient Ombudsman, which continues to have jurisdiction over the health care experience of patients regarding certain services now handled by LHINs.

Several of the complaints we received about LHINs related to their decisions in co-ordinating home and community care services, the quality or adequacy of services, or individuals' eligibility for them.

Investigations

Ministry oversight of complaints about ambulance services

Launched: May 2018

Investigation update: The Ministry of Health and Long-Term Care's Emergency Health Services Land/Air Branch oversees ambulance services, including reviewing

all "serious incidents," such as when someone being transported in an ambulance is harmed, dies or suffers as a result of delays or similar issues.

The Ombudsman launched the investigation in the wake of several cases we reviewed that raised concerns about how the Ministry conducts investigations into patient complaints, as well as its oversight of those reviews and investigations conducted by local ambulance service providers.

At the time of writing this report, Special Ombudsman Response Team investigators were in the process of gathering evidence.

Case summaries

It's in the (e)mail

A woman contacted our Office after learning her OHIP coverage had been suspended while she was studying outside of Ontario, despite the fact that she had emailed her renewal documents to OHIP several times. We asked that her file be reviewed by OHIP's eligibility committee, which determined that her coverage should not have been suspended, and she did not have to reapply.

Split difference

A divorced recipient of Trillium Drug Plan coverage complained to us that his access to the benefit was affected because his ex-wife would not provide a letter stating that he was no longer covered by her private insurance. Although such a letter is normally required under the program's policies, our

staff contacted officials with the program who were able to confirm the status of the man's coverage without requiring a letter from his ex-wife. As a result, he was able to access coverage for his medications without paying out-of-pocket for them first.

Cost of living

After waiting many months for a response from Ministry officials about his experience, a man who had to relocate from Northern Ontario to Toronto for a lung transplant finally had his voice heard through our Office. Although he qualified for the Ministry's Transplant Patient Expense Reimbursement Program, he had been required to live downtown, near the transplant hospital, prepared to have his surgery at any time, for almost two years. His rent during this time was \$2,300 per month, while the program's allowance was only \$650. He contacted our Office after his complaints about the inadequate funding went unheard, and our staff put him in touch with officials who explained the program, started in 2009, was up for review in summer 2017, and his concerns would be taken into consideration. As of February 2018, the Ministry increased the program allowance to \$1,500 per month.



EMPLOYMENT

Overview and trends in cases

Complaints in this category – relating mostly to the Ministry of Labour and its agencies, programs and tribunals – have declined steadily over the past three years. This is largely due to efforts by the largest source of such complaints to our office, the Workplace Safety and Insurance Board (WSIB), to address individual and systemic issues.

COMPLAINTS IN PAST THREE FISCAL YEARS		
	WSIB	WSIAT
2017-2018	367	81
2016-2017	492	100
2015-2016	594	128

We continue to monitor specific issues with the WSIB and the tribunal that deals with appeals of its decisions, the Workplace Safety and Insurance Appeals Tribunal (WSIAT).

Medical advice to WSIB

In 2015, our Office received a joint complaint from the Ontario Federation of Labour (OFL) and the Ontario Network of Injured Workers’ Groups (ONIWG) regarding the Workplace Safety and Insurance Board. Concerns were raised about the WSIB’s approach to workers’ recovery and return to work, the weighing of information from workers’ treating physicians, the identification of psychological issues and the use of medical consultants. These concerns were also published by the OFL and ONIWG in a report entitled *Prescription Over-Ruled*.

The Special Ombudsman Response Team carried out an assessment to determine whether a systemic investigation was warranted and feasible, speaking with individual workers, workers’ groups, health care professionals, the Office of the Worker Advisor, the Fair Practices Commissioner and senior staff at the WSIB. The

TOP CASE TOPICS

367

Workplace Safety
and Insurance Board

81

Workplace Safety and
Insurance Appeals Tribunal

Ombudsman has also met several times with the involved parties – including the President and Chief Executive Officer of the WSIB in October 2017 and the President of the Ontario Federation of Labour in November 2017. He noted that dialogue is ongoing and the parties agreed progress is being made. We understand that these discussions have led to improvements in communication with and between physicians, as well as in oversight and governance.

Given these encouraging developments, the Ombudsman advised ONIWG leaders in February 2018 that an investigation by our Office would be premature, as we are an office of last resort. He encouraged them to meet with WSIB officials to bring forward any further concerns.

We continue to monitor steps being taken by WSIB on this topic in its consultation with stakeholders, in addition to dealing with individual complaints on a case-by-case basis.

WSIAT backlog of appeals

An independent agency of the Ministry of Labour, the WSIAT is an administrative tribunal that serves as the last avenue of appeal for injured workers dealing with the Workplace Safety and Insurance Board. Our Office began monitoring delays at the tribunal after its caseload more than doubled in 2014-2015, leaving some appellants waiting for more than two years for hearing dates.

The WSIAT advised our Office that contributing reasons for this backlog

were changes to the WSIB's adjudication model (which resulted in more appeals to the WSIAT), and a shortage of adjudicators. Senior Ombudsman staff raised concerns with WSIAT and WSIB leadership about the human impact of these delays, and we have continued to monitor their efforts to address them. Among other things, the WSIAT hired more adjudicators and made changes to training and case management to allow them to hear more appeals.

By March 2018, the WSIAT's active appeal caseload had fallen below 5,700 cases – approaching its target of 4,000 active appeals. The median wait time for applicants to be offered a hearing date declined from 18.9 months during the first quarter of 2017 to 14.3 months in the last quarter.

Ontario Immigrant Nominee Program

Our Office has monitored complaints about the Ministry of Citizenship and Immigration's Ontario Immigrant Nominee Program, a program to nominate skilled people for permanent residency in Ontario, after receiving 15 cases in 2016-2017. These were about delays, poor customer service and lack of communication – mostly in processing applications. For example, one woman told us she waited more than 18 months for a decision, and her repeated attempts to get an update from Ministry officials met with no response.

Senior Ministry officials advised us they were aware of the issues and

they were addressing them. Some 20 new staff were approved in 2017, primarily to process applications. At our suggestion, the Ministry also agreed to be more proactive in sharing information with applicants online about projected processing times of applications. Its approach now is to accept and then completely process a limited number of applications at a time before accepting new ones, to avoid backlogs.

We received **2** new complaints about the program this past fiscal year, which involved delay issues serious enough to warrant continued monitoring of the Ministry's ongoing improvements.



MONEY & PROPERTY

Overview and trends in cases

The cases in this category include complaints about Ministry of Finance organizations, such as the Financial Services Commission, the Ontario Lottery and Gaming Corporation and the Municipal Property Assessment Corporation, as well as the Ministry of the Attorney General's Office of the Public Guardian and Trustee, which handles money and property matters for people who are incapable of doing so for themselves.

Municipal Property Assessment Corporation (MPAC)



Our Office's investigation into MPAC more than a decade ago, the subject of our report *Getting it Right* in 2006, focused on nearly **4,000** complaints

and revealed an unfair onus placed on property owners who challenged MPAC's assessments. The province responded

by suspending property assessments for two years and amending the *Assessment Act* to put the onus on MPAC to prove its assessments were accurate. MPAC also made information about how properties are valued publicly accessible.

Every four years, when MPAC issues assessment notices, we see a slight increase in complaints. The most recent assessment year was 2016, and we received 116 complaints about MPAC in fiscal 2016-2017, consistent with the 108 we received in the prior assessment year, fiscal 2012-2013. This past fiscal year, complaints about MPAC again declined to a level consistent with non-assessment years – **55**, consistent with the 47 we received in 2015-2016. Most involved disagreement with MPAC's decisions on property valuation, and sometimes confusing information being provided on how to appeal these. We also received complaints about delays by MPAC in assessing properties.

Assessment roll errors

A new issue we are monitoring involves errors in the assessment rolls that MPAC is responsible for preparing every year for all municipalities and local taxing authorities for the calculation of their property taxes. The assessment rolls contain a description

TOP CASE TOPICS

1

182

Office of the
Public Guardian and Trustee

2

55

Municipal Property
Assessment Corporation

3

49

Ontario Lottery and
Gaming Corporation

of each property and classification, the name of the property owner, and the current value assessment. Errors in this information can have serious financial consequences for property owners.

We received complaints of property roll numbers being associated with the wrong property owner, due to consolidations or severances of adjoining properties, resulting in the incorrect owner being assessed for property taxes – sometimes with substantial financial consequences. In one case of such a mixup, a property owner received a notice that more than **\$100,000** in taxes dating back to 2009 was owed on her property. In another, the owners of two neighbouring properties ended up paying taxes on one another's land instead of their own, but one was left owing more than **\$7,000** in back taxes because the value of the properties differed. Our Office is making inquiries with MPAC regarding possible improvements to its process for the assignment of property roll numbers.

Office of the Public Guardian and Trustee (OPGT)

Complaints about the OPGT increased in 2017-2018, to **182** from 159 in the previous year. The most persistent issue was poor customer service – case workers who delayed responding to clients, or didn't respond at all. We also heard concerns about OPGT staff taking too long to take steps to protect vulnerable people who were at risk of financial abuse. Our staff frequently help clients connect with OPGT staff or obtain explanations for how their cases were handled.

We helped one woman who had not received her weekly allowances from the OPGT. When we inquired, OPGT

staff acknowledged that the woman's allowance had been terminated by mistake. They sent her an apology along with the money she was owed.

Fees for class action claims

A new issue in complaints we reviewed about the OPGT involved legal fees that it charged clients to prepare claim applications for them as part of recent class action lawsuit settlements. In 2014, the province agreed to settlements with representatives of former residents of Huronia Regional Centre, Rideau Regional Centre, and Southwestern Regional Centre. These now-closed facilities housed people with developmental disabilities from 1876 to 2009, many of whom alleged mistreatment (the class action settlements did not involve findings of wrongdoing).

Although the payment of legal fees for people who could not make claims without assistance was not expressly addressed in the court-approved settlement agreements, OPGT officials advised us that they had done a substantial amount of legal work in preparing clients' claims and that in addition to using its own staff, it had to hire external lawyers to assist. It also noted that it only charged legal fees to successful claimants.

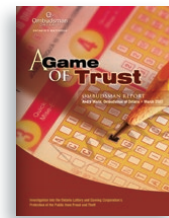
We were also advised by the OPGT of another, similar class action settlement approved by the courts with no monies allocated to OPGT to assist its clients. Senior Ombudsman staff met with OPGT officials and urged them to address the question of legal costs for OPGT before such settlements are finalized, to avoid having to charge fees to vulnerable clients of limited means. Since this meeting, the OPGT has engaged the Civil Law Division of the Ministry of the Attorney General and class action counsel in discussions on this

issue, and has committed to providing our Office with updates.

Investigations

Lottery insider theft and fraud – Ontario Lottery and Gaming Corporation (OLG)

Report: *A Game of Trust* – March 2007



Investigation update:

In the 11 years since the release of our Office's report on how the OLG protects the public from theft and fraud by OLG lottery

ticket retailers, new security measures have been implemented throughout the lottery system. Now that players have to sign their tickets and can check them themselves, retailers are prevented from claiming customers' winning "free play" tickets, as one did in Burlington in 2003. Although the OLG noted that case was somewhat suspicious, it paid a \$12.5-million prize to the retailer's sister.

In accordance with the recommendations in *A Game of Trust*, all of which have been implemented, the OLG now carefully scrutinizes all lottery win claims by ticket sellers and other "insiders," and refers suspicious cases to the Ontario Provincial Police as warranted. It did so with the Burlington case, and the retailer, his sister and father were criminally charged in 2010.

The OLG also developed technology that allowed it to do what its officials told our Office was all but impossible in 2007 – determine the rightful owners of stolen tickets. In 2011, based on this technology, it paid another \$12.5 million to the group



The Ombudsman issued a report in 2007, in which it is fair to say that there was serious criticism of the way in which OLG apparently paid winnings to “insiders” under suspicious circumstances. One of the cases mentioned was [the 2003 Burlington retailer’s] win of \$12.5 million. After the Ombudsman issued his report, the then-Minister responsible for the OLG announced that the Ontario Provincial Police would be asked to investigate.... There is no doubt, in my view, that the evidence discloses a scheme to steal free play lottery tickets.”

– Justice Douglas Gray, *R. v. Chung*, April 9, 2018

of friends who had bought the original winning ticket in 2003.

The theft of that ticket, however, did not result in a criminal conviction until this year. In April 2018, an Ontario Superior Court justice found the former retailer, his father and sister guilty for their various roles in “a joint venture to steal free play lottery tickets.” They are scheduled to be sentenced in September.

Systemic issue assessment: OLG’s self-excluded gambling policy

Launched: May 2017

In September 2016, the Ontario Lottery and Gaming Corporation changed its rules regarding people who, often due to an addiction to gambling, have asked to be excluded from its gaming facilities. Previously, if people on the “self-excluded” list entered and gambled in OLG facilities (despite their commitment not to do so), they could keep their winnings. Under the new policy, they are not permitted to win prizes.

In February 2017, staff at one facility denied a man a prize of \$10,000 because he had registered for self-exclusion more than a decade earlier. He did not remember doing so, and questioned why the OLG had not prevented him from winning several smaller prizes.

The Special Ombudsman Response Team conducted an assessment of the potential systemic issues raised in this and other such cases, including what the OLG had done to notify those affected by the change in policy.

As a result of our involvement, the OLG ran more advertisements in the media advising patrons about the prize disqualification policy, although it advised us that it did not directly contact people on its self-exclusion list to notify them because of concerns about privacy.

In December 2017, the Ombudsman met with the Chair and the CEO of the OLG to discuss what more the OLG could do to ensure that self-excluded individuals are aware of the new policy. The OLG committed to review the self-exclusion program and update our Office. Although

a formal investigation has not been launched, we continue to monitor the OLG’s efforts to deal with this issue.

Case summaries

Thanks a lot

A man who built an apartment building on a vacant lot in 2012 sought our help with MPAC regarding the adjusted assessment value of his property. MPAC sent the man three notices within weeks of each other, covering two four-year assessment cycles – 2009-2012 and 2013-2016. He filed a request for reconsideration using MPAC’s form for 2013-2016, and included a letter asking for reconsideration of the 2012 tax year as well. It wasn’t until 2015 that he realized that his settlement with MPAC did not cover 2012 – but by then it would not reopen his file. After our staff escalated the case to senior MPAC officials, his request was successful and MPAC helped him obtain a property tax refund from his municipality for the 2012 tax year.

Builder beware

A man who has physical disabilities and cancer was issued a grant from the province’s Home and Vehicle Modification Program (HVMP) to build a porch lift at his home. The contractors falsely told the man that building permits were not required, and after a city inspection found it was not built to code, the lift had to be torn down. The man then called our Office for help, and after our staff spoke with the Ministry of Community and Social Services, officials there agreed to make additional funds available to the man to build another lift. They also committed to institute greater oversight of the HVMP in future.



ENERGY & ENVIRONMENT

Overview and trends in cases

New energy projects, hydro billing, and threats to the natural environment can be sources of concern for many Ontario residents. The Ombudsman can review complaints about all of the provincial ministries and programs that deal with these topics – including the ministries of Energy, Environment and Climate Change and Natural Resources and Forestry. Since 2016, we can also take complaints about municipal hydro companies.

In 2017-2018, we received **183** complaints related to these provincial ministries, and **114** about municipal hydro issues. We also received **84** complaints about Hydro One, although it was removed from the Ombudsman's jurisdiction as of June 4, 2015, when the province partially privatized it. We referred these complaints to the company's internal ombudsman.

Energy issues

Of the **55** complaints received about the Ministry of Energy, **39** related to two

energy oversight bodies: The Ontario Energy Board (**28**) and the Independent Electricity System Operator (**11**). Concerns about the Ontario Energy Board involved its complaints process and general lack of responsiveness, while complaints about the IESO were mainly about its decisions with respect to contracts and administration of its microFIT program, a feed-in-tariff plan to encourage small green energy projects.

In May 2017, the OEB launched a review of its customer service rules, including public consultations. We saw a decrease in complaints about the OEB's Ontario Electricity Support Program, which provides \$30-50 per month to eligible consumers, from 10 in 2016-2017 to **5** this year. These were mainly about the application process or eligibility decisions.

Municipal hydro complaints

Like general complaints about municipalities in 2017-2018, complaints about local hydro companies declined, from 194 in 2016-2017 to **114** this year. Most complaints were about billing errors, followed by complaints about poor service and unfair account decisions. Our staff resolved these by alerting the appropriate local officials when necessary.

TOP 5 CASE TOPICS

1

114

Municipal hydro

2

84
(outside our jurisdiction)

Hydro One

3

66

Ministry of the Environment
and Climate Change

4

62

Ministry of Natural
Resources and Forestry

5

55

Ministry of Energy

For instance, a woman who was in financial need after separating from her husband complained to us that her local hydro company refused to remove her ex-spouse's name from her account, even after she provided a copy of their separation agreement. This meant she could not qualify for financial assistance under the Ontario Electricity Support Program. After our staff brought the case to the attention of a supervisor, the company agreed to remove the ex-spouse's name, enabling the woman to reapply for the financial assistance.

Environment and natural resources issues

The Ministry of the Environment and Climate Change is responsible for enforcing provincial laws and standards in order to protect the environment. It also grants environmental compliance and renewable energy approvals to various business projects.

Complaints about the Ministry and its programs declined to **66** in 2017-2018, from 116 complaints in 2016-2017 and 78 the previous year. Many related to the Ministry's response to contaminants or spills potentially affecting the natural environment or health. In one case, our Office was able to help a man who said he was experiencing health impacts from noise pollution in his community and had been unable to reach anyone at the Ministry; our staff connected him with an environment officer who could review the matter.

We noticed a slight increase in complaints about the Ministry of Natural Resources and Forestry, to **62** from 54 in 2016-2017. These related to the Ministry's enforcement and decisions on such things

as hunting and trapping licences, Crown land, and Ontario Parks administration.

Environmental impact of wind turbines

Of the **66** complaints received about the Ministry of the Environment and Climate Change, **18** were from individuals or groups concerned about the environmental impacts of wind turbines. (In 2016-2017, we received 76 such complaints, 53 of which related to a single wind project in Chatham-Kent, prior to its construction.) Noise and potential effects on well water are the most common concerns we hear about wind turbines.

In April 2017, the Ministry introduced a revised compliance protocol for wind turbine noise. This fiscal year, our Office conducted an in-depth review of the Ministry's response to noise complaints, primarily with respect to three wind facilities where noise testing had been ongoing for some time without conclusive results. We assessed whether the Ministry was adhering to compliance protocol. Where delays were identified, we made inquiries with Ministry staff to ensure that the required noise audits took place. Our reviews found that, although in some cases the noise testing was lengthy, these delays were largely outside the Ministry's control and related to unsuitable testing conditions and other factors. We confirmed the Ministry communicated the testing requirements to the turbine operators and followed up to ensure it was done.

In one case, in Saugeen Shores, the Ministry required noise abatement measures after testing confirmed a turbine exceeded noise standards. With respect to the two other wind facilities, located in Goderich and Tiverton areas, concerns involved acoustic testing delays and issues with the adequacy of the noise

testing protocol. Our Office is in regular communication with the Ministry to ensure the protocol is followed.

As a follow-up to last year's complaints about the Chatham-Kent wind project, we confirmed with the Ministry that testing was done to monitor well water and vibration impacts of the project and that results were communicated with the community. We were advised that testing found no impact on water quality. We continue to monitor the Ministry's response to wind turbine issues.

Case summaries

Connection made

A woman was trying without success to have hydro reconnected at a rental property and was concerned about a delay and lack of communication from the local hydro company. As a result of our Office's inquiries, the company contacted her and hydro at the property was reconnected.

Month to month

A man sought our help with his local hydro company, which was sending him late notices and charging him interest on his quarterly water heater rental bill. He maintained he had been making monthly payments, but had been unable to resolve the matter through discussions with the company. Our staff spoke with a manager at the company, who said the company does not generally offer a monthly billing plan (as opposed to a quarterly one) to individuals with low water heater rental bills. But in light of the concerns we raised about the case, the company began doing so.



CERTIFICATES & PERMITS

Overview and trends in cases

Most of the **314** complaints we received about the Ministry of Government and Consumer Services in 2017-2018 (up from 280 last year) relate to issues with identification documents, licences and permits. The frontline provider of these is ServiceOntario, which was the subject of **194** of these complaints to our Office, up from 136 last fiscal year. The Registrar General, which handles documents like birth and death certificates, was the subject of **62** complaints, down from 94 in 2016-2017.

Our staff routinely help Ontarians resolve the delays, customer service problems and bureaucratic barriers they encounter in obtaining important documents through these agencies.

ServiceOntario

Many of the complaints we receive about ServiceOntario are about poor

customer service, and we can usually resolve them by contacting management at the relevant ServiceOntario outlet, or through the central Customer Experience office. In some cases, Ombudsman staff intervened, particularly when we discovered ServiceOntario counter staff made errors or provided incorrect or misleading information to the public.

For example, a woman who purchased a new car sought to transfer the ownership into her name and obtain new licence plates, and complained to us that ServiceOntario had instead transferred ownership to a third party and issued licence plates with the wrong number. ServiceOntario told us a staff person had entered the wrong plate number, then used it to identify the vehicle's new owner, resulting in ownership being transferred to the wrong person. As a result of our inquiries, ServiceOntario corrected the error and issued the woman a written apology.

We also received several complaints about ServiceOntario posting misleading

TOP CASE TOPICS

194
ServiceOntario

62
Registrar General

or vague information on its website regarding the requirements for certain transactions. A woman who wanted to exchange her driver's licence from another province for an Ontario one told us she consulted the website to find out what identification she would need, only to be told by ServiceOntario staff after waiting a lengthy time in line that she didn't have the right documents. After our staff raised this with ServiceOntario, it provided a complete list of accepted documents on its website.

Another woman complained to us that ServiceOntario's website led her to believe she would not have to pay sales tax on a trailer registration. Relying on that information, she had purchased a trailer and was surprised when she went to register it to discover it would cost \$2,000 in tax. Our Office discussed the issue with ServiceOntario, which changed the information on its website to clarify the applicable taxes.

GOOD TO KNOW

Cases related to driver's licences can be found in the **Transportation** chapter of this report.

Registrar General

The most common issue we heard in complaints about this office was delay, including delayed communication with applicants in cases where the Registrar General found information was missing from their documents.

We helped one woman who had been waiting more than 10 weeks for her marriage certificate. She had married a U.S. citizen and needed to apply for a U.S. visa in order to live with her spouse, but was unable to do so without proof of her marriage. When we raised the urgency of the situation with the Registrar General's office, staff told us the delay was due to missing information in the woman's application, but she had not been contacted. She quickly provided the information needed to receive her certificate.

An Ontario-born man who had changed his name and was living abroad complained to us that Registrar General officials were delaying his application for a birth certificate showing his new name. He said they were asking him to respond to questions for applicants born outside of Ontario, even though he had provided the Registrar General with a letter explaining why these questions were not applicable. After our staff spoke with Registrar General officials, they agreed to accept the man's letter of explanation and his application was able to proceed.

Case summaries

Born free

An almost-retired man who wanted to get a passport to travel sought our help after three frustrating years of trying to obtain a birth certificate from the Office of the Registrar General. He complained he could not provide proof of his birth. He believed he had been born at home, as there were no hospital records, but he had no living family to confirm this. Our staff helped clarify with Registrar General officials what documents he needed, and he was able to provide church records of his baptism, a week after his birth. Registrar General staff were then able to finalize his application for a birth certificate.

The long and short of it

A mother of two boys complained to our Office when she had trouble changing her children's names on their birth certificates, documents they needed soon to make a trip to Disneyland in the U.S. She said miscommunication by ServiceOntario staff about how she should go about amending the boys' long and short form birth certificate caused delays that put their trip at risk. When she asked the Office of the Registrar General to rush the documents, she was told the wait would be eight weeks. Our staff contacted these officials and provided proof of urgency – the family's travel itinerary – and they were then able

to expedite the birth certificates so the mother and children could go to Disneyland as planned.

It's where you live

A woman who moved to Ontario from Alberta for work sought our help after her application for OHIP coverage was rejected due to inadequate proof that she resided in Ontario. Over the course of a year, all of the documents she provided to ServiceOntario to show she lived in the province were rejected, including a letter from her employer. Meanwhile, she was accruing out-of-pocket medical expenses that she could not afford. We spoke with the manager at the local ServiceOntario office to clarify what documents the woman should provide – she undertook to get a letter from her employer, on company letterhead, specifying her address and length of time with the company.

Family re-covered

We helped a father renew his daughter's OHIP card after she had gone three years without a valid one and her application had been rejected. He explained that the family had been homeless for a time during this period, so they were unable to receive renewal notices by mail. When they finally moved into permanent housing, the father and his son were able to renew their OHIP cards, but his daughter's renewal was rejected because her name was spelled differently on her

birth certificate and she did not have other identification. Our staff explained the family's situation to ServiceOntario officials and confirmed that the girl's name was spelled correctly on her birth certificate; they then issued her a new card.

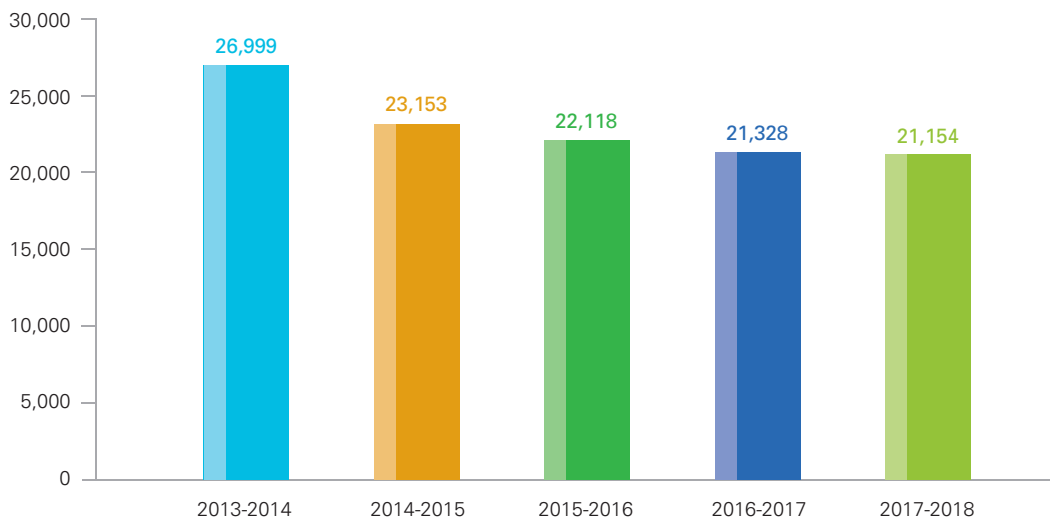
Identity crisis

An elderly woman needed our help with obtaining new identification after she lost her OHIP card, her primary photo ID. She explained that because she was born at home and her birth was never registered, she did not have a birth certificate; nor did she have any immunization records, as her parents did not vaccinate her as a child. Our staff facilitated the delivery to ServiceOntario of non-standard identification documents, including Old Age Security documents and census data. A review by OHIP's Eligibility Review Committee deemed these acceptable proof to renew her health card.

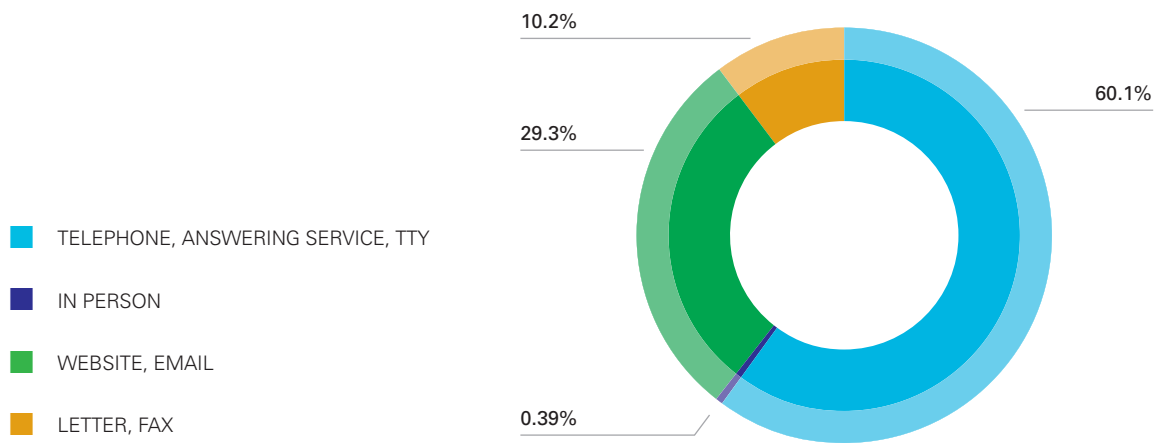
APPENDIX

– CASE STATISTICS

TOTAL CASES RECEIVED FISCAL YEARS, 2013-2014 - 2017-2018



HOW CASES WERE RECEIVED, 2017-2018





21,154

cases received
in fiscal 2017-2018



179

consultations
or questions



438

information
submissions

CASES CLOSED

13,676

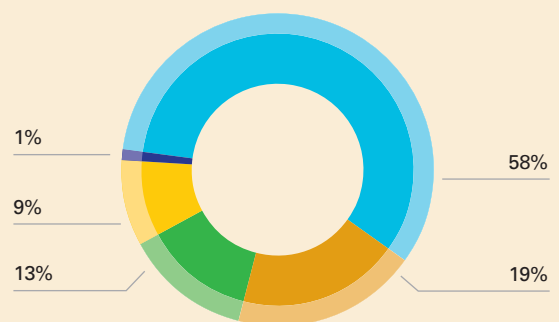
cases within
the Ombudsman's authority



- INQUIRIES MADE OR REFERRAL GIVEN
- CLOSED AFTER OMBUDSMAN'S REVIEW
- DISCONTINUED BY COMPLAINANT
- RESOLVED WITH OMBUDSMAN INTERVENTION
- RESOLVED WITHOUT OMBUDSMAN INTERVENTION

6,490

outside
the Ombudsman's authority



- PRIVATE
- BROADER PUBLIC SECTOR OUTSIDE AUTHORITY**
- FEDERAL
- PROVINCIAL OUTSIDE AUTHORITY*
- OUTSIDE ONTARIO

*E.g., complaints about courts, Stewardship Ontario, Taron
**E.g., complaints about hospitals, long-term care, children's aid societies, municipal police

CASES BY PROVINCIAL RIDING, 2017-2018

AJAX-PICKERING	94
ALGOMA-MANITOULIN	133
ANCASTER-DUNDAS-FLAMBOROUGH-WESTDALE	67
BARRIE	125
BEACHES-EAST YORK	124
BRAMALEA-GORE-MALTON	95
BRAMPTON WEST	123
BRAMPTON-SPRINGDALE	75
BRANT	118
BRUCE-GREY-OWEN SOUND	96
BURLINGTON	93
CAMBRIDGE	96
CARLETON-MISSISSIPPI MILLS	94
CHATHAM-KENT-ESSEX	71
DAVENPORT	79
DON VALLEY EAST	69
DON VALLEY WEST	52
DUFFERIN-CALEDON	89
DURHAM	94
EGLINTON-LAWRENCE	109
ELGIN-MIDDLESEX-LONDON	104
ESSEX	91
ETOBICOKE CENTRE	85
ETOBICOKE NORTH	57
ETOBICOKE-LAKESHORE	117
GLENGARRY-PRESCOTT-RUSSELL	85
GUELPH	76
HALDIMAND-NORFOLK	85
HALIBURTON-KAWARTHA LAKES-BROCK	149
HALTON	114
HAMILTON CENTRE	126
HAMILTON EAST-STONEY CREEK	122
HAMILTON MOUNTAIN	81
HURON-BRUCE	105
KENORA-RAINY RIVER	71
KINGSTON AND THE ISLANDS	84
KITCHENER CENTRE	76
KITCHENER-CONESTOGA	72
KITCHENER-WATERLOO	71
LAMBTON-KENT-MIDDLESEX	80
LANARK-FRONTENAC-LENNOX AND ADDINGTON	118
LEEDS-GRENVILLE	96
LONDON NORTH CENTRE	110
LONDON WEST	103
LONDON-FANSHAWE	95
MARKHAM-UNIONVILLE	34
MISSISSAUGA EAST-COOKSVILLE	75
MISSISSAUGA SOUTH	64
MISSISSAUGA-BRAMPTON SOUTH	57
MISSISSAUGA-ERINDALE	76
MISSISSAUGA-STREETSVILLE	72
NEPEAN-CARLETON	65
NEWMARKET-AURORA	118
NIAGARA FALLS	163

NIAGARA WEST-GLANBROOK	84
NICKEL BELT	96
NIPISSING	109
NORTHUMBERLAND-QUINTE WEST	127
OAK RIDGES-MARKHAM	76
OAKVILLE	64
OSHAWA	148
OTTAWA CENTRE	78
OTTAWA SOUTH	51
OTTAWA WEST-NEPEAN	85
OTTAWA-ORLEANS	105
OTTAWA-VANIER	104
OXFORD	58
PARKDALE-HIGH PARK	105
PARRY SOUND-MUSKOKA	113
PERTH-WELLINGTON	74
PETERBOROUGH	90
PICKERING-SCARBOROUGH EAST	61
PRINCE EDWARD-HASTINGS	167
RENFREW-NIPISSING-PEMBROKE	120
RICHMOND HILL	57
SARNIA-LAMBTON	99
SAULT STE. MARIE	127
SCARBOROUGH CENTRE	56
SCARBOROUGH SOUTHWEST	84
SCARBOROUGH-AGINCOURT	60
SCARBOROUGH-GUILDWOOD	98
SCARBOROUGH-ROUGE RIVER	52
SIMCOE NORTH	153
SIMCOE-GREY	143
ST. CATHARINES	125
ST. PAUL'S	63
STORMONT-DUNDAS-SOUTH GLENGARRY	98
SUDBURY	128
THORNHILL	61
THUNDER BAY-ATIKOKAN	99
THUNDER BAY-SUPERIOR NORTH	86
TIMISKAMING-COCHRANE	96
TIMMINS-JAMES BAY	70
TORONTO CENTRE	179
TORONTO-DANFORTH	69
TRINITY-SPADINA	135
VAUGHAN	95
WELLAND	135
WELLINGTON-HALTON HILLS	65
WHITBY-OSHAWA	105
WILLOWDALE	49
WINDSOR WEST	148
WINDSOR-TECUMSEH	107
YORK CENTRE	81
YORK SOUTH-WESTON	87
YORK WEST	66
YORK-SIMCOE	127

*All cases where a postal code was available, including those related to municipalities, universities and school boards, but excluding correctional facilities.

TOP 10 PROVINCIAL GOVERNMENT ORGANIZATIONS AND PROGRAMS BY CASE VOLUME, 2017-2018*

		NUMBER OF CASES
1	FAMILY RESPONSIBILITY OFFICE	912
2	ONTARIO DISABILITY SUPPORT PROGRAM	760
3	WORKPLACE SAFETY AND INSURANCE BOARD	367
4	SOCIAL JUSTICE TRIBUNALS ONTARIO (SJTO)	269
5	DRIVER LICENSING	261
6	SERVICEONTARIO	194
7	COLLEGES OF APPLIED ARTS AND TECHNOLOGY	189
8	OFFICE OF THE PUBLIC GUARDIAN AND TRUSTEE	182
9	ONTARIO STUDENT ASSISTANCE PROGRAM	142
10	ONTARIO HEALTH INSURANCE PLAN	132

*Excluding correctional facilities.

TOP 10 CORRECTIONAL FACILITIES BY CASE VOLUME, 2017-2018

		NUMBER OF CASES
1	CENTRAL EAST CORRECTIONAL CENTRE	773
2	CENTRAL NORTH CORRECTIONAL CENTRE	612
3	MAPLEHURST CORRECTIONAL COMPLEX	569
4	TORONTO SOUTH DETENTION CENTRE	534
5	OTTAWA-CARLETON DETENTION CENTRE	317
6	HAMILTON-WENTWORTH DETENTION CENTRE	288
7	SOUTH WEST DETENTION CENTRE	237
8	ELGIN-MIDDLESEX DETENTION CENTRE	230
9	VANIER CENTRE FOR WOMEN	214
10	NIAGARA DETENTION CENTRE	198

TOTAL CASES RECEIVED FOR PROVINCIAL GOVERNMENT MINISTRIES AND SELECTED PROGRAMS,* 2017-2018

MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT		386
COLLEGES OF APPLIED ARTS AND TECHNOLOGY	189	
MINISTRY-FUNDED SERVICE PROVIDER	10	
ONTARIO COLLEGE OF TRADES	20	
ONTARIO STUDENT ASSISTANCE PROGRAM	142	
MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS		7
MINISTRY OF THE ATTORNEY GENERAL		832
CHILDREN'S LAWYER	33	
COURT ADMINISTRATION	54	
ENVIRONMENT & LAND TRIBUNALS ONTARIO (ELTO)	27	
HUMAN RIGHTS LEGAL SUPPORT CENTRE	12	
LEGAL AID CLINIC	12	
LEGAL AID ONTARIO	120	
OFFICE OF THE PUBLIC GUARDIAN AND TRUSTEE	182	
SAFETY, LICENSING APPEALS AND STANDARDS TRIBUNALS ONTARIO (SLASTO)	18	
SOCIAL JUSTICE TRIBUNALS ONTARIO (SJTO)	269	
MINISTRY OF CHILDREN AND YOUTH SERVICES		71
MINISTRY-FUNDED SERVICE PROVIDER	19	
SPECIAL NEEDS PROGRAMS - CHILDREN	19	
YOUTH CUSTODY FACILITIES	15	
MINISTRY OF CITIZENSHIP AND IMMIGRATION		3
MINISTRY OF COMMUNITY AND SOCIAL SERVICES		1,927
DEVELOPMENTAL SERVICES PROGRAMS	127	
FAMILY RESPONSIBILITY OFFICE	912	
MINISTRY-FUNDED SERVICE PROVIDER	84	
ONTARIO DISABILITY SUPPORT PROGRAM	760	
ODSP - DISABILITY ADJUDICATION UNIT	16	
MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES		5,285
CORRECTIONAL FACILITIES	5,010	
OFFICE OF THE CHIEF CORONER	14	
ONTARIO PROVINCIAL POLICE	123	
OPP - CHIEF FIREARMS OFFICER	25	
PRIVATE SECURITY AND INVESTIGATIVE SERVICES BRANCH	10	
PROBATION AND PAROLE	76	
MINISTRY OF EDUCATION		51
MINISTRY OF ENERGY		55
INDEPENDENT ELECTRICITY SYSTEM OPERATOR	11	
ONTARIO ENERGY BOARD	28	
ONTARIO POWER GENERATION	12	
MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE		66

**Total figures are reported for each provincial government ministry including agencies and programs falling within its portfolio. Each government agency or program receiving 10 or more cases is also included.*

TOTAL CASES RECEIVED FOR PROVINCIAL GOVERNMENT MINISTRIES AND SELECTED PROGRAMS,* 2017-2018

MINISTRY OF FINANCE		182
FINANCIAL SERVICES COMMISSION	24	
LIQUOR CONTROL BOARD OF ONTARIO	10	
MUNICIPAL PROPERTY ASSESSMENT CORPORATION	55	
ONTARIO LOTTERY AND GAMING CORPORATION	49	
MINISTRY OF GOVERNMENT AND CONSUMER SERVICES		314
CONSUMER PROTECTION ONTARIO	28	
REGISTRAR GENERAL	62	
SERVICEONTARIO	194	
MINISTRY OF HEALTH AND LONG-TERM CARE		602
ASSISTIVE DEVICES	33	
HEALTH PROFESSIONS APPEAL AND REVIEW BOARD	30	
HEALTH QUALITY ONTARIO - PATIENT OMBUDSMAN	28	
LOCAL HEALTH INTEGRATION NETWORKS	81	
MINISTRY-FUNDED SERVICE PROVIDER	58	
ONTARIO HEALTH INSURANCE PLAN	132	
ONTARIO PUBLIC DRUG PROGRAMS	71	
PERFORMANCE IMPROVEMENT AND COMPLIANCE BRANCH	23	
MINISTRY OF HOUSING		15
MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION		3
MINISTRY OF INFRASTRUCTURE		5
MINISTRY OF LABOUR		575
EMPLOYMENT PRACTICES BRANCH	50	
OCCUPATIONAL HEALTH AND SAFETY BRANCH	13	
OFFICE OF THE WORKER ADVISER	10	
ONTARIO LABOUR RELATIONS BOARD	20	
WORKPLACE SAFETY AND INSURANCE APPEALS TRIBUNAL	81	
WORKPLACE SAFETY AND INSURANCE BOARD	367	
MINISTRY OF MUNICIPAL AFFAIRS		19
MINISTRY OF NATURAL RESOURCES AND FORESTRY		62
ONTARIO PARKS	16	
MINISTRY OF NORTHERN DEVELOPMENT AND MINES		10
MINISTRY OF SENIORS AFFAIRS		2
MINISTRY OF TOURISM, CULTURE AND SPORT		21
MINISTRY OF TRANSPORTATION		598
DRIVER LICENSING	261	
METROLINX / GO TRANSIT	29	
MINISTRY-FUNDED SERVICE PROVIDER	104	
TRANSPORTATION - MEDICAL REVIEW	109	
VEHICLE LICENSING	37	
TREASURY BOARD SECRETARIAT		8

CASES RECEIVED ABOUT MUNICIPALITIES,* 2017-2018

TOTAL: 2,491

ADDINGTON HIGHLANDS, TOWNSHIP OF	3
ADELAIDE METCALFE, TOWNSHIP OF	1
ADJALA-TOSORONTIO, TOWNSHIP OF	7
AJAX, TOWN OF	9
ALFRED AND PLANTAGENET, TOWNSHIP OF	1
ALGONQUIN HIGHLANDS, TOWNSHIP OF	1
ALNWICK/HALDIMAND, TOWNSHIP OF	1
AMARANTH, TOWNSHIP OF	1
AMHERSTBURG, TOWN OF	10
ARMOUR, TOWNSHIP OF	2
ARNPRIOR, TOWN OF	2
ARRAN-ELDERSLIE, MUNICIPALITY OF	2
ASHFIELD-COLBORNE-WAWANOSH, TOWNSHIP OF	3
ASPHODEL-NORWOOD, TOWNSHIP OF	1
ASSIGINACK, TOWNSHIP OF	4
ATIKOKAN, TOWN OF	1
AUGUSTA, TOWNSHIP OF	2
AURORA, TOWN OF	8
BANCROFT, TOWN OF	6
BARRIE, CITY OF	8
BAYHAM, MUNICIPALITY OF	2
BELLEVILLE, CITY OF	9
BLACK RIVER-MATHESON, TOWNSHIP OF	2
BLIND RIVER, TOWN OF	1
BLUEWATER, MUNICIPALITY OF	1
BONNECHERE VALLEY, TOWNSHIP OF	1
BRACEBRIDGE, TOWN OF	1
BRADFORD WEST GWILLIMBURY, TOWN OF	5
BRAMPTON, CITY OF	20
BRANT, COUNTY OF	2
BRANTFORD, CITY OF	17
BRIGHTON, MUNICIPALITY OF	5
BROCKTON, MUNICIPALITY OF	1
BROCKVILLE, CITY OF	3
BRUCE, COUNTY OF	2
BURK'S FALLS, VILLAGE OF	1
BURLINGTON, CITY OF	20
CALEDON, TOWN OF	11
CALLANDER, MUNICIPALITY OF	2
CALVIN, MUNICIPALITY OF	3
CAMBRIDGE, CITY OF	10
CARLETON PLACE, TOWN OF	2
CARLING, TOWNSHIP OF	1
CASSELMAN, VILLAGE OF	3
CAVAN MONAGHAN, TOWNSHIP OF	3

CENTRAL ELGIN, MUNICIPALITY OF	10
CENTRAL FRONTENAC, TOWNSHIP OF	1
CENTRAL HURON, MUNICIPALITY OF	3
CENTRE HASTINGS, MUNICIPALITY OF	1
CENTRE WELLINGTON, TOWNSHIP OF	3
CHAMBERLAIN, TOWNSHIP OF	1
CHARLTON AND DACK, MUNICIPALITY OF	3
CHATHAM-KENT, MUNICIPALITY OF	22
CLARINGTON, MUNICIPALITY OF	6
CLEARVIEW, TOWNSHIP OF	6
COBALT, TOWN OF	2
COBOURG, TOWN OF	2
COCHRANE, TOWN OF	2
COLLINGWOOD, TOWN OF	6
CONMEE, TOWNSHIP OF	1
CORNWALL, CITY OF	7
CRAMAHE, TOWNSHIP OF	7
DAWN-EUPHEMIA, TOWNSHIP OF	1
DEEP RIVER, TOWN OF	8
DOURO-DUMMER, TOWNSHIP OF	1
DRYDEN, CITY OF	3
DUFFERIN, COUNTY OF	1
DURHAM, REGIONAL MUNICIPALITY OF	36
DUTTON-DUNWICH, MUNICIPALITY OF	3
DYSART ET AL, MUNICIPALITY OF	2
EAST FERRIS, MUNICIPALITY OF	1
EAST GWILLIMBURY, TOWN OF	3
EAST ZORRA -TAVISTOCK, TOWNSHIP OF	2
ELGIN, COUNTY OF	1
ELLIOT LAKE, CITY OF	12
EMO, TOWNSHIP OF	2
ERIN, TOWN OF	3
ESSA, TOWNSHIP OF	1
ESSEX, TOWN OF	3
FARADAY, TOWNSHIP OF	1
FAUQUIER-STRICKLAND, TOWNSHIP OF	1
FORT ERIE, TOWN OF	9
FRENCH RIVER, MUNICIPALITY OF	2
GANANOQUE, SEPARATED TOWN OF	11
GEORGIAN BAY, TOWNSHIP OF	5
GEORGIAN BLUFFS, TOWNSHIP OF	2
GEORGINA, TOWN OF	4
GILLIES, TOWNSHIP OF	1
GODERICH, TOWN OF	5
GORDON/BARRIE ISLAND, MUNICIPALITY OF	1

Note: Municipalities that were not the subject of any cases are not listed.

CASES RECEIVED ABOUT MUNICIPALITIES,* 2017-2018

GORE BAY, TOWN OF	1
GRAND VALLEY, TOWN OF	3
GRAVENHURST, TOWN OF	4
GREATER MADAWASKA, TOWNSHIP OF	3
GREATER NAPANEE, TOWN OF	5
GREATER SUDBURY, CITY OF	72
GREENSTONE, MUNICIPALITY OF	1
GREY HIGHLANDS, MUNICIPALITY OF	5
GREY, COUNTY OF	5
GRIMSBY, TOWN OF	1
GUELPH, CITY OF	5
HALDIMAND, COUNTY OF	11
HALIBURTON, COUNTY OF	4
HALTON HILLS, TOWN OF	6
HALTON, REGIONAL MUNICIPALITY OF	17
HAMILTON, CITY OF	77
HAMILTON, TOWNSHIP OF	2
HANOVER, TOWN OF	1
HASTINGS HIGHLANDS, MUNICIPALITY OF	3
HASTINGS, COUNTY OF	10
HAVELOCK-BELMONT-METHUEN, TOWNSHIP OF	2
HAWKESBURY, TOWN OF	3
HEAD, CLARA AND MARIA, TOWNSHIPS OF	3
HEARST, TOWN OF	2
HIGHLANDS EAST, MUNICIPALITY OF	4
HILTON BEACH, VILLAGE OF	1
HORTON, TOWNSHIP OF	1
HOWICK, TOWNSHIP OF	1
HUNTSVILLE, TOWN OF	5
HURON, COUNTY OF	5
IGNACE, TOWNSHIP OF	1
INGERSOLL, TOWN OF	3
INNISFIL, TOWN OF	5
IROQUOIS FALLS, TOWN OF	3
JAMES, TOWNSHIP OF	1
JOHNSON, TOWNSHIP OF	1
JOLY, TOWNSHIP OF	2
KAPUSKASING, TOWN OF	3
KAWARTHA LAKES, CITY OF	19
KEARNEY, TOWN OF	2
KENORA, CITY OF	4
KILLALOE, HAGARTY AND RICHARDS, TOWNSHIP OF	4
KINCARDINE, MUNICIPALITY OF	4
KING, TOWNSHIP OF	5
KINGSTON, CITY OF	22

KINGSVILLE, TOWN OF	3
KIRKLAND LAKE, TOWN OF	6
KITCHENER, CITY OF	13
LA VALLEE, TOWNSHIP OF	1
LAIRD, TOWNSHIP OF	1
LAKE OF BAYS, TOWNSHIP OF	1
LAKESHORE, TOWN OF	6
LAMBTON SHORES, MUNICIPALITY OF	6
LAMBTON, COUNTY OF	7
LANARK HIGHLANDS, TOWNSHIP OF	3
LANARK, COUNTY OF	2
LARDER LAKE, TOWNSHIP OF	1
LASALLE, TOWN OF	7
LAURENTIAN HILLS, TOWN OF	2
LAURENTIAN VALLEY, TOWNSHIP OF	3
LEAMINGTON, MUNICIPALITY OF	10
LEEDS AND GRENVILLE, UNITED COUNTIES OF	6
LEEDS AND THE THOUSAND ISLANDS, TOWNSHIP OF	7
LINCOLN, TOWN OF	3
LONDON, CITY OF	61
LOYALIST TOWNSHIP	9
MACDONALD, MEREDITH & ABERDEEN ADDITIONAL, TOWNSHIP OF	1
MACHIN, MUNICIPALITY OF	2
MADAWASKA VALLEY, TOWNSHIP OF	4
MADOC, TOWNSHIP OF	2
MAGNETAWAN, MUNICIPALITY OF	3
MALAHIDE, TOWNSHIP OF	2
MANITOUWADGE, TOWNSHIP OF	3
MARATHON, TOWN OF	1
MARKHAM, CITY OF	7
MARKSTAY-WARREN, MUNICIPALITY OF	1
MATACHEWAN, TOWNSHIP OF	3
MATTAWAN, MUNICIPALITY OF	1
MCDougall, MUNICIPALITY OF	1
MCGARRY, TOWNSHIP OF	3
MCKELLAR, TOWNSHIP OF	1
MCMURRICH/MONTEITH, TOWNSHIP OF	7
MEAFORD, MUNICIPALITY OF	3
MERRICKVILLE-WOLFORD, VILLAGE OF	1
MIDDLESEX CENTRE, MUNICIPALITY OF	7
MIDDLESEX, COUNTY OF	1
MIDLAND, TOWN OF	4
MILTON, TOWN OF	3
MINDEN HILLS, TOWNSHIP OF	5
MISSISSAUGA, CITY OF	35

CASES RECEIVED ABOUT MUNICIPALITIES,* 2017-2018

MISSISSIPPI MILLS, CORPORATION OF THE MUNICIPALITY	4
MORRIS-TURNBERRY, MUNICIPALITY OF	2
MULMUR, TOWNSHIP OF	1
MUSKOKA LAKES, TOWNSHIP OF	1
MUSKOKA, DISTRICT MUNICIPALITY OF	5
NAIRN AND HYMAN, TOWNSHIP OF	1
NEEBING, MUNICIPALITY OF	7
NEW TECUMSETH, TOWN OF	5
NEWMARKET, TOWN OF	2
NIAGARA FALLS, CITY OF	17
NIAGARA-ON-THE-LAKE, TOWN OF	6
NIAGARA, REGIONAL MUNICIPALITY OF	43
NIPISSING, TOWNSHIP OF	1
NORFOLK, COUNTY	52
NORTH ALGONA WILBERFORCE, TOWNSHIP OF	5
NORTH BAY, CITY OF	10
NORTH DUNDAS, TOWNSHIP OF	1
NORTH GLENGARRY, TOWNSHIP OF	2
NORTH GRENVILLE, MUNICIPALITY OF	1
NORTH HURON, TOWNSHIP OF	5
NORTH KAWARTHA, TOWNSHIP OF	3
NORTH PERTH, MUNICIPALITY OF	5
NORTH STORMONT, TOWNSHIP OF	2
NORTHEASTERN MANITOULIN AND THE ISLANDS, TOWN OF	3
NORTHERN BRUCE PENINSULA, MUNICIPALITY OF	4
NORTHUMBERLAND, COUNTY OF	2
NORWICH, TOWNSHIP OF	3
OAKVILLE, TOWN OF	8
OLIVER PAIPOONGE, MUNICIPALITY OF	3
ORANGEVILLE, TOWN OF	1
ORILLIA, CITY OF	5
ORO-MEDONTE, TOWNSHIP OF	2
OSHAWA, CITY OF	25
OTTAWA, CITY OF	112
OWEN SOUND, CITY OF	2
OXFORD, COUNTY OF	4
PARRY SOUND, TOWN OF	3
PEEL, REGIONAL MUNICIPALITY OF	65
PELHAM, TOWN OF	12
PEMBROKE, CITY OF	3
PENETANGUISHENE, TOWN OF	1
PERTH EAST, TOWNSHIP OF	1
PERTH, TOWN OF	2
PETERBOROUGH, CITY OF	10
PETERBOROUGH, COUNTY OF	2

PETROLIA, TOWN OF	10
PICKERING, CITY OF	2
PLYMPTON-WYOMING, TOWN OF	2
POINT EDWARD, VILLAGE OF	1
PORT COLBORNE, CITY OF	8
PORT HOPE, MUNICIPALITY OF	5
POWASSAN, MUNICIPALITY OF	1
PRESCOTT AND RUSSELL, UNITED COUNTIES OF	12
PRESCOTT, SEPARATED TOWN OF	2
PRINCE EDWARD, COUNTY OF	13
PRINCE, TOWNSHIP OF	1
QUINTE WEST, CITY OF	2
RAINY RIVER, TOWN OF	4
RAMARA, TOWNSHIP OF	3
RED LAKE, MUNICIPALITY OF	4
RED ROCK, TOWNSHIP OF	2
RENFREW, COUNTY OF	1
RENFREW, TOWN OF	1
RICHMOND HILL, TOWN OF	10
RIDEAU LAKES, TOWNSHIP OF	5
RUSSELL, TOWNSHIP OF	3
RYERSON, TOWNSHIP OF	2
SARNIA, CITY OF	18
SAUGEEN SHORES, TOWN OF	2
SAULT STE. MARIE, CITY OF	16
SCUGOG, TOWNSHIP OF	4
SELWYN, TOWNSHIP OF	4
SEVERN, TOWNSHIP OF	3
SHELburne, TOWN OF	1
SHUNIAH, MUNICIPALITY OF	2
SIMCOE, COUNTY OF	28
SIOUX LOOKOUT, MUNICIPALITY OF	1
SMITHS FALLS, TOWN OF	1
SOUTH BRUCE PENINSULA, TOWN OF	8
SOUTH DUNDAS, MUNICIPALITY OF	3
SOUTH FRONTENAC, TOWNSHIP OF	5
SOUTH GLENGARRY, TOWNSHIP OF	6
SOUTH HURON, MUNICIPALITY OF	2
SOUTH RIVER, VILLAGE OF	1
SOUTH STORMONT, TOWNSHIP OF	2
SOUTH-WEST OXFORD, TOWNSHIP OF	1
SOUTHGATE, TOWNSHIP OF	4
SPANISH, TOWN OF	2
SPRINGWATER, TOWNSHIP OF	7
ST. CATHARINES, CITY OF	8

CASES RECEIVED ABOUT MUNICIPALITIES,* 2017-2018

ST. JOSEPH, TOWNSHIP OF	1
ST. THOMAS, CITY OF	11
ST.-CHARLES, MUNICIPALITY OF	5
STIRLING-RAWDON, TOWNSHIP OF	4
STONE MILLS, TOWNSHIP OF	3
STORMONT, DUNDAS & GLENGARRY, UNITED COUNTIES OF	1
STRATFORD, CITY OF	10
STRATHROY-CARADOC, MUNICIPALITY OF	1
STRONG, TOWNSHIP OF	2
TAY VALLEY TOWNSHIP	2
TAY, TOWNSHIP OF	6
TECUMSEH, TOWN OF	5
TEHKUMMAH, TOWNSHIP OF	6
TEMAGAMI, MUNICIPALITY OF	1
TEMISKAMING SHORES, CITY OF	2
THAMES CENTRE, MUNICIPALITY OF	1
THE BLUE MOUNTAINS, TOWN OF	1
THE NATION, MUNICIPALITY	4
THE NORTH SHORE, TOWNSHIP OF	3
THOROLD, CITY OF	6
THUNDER BAY, CITY OF	18
TIMMINS, CITY OF	13
TINY, TOWNSHIP OF	6
TORONTO, CITY OF	286
TRENT HILLS, MUNICIPALITY OF	8
TRENT LAKES, MUNICIPALITY OF	1
TUDOR AND CASHEL, TOWNSHIP OF	1
TWEED, MUNICIPALITY OF	3
TYENDINAGA, TOWNSHIP OF	1
UXBRIDGE, TOWNSHIP OF	3
VAUGHAN, CITY OF	13
WAINFLEET, TOWNSHIP OF	14
WASAGA BEACH, TOWN OF	21
WATERLOO, CITY OF	4
WATERLOO, REGIONAL MUNICIPALITY OF	23
WAWA, MUNICIPALITY OF	2
WELLAND, CITY OF	16
WELLESLEY, TOWNSHIP OF	1
WELLINGTON, COUNTY OF	8
WEST GREY, MUNICIPALITY OF	1
WEST LINCOLN, TOWNSHIP OF	3
WEST NIPISSING, MUNICIPALITY OF	3
WEST PERTH, MUNICIPALITY OF	2
WHITBY, TOWN OF	3
WHITCHURCH-STOUFFVILLE, TOWN OF	11

WHITESTONE, MUNICIPALITY OF	2
WHITewater REGION, TOWNSHIP OF	1
WILMOT, TOWNSHIP OF	1
WINDSOR, CITY OF	51
WOLLASTON, TOWNSHIP OF	8
WOODSTOCK, CITY OF	1
WOOLWICH, TOWNSHIP OF	1
YORK, REGIONAL MUNICIPALITY OF	36
UNSPECIFIED	43
SHARED CORPORATIONS	
ALECTRA	26
COLLUS POWERSTREAM	1
CONSERVATION AUTHORITIES	40
ENERGY + INC.	1
ERTH CORPORATION	2
ESPANOLA REGIONAL HYDRO DISTRIBUTION CORPORATION	1
ESSEX POWER CORPORATION	1
KITCHENER-WILMOT HYDRO INC.	1
LAKEFRONT UTILITIES INC.	1
LAKELAND POWER	1
NEWMARKET-TAY POWER DISTRIBUTION LTD	1
NIAGARA PENINSULA ENERGY INC.	1
PEMBROKE AND AREA AIRPORT COMMISSION	3
RIDEAU ST. LAWRENCE DISTRIBUTION INC.	2
VERIDIAN CONNECTIONS (VERIDIAN CORPORATION)	2
WELLINGTON NORTH POWER INC.	1
WESTARIO POWER	1
SHARED LOCAL BOARDS	
ALGOMA DISTRICT SERVICES ADMINISTRATION BOARD	1
DISTRICT OF COCHRANE SOCIAL SERVICES ADMINISTRATION BOARD	4
DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD	3
DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD	2
DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD	1
KENORA DISTRICT SERVICES BOARD	5
MANITOULIN-SUDBURY DISTRICT SERVICES BOARD	3
NIAGARA DISTRICT AIRPORT COMMISSION	1
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD	5
THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD	8
UNSPECIFIED	1

CASES RECEIVED ABOUT COLLEGES OF APPLIED ARTS AND TECHNOLOGY, 2017-2018

TOTAL: 189

ALGONQUIN COLLEGE	5
CAMBRIAN COLLEGE	5
CANADORE COLLEGE	4
CENTENNIAL COLLEGE	11
COLLÈGE BORÉAL	2
CONESTOGA COLLEGE	4
CONFEDERATION COLLEGE	3
DURHAM COLLEGE	13
FANSHAW COLLEGE	5
FLEMING COLLEGE (SIR SANDFORD FLEMING COLLEGE)	9
GEORGE BROWN COLLEGE	14
GEORGIAN COLLEGE	12
HUMBER COLLEGE	18
LA CITÉ COLLÉGIALE	2
LAMBTON COLLEGE	5
LOYALIST COLLEGE	7
MOHAWK COLLEGE	10
NIAGARA COLLEGE CANADA	6
NORTHERN COLLEGE	4
SAULT COLLEGE	7
SENECA COLLEGE	13
SHERIDAN COLLEGE	14
ST. CLAIR COLLEGE	5
ST. LAWRENCE COLLEGE	3
UNSPECIFIED	8

Note: Colleges that were not the subject of any cases are not listed.

CASES RECEIVED ABOUT UNIVERSITIES, 2017-2018

TOTAL: 268

ALGOMA UNIVERSITY	4
BROCK UNIVERSITY	10
CARLETON UNIVERSITY	6
LAKEHEAD UNIVERSITY	8
LAURENTIAN UNIVERSITY	13
MCMASTER UNIVERSITY	12
NIPISSING UNIVERSITY	4
OCAD UNIVERSITY	4
QUEEN'S UNIVERSITY	6
RYERSON UNIVERSITY	8
TRENT UNIVERSITY	5
UNIVERSITY OF GUELPH	14
UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY	18
UNIVERSITY OF OTTAWA	20
UNIVERSITY OF TORONTO	73
UNIVERSITY OF WATERLOO	12
UNIVERSITY OF WINDSOR	7
WESTERN UNIVERSITY	9
WILFRID LAURIER UNIVERSITY	9
YORK UNIVERSITY	19
UNSPECIFIED	6

Note: Universities that were not the subject of any cases are not listed.

CASES RECEIVED ABOUT SCHOOL BOARDS, 2017-2018

TOTAL: 871

ENGLISH PUBLIC SCHOOL BOARDS	
ALGOMA DISTRICT SCHOOL BOARD	7
AVON MAITLAND DISTRICT SCHOOL BOARD	3
BLUEWATER DISTRICT SCHOOL BOARD	4
DISTRICT SCHOOL BOARD OF NIAGARA	47
DISTRICT SCHOOL BOARD ONTARIO NORTH EAST	9
DURHAM DISTRICT SCHOOL BOARD	13
GRAND ERIE DISTRICT SCHOOL BOARD	28
GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD	19
HALTON DISTRICT SCHOOL BOARD	35
HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD	15
HASTINGS & PRINCE EDWARD DISTRICT SCHOOL BOARD	8
KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD	13
KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD	4
LAKEHEAD DISTRICT SCHOOL BOARD	6
LAMBTON KENT DISTRICT SCHOOL BOARD	5
LIMESTONE DISTRICT SCHOOL BOARD	7
NEAR NORTH DISTRICT SCHOOL BOARD	12
OTTAWA-CARLETON DISTRICT SCHOOL BOARD	54
PEEL DISTRICT SCHOOL BOARD	30
RAINBOW DISTRICT SCHOOL BOARD	16
RAINY RIVER DISTRICT SCHOOL BOARD	1
RENFREW COUNTY DISTRICT SCHOOL BOARD	4
SIMCOE COUNTY DISTRICT SCHOOL BOARD	19
THAMES VALLEY DISTRICT SCHOOL BOARD	33
TORONTO DISTRICT SCHOOL BOARD	124
TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD	6
UPPER CANADA DISTRICT SCHOOL BOARD	12
UPPER GRAND DISTRICT SCHOOL BOARD	3
WATERLOO REGION DISTRICT SCHOOL BOARD	20
YORK REGION DISTRICT SCHOOL BOARD	24
TOTAL	581
ENGLISH CATHOLIC SCHOOL BOARDS	
ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD	4
BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD	1
CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO	1
DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	22
DURHAM CATHOLIC DISTRICT SCHOOL BOARD	3
HALTON CATHOLIC DISTRICT SCHOOL BOARD	10

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD	10
HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD	3
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD	4
LONDON DISTRICT CATHOLIC SCHOOL BOARD	18
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD	6
NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD	4
NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD	1
NORTHWEST CATHOLIC DISTRICT SCHOOL BOARD	1
OTTAWA CATHOLIC SCHOOL BOARD	8
PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD	3
RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD	1
SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD	8
ST CLAIR CATHOLIC DISTRICT SCHOOL BOARD	2
SUDBURY CATHOLIC DISTRICT SCHOOL BOARD	3
THUNDER BAY CATHOLIC DISTRICT SCHOOL BOARD	1
TORONTO CATHOLIC DISTRICT SCHOOL BOARD	68
WATERLOO CATHOLIC DISTRICT SCHOOL BOARD	5
WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD	1
WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD	6
YORK CATHOLIC DISTRICT SCHOOL BOARD	13
TOTAL	207
FRENCH CATHOLIC SCHOOL BOARDS	
CONSEIL DES ÉCOLES CATHOLIQUES DU CENTRE-EST	9
CONSEIL SCOLAIRE CATHOLIQUE DE DISTRICT DES GRANDES RIVIÈRES	1
CONSEIL SCOLAIRE CATHOLIQUE MONAVENIR	4
CONSEIL SCOLAIRE CATHOLIQUE PROVIDENCE	2
CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE DE L'EST ONTARIEN	4
TOTAL	20
FRENCH PUBLIC SCHOOL BOARDS	
CONSEIL DES ÉCOLES PUBLIQUES DE L'EST DE L'ONTARIO	9
CONSEIL SCOLAIRE PUBLIC DU GRAND NORD DE L'ONTARIO	1
CONSEIL SCOLAIRE VIAMONDE	7
TOTAL	17
SCHOOL AUTHORITIES	
BLOORVIEW SCHOOL AUTHORITY	1
CASES WHERE BOARD NOT SPECIFIED	45

Note: Boards that were not the subject of any cases are not listed.

CASES RECEIVED ABOUT CLOSED MUNICIPAL MEETINGS, 2017-2018

TOTAL: 80

CASES ABOUT MUNICIPALITIES WHERE OMBUDSMAN IS THE INVESTIGATOR	59
CASES ABOUT MUNICIPALITIES WHERE ANOTHER INVESTIGATOR HAS BEEN APPOINTED	21

SUMMARY OF COMPLETED INVESTIGATIONS

MUNICIPALITY	MEETINGS & GATHERINGS REVIEWED	PROCEDURAL VIOLATIONS FOUND	BEST PRACTICES SUGGESTED	ILLEGAL MEETINGS
ALFRED AND PLANTAGENET, TOWNSHIP OF	5	4	3	5
BRIGHTON, MUNICIPALITY OF	1	0	1	1
CARLETON PLACE, TOWN OF	1	0	2	1
CORNWALL, CITY OF	1	1	1	0
DEEP RIVER, TOWN OF	1	1	3	1
ELLIOT LAKE, CITY OF	1	0	0	0
FORT ERIE BIA	1	4	3	0
GEORGINA, TOWN OF	1	0	0	0
GRIMSBY, TOWN OF	2	3	2	1
HAMILTON, CITY OF	1	0	3	1
KIRKLAND LAKE, TOWN OF	0*	0	2	0
LANARK HIGHLANDS, TOWNSHIP OF	1	2	5	1
NIAGARA FALLS, CITY OF	1	0	2	0
NORFOLK, COUNTY OF	1	0	1	1
NORTH HURON, TOWNSHIP OF	1	0	1	0
RUSSELL, TOWNSHIP OF	2	1	4	2
ST-CHARLES, MUNICIPALITY OF	1	0	1	0
TEHKUMMAH, TOWNSHIP OF	5	0	4	0
TIMMINS, CITY OF	2	1	3	2
WELLAND, CITY OF	1	1	3	1

* This report did not focus on a meeting, but on whether a committee of the town is subject to the open meeting rules.

FINANCIAL SUMMARY

	(IN THOUSANDS)
OPERATING EXPENSES:	\$
SALARIES AND WAGES	8,926
EMPLOYEE BENEFITS	1,983
COMMUNICATION AND TRANSPORTATION	298
SERVICES	2,220
SUPPLIES AND EQUIPMENT	758
TOTAL ANNUAL OPERATING EXPENSES	14,185
LESS: MISCELLANEOUS REVENUE (RETURNED TO GOVERNMENT)	69
NET EXPENDITURES	\$14,116



The Ontario Ombudsman
promotes fairness,
accountability and
transparency in the
public sector by resolving
and investigating
public complaints and
systemic issues within
his jurisdiction.



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Ontario Ombudsman



OntarioOmbudsman

Monday 02	Tuesday 03	Wednesday 04	Thursday 05	Friday 06
	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 3:00 SMART Exercise - Mt Forest CC 7:00 Pickleball- Harriston Arena \$2	9:00 Palmerston & 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 - Coping with changing relationships	9:00 Palmerston Walking- Arena 10:00 Coffee Morning - Clifford Hall 11:00 Tastes for Life - MFPC 11:00 Harriston Exercise- KPC 3:00 SMART Exercise - Mt Forest Curling Club 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 12:00 Drayton Dining - Whittling with Wood - Guelph Carving Club
09	10	11	12	13
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise - Clifford UC 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Christian Reformed Church - this week 10:00 Yoga-Palmerston United Church	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 3:00 SMART Exercise - Mt Forest CC 7:00 Pickleball- Harriston Arena \$2	9:00 Palmerston & Harriston Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DCRC 12:00 Palmerston Dining-Africa via Tanzania, Kenya, Zambia, Botswana and Madagascar' Photographer Mark Garbutt 1:00 Games Afternoon - Mt Forest DSP 2:00 Art Workshop -Harriston Library \$5.	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 3:00 SMART Exercise - Mt Forest Curling Club 7:00 Pickleball- Harriston Arena \$2	9:00 PalmerstonWalking - Arena 9:00 Harriston Walking-Arena 9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise CUC & PUC 9:30 SMART Exercise Drayton Christian Reformed Church 10:15 SMART Exercise PUC
16	17	18	19	20
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise - Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga-Palmerston United Church \$5.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 3:00 SMART Exercise - Mt Forest Curling Club 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 2:00 Art Workshop - Palmerston Lib \$5. 2:00 Cards & Games \$2.CNRA - Palmerston	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 3:00 SMART Exercise - Mt Forest CC 7:00 Pickleball- Harriston Arena \$2	9:00 Palmerston & Harriston Walking - Arena 9:00 Drayton Walking - PMD Arena 9:00 SMART Exercise PUC & CUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Clifford Dining - 10 Warning Signs of Dementia & what to do about them 7:00 Euchre - Drayton Legion \$5.
23	24	25	26	27
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Christian Reformed Church 10:00 Yoga - Palm United Church -\$5.	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 3:00 SMART Exercise - Mt Forest Curling Club 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 Drayton Christian RC 10:00 Friendship Circle -PUC 12:00 Harriston Dining - 'Toe Tapping Favourite- Tonia-Joy Skipper' 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 12:00 Arthur Dining -It's about Time - Maryanne Holst sings your favourite songs' 3:00 SMART Exercise - Mt Forest CC	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 Drayton Christian Reformed Church 10:15 SMART Exercise PUC
30	31	<div></div>		
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 DCRC 10:00 Yoga-PUC \$5.class 2:00 Carnegie Cafe Drayton Library Canadian Embroiderers' Guild register 519 638 3788	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- Knox P Church 3:00 SMART Exercise - Mt Forest Curling Club 7:00 Pickleball- Harriston Arena \$2	01		
		02		03
		ASH - Arthur Seniors Hall CNRA Clubhouse-Palmerston CUC - Clifford United Church DRC - Drayton Reformed Church DCRC ** Drayton Christian Reformed Church - New location KPC - Knox Presbyterian Church Lib - Library		MFPC - Mount Forest Pentecostal Church MFFHT - Mt Forest Family Health Team PMD - Drayton Arena PUC - Palmerston United Church MFCC - Mt Forest Curling Club ** New location

Heat Related Illnesses Older adults are at greater risk of heat related illnesses as they do not adjust as well as young people to sudden changes in temperature. You may have a chronic medical condition that changes normal body responses to heat and may also take prescription medicines that affect the body's ability to control its temperature or sweat. Please check in on your neighbours during the hot weather; let's take care of each other! To reduce the risk, please take the following precautions;

- wear loose fitting, lightweight clothing
- listen to the weather forecast and prepare for extreme heat by turning on air conditioning or shutting blinds and drapes to keep your home as cool as possible.
- take cool baths or showers to reduce your body temperature
- drink plenty of fluids; water is best. Avoid alcohol and drinks with caffeine
- ask your doctor, if you take medications that can affect your ability to stay hydrated and dissipate heat.
- take it easy during the hottest parts of the day. Try to schedule exercise or physical labor for cooler parts of the day, such as early morning or evening.
- get acclimated. Limit time spent working or exercising in heat until you're conditioned to it. People who are not used to hot weather are especially susceptible to heat-related illness.

Seek medical care immediately if you have, or someone you know has, symptoms of heat-related illness like muscle cramps, headaches, nausea or vomiting.

Living with Loss: Wednesday, July 4th @ 7 p.m. Birmingham Retirement Community, Mount Forest This month's topic is "Coping with Changing Relationships". 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 arena. \$2 per game night. Equipment: Clean indoor shoes. Call Matt Lubbers 519-338-2511 ext. 240 for information

Tastes for Life: Thursday, July 5th @ 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. Please call 519.323.0255 ext.5085 to register **FREE**

Yoga: Palmerston United Church, Mondays 10:00 a.m. July 9th-July 30th \$5 This program continues through the month of July. Did you know that the warm weather makes us more flexible?

Art Workshop: Wednesday, July 11th @ 2 p.m. Harriston Library- Ice Dying- bring a pillow case or t-shirt with Donna Hirtle. Cost is \$5.00 please register @ the Harriston Library 519.338.2396

Cards and Games Afternoon: 3rd Wednesday, July 18th CRNA building Palmerston @ 2p.m. \$2

Art Workshop: 3rd Wednesday, July 18th Palmerston Library @2 p.m. – Ice dying bring a pillow case or t-shirt 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 July 25th, 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, July 6th 12 p.m. "Whittling with Wood"** join Guelph Carving club member Ray Lang as he demonstrates his wood working skills. This will include whittling, carving in the round and creating caricatures. Ray will also share stories and have a good selection of his work on display.
- 2) Palmerston United Church, Wednesday, July 11th 12 p.m. "Africa via Tanzania, Kenya, Zambia, Botswana and Madagascar"** Join professional photographer Mark Garbutt as he takes you on a trip to Africa the Dark Continent. Mark will share stories alongside his award winning photography and transport you from the town of Palmerston to deepest Africa, without the man eating animals or the huge insects!
- 3) Clifford United Church, Friday, July 20th 12 p.m. "Ten Warning Signs of Dementia"** Join Robin Smart from the Alzheimer Society as she discusses the ten warning signs. Robin will also be showing a short film of people living with the disease and coping strategies that help them to continue to live full and meaningful lives.
- 4) Harriston United Church, NEW Location, Wednesday, July 25th @12 p.m. "Toe Tapping Favourites"** Join Tonia-Joy Skipper as she provides musical entertainment. Tonia-Joy will have a selection of songs that you can choose from so you will hear your personal picks! An enjoyable way to spend an afternoon with friends.
- 5) Arthur United Church, Thursday, July 26th 12 p. m. "It's About Time"** Musical entertainment provided by Maryanne Holst, she plays and sings all your favourite tunes. Sing along or tap your toes a fun and upbeat hour of classic tunes to warm your day. Arthur United Church Women cater this luncheon for \$6.00 per person

Board of Directors Meeting #3/18

March 21, 2018

DIRECTORS PRESENT: Jim Campbell, Deb Shewfelt, Art Versteeg, Wilf Gamble, Alison Lobb, Matt Duncan, Roger Watt, Paul Gowing, Bob Burtenshaw, David Blaney

ABSENT: Dave Turton

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Admin/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Steve Jackson, Flood/Erosion Safety Coordinator
Cheryl Dobbyn, Clerk

COMMUNITY ATTENDEES: Paul Seebach, Auditor of Vodden Bender & Seebach

1. Call to Order

Jim Campbell called the meeting to order at 7:05 pm and announce the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time



3. Minutes

The minutes from the last Board of Director's meeting as well as the Annual Meeting have been circulated to the Director's for their information and approval. The Director's agreed with the minutes and the following motion was made.

Motion FA #19/18

Moved by: David Blaney

Seconded by: Art Versteeg

THAT the minutes from the Board of Director's meeting #1/18 held on January 24, 2018 and the Annual Meeting #2/18 held on February 28, 2018 be approved.

(carried)

4. Presentations

a) Staff Service Awards

Jim Campbell congratulated and thanked the following staff for their years of dedication and employment by presenting them with service awards and outlining the history of their individual roles with the Maitland Valley Conservation Authority.

Erin Gouthro, Regulations Officer: 5 years

Cheryl Dobbyn, Clerk: 10 years

Jayne Thompson, Communications Coordinator: 30 years

Erin Gouthro wasn't able to attend this evening's meeting. Jayne Thompson expressed her gratitude, by thanking both the Board and staff for the many years of support and collaboration.

b) 2017 Audit Report: Report #9/18

Paul Seebach of Vodden Bender & Seebach presented the 2017 Financial Statement to the Director's and invited questions and feedback from the Board.

The Director's agreed with the report and the following motion was made.

Motion FA #20/18

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT the Auditor's report be accepted as presented; **AND THAT** the Maitland Valley Conservation Authority 2017 Financial Statement be approved.

(carried)

5. Business Out of the Minutes

a) Direction on Investment Options: Report #10/18

The Board is re-visiting other investment opportunities after reviewing the options presented by Libro Credit Union of Wingham at the December 2017 meeting. Phil Beard outlined other possibilities and recommendations in Report #10/18 for the Board to consider and Chair Campbell opened the floor to questions.

The Director's discussed possibilities and interest rates for savings accounts with other banking institutions as well as the MVCA's current banking agreement, along with the need to have an internal investment policy. These motions followed.

Motion FA #21/18

Moved by: David Blaney

Seconded by: Roger Watt

THAT staff direct CIBC Gundy to move the current bond fund to a GIC investment for a 2-year period to CIBC.

(carried)

Motion FA #22/18

Moved by: Alison Lobb

Seconded by: Paul Gowing

THAT staff develop an investment policy that includes that the principle is guaranteed and is consistent with the Ontario Municipal Act investment guidelines for the Board to review.

(carried)

6. Business Requiring Direction/Decision

a) 2018 Budget: Report #11/18

Report #11/18 was presented by the GM/ST and Coordinator's to outline the revisions proposed since the December review of the draft budget and to finalize the 2018 budget. Voting for levy approval from each respective Director on behalf of the municipalities followed.

a) 2017 Levy Approval

Municipality	Director	% Assessment Value	In Favour	Not In Favour	Absent
ACW	Roger Watt	12.25	√		
Central Huron	Alison Lobb	10.04	√		
Goderich	Deb Shewfelt	12.00	√		
Howick	Art Versteeg	4.13	√		
Huron East	David Blaney	10.19	√		
Huron Kinloss	Wilf Gamble	6.59	√		

Mapleton	Dave Turton	0.85			x
Minto	Dave Turton	6.98			x
Morris-Turnberry	Paul Gowing	4.86	√		
North Huron	Jim Campbell	6.08	√		
North Perth	Matt Duncan	20.98	√		
Perth East	Bob Burtenshaw	1.74	√		
South Bruce	Wilf Gamble	0.07	√		
Wellington North	Dave Turton	2.77			x
West Perth	Bob Burtenshaw	.46	√		

The results of the recorded vote were 89.4% in favour of Motion #23/18 with 10.6% absent. Therefore the motion carried.

Motion FA #23/18

Moved by: Alison Lobb

Seconded by: Matt Duncan

THAT the matching and non-matching levy be approved at \$1,416,049 for 2018; **AND THAT** the levy be apportioned to each municipality in accordance with the 2018 levy schedule.

(carried)

b) 2018 Budget

Motion FA #24/17

Moved by: Bob Burtenshaw

Seconded by: Wilf Gamble

THAT the 2018 budget be approved as outlined in Report #11/18.

(carried)

b) Gorrie Conservation Area: February Flood Damages: **Report #12/18**

This report from Stewart Lockie informs the Board about the further damages to the Gorrie Conservation Area following January and February flood events. Stewart asked for direction from the Board on the alternative repair options presented by B.M Ross and Associates or whether the Board would like to see no additional work done at this time other than some general cleanup of the site. Stewart advised that he has contacted staff at MNR and they have advised that MVCA is not required to undertake any additional work as a result of the flood under the Lakes and Rivers Improvement Act. Staff indicated that there is a strong possibility of additional floods causing damage to the conservation area. Following thorough review and discussion, the following motion was made.

Motion FA #25/18

Moved by: Alison Lobb

Seconded by: Art Versteeg

THAT the Gorrie Conservation Area be left as is until the Board has had a chance to review the results of the report on the technical requirements for the three options, replace, repair or decommission; **AND**

THAT staff restrict public access to sections of the site that are not safe to ensure public safety; **AND FURTHER THAT** staff circulate a newsletter with this update to the community.

(carried)

c) Carbon Footprint Strategy for 2018: **Report #13/18**

This report from Conservation Areas Coordinator Stewart Lockie outlines the progress made in 2017 and measures planned for 2018 to reduce and compensate for our carbon footprint.

Following discussion and comments, the following motion was made.

Motion FA #26/18

Moved by: Deb Shewfelt

Seconded by: Paul Gowing

THAT MVCA's progress report and 2018 strategic actions as outlined in Report #12/18 be approved by the Board.

(carried)

d) Appointments to Committees: **Report #14/18**

This report establishes appointments to projects, committees and organizations within the Maitland Valley Conservation Authority for 2018 that include;

- Conservation Ontario
- Maitland Conservation Foundation
- John Hindmarsh Environmental Trust Fund
- MVCA Personnel Committee.
- Huron County Water Protection Committee
- Carbon Footprint Initiative Leadership Team

Following discussion, this motion was made.

Motion FA #27/18

Moved by: Art Versteeg

Seconded by: Bob Burtenshaw

THAT Jim Campbell be appointed as the MVCA's delegate to Conservation Ontario;
AND THAT Dave Turton and Roger Watt be appointed as alternates.

AND FURTHER THAT Deb Shewfelt be appointed to the Board of Directors of the Maitland Conservation Foundation for 2018;

AND FURTHER THAT Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2018;

AND FURTHER THAT Roger Watt be appointed to the Personnel Committee for 2018;

AND FURTHER THAT Deb Shewfelt be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2018;

AND FURTHER THAT Deb Shewfelt be appointed to the Carbon Footprint Initiative Leadership Team for 2018.

(carried)

e) Appointment of Banks/Solicitors: **Report #15/18**

Following review of this report to obtain approval from the Board to appoint organizations for financial and legal business in 2018, this motion was made.

Motion FA #28/18

Moved by: Alison Lobb

Seconded by: Matt Duncan

THAT the authority's banking transactions be handled by the Wingham and Goderich branches of the Canadian Imperial Bank of Commerce; **AND THAT** investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act; **AND FURTHER THAT** the authority approve a bank borrowing by-law of \$200,000 for 2018 on revolving credit at the Canadian Imperial Bank of Commerce, Wingham Branch; **AND FURTHER THAT** the following solicitors be appointed to handle legal transactions of the Conservation Authority for 2018: Darrell N. Hawreliak Professional Corporation, Kitchener and and Greg Stewart, Donnelly & Murphy, Goderich.

(carried)

7. Consent Agenda

The following items were circulated to the Board of Directors for their information.

- a) Revenue/Expenditure Report - December: **Report #16/18**
- b) Agreements Signed: **Report #17/18**
- c) Correspondence: For Directors' Information:
 - i) Letter from Conservation Ontario to Premier, Kathleen Wynne
Re: Flooding on February 21, 2018
 - ii) Letters from the Township of Morris-Turnberry and North Huron
Re: MVCA 2018 Budget

This motion followed.

Motion FA #29/18

Moved by: Deb Shewfelt

Seconded by: Wilf Gamble

THAT the Consent Agenda items and reports #16/18 through #17/18 along with their respective recommended motions and correspondence as outlined be accepted as presented.

(carried)

8. Maitland Source Protection Authority Meeting:

Motion FA #30/18

Moved by: Deb Shewfelt

Seconded by: Paul Gowing

THAT the Maitland Valley Conservation Authority Board of Directors move into a Maitland Source Protection Authority meeting.

(carried)

9. In-Camera Session: Personnel Matters

At this time, all attendees left the meeting with the exception of the Board members, Phil Beard, Jayne Thompson, Steve Jackson and Danielle Livingston.

Motion FA #31/18

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

THAT the Board of Directors move in camera for a legal matter.

(carried)

Motion FA #32/18 to resume regular session was made in-camera

(carried)

10. Review of Meeting Objectives/Follow-up Actions/Next meeting: April 18, 2018

Chair Jim Campbell announced that the next Board meeting will be held at the MVCA office on April 18, 2018 at 7:00 pm and reviewed the business that was accomplished.

11. Adjournment

The meeting adjourned at 8:55 pm with this motion.

Motion FA #33/18

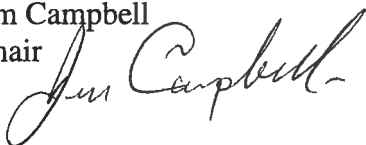
Moved by: David Blaney

Seconded by: Bob Burtenshaw

THAT the meeting be adjourned.

(carried)

Jim Campbell
Chair



Danielle Livingston
Administrative Assistant

2. Background

3. Methodology

4. Results

5. Discussion

6. Conclusion

7. Acknowledgments

8. References

9. Appendix

10. Glossary

11. Index

12. List of Figures

13. List of Tables

14. Summary

15. Notes

16. Author Biographies

17. Correspondence

18. Contact Information

19. Declaration of Interest

20. Funding

21. Data Availability

22. Ethics Approval

23. Conflicts of Interest

24. References

25. Appendix

26. Glossary

27. Index

Approved

~~DRAFT~~ Board Meeting #5/18

May 16, 2018

DIRECTORS PRESENT: Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Wilf Gamble, Roger Watt, Matt Duncan, Paul Gowing, Bob Burtenshaw, David Blaney

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator

COMMUNITY ATTENDEES: Joe Dietrich

Prior to the meeting, the Member's visited the Galbraith Conservation Area.

1. Call to Order

Chair Jim Campbell called the meeting to order at 7:35 pm and referred attendees to the agenda for the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.



3. Minutes

The minutes from the Board Meeting #4/18 held on April 18, 2018 were circulated for review and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #54/18

Moved by: Alison Lobb

Seconded by: Paul Gowing

THAT the minutes from the Board Meeting #4/18 held on April 18, 2018 be approved.

(carried)

4. Presentations/Delegations

a) Overland Flow Insurance:

At the April meeting, the member's chose Flood Insurance as one of the board education and training topics to cover in 2018. Joe Dietrich, CEO of Trillium Mutual Insurance made a presentation to the Board about overland flow insurance and how it has impacted Trillium Mutual Insurance.

Mr. Dietrich outlined Trillium Mutual Insurance's background and what overland water insurance covers. As well, he explained how insurance needs have transformed due to environmental changes and that claims from water damage are increasing due to our changing climate.

Chair Campbell thanked Mr. Dietrich for an informative presentation and for hosting tonight's meeting.

5. Business Out of the Minutes

a) Proposed Schedule for Education/Training: Report #28/18

This report is to review and schedule the training events that the Board decided on at the April meeting.

This motion followed.

Motion FA #55/18

Moved by: Deb Shewfelt

Seconded by: Dave Turton

THAT the schedule for education items #1 and #3 be accepted as proposed in Report #28/18; **AND THAT** the tour of recreational and water and erosion control infrastructure be scheduled for August 15, 2018.

(carried)

6. Business Requiring Direction/Decision

a) Government Relations Strategy: Report #29/18

This report from Phil Beard and Jayne Thompson is to obtain direction from the Board regarding the proposed key messages, topics and format of government relations messages to be delivered in 2018.

Phil Beard reviewed the proposed outlines to be presented to all audiences in 2018 and invited feedback from the members.

For municipal outreach, staff recommend that each Director whose municipality will be visited in 2018 review the proposed items with their respective council and determine if there are any additional topics that should be covered in their respective presentations. Phil Beard will consult with municipal administrators for feedback on information to be included.

For government outreach, the board has given direction for the Chair and Vice-Chairs to initiate discussion on key priorities with the MP's and MPP's who have ridings in the Maitland Conservation watersheds.

Suggestions were given to break out the value of development at risk from erosion along the Lake Huron shoreline to the three-year work plan summary for municipalities. The following motion was made.

Motion FA #56/18

Moved by: Alison Lobb

Seconded by: David Blaney

THAT the government relations strategy for Maitland Conservation be implemented as outlined in Report #29/18.

(carried)

b) Galbraith Conservation Areas Infrastructure Options: **Report #30/18**

This report from Stewart Lockie is to obtain direction about the future operations and infrastructure at the Galbraith Conservation Area. In the fall of 2017, the Galbraith Optimist Camp for Kids notified Maitland Conservation that they made a decision to terminate their lease due to increasing costs and failure to attract volunteers. The existing lease will terminate on June 1, 2018.

The Board discussed the options and reviewed them against MVCA's priorities. The following motion was made.

Motion FA #57/18

Moved by: Roger Watt

Seconded by: Bob Burtenshaw

THAT staff investigate with the Ministry of Natural Resources and Forestry, the process for disposing of the Galbraith Conservation Area and report back to the Board.

(carried)

c) Carbon Footprint Initiative: Revisions to the Framework & MVCA's Carbon Footprint Strategy: **Report #31/18**

This report from Phil Beard outlines changes to the CFI framework following the April Meeting of the Leadership Team. New research findings indicate that the planting of trees will not offset the burning of fossil fuels. Therefore the CFI Framework has been modified to focus on reducing fossil fuel use to reduce green-house gas emissions and to plant trees to help sequester carbon and reduce CO2 levels in the atmosphere.

Motion FA #58/18

Moved by: Roger Watt

Seconded by: Art Versteeg

THAT MVCA supports the revised Carbon Footprint Initiative Framework.

(carried)

- d) Letter from MNRF re: Request for Water and Erosion Funding: Technical Study: Gorrie Dam: **Report #32/18**

Stewart Lockie presented this report to update the Board on the WECI fund application that has been submitted to the MNRF for the Gorrie Dam Technical Study earlier in 2018. MVCA has received notification that this study project was not amongst the successful selections and therefore will not receive WECI funding. As a result, decision is required whether to fund the entire cost of the study from accumulated surplus or from the WECI reimbursement of 2017 repairs that were received in 2018.

The following motion was approved.

Motion FA #59/18

Moved by: Alison Lobb

Seconded by: Paul Gowing

THAT \$8,000 from the 2017 WECI funding reimbursement be used to fund the 2018 Gorrie Dam technical requirements study.

(carried)

- e) Letter from Ontario Rivers Alliance (ORA): Re: Gorrie Dam: **Report #33/18**

The Ontario Rivers Alliance has submitted a letter to MVCA encouraging the Board to consider decommissioning the Gorrie Dam. The Chair of the ORA has asked MVCA for a response. The following motion was passed.

Motion FA #60/18

Moved by: Matt Duncan

Seconded by: Wilf Gamble

THAT the letter from Ontario Rivers Alliance be noted and filed.

(carried)

7. Chair and Member's Reports

a) Chair's Report

There were no reports from Chair Campbell tonight.

b) Member's Reports

David Blaney reported that he attended a Source Protection meeting earlier today and that the Source Protection Plan has been submitted to the Ministry by the Source Protection Authority for the first review.

Deb Shewfelt and Alison Lobb attended the Lake Huron Centre of Coastal Conservation Conference and Gala held on May 10th and 11th at the Oakwood Resort in Grand Bend and reported that the event was enjoyable, well attended and there were great presenters.

Dave Turton announced that there will be a meeting hosted by the Town of Minto to discuss the June 23, 2017 flood event with the public. Steve Jackson, FESS Coordinator and other MVCA staff will be in attendance at this event. The meeting will be held at the Harriston Auditorium on May 29, 2018 at 7:00 pm. Local MP's and MPP's have been invited by the Council to this event.

At this time, Dave acknowledged the dedication to the Galbraith property by the Galbraith Optimist Club for many years and then this motion was made.

Motion FA #61/18

Moved by: Dave Turton

Seconded by: Art Versteeg

THAT staff send the Galbraith Optimist a letter of appreciation and thank them for the commitment and work that they have done over the years to make the Galbraith Camp for Kids such a successful program.

(carried)

8. Consent Agenda

- a) Revenue/Expenditure Report - April **Report #34/18** (attached)
- b) Agreements Signed: **Report #36/18** (attached)
- c) Correspondence: For Directors' Information:

The following items were circulated to the Board of Directors for their information.

The following motion was made.

Motion FA #62/18

Moved by: David Blaney

Seconded by: Alison Lobb

THAT reports #34/18 through #35/18 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

9. Review of Meeting Objectives/Follow-up Actions/Next meeting: June 20, 2018

Chair Campbell reminded the members about the June meeting and declared that the May meeting objectives have been met which include;

- Providing direction on the Government Relations Strategy for 2018
- Providing direction on the Galbraith Conservation Area Infrastructure Options
- Providing direction on the Carbon Footprint Initiative Framework

10. Adjournment

The meeting adjourned at 9:00 pm with this motion.

Motion FA #63/18

Moved by: Alison Lobb

Seconded by: Art Versteeg

THAT the meeting be adjourned.

carried)



Jim Campbell
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

SOURCE PROTECTION COMMITTEE

MINUTES – MEETING #76

MEETING: SOURCE PROTECTION COMMITTEE

DATE: FRIDAY, JANUARY 26, 2018

TIME: 1:30 P.M.

LOCATION: GREY SAUBLE CONSERVATION, OWEN SOUND ON

CALL TO ORDER

Chair called the meeting to order at 1:30 p.m.

In Attendance: Chair, Bill Twaddle, Bruce Davidson, Carolyn Day, Robert Emerson, Ken Furlong, Kathie Hughes, Angela Newman, Les Nichols, Mitch Twolan

Others Present: Angela Newman, Ex-officio member, Grey-Bruce Health Unit
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)
Nancy Guest, Recording Secretary, DWSP

Also in Attendance: Sonya Skinner, CAO, Grey Sauble Conservation
Cathy Little, Chair, Grey Sauble Conservation
Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation
Justine Lunt, Source Protection Supervisor, DWSP
Karen Gillan, Communications Specialist, DWSP
John Ritchie, MOE, Owen Sound Office

Regrets: Brent Lanktree

Proxy Appointed By: Brent Lanktree

The Chair introduced and welcomed Fred Dubeau, Water Treatment and Distribution Manager for the Chippewas of Nawash, and Denise Inman, Mexican co-op student living and working in Walkerton.

1. Adoption of Agenda

**Motion No.
SPC-18-278**

**Moved by Bruce Davidson
Seconded by Kathie Hughes**

THAT the Agenda for the September 22, 2017 meeting be adopted as distributed.

Carried

2. Adoption of Minutes

**Motion No.
SPC-18-279**

**Moved by Bruce Davidson
Seconded by Kathie Hughes**

THAT the Minutes of the June 23, 2017 Source Protection Committee meeting be adopted as distributed.

Carried

3. Adoption of Agenda

**Motion No.
SPC-18-280**

**Moved by Les Nichols
Seconded by Robert Emerson**

THAT the Agenda for the January 26, 2018 meeting be adopted as distributed.

Carried

4. Disclosure of Pecuniary or Conflict of Interest

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

5. Adoption of Minutes

**Motion No.
SPC-18-281**

**Moved by Angela Newman
Seconded by Les Nichols**

THAT the Minutes of the September 22, 2017 Source Protection Committee meeting be adopted as distributed.

Carried

6. Matters Arising from the Minutes

No matters arose from the previous minutes.

7. Correspondence

Letter from Ausable Bayfield Maitland Valley Source Protection Region dated January 2, 2018 respecting public consultation was **noted and filed**.

8. Reports

Administration Report 6a

The Project Manager reviewed Administration Report 6a and advised that the Source Protection Plan amendment was in the approval process and that there was hope that the process could be expedited.

The Source Protection Municipal Implementation Fund (SPMIF) has been extended to March 31, 2019 and municipalities who wish to take advantage of this extension were asked to submit a request to the MOECC.

Respecting funding of the Source Protection program, the 2018/2019 workplan submission for staffing was slightly reduced, while overall program requirements remained the same as last year.

Communications Report 6b

The Communications Specialist reviewed Communications Report 6b and advised work is being done to target specific sectors respecting source water and plans are underway to inform new municipal council members after the upcoming municipal elections.

John Ritchie, of the Owen Sound MOECC office and Chair of the Children's Water Festival, gave an overview of the Water Festival held at the Chesley Community Centre and encouraged people to volunteer the week of May 14th to 18th for a valuable and unique experience working with Grade 4 students from Grey and Bruce. This year's focus is on the Great Lakes and the steering committee is looking for community partners and adult volunteers.

The "Explore" brochure was recently completed for Grey Sauble Conservation and distributed to attendees. The brochure addresses all of the properties owned and maintained by Grey Sauble Conservation with maps and information for each property. The information will be posted on the Grey Sauble Conservation website.

The Drinking Water Source Protection communications strategy was reviewed and discussed. This is currently a draft and members were advised to contact Carl Seider or Karen Gillan with any suggestions.

9. New Business

Proposed Clean Water Act and Safe Drinking Water Act Amendments Report 7a

The amendments improve the regulatory framework by formally adding liquid hydrocarbon pipelines to the list of prescribed threats in the regulation, expand the list of minor plan amendments that are permitted, and increase transparency by adding some additional notification and data sharing requirements. The Management Committee has provided its input and comments can be added to the EBR posting during the comment period which ends February 20, 2018.

Source Protection Committee Renewal Process Report 7b

The Project Manager reviewed Report 7b and advised that three Source Protection Committee members have recently resigned and 4 to 6 members will be replaced by the end of 2018. The three sectors will be replaced proportionately. All members must be renewed or replaced by the end of 2019 and the new term will be for five years. An orientation package will be provided to new members. Quorum for all meetings will remain at eight members and proxies are encouraged if a member is unable to attend.

Risk Management Office Summary Report 7c

The Chair advised that the Risk Management Office was able to get some verbal reports and Risk Management staff across the Region were able to complete most of the threat assessments. Information was also received from the Wellington County and Ausable Bayfield Maitland Valley Risk Management staff. The Project Manager reviewed Report 7c and advised of several milestones. There was a discussion about the detail of reporting to the Committee and the Chair noted that the risk management officials don't work for the SPC; they report to the SPA, who in turn shares information with the SPC.

8. Other Business

MOECC Changes

John Ritchie reported on the new functions and changes to responsibilities at the MOECC. Two years ago, the MOECC embarked on a strategic plan based on the "modern regulator" idea which resulted in fundamental changes to the manner in which the Ministry operates. Drinking Water Source Protection is under the Environmental Compliance Division now, which is a consolidated structure and is more local rather than regional.

SPC member, Bruce Davidson, advised of a waste and recycling project with eight or nine stations as access points on the Saugeen River. The project is currently sponsored by Bruce Power, Saugeen Valley Conservation and the Municipality of Brockton and is looking for additional sponsors. Bruce Davidson can be contacted in this regard.


There was no other business.

9. Confirmation of Next Meeting and Adjournment

The next Committee meeting will be held on Friday, June 22, 2018 at the Grey Sauble Conservation in Owen Sound, Ontario.

There being no further business, Les Nichols made a motion to adjourn at 3:30 p.m.



Bill Twaddle
Chair

Nancy Guest
Recording Secretary



**Cultural Roundtable Committee Minutes
Monday, June 18, 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

1. Call to Order by Peggy Raftis at 6:00 p.m.
2. Minutes of Previous Meeting
 - a. Minutes of May 28, 2018

MOTION

Moved By: Jean Anderson; **Seconded By:** Andrew Gowan

THAT Cultural Roundtable Committee approve the minutes of the May 28, 2018 meeting.

Carried

3. Committee Minutes for Approval
 - a. Railway Heritage Museum Minutes, May 23, 2018

MOTION

Moved By: John Cox ; **Seconded By:** Megan Raftis

THAT Cultural Roundtable Committee approve the minutes of the May 23, 2018 Palmerston Heritage Railway Museum meeting.

Carried

- b. MYAC Minutes, June 13, 2018

MOTION

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

THAT Cultural Roundtable Committee approve the minutes of the June 13, 2018 Minto Youth Action Council meeting.

Carried

4. Reports

a. Board Roles & Responsibilities Training

Wick-Graham noted she contacted the People and Information Network (PIN) and they are willing to host a two hour introductory session on board roles and responsibilities one evening for \$500. Wellington North Cultural Roundtable has offered to split the cost, making it \$250. Wick-Graham stated that PIN does not have a resource booklet but could prepare something for October. Peggy suggested sending her notes from the MYAC meeting about chairing meetings.

MOTION

Moved By: Mary Lou Colwell; Seconded By: Andrew Gowan

THAT The Cultural Roundtable approve the amount of \$250 to be spent on a board and responsibilities workshop.

Carried

Wick-Graham noted that she will follow up with PIN and the Wellington North Cultural Roundtable.

b. Cool Cones Update

Wick-Graham highlighted the Cool Cones Arts Project is doing well with a lot of presence in social media. Keunen noted there have been over 600 likes to date. Brooke suggested that the next public art event should have photos taken without the artists to remove any bias.

c. SPARC Update

Gord stated that a SPARC planning meeting took place and a funding application is being worked on for an event in Harriston in October. A save the date will be distributed once the grant is confirmed through SPARC.

d. Culture Days

The Committee reviewed the proposed Culture Days schedule attached. Gord noted the only musician who agreed to the jam session was Dan Bieman. Peggy stated that square dancing will take place from 2:00 p.m. until 4:00 p.m. Keunen noted that she will check with the vendors about the market.

5. Roundtable Discussion

Gord reported that the next Basement Café will take place Friday October 12, 2018. He shared that the Public School's art exhibit is wrapping up on the weekend and that Film Fest has concluded for the season. The Historical Society will have their displays in the Gallery for the summer.

Jean reported that planters for several downtown businesses are being made to match Minto's colour scheme for the season, the Horticultural Society is looking for nominations for Garden of the Month for Secret Gardens.

Brooke reported that there were 27 children who attended the PA Day event to make planters. The new branch assistant Tim Greenwood attended Touch-A-Truck to promote the summer reading club and spoke to over 300 people. The Library is playing off the Cool Cones theme and is decorating as Candy Land for the summer.

Andrew reported that the basketball court unveiling in Palmerston had an excellent turn out and that there is a good video captured by CTV News.

Mary Lou shared that the Community Conversation on Suicide meeting was very well attended and seemed to be a great success.

Keunen reported that approximately 130 people attend the Community Conversation on Suicide meeting at Norwell with 105 people who signed the email list. The small group information is being deciphered and the planning group will meet regarding further action in July or August.

John shared that the annual Chamber BBQ would be taking place on Thursday July 12, 2018.

Megan reported that the summer youth play *Concordia: Realm of Heroes* will take place on July 20, 21 and 22, 2018 and that there was a range of youth between the ages of 6-18.

Peggy shared that the casting for the fall production *Miracle on 34th Street* took place last week and that there will be a large cast.

6. Adjournment at 6:45 p.m. moved by Megan Raftis.



TOWN OF MINTO

DATE: June 27, 2018

REPORT TO: Mayor Bridge & Council

FROM: Belinda Wick-Graham, Business & Economic Manager

SUBJECT: Signage Grant – Dr. Shawn McDonald – 16 John St.
Palmerston

STRATEGIC PLAN

9.1 Provide grants for businesses that improve the building facades, address structural improvements, and promote re-use and redevelopment of existing buildings where architectural and heritage features are maintained.

BACKGROUND

The Signage Grant Program was initiated in 2009 and continues in 2018 with \$3,000 budgeted for signage grants available on a first-come, first-serve basis. Dr. Shawn McDonald will be opening a Chiropractic Clinic in the Lions Medical Centre near the end of this summer. The Lions Medical Centre is now owned by the Town of Minto and we are thrilled to have a Minto alumni return home and start his business in this facility.

The new sign will be similar in size (4 X 8) to the existing sign and will also be placed where the existing sign is currently. A new sign replacing the Harriston Lions Club Community Medical Centre will be made and placed on the wall facing John St.

EXISTING SIGNAGE



PROPOSED SIGNAGE



COMMENTS:

The Harriston Downtown Revitalization Committee reviewed this application on June 11, 2018 and is in full support of the application.

FINANCIAL CONSIDERATIONS

The total cost for this work is \$480 + HST and would qualify for a \$240 grant.

RECOMMENDATION

That Council receives the Business & Economic Manager's June 18, 2018 report and approves Signage Improvement Grant Application #H15 for the amount of \$240.00 for property located at 16 John St. Harriston (Dr. Shawn McDonald).

Belinda Wick-Graham, Business & Economic Manager



TOWN OF MINTO

DATE: June 28, 2018

REPORT TO: Mayor Bridge & Council

FROM: Belinda Wick-Graham, Business & Economic Manager

SUBJECT: Palmerston Electronic LED Communications Sign Project

STRATEGIC PLAN

5.4 Support and encourage volunteer fund-raising where local interest groups contribute to value added Town facilities and services, and facilitate activities that help such groups raise funds to support community services.

5.5 Pursue, develop and encourage public private partnerships that are fiscally responsible, transparent and mutually beneficial including sponsorships. Establish and maintain appropriate relationships with private business.

BACKGROUND

Discussions around an Electronic LED sign at the front of the Palmerston Lions Heritage Park began at the Palmerston Downtown Revitalization table in 2014. At the time several groups were interested in coming together to fund a sign but cost was a concern when there was no commitment from a key funder to move the project forward.

In late 2017, Palmerston Lions Club President Bob LaCombe approached the Town to see if there was interest in exploring this project again. A Committee was struck with Al Toner representing the Palmerston Legion, Bob LaCombe representing the Lions, Councillor Ron Elliott representing the Town and Belinda Wick-Graham representing the Palmerston Downtown Revitalization Committee. Several meetings were held by the Committee with interested community groups and potential suppliers. These helped determine funding commitments from groups and the specs to be included in the quotation for the sign.

The Request for Quote for the Palmerston Electronic LED Communications Sign Project was issued on June 15, 2018 and closed on June 25, 2018 with quotes received from Cox Signs, Libertelevision and Raynbow Signs. The Raynbow Signs submission was late; the quotation states "If quotations arrive after the above deadline, the Town reserves the right, entirely at its discretion, to give or not give such quotation consideration".

A summary of the quotes is attached as Schedule "A". The key elements of this sign that the Committee was looking for included:

LED Component

- 6' X 4'
- 10 mm resolution
- full colour text, graphics, graphic animation, photos and video images
- ability to update the sign from any computer, anywhere

COMMENTS:

Suppliers were to provide quotes for a pole structure or a monument structure, as well as include options that would allow the top cap/crown or the sponsor signs to be removed if significant savings are needed.

In reviewing the quotes, savings from eliminating the cap/crown or the sponsor signs was not significant, so it was felt that those elements should be included. From the beginning of this project in 2014 the desired sign was a monument style sign on a stone or brick base. A pole structure is only \$3,000 less than a full monument structure. Given this prominent location downtown and at the entrance to the beautiful Lions Heritage Park, it is recommended that the desired monument style sign be purchased.

A policy on the signs usage and rental rates is in the works and Town staff will be responsible for coordinating rentals and posting to the sign.



FINANCIAL CONSIDERATIONS

The capital cost for the LED sign is \$33,053 + HST. Additional costs include the sign permit (\$25), as well as the cost for the final 120V wiring by a licensed trade.

To date financial commitments from the Palmerston Downtown Revitalization Committee, Palmerston Lions Club and Palmerston Legion are \$5,000 each. Blessings-to-You has

committed \$3,500 and the Palmerston Snow Kings have agreed to provide \$2,000. The total commitment to-date is \$20,500. We also have two businesses/organizations that have provided verbal commitment to rent the sign weekly for 5 years. At a rate of \$25 a week, this would bring in \$13,000 over 5 years.

The Committee is requesting that the Town of Minto bridge the financing of the \$33,053 sign over five years and that the money coming in from these two commitments go directly to paying the loan. Additional funds raised from weekly rentals will be put into a reserve fund for future needs of the signs.

In speaking with the Mildmay Rotary Club the yearly hydro costs for one of these signs is approximately \$400. The Committee requests the Town of Minto cover these costs.

RECOMMENDATION

THAT the Council receives the June 28, 2018 report from the Business & Economic Manager regarding the Palmerston Electronic LED Communications Sign Project and recommends to the Council of the Town of Minto to accept the quote from Raynbow Signs for \$33,053 + HST for a monument style LED sign including cap and sponsor signs

Belinda Wick-Graham
Business & Economic Manager

Schedule “A”

Request for Quotation
File Number ED2018-01

Palmerston Electronic LED Communications Sign Project

OVERALL COST (EXCLUDING HST)

Post Construction

Companies	Including Cap & Sponsors	Without Cap	Without Sponsors	Without Cap & Sponsors
Raynbow Signs	No Quote	No Quote	No Quote	No Quote
Cox Signs	\$30,302	\$26,354	\$27,732	\$23,784
Libertevision	\$36,469	\$32,469	\$34,469	\$30,469

Monument Construction

Companies	Including Cap & Sponsors	Without Cap	Without Sponsors	Without Cap & Sponsors
Raynbow Signs	\$33,053	\$31,853	\$32,133	\$30,933
Cox Signs	\$34,070	\$33,090	No information for sponsor component on this sign	\$33,090
Libertevision	\$45,469	\$41,469	\$43,969	\$39,969

COMPARISONS

Company	Completion Date	Sign Warranty	LED Sign Specs	Post Construction Cost	Monument Construction Cost	CAP Details	Sponsor Signs Details	Notes
Raynbow Signs	October 30, 2018	LED Board: 5 year	- 50" X 69" (5.75 ft. X 4.1 ft.) - Full colour - 10 mm resolution - Ethernet communication from any computer, anywhere (\$25,200)	Not quoted	\$33,053.00 (excluding HST) includes faux brick base, crown sign	- 32" X 72" non-illuminated top box - aluminum construction - decorated vinyl graphics (\$1,200)	- Logos digitally oriented applied to 1" CNC router shaped PVC Plastic with studs for direct mount (\$115 each logo X 8) = \$920	- Any permits required are responsibility of customer - Final 120V wiring to be done by licensed trade
		Sign Software: 5 year						
		Additional Warranty: 1 year all other components NOTE: Parts and Labour Year 1. For years 2-5 parts included only. Labour service call fee \$85						
Cox Signs	9-11 weeks from time of permit	LED Board: 5 year	BASE - 37.8' X 75.6'	BASE \$25,972.00	BASE \$24,670.00	- Fabricated from custom colour painted	- Non-illuminated sponsor sign .	- Electrical hook up and power wire from
		Sign Software: 5 year						

		<p>Additional: 5 year cabinets</p> <p>NOTE: 1st 3 years on LED Display: parts and labour included. Years 4 & 5 – parts included only. Labour NOT included</p>	<p>(3.15 ft. X 6.3 ft)</p> <p>- full colour</p> <p>- 16 – 19 mm resolution</p> <p>- 96 X 192 = 18, 432 pixels</p> <p>- Direct wire from sign to main office. Cannot exceed 300'. Customer supply CAT 6 cable from building to sign (\$14,996)</p> <p>OPTION 2 Upgrade to higher resolution 160 X 320 = 51,200 pixels (\$19,246 for pole sign) (\$18,746 for monument sign)</p> <p>OPTION 3 - Add wireless modem communication kit. Requires direct line of site. Max 1,500 ft. Included is wifi bridge from sign to exterior of building. Customer responsible for run internal CAT 5 cable from building to network pitch (\$680)</p>	<p>(excluding HST)</p> <p>ADD OPTIONS 2 & 3 \$30,302.00 (excluding HST)</p>	<p>Includes non-illuminated cabinet as base (excluding HST)</p> <p>OPTION 4 - Faux Brick fabricated from fusion stone, pressure treated plywood and stringers structure (\$3,990.00)</p> <p>OPTION 5 - Non-illuminated crown sign – double sided non-illuminated sign cabinet, custom shape sign and facial mouldings fabricated from custom colour painted extruded aluminum. (\$980)</p> <p>Add Options 2, 3, 4, 5 \$34,070 (excluding HST)</p>	<p>extruded aluminum. Faces 2X3 mm aluminum composite panels with vinyl graphics (\$3,948) – post sign only</p>	<p>- Fabricated from custom colour painted extruded aluminum. Faces 2X3 mm aluminum composite panels with vinyl graphics (\$2,570) – post sign only</p>	<p>building to sign supplied by customer. - Sign permit supplied by customer</p>
Libertevision Ontario Inc.	September 30, 2018	LED Board: 5 year parts + 2 years onsite labour	<p>- 6.4 ft. X 3.2 ft.</p> <p>- 10 mm</p> <p>- full colour</p> <p>- hybrid control system, raspberry pi for wi-fi operation</p> <p>- wireless antenna</p> <p>- auto brightness sensor (\$18,969)</p>	\$36,469 (excluding HST)	\$45,469.00 (excluding HST)	<p>-Non-illuminated - 6'7" X 3'3" (post) (\$4,000)</p> <p>-Non-illuminated - 8'11" X 2'2" (monument) (\$4,000)</p>	<p>-Non-illuminated - 6'7" X 2'3" (post) (\$2,000)</p> <p>- Non-illuminated - 8'7" X 2'3" (monument) (\$1,500)</p>	- Customer responsible for bringing power to the sign
		Sign Software: 5 years						
		Additional Warranty: 1 year on structure						



TOWN OF MINTO

DATE: July 3, 2018

REPORT TO: Mayor and Council

FROM: Cam Forbes, By-law Enforcement & Fire Prevention Officer

SUBJECT: Crowne Theatre Ice Cream Shoppe

STRATEGIC PLAN:

9.2 Provide grants for businesses that improve the building facades, address structural improvements, and promote re-use and redevelopment of existing buildings where architectural and heritage features are maintained.

BACKGROUND

Raissa Rogers has opened an ice cream shop in the Crowne Theatre building at 23 Elora St. S Harriston. This sign will be a projecting sign and will extend approximately 5 feet out from the building and is shown below:



Council amended By-law #2018-40 to increase sign projection over a street to 1.06 metres (3.5 feet) in a commercially zoned area with a clear height from the sidewalk of 2.5 metres. The Sign By-law allows Council to grant an exemption for projections larger than 1.06 metres or 3.5 feet. They have requested an encroachment of an additional 1.5 feet.

COMMENTS:

After inspecting the site, it was noted that the sidewalk extends 4.5 metres (14 ft. 10 in) from the building to the curb. The height of the signage that is proposed is well within the By-law restrictions except for the maximum projection. The encroachment of this sign will not impact normal sidewalk maintenance. Although a “bond of indemnity” is no longer required, the Building and Bylaw Department will require confirmation that the structure supporting the sign and the manner it is attached to the building is appropriate.

FINANCIAL CONSIDERATIONS:

There are no financial considerations.

RECOMMENDATION:

THAT Council accepts the By-law Enforcement & Fire Prevention Officers report dated July 3, 2018 regarding Crowne Theatre Ice Cream Shoppe signage and that the exception to By-law 2018-40 be granted to allow a projection over 1.06 metres into Elora Street Harriston subject to the Building and Bylaw Department receiving sufficient information to confirm the supporting structure and means to attach to the building is adequate.

Cam Forbes

By-law Enforcement & Fire Prevention Officer



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

Schedule A to By-law 01-65

Sign Permit

Permit Number: _____

Issue Date: _____

Name: KEN ROGERS

Description: SIGN IN THE SHAPE OF AN
ICE CREAM CONE WITH SIGN SAYING ICE CREAM

Location: 23-25 ELORA ST. S.

Size: CONE IS ABOUT 5' SIGN IS 2' x 3'

Applicant: _____

Chief Building Official



cone is about 5'

Marquee 78" out
111" high

4' from the face of the building

Town of Minto

5941 Highway 89

Harriston, ON N0G 1Z0

June 27, 2018

RE: Request for Exemption of Sign By-law

Esteemed members of Council,

I would hereby like to request an exemption of the sign by law for a sign destined for an ice cream shop at 23 Elora Street South in Harriston.

The pole that supports the perpendicular sign measures approx. 60 inches by 60 inches and has the shape of an ice cream cone. Considering the history of Harriston, the upcoming anniversary of Harriston Packers and the street art project I do believe that the sign will be in the benefit of Harriston and that in the future it will be considered as a landmark that will draw people to the down town area.

Sincerely,

Raissa Rogers



TOWN OF MINTO

DATE: June 27, 2018

REPORT TO: Mayor and Council

FROM: Quinn Foerter, Clerk's Assistant

SUBJECT: Broader Public Sector Review, 6756 Wellington Road 109

STRATEGIC PLAN:

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

BACKGROUND:

The Management Board of Cabinet Realty Directive requires that surplus government realty be circulated to specified entities outside the Government of Ontario for a period of 180 days so that they may express interest in acquiring surplus government realty. The purpose of Stage 3 Circulation is to determine whether surplus government realty is of interest to specified entities outside the Government of Ontario. Any realty that is acquired as a result of Stage 3 interest must be transacted at fair value.



COMMENTS:

The subject land is described as surplus to government needs, and is the remnant of an MTO parcel. The parcel itself is .31 acres with a current assessed value of 55,750. The land has a current M Lease- M51640 which expires December 31, 2018 and it is currently being used for storage and displays by the business owner on the adjacent property, namely Bosman's Home Front.

In speaking with Drainage Superintendent Mike McIsaac, it was made clear that the subject lands are free of municipal drains. There is a watershed boundary that runs through the property, but it is of no interest to the Town. The lands are not needed for Town road

widening, but may be of interest to the County. Infrastructure Ontario would be obligated to confirm the County has no interest in buying before the lands can be sold privately.

FINANCIAL CONSIDERATIONS:

If the Town has no interest in purchasing the lands, there is no financial consideration.

RECOMMENDATION:

That Council accepts the Clerk's Assistant June 27, 2018 report regarding the Broader Public Sector Circulation of 6756 Wellington Road 109 and directs staff to inform Infrastructure Ontario that the Town of Minto has no interest in purchasing said property.

Quinn Foerter
Clerk's Assistant

(Vous trouverez la version française de ce courriel au bas de la page.)



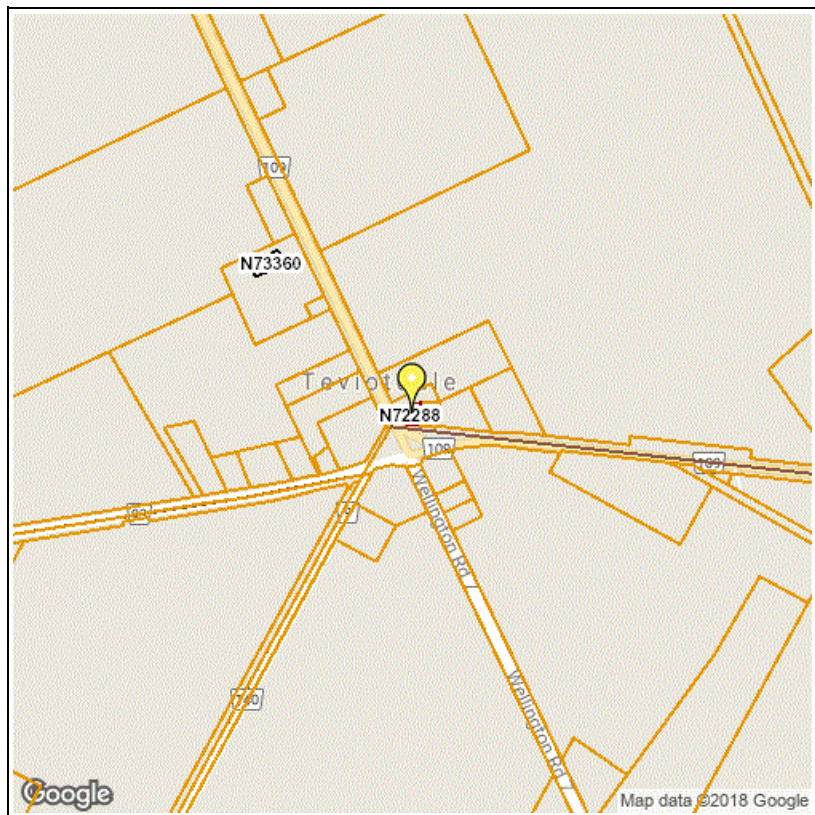
Realty Circulation Portal

Bill,

The Management Board of Cabinet Realty Directive requires that surplus government realty be circulated to specified entities outside the Government of Ontario for a period of 180 days so that they may express interest in acquiring surplus government realty. This stage of circulation of surplus government realty is known as Stage 3 Circulation. Infrastructure Ontario (IO) on behalf of the Ministry of Infrastructure is sending this email via IO's Realty Circulation Portal (IO RCP) to identify surplus realty for your review and consideration. The following circulation is being published for Stage 3 review.

The purpose of Stage 3 Circulation is to determine whether surplus government realty is of interest to specified entities outside the Government of Ontario. Any realty that is acquired as a result of Stage 3 interest must be transacted at fair value.

Please see below for more details regarding the subject realty. If you would like to express interest in acquiring the following property, please do so through the IO-RCP website.



Submitted By

Alex Teng

Infrastructure Ontario

IO Real Estate Advisor

Alex.Teng@infrastructureontario.ca

4163263881

Circulation Review Stage	<i>Broader Public Sector Review</i>
Circulation Type	<i>GREP Provincial Property</i>
Circulation Name/ID	<i>N72288 - Land - Former MTO file L0411, Con C P - Former MTO file L0411, Con C P - Minto</i>
Review Start Date	<i>June 23, 2018</i>
Review End Date	<i>December 20, 2018</i>
Project Number	
Property ID	<i>N72288</i>
Property Name	<i>Former MTO file L0411, Con C P</i>
Street Address	<i>Hwy 9</i>
City	<i>Minto</i>
Postal Code	<i>N/A</i>
Closest Intersection	<i>Hwy 9</i>
UT Municipality	<i>Wellington, County of</i>
LT Municipality	<i>Minto, Town of</i>
Zoning	<i>NA</i>
PIN	<i>710490038</i>
Legal Description	<i>PT LT 115 CON C MINTO; PT LT 116 CON C MINTO PTS 1 & 2 WAR1034; MINTO S/T EASE IN FAVOUR OF BELL CANADA OVER PART 1, 61R9301 AS IN WC26850.</i>
Circulation Description	

Asset ID	Asset Name	Area	Area Unit	Holding Cost
P72288	Former MTO file L0411, Con C P	0.37	AC	1656.85

[Click to access the Realty Circulation Portal](#)

If you need help please contact: support@ontariogeportal.com

Please do not reply to this email.



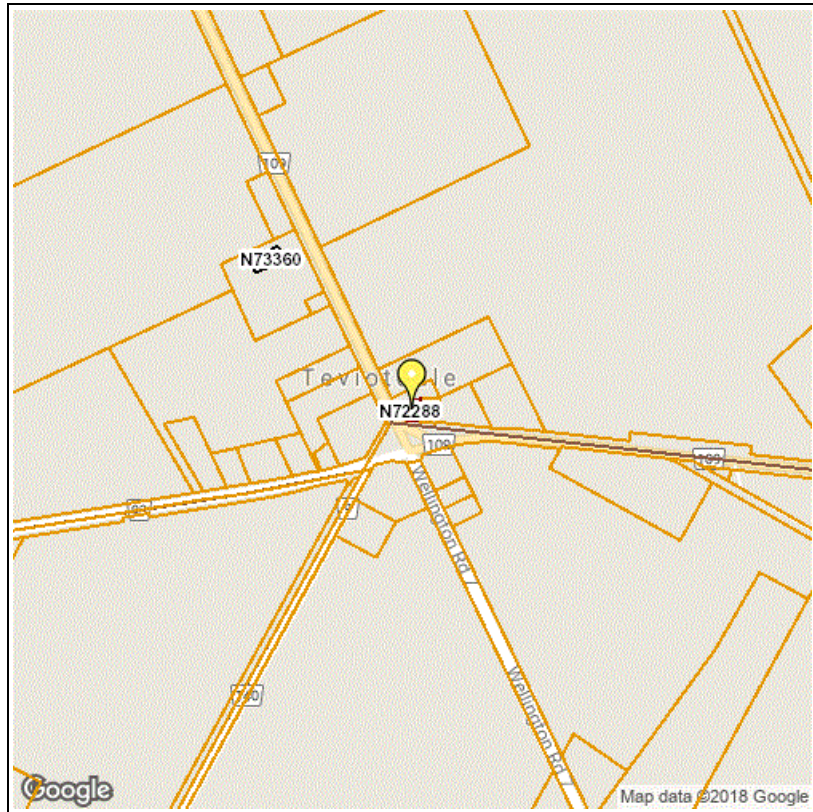
Portail de circulation immobilière

Bill,

La Directive du gouvernement de l'Ontario relativement aux biens immobiliers exige que les biens immobiliers excédentaires du gouvernement soient offerts à des entités désignées à l'extérieur du gouvernement de l'Ontario pendant une période de 180 jours afin qu'elles puissent manifester leur volonté d'acquérir ces biens. Cette étape est appelée « Étape 3 : Offrir les biens immobiliers à des entités non gouvernementales ». Infrastructure Ontario (IO), au nom du ministère de l'Infrastructure, envoie le présent courriel par l'entremise du Portail de circulation immobilière d'IO (PCI IO) pour désigner les biens immobiliers excédentaires aux fins d'examen. Les biens immobiliers excédentaires offerts sont publiés aux fins de l'examen à l'étape 3.

Son objectif est de déterminer si de tels biens intéressent des entités désignées à l'extérieur du gouvernement de l'Ontario. Tous les biens immobiliers acquis par suite de l'intérêt manifesté à l'étape 3 doivent être négociés à une juste valeur.

Veillez consulter la partie ci-après pour de plus amples renseignements sur les biens immobiliers visés. Si vous souhaitez manifester votre volonté d'acquérir les biens qui suivent, veuillez le faire par l'entremise du site Web PCI IO.



Proposé par

Alex Teng
 Infrastructure Ontario
 IO Real Estate Advisor
Alex.Teng@infrastructureontario.ca
 4163263881

Étape de révision de la circulation	<i>Examen du secteur public élargie</i>
Type de circulation	<i>Propriété provincial du GREP</i>
Circulation Nom / ID	<i>N72288 - Land - Former MTO file L0411, Con C P - Former MTO file L0411, Con C P - Minto</i>
Date de début de la révision	<i>June 23, 2018</i>
Date de fin de la révision	<i>December 20, 2018</i>
Numéro de projet	
ID de la propriété	<i>N72288</i>
Nom de la propriété	<i>Former MTO file L0411, Con C P</i>
Adresse de rue	<i>Hwy 9</i>
Ville	<i>Minto</i>
Code postal	<i>N/A</i>
Intersection la plus	<i>Hwy 9</i>
Municipalité UT	<i>Wellington, County of</i>
Municipalité LT	<i>Minto, Town of</i>
Zonage	<i>NA</i>
NIP	<i>710490038</i>
Description	<i>PT LT 115 CON C MINTO; PT LT 116 CON C</i>

juridique

*MINTO PTS 1 & 2 WAR1034; MINTO S/T
EASE IN FAVOUR OF BELL CANADA OVER
PART 1, 61R9301 AS IN WC26850.*

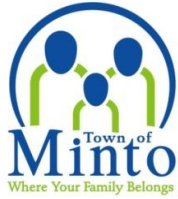
Description de la
circulation

ID d'actif	Nom de l'actif	Région	Unité de zone	Coût de maintien
P72288	Former MTO file L0411, Con C P	0.37	AC	1656.85

[Cliquez pour accéder au système de publication de la circulation de l'immobilier](#)

Si vous avez besoin d'aide, veuillez contacter: support@ontariogeoportal.com

S'il vous plait ne répondez pas à cet email.



TOWN OF MINTO

DATE: June 25, 2018

REPORT TO: Mayor and Council

FROM: Annilene McRobb, Deputy Clerk, Gordon Duff, Treasurer,
Bill White C.A.O. Clerk

SUBJECT: Remuneration 2018-22 Council Term; One-third tax exemption

STRATEGIC PLAN:

Guiding Principles

- Transparent with public, media, customers
- High level customer service; response commitment to email or phone inquiries
- Diversified, accommodating, versatile, well trained workforce

Governance

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

12.2 Continue to be a leader among small rural municipalities in local strategic initiatives that benefit the economy, protect the environment, effectively allocate resources, encourage innovation, streamline procedures, and create opportunity for individuals and business.

BACKGROUND

Current Remuneration

The current Council traditionally sets remuneration for the next term. Current remuneration for the Mayor, Deputy Mayor and Councillors for this term is summarized below:

Position	Base Pay	Council Meeting Pay	Per Diem <4 hours	Per Diem >4 hours	Budget training & conferences
Mayor	\$16,411	\$50/meeting	\$85	\$150	\$5,800
Deputy Mayor	\$13,235	\$50/meeting	\$85	\$150	\$5,600
Council Member	\$10,693	\$50/meeting	\$85	\$150	\$3,500

In 2013 Council increased base pay for the next term, applied a cost of living clause, but decreased per diem costs by reducing types of meetings that could be claimed. Per diem rates continued at \$85 for a four hour meeting and \$150 for a meeting longer than four hours. A number of incidental amounts for chairing a meeting, and telephone use were removed along with restrictions on conference and training session attendance so long as they were within budget. The daily meal allowance increased from \$75 to \$80.

These changes resulted in the Council expense budget dropping from over \$169,200 in 2013 to \$160,200 in 2018. Overall actual expenses for Council were generally below

budget over the term. Total budgeted wages for Council (base pay and per diems) was \$125,000 in 2013 and \$112,000 in 2018. Budgeted training increased from \$28,000 to \$33,900 in that same period. Overall, the cost of the current Council decreased as a result of the remuneration plan set by the previous Council.

Other Expenses

An increase to the daily meal allowance from \$80 to \$90 per day is recommended due to the typical costs for meals in Toronto, Ottawa, and other places where larger events are hosted. Receipts are required to cover at least the daily amount, but where meals are included the daily amount is reduced (\$40 for supper; \$30 for lunch \$20 for breakfast).

The One-third exemption

The decision on remuneration for the next term of Council is impacted by the March 2017 announcement by the federal government to eliminate the one-third tax free exemption for municipal elected officials starting in 2019. Despite opposition from AMO and FCM there is no indication the government will change this initiative. While these organizations continue to work on the issue they recommend municipalities either deal with the potential loss of the exemption or flag it for consideration of the next Council. This report outlines options for Council remuneration that would apply with, or without, the exemption.

AMO surveyed 144 municipal treasurers and determined the following facts regarding the exemption:

- Over 90% of municipalities use the exemption.
- The cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000.
- The cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000.
- The cost increase for a southwestern Ontario municipality with a council of seven and a population of 24,000 will be at least \$14,000.
- For almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000.

The Municipal Act has long provided the option that “one-third of the remuneration paid to the elected members of the council and its local boards is deemed as expenses incident to the discharge of their duties as members of the council or local board”. The Act requires municipalities review the option to exempt one-third of the salary once during each four-year term. The Town opted to maintain the exemption for the current Council in August 2014.

COMMENTS:

Members of the Minto's Council are part-time and as a result, the one third tax exemption benefit has been historically provided. This is not always the case, particularly in larger

municipalities where positions on Council are full time. Another consideration is that members of Council in many municipalities, including some smaller rural locations, receive additional benefits besides pay such as health and dental, OMERS or life insurance. Minto Councillors do not receive additional benefits beyond salary or conferences and training.

The following chart shows changes to base pay during the period the tax exemption applied since By-law #2014-61 was passed August 5, 2014:

Position	2015 Regular Earnings	2016 Regular Earnings	2017 Regular Earnings	2018 Regular Earnings
Mayor	\$15,786.15	\$16,089.72	\$16,411.46	\$16,411.46
Deputy Mayor	\$12,730.77	\$12,975.51	\$13,235.15	\$13,235.15
Councillor	\$10,693.84	\$10,899.48	\$11,117.37	\$11,117.37

If the one third exemption is removed without adjustment, the Mayor's office would realize a decrease in net pay of \$2,105.64, Deputy Mayor's office \$1,499.13 and the office of a Councillor a decrease of \$1,233.39. The following chart shows the net impact.

Position	2019 Approx Wage	Per Diems Approx	Total	Extra Tax	Extra CPP	Total Extra Cost
Mayor	17,012.73	9,000.00	26,012.73	1,734.18	371.46	2,105.64
Deputy Mayor	13,719.95	5,000.00	18,719.95	1,248.00	251.13	1,499.13
Council	11,524.76	4,000.00	15,524.76	1,034.98	198.41	1,233.39

The above estimate shows that the net increase in cost to the Town would be about 8% if the tax free allowance option is eliminated.

For the 2018-22 term of Council it is recommended that the current pay structure remain in place with the following changes:

1. Increase the meeting rate for less than four hours from \$85 to \$90; if the one-third tax exemption is removed by the Federal Government the rate would be \$98.
2. Increase the meeting rate for over four hours from \$150 to \$160; if the one-third tax exemption is removed the rate would be \$173.
3. Increase the Council attendance rate from \$50 per meeting to \$55 per meeting; if the one-third tax exemption is removed the rate would be \$60 per meeting.

4. Increase the daily meal allowance to \$90 per day with receipts required totalling no less than the daily amount, and with the daily amount reduced where meals are provided at a rate of \$40 for supper, \$30 for dinner and \$20 for breakfast.
5. Continue with the base rate salaries for the Mayor, Deputy Mayor and Members of Council as follows:

Position	2018 rate	2019 rate (+3.6% cola)	2019 rate without exemption
Mayor	\$16,411	\$17,012	\$18,373
Deputy Mayor	\$13,235	\$13,719	\$14,816
Councillor	\$11,117	\$11,524	\$12,446

The Municipal Act, 2001 section 283(7) requires that Council review their remuneration by-law at a public meeting at least once during the four-year term of office. Notice was given that Council would consider this matter. Due to the Federal government's current position to remove the 1/3 tax exemption, It is recommended Council consider a remuneration by-law that addresses the impact of this change.

FINANCIAL

To maintain wages for all members of Council the same as 2018 without the tax free exemption, the annual cost to the municipality is estimated at about \$10,000 per year. The actual cost will depend on cost of living increase, meeting per diems claimed and changes to Canada Pension, Employment Insurance and other benefits. The calculations in this report are based on the lowest combined marginal tax rate. A particular individual member of Council could have a different net change in take-home pay depending upon their own personal tax situation.

Changes to remuneration structure made last term resulted in Council pay being slightly less overall depending on the individual member. Since the remuneration structure remains essentially the same as last term it is recommended new amounts are adopted for the 2018-22 term. The intent is to ensure base pay, per diems and other expenses are reasonable and reflect current procedures for standing committees and Council meetings. The added cost will be part of 2019 budget deliberations. If the new Council wants to revisit this matter it can always seek further public consultation and amend the bylaw.

RECOMMENDATION

THAT Council receives the Deputy Clerk, Treasurer and C.A.O. Clerk's report 'Remuneration 2018-22 Council Term; One-third tax exemption, that Council considers the Remuneration by-law term as well as the one-third tax-free allowance bylaws in open session.

Annilene McRobb
Deputy Clerk

Gordon Duff
Treasurer

Bill White
C.A.O. Clerk



TOWN OF MINTO

DATE: June 26, 2018

REPORT TO: Mayor and Council

FROM: Annilene McRobb, Deputy Clerk

SUBJECT: 2019 Council Meeting Dates & Christmas Office Hours

STRATEGIC PLAN:

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

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

BACKGROUND

This report is to propose dates for 2019 budget meetings, tentatively schedule 2019 Council meetings and set hours of operation through Christmas holidays.

The new Council inaugural is December 4, 2018 with orientation set for the following week. Staff will be preparing budget reports over the fall with the first budget meeting proposed for Tuesday January 15th 1:30 pm. Budget is traditionally held in November, but must be delayed until after the inaugural and holidays.

COMMENTS

Holiday Hours

There tends to be lower activity in the municipal office between Christmas and New Year's. In the past the office has been closed, or operated with a reduced staff depending on Council's preference. Facilities and Public Works staff works some statutory holidays depending on event schedules and snowfall.

Christmas and New Years are on Tuesdays in 2019. Staff recommends closing the office Friday December 21 at 5 pm and re-opening Wednesday January 2 at 8:30 am. With Christmas Day on Monday it is suggested the office not re-open for just one day after the weekend. Typically on Christmas Eve Day the office closes no later than 3pm.

Staff would take banked time or vacation to cover non-statutory holidays within this period. Occasionally Treasury staff work that week to make sure payroll is covered but this can be completed more quickly with the office closed to the public. Year-end records management and filing can also be more easily completed during this closure.

Notice of the Office Closure would be posted at the Town Office, on the website as well as published in the newspaper. Public Works staff plows as needed over the holidays. Facilities staff accommodates legacy bookings that have occurred for years (ie New Year's Eve) and any new bookings are scheduled around those events.

Council Meetings 2019

Attached is a draft schedule for Council meetings in 2019 for your consideration. The second 2019 budget meeting is shown on the attached list as Tuesday February 12th 1:30 pm. This is when the capital budget is traditionally presented. Like in 2018 it is proposed there be one Council meeting in July 2019 and one in August 2019.

In 2019 Council would have 25 meetings, including three budget meetings depending on when the first 2020 budget meeting is set.

FINANCIAL CONSIDERATIONS:

There is no cost for the closure of the municipal office.

RECOMMENDATION:

That Council receives the Deputy Clerk's report regarding 2019 Council Meeting Dates & Christmas Office Hours and approves closing the municipal office Friday December 21, 2018 at 5pm re-opening January 2, 2019 at 8:30am with staff taking banked time or vacation to cover non-statutory dates, and tentatively sets budget and Council meeting dates as outlined subject to final review at the start of the new term.

Annilene McRobb
Deputy Clerk



2019 Regular Council and Budget Meeting Schedule

JANUARY

Tuesday January 8th 3 pm Council Meeting
Tuesday January 15th 1:30 pm 2019 Operating Budget Meeting
Tuesday January 22nd at 7 pm Council Meeting
ROMA Conference Toronto January 26 through 29

FEBRUARY

Tuesday February 5th at 3 pm Council Meeting
Tuesday February 12th 1:30 pm, Capital Budget Meeting
Tuesday February 19th at 7 pm Council Meeting
OGRA Conference Toronto February 24 through February 27

MARCH

Tuesday March 5th at 3 pm Council Meeting
Tuesday March 19th at 5 pm 2019 Budget Open House
Tuesday March 19th at 7 pm Council Meeting

APRIL

Tuesday April 2nd at 3 pm Council Meeting
Tuesday April 16th at 7 pm Council Meeting

MAY

OSUM Conference Pembroke May 1 through May 3
Tuesday May 8th at 3 pm Council Meeting
Tuesday May 22nd at 7 pm Council Meeting

JUNE

FCM Conference Quebec City, Quebec May 30 through June 2
Tuesday June 4th at 3 pm Council Meeting
Tuesday June 18th at 7 pm Council Meeting

JULY

Tuesday July 2nd at 3 pm Council Meeting

AUGUST

Tuesday August 6th at 3 pm Council Meeting
AMO Conference Ottawa August 18 to 21

SEPTEMBER

Tuesday September 3rd at 3 pm Council Meeting
Tuesday September 17th at 7 pm Council Meeting

OCTOBER

Tuesday October 1st at 3 pm Council Meeting
Tuesday October 15th at 7 pm Council Meeting

NOVEMBER

Tuesday November 5th at 3 pm Council Meeting
Tuesday November 19th at 7 pm Council Meeting

DECEMBER

Tuesday December 3rd at 3 pm Council Meeting
Tuesday December 17th at 7 pm Council Meeting

Please note all Council meetings will be held in the
Town of Minto Council Chambers- 5941 Highway 89, Harriston



TOWN OF MINTO

DATE: June 27, 2018
REPORT TO: Mayor Bridge & Council
FROM: Annilene McRobb, Deputy Clerk
SUBJECT: Temporary Extension of Liquor License – Harriston
Legion Br. 296

STRATEGIC PLAN

8.4 Facilitate private business or non-profit groups bringing small, medium and large sized events to Town facilities and spaces that attract visitors, develop local talent and culture, fundraise for local groups and enhance local business.

BACKGROUND

The 4th annual Harriston Downtown Street Party community celebration takes place the second Saturday in August with family-friendly activities, retail promotions, and a car show filling the street by day, and Savour in the Street followed by a street dance in the evening. This event is being held in conjunction with Canada Packers Reunion.

COMMENTS:

The Harriston Legion Branch 296 is applying for a temporary extension of their liquor license through the Alcohol and Gaming Commission of Ontario (AGCO) for the Harriston Downtown Street Party on August 11, 2018 to host a “patio bar” on the front portion of their building on Elora Street South during the day. Elora Street South will be closed August 11th, from Arthur Street to Mill Street for community events to take place. Part of the application process requires the organizers to obtain a letter from the municipality indicating there is no objection to the extension of the proposed extended licensed area.

FINANCIAL CONSIDERATIONS

There are no financial considerations.

RECOMMENDATION

THAT Council has no objection to the extension of the proposed extended licensed area at the Harriston Legion Branch 296, as outlined in their letter dated June 27, 2018, with respect to Harriston Downtown Street Party August 11, 2018, and that the Deputy Clerk provides a letter of Non-Objection to the Harriston Legion Branch 296.

Annilene McRobb, Deputy Clerk
Attached- request letter and sketch

June 27, 2018

To Town of Minto Council,

RE: Downtown Harriston Street Party

I am writing to request a letter of Non-Objection from the Municipal Clerk for a temporary extension license.

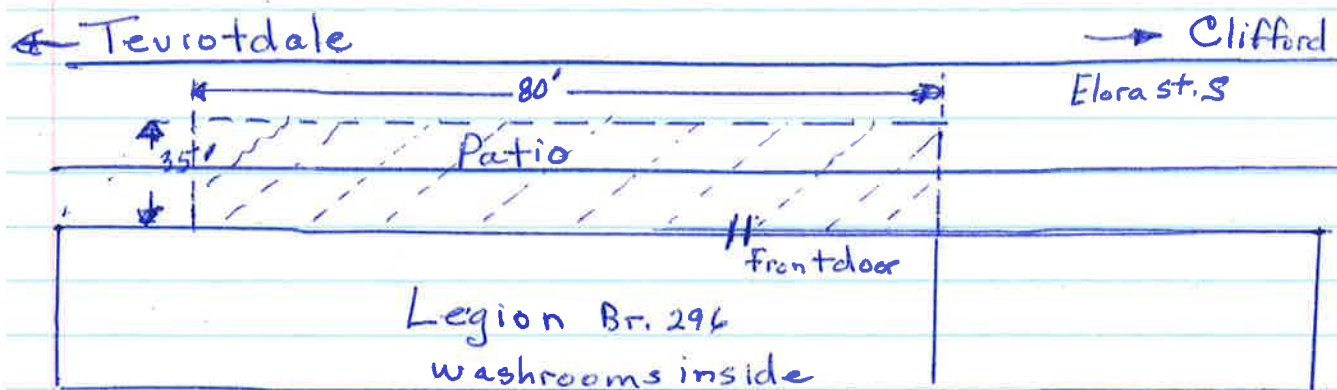
The Harriston Downtown Street Party to be held on Saturday August 11, 2018 on Elora Street South will include many Service Groups, and the Harriston Legion Br. 296 is an integral part of the success of this community event. The location of the licensed event as noted on the attached drawing will be an area of 35' by 80' and will be open during the day. It will be surrounded by metal fencing.

In order to obtain the Temporary Extension, The Harriston Legion requires a letter of non-objection from the Municipal Clerk stating that there is **“no objection” to the extension of the proposed extended licensed area.** That exact wording must appear the letter, simply stating that the event is “municipally significant” is not sufficient.

The Harriston Legion would sincerely appreciate the Municipal Clerk’s support in obtaining this letter.

If you have any questions please feel free to contact me.

Allen Colwell



Royal Canadian Legion Br. 296
53 Elora St. S.
Harriston, Ont.
NOG 120

Patio for
Canada Packers Reunion
Aug. 11, 2018
11:00 - 4:00 P.m.

Hilroy



TOWN OF MINTO

DATE: June 28, 2018
REPORT TO: Mayor and Council
FROM: Annilene McRobb, Deputy Clerk
SUBJECT: Ontario Drainage Act, Court of Revision

STRATEGIC PLAN:

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

BACKGROUND

The Town is currently considering the following three municipal drain upgrades and may have more coming through this term:

- 1) Drain 24 is located on lands known as Parts of Lots 104 to 110, Concession C and Parts of Lots 103 to 108, Concession D
- 2) Drain 39 is located on lands known as Parts of Lots 5 to 7, Concessions 6 and 7,
- 3) Drain 60 is located on lands known as Lots 23 & 24, Concession 14 Lots 24, Concession 15

June 19th meeting Council conducted a meeting where the engineering reports prepared by Dietrich Engineering were reviewed for Drain 24 and 39. At the current July 3rd Council meeting, Council will conduct similar meetings for the amended report for Drain 39 and for Drain 60. By-laws to provisionally adopt the engineering reports for all three drains are to receive first and second reading by Council on July 3rd.

The next step will be to give notices to the landowners and agencies affected by the municipal drains to provide a chance for them to appeal the amount assessed against their property for the improvements. That appeal is heard by the Court of Revision whose role is laid out in Section 95 of the Drainage Act as follows:

- Court of revision shall consist of three or five members appointed by the council
- Appointed member shall be members of Council or residents of the municipality eligible to be elected a member of council
- Where lands assessed in the municipal drain extend from the initiating municipality into a neighbouring municipality, the court of revision consists of two members appointed by the council of the initiating municipality, of whom one shall be chair and one member appointed by the council of each of the neighbouring municipalities
- Where neighbouring municipalities are involved the court shall hear and rule on appeals "as if the entire area affected by the drainage works were in one municipality"

The purpose of this report is to appoint at least three Council members to Court of Revision.

COMMENTS:

Since the Act is very specific on numbers to sit on court of revision, Council can only appoint three members to sit for the Court of Revisions, one of which will Chair the proceedings. It is recommended that the Mayor, Deputy Mayor and Chair of Public Works sit as court of revision. If either of these members will not be present August 7th then a third member will need to be identified. Council could appoint an alternate now as well. When court of revision convenes there will be an agenda set for the proceedings.

In order to be considered at court of revision an owner must file an appeal 10 days before the court of revision sits. In the case of these three drains Court of Revision is scheduled for August 7th at 5:00pm, which will be after the regular Council meeting that afternoon. The court will also know beforehand if there are any appeals lodged.

FINANCIAL CONSIDERATIONS:

The cost of court of revision appointments is included in the drainage assessment.

RECOMMENDATION:

That Council of receives the Deputy Clerk's report dated June 28, 2018 regarding Ontario Drainage Act, Court of Revision and that the Mayor, Deputy Mayor and Chair of Public Works plus one alternate be appointed to Court of Revision to sit for proceedings respecting Municipal Drain 24, Municipal Drain 39 and Municipal Drain 60 and any other municipal drains that may come forward during this term of Council.

Annilene McRobb, Deputy Clerk

A preliminary estimate for repairs from Andrew Burgess of Burgess Engineering Inc was about \$100,000 including engineering. The insurance company had their own engineering investigate the bridge and prepare some preliminary design. Reeve's Construction who replaced the bridge on the trail damaged by fire have looked at the preliminary design suggest the cost could be more than \$100,000 when engineering and contract administration and construction supervision is included.

COMMENTS:

The attached pictures from the Town adjuster show the bridge during the flood and after the event. Before the flood the structural assessment prepared by Burgess Engineering every two years had identified the bridge deck as in poor condition, but the structure was generally fine although it is very old and there was evidence of some deterioration. Because this is flood related damage the Trails Committee questioned the need to replace the bridge with given a \$50,000 deductible.

A consideration since that time is that if it is not replaced the cost to remove the bridge and restore the area is \$20,000. If the bridge is remove the Town could enter into negotiation with the abutting owner to relocate the trail along the river back to the 3rd Line in concert with decommissioning the section of rail trail from the river to the 3rd Line and County Road 6 intersection. The trail could be removed and the lands placed back in agricultural use, but the cost/benefit of decommissioning has not been assessed.

FINANCIAL CONSIDERATIONS:

If Council chooses to replace the bridge the \$50,000 deductible would not likely be payable until 2019. Various budgets have amounts to cover deductibles from various claims anticipated annually, but Council may choose to budget for capital work. If the bridge is replaced the Town and insurer share the cost at a rate of 50-50%.

If the bridge is not replaced the Town may be able to negotiate a settlement with the insurer to cost share on the bridge removal and decommissioning of the land.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's June 29, 2018 report regarding White's Junction Side Trail Bridge, Structure O and directs staff to work with its insurer regarding replacement of the bridge.

Bill White C.A.O. Clerk



DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 1

Description:

Town staff photos of june 23/2017
VERY high water levels

Whites Junction Trail



PHOTOGRAPH #: 2

Description:

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 3

Description:



PHOTOGRAPH #: 4

Description:

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	

PHOTOGRAPH #: 5

Description:

Photos taken with Town Staff walking to the trail Bridge Oct 12/2017



PHOTOGRAPH #: 6

Description:



DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 7

Description:



PHOTOGRAPH #: 8

Description:

Water level as it should always be

1- Washed out June 23

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 9

Description:



PHOTOGRAPH #: 10

Description:



DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 11

Description:



PHOTOGRAPH #: 12

Description:

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 13

Description:



PHOTOGRAPH #: 14

Description:

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 15

Description:



PHOTOGRAPH #: 16

Description:

DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 17

Description:



PHOTOGRAPH #: 18

Description:



DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 19

Description:



PHOTOGRAPH #: 20

Description:



DATE 10/12/2017	CASE NUMBER 2017-GT-1479	PREPARED BY G Thomson CIP
LOCATION Trail Bridge Harriston	LATITUDE LONGITUDE	



PHOTOGRAPH #: 21

Description:



PHOTOGRAPH #: 22

Description:

Another creek in the area at normal levels



TOWN OF MINTO

DATE: June 28, 2018

REPORT TO: Mayor and Council

FROM: Bill White, C.A.O. Clerk

SUBJECT: Installment Options 1 and 2, Arntjen, Provincial Workplace Electric Vehicle Charging Program

STRATEGIC PLAN:

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

BACKGROUND

A public Electric Vehicle Supply Equipment (EVSE) station was installed in 2016 at the Clifford Arena through the Province's Electric Vehicle Charger Program. Arntjen Solar (Sun Saver 2) led this initiative on behalf of the Town which was 100% funded by the Province. The Town shares revenue 50–50% with Arntjen resulting in a few hundred dollars annual receipts. This should grow as more electric vehicles come on line.

At the January 23 meeting Council received a report in which Arntjen Solar had agreed to apply on the Town behalf for the Provincial Workplace EVC Incentive program and passed the following resolution:

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

The submitted application by Arntjen on behalf of the Town was successful for all four sites. As Council was advised the program for workplaces is not 100% funding, and requires a capital contribution by the Town and Arntjen. The intent is to provide charging stations for employees although the sites are available to the public when not being used by staff.

The attached proposals were submitted by Arntjen to Council so that this project can proceed to final approval. Option 1 and Option 2 are similar covering the following areas:

- One Level 2 ChargePoint EV Charger at Town Office, Harriston Arena, Palmerston Arena, Lion's Park near the water tower

- Arntjen coordinates purchase, delivery, site preparation and installation with Advance Electric
- Locations shown are front parking area Town office, front parking area Harriston Arena, beside Ag Society storage building Yonge Street entrance Palmerston Arena, and beside Town water tower Palmerston Lion's Park
- Product specification, support, fees outlined along with two to four week installation time and term of 5 year warranty
- Option 1 Contract price is \$82,329.82 including HST while Option 2 Contract price is \$88,791.77 including HST;
- Option #1 does not include ChargePoint Assure but charges \$8,000 for five years of service and maintenance; Option #2 includes ChargePoint Assure and adds \$6,000 for five years of service and maintenance
- ChargePoint is the operating "software" that will host the site, collect fees and transfer funds (10% charge); it also provides 24/7 support to assist users and provides a variety of reports regarding time of use, peak demand etc.

COMMENTS:

Arntjen's application on the Town's behalf was successful for the workplace charges. The agreement provides a "turn-key" solution. The Town up fronts the capital costs and then receives the Provincial 60% rebate and Arntjen revenues so that the net cost to the Town is \$4,800 or essentially \$1,200 per site. The chargers would be available for employee vehicles first and then public vehicles second.

FINANCIAL CONSIDERATIONS:

There are sufficient funds in various budgets to cover the \$4,800 capital cost for these installations.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's June 28, 2018 report regarding Installment Options 1 and 2, Arntjen, Provincial Workplace Electric Vehicle Charging Program, and that the Town proceed with Option 2 for installation of one Level 2 ChargePoint EV Charger at Town Office, Harriston Arena, Palmerston Arena, and Lion's Park near the water tower at a net cost to the Town of \$4,800 after the Provincial subsidy and Arntjen revenues.

Bill White, C.A.O. Clerk

Supply and Installation of Four Level 2 ChargePoint EV Chargers at Four Locations

Scope

Supply, Installation, connection and activation of four (4) Dual Level 2 CT4023 EV Chargers to be installed at four locations :

- Municipal office
- Harriston Arena
- Palmerston Arena
- Palmerston water tower

Supplier will coordinate delivery, civil work and installation with the township and Vance Electric. (Electrical Contractor)

This agreement is between ChargerCrew (the Contractor, a division of Arntjen Solar) and the Town of Minto. Location of the EV chargers are as discussed in this document.

1. Site Location and Electrical Service

1.1 Site visit

Jurgen van Dijken and Vance met with All Carr on site to discuss location and available electrical service for the installation of a Dual L2 EV Charger at each location. This quote is based on the requested locations.

1.2 Civil and Electrical Service

Contractor will look after the civil work for all locations and Vance Electric will look after the electrical work. Installtions are turnkey projects and we will look after all aspects of the project.

1.3 Concrete Base and Bollards

A concrete base will be installed for each EV Charger in all four locations in order to mount the charger and the protective bollards, see sample picture. The base will be installed on pact gravel and electrical conduit can be easily fed through the centre hole. Bollards and pad are similar as shown in picture.



1.4 Pavement Painting and Signage

Parking lots will be painted with the required "EV CHARGING ONLY" logo in addition signs will be installed for each parking spot.



Municipal office

Location of Dual L2 EV Charger

2 parking spots



Two EV Parking spots located beside the existing handicap parking spot.



Harriston Arena



Two EV Parking spots located in front of the arena. Parking spots will be painted and have signs with "EV Charging Only"



Palmerston Arena



Two EV Parking spots located over at the barn by the arena. Parking spots will be highly visible from Yonge street. They will have signs with “EV Charging Only”



Palmerston Water Tower



Two EV Parking spots
located in front of
the Water Tower.
Parking spots will
have signs with "EV
Charging Only"

2. Product Specifications

2.1 Level 2, CT4021

The Level 2 EV charger is a 14.2 kW output and can charge up to 40km/hr. It offers two standard SAE J1772 level 2 charging port with locking holster. The charger is a bollard mount configuration and is a robust unit. The unit is network based and is software upgradeable.

Charging fees can be set by the host site and fees are collected by ChargePoint. The collected fees are transferred to your account. Cost of collecting and transferring funds is 10%.

ChargePoint provides 24/7 support to assist drivers with any questions or concerns. Numerous reports are available to indicate time of use, energy used, peak demand etc.

This unit provides:

Driver Friendly User Interface

- Instructional video shows how to use the station
- Touch button interface; works in rain, ice and with gloves
- Backed by ChargePoint's world class 24/7 driver phone support

Easily Communicate with Your Drivers

- Daylight readable, with auto brightness control
- 640 X 480 resolution active matrix
- Full motion 30fps video support
- Upload up to 60 seconds of high quality video on a color LCD screen to individual stations as often as desired
- Brand your charging stations to communicate with drivers
- Instructional video

Service Products and Support

- Customized setup and activation of your stations
- ChargePoint Assure: extended parts and labor warranty coverage for up to five additional years
- 24/7 driver phone support
- Dedicated station owner support
- Parts and on-site labor maintenance

Panel Sharing and Power Select

- Allows you to charge more EVs without costly electrical upgrades
- Allows for a lower capacity (less than 40A) circuit to power each port

See Appendix A for technical specifications



CT4021



3. Installation

3.1 Installation by Contractor

All Installations are in accordance with manufacturer's instructions and ESA code. Contractor provides project management and Contractor's electrical contractor will perform all AC Electrical connection.

3.2 Testing and Commissioning

Contractor conducts appropriate tests to confirm system is operating as designed, activate and commission the EV chargers. Contractor/Customer makes adjustments as needed to obtain proper performance and desired charging fees.

4. Time frame

Supplier will coordinate the delivery and installation with the customer and electrical contractor for timely and efficient installation. Standard lead-time of product is 2-4 weeks.

5. Contract Price

The price for equipment, delivery and activation plus applicable taxes, conditions of payment are as follows:

Level 2 Charger – CT4023-GW2	Unit Price	Qty	Amount Due
Dual Output Gateway, Bollard mount unit 208/240V @ 30A with Cord Management	\$9,806.06	4	\$39,224.23
Initial 1 year of ChargePoint Assure with successful validation	N/A	4	Included
System Design and Project Management		1	\$1,020.03
Mechanical Installation, including Concrete base, Bollards and Freight		1	\$7,388.41
Electrical Installation		1	\$12,899.61
Station Activation and Configuration		4	\$1,272.68
Pavement painting, Signage, Customer Training, Project Binder and Annual reporting		4	\$3,053.30
Service and Maintenance - 5 years		5 years	\$8,000.00

Total Project cost:		\$72,858.25
	HST	\$9,471.57
	Total cost	<u>\$82,329.82</u>



6. Payment terms & Conditions

All Equipment costs are payable in Canadian Funds as outlined plus HST. A 10% deposit is required at time of signing of this contract. Balance of payment is required NET 30 days after commissioning and acceptance of the system.

All prices provided are including applicable taxes and valid for a period of 30 days. All other terms are outlined in our ***“Terms and Conditions of Sales for Goods and Services”***

Payment Structure	%		Amount Due
First Payment – 10% Deposit	10%		\$8,232.98
Balance of Payment	90%		\$74,096.84
Total Payment	100%		\$82,329.82

7. Workplace Electric Vehicle Incentive Program

This project has been awarded 80% of the project cost, up to \$60,000 incentive upon successful completion of the project by the required deadline of August 14th, 2018. Including in this proposal is the final submission of the required paperwork to the Government.

Acknowledgement

I hereby accept the above quotation and authorize Arntjen Solar NA Inc. to order the Goods and Services as outlined.

Name:

Date:

Authorized Signature:

Notes:

Please return signed agreement to:

Jurgen van Dijken
 Business Unit Manager – Electromobility

Tel: 647.722.9500
 Cell: 226.228.4008
 info@chargercrew.ca

Appendix A – CT4021 Specifications

CT4000 Level 2 Commercial Charging Stations

Specifications and Ordering Information

Ordering Information

Specify model number followed by the applicable code(s).

The order code sequence is: Model-Options. Software, Services and Misc are ordered as separate line items.

Hardware

Description	Order Code
Model	
1830 mm (6') Single Port Bollard Mount	CT4011
1830 mm (6') Dual Port Bollard Mount	CT4021
1830 mm (6') Single Port Wall Mount	CT4013
1830 mm (6') Dual Port Wall Mount	CT4023
2440 mm (8') Dual Port Bollard Mount	CT4025
2440 mm (8') Dual Port Wall Mount	CT4027
Options	
Integral Gateway Modem - USA	-GW1
Integral Gateway Modem - Canada	-GW2
Misc	
Power Management Kit	CT4000-PMGMT
Bollard Concrete Mounting Kit	CT4001-CCM

Software & Services

Description	Order Code
ChargePoint Commercial Service Plan	CTSW-SAS-COMM-n ¹
ChargePoint Service Provider Plan	CTSW-SAS-SP-n ¹
ChargePoint Assure	CT4000-ASSUREn ²
Station Activation and Configuration	CPSUPPORT-ACTIVE
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID

Note: All CT4000 stations come with 1 year of ChargePoint Assure coverage at no charge for qualified installations. Other conditions apply. All CT4000 stations require a network service plan.

¹ Substitute *n* for desired years of service (1, 2, 3, 4, or 5 years).

² Substitute *n* for the duration of the additional coverage (1, 2, 3, or 4 years).

Order Code Examples

If ordering this	the order code is
1830 mm (6') Dual Port Bollard USA Gateway Station with Concrete Mounting Kit	CT4021-GW1 CT4001-CCM
ChargePoint Commercial Service Plan, 3 Year Subscription	CTSW-SAS-COMM-3
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID
2 Additional Years of Assure Coverage	CT4000-ASSURE2
1830 mm (6') Single Port Wall Mount Station	CT4013
ChargePoint Commercial Service Plan, 5 Year Subscription	CTSW-SAS-COMM-5
4 Additional Years of Assure Coverage	CT4000-ASSURE4
Station Activation and Configuration	CPSUPPORT-ACTIVE



CT4021



Electrical Input	Single Port (AC Voltage 208/240V AC)			Dual Port (AC Voltage 208/240V AC)		
	Input Current	Input Power Connection	Required Service Panel Breaker	input Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type) x 2
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring - Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring - Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8W typical (standby), 15W maximum (operation)					

Electrical Output

Standard	7.2kW (240V AC @ 30A)	7.2kW (240V AC@30A) x 2
Standard Power Share	n/a	7.2kW (240V AC@30A) x 1 or 3.8kW (240V AC@16A) x 2
Power Select 24A	5.8kW (240V AC@24A)	5.8kW (240V AC@24A) x 2
Power Select 24A Power Share	n/a	5.8kW (240V AC@24A) x 1 or 2.9kW (240V AC@12A) x 2
Power Select 16A	3.8kW (240V AC@16A)	3.8kW (240V AC@16A) x 2
Power Select 24A Power Share	n/a	3.8kW (240V AC@16A) x 1 or 1.9kW (240V AC@8A) x 2

Functional Interfaces

Connector(s) Type	SAE J1772™	SAE J1772™ x 2
Cable Length - 1830 mm (6') Cable Management	5.5 m (18')	5.5 m (18') x 2
Cable Length - 2440 mm (8') Cable Management	n/a	7 m (23')
Overhead Cable Management System	Yes	
LCD Display	145 mm (5.7") full color, 640x480, 30fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, ISO 14443, NFC	
Locking Holster	Yes	Yes x 2



Safety and Connectivity Features

Ground Fault Detection	20mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour
Local Area Network	2.4 GHz Wi-Fi (802.11 b/g/n)
Wide Area Network	3G GSM, 3G CDMA

Safety and Operational Ratings

Enclosure Rating	Type 3R per UL 50E
Safety Compliance	UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Surge Protection	6kV @ 3000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-30°C to +50°C (-22°F to 122°F)
Storage Temperature	-30°C to +60°C (-22°F to 140°F)
Non-Operating Temperature	-40°C to +60°C (-40°F to 140°F)
Operating Humidity	Up to 85% @ +50°C (122°F) non-condensing
Non-Operating Humidity	Up to 95% @ +50°C (122°F) non-condensing
Terminal Block Temperature Rating	105°C (221°F)
Charging Stations per 802.11 Radio Group	Maximum of 10. Each station must be located within 45m (150') "line of sight" of a gateway station.



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- Palmerston Arena
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1. Site Location and Electrical Service

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1.4 Pavement Painting and Signage

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Municipal office

Location of Dual L2 EV Charger

2 parking spots



Two EV Parking spots located beside the existing handicap parking spot.



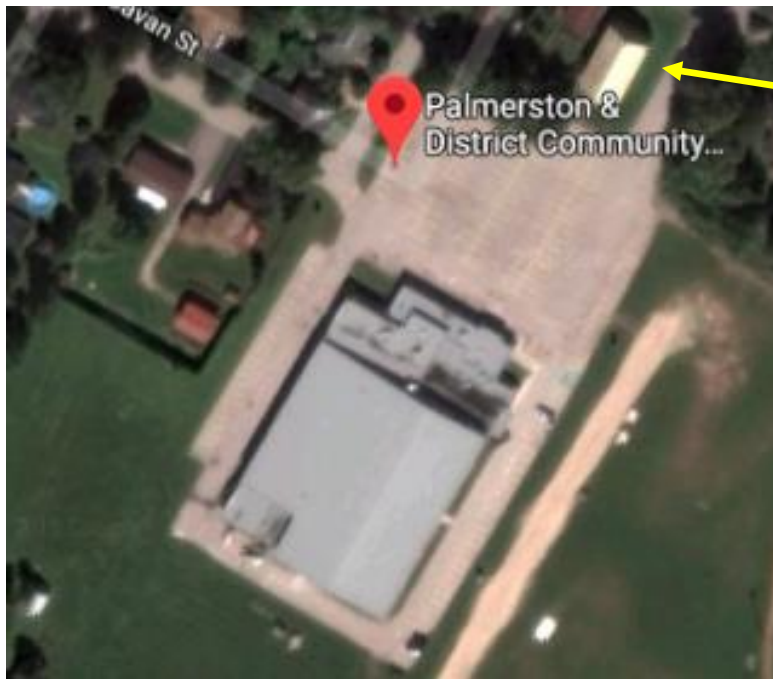
Harriston Arena



Two EV Parking spots located in front of the arena. Parking spots will be painted and have signs with "EV Charging Only"



Palmerston Arena



Two EV Parking spots located over at the barn by the arena. Parking spots will be highly visible from Yonge street. They will have signs with “EV Charging Only”



Palmerston Water Tower



Two EV Parking spots
located in front of
the Water Tower.
Parking spots will
have signs with "EV
Charging Only"

2. Product Specifications

2.1 Level 2, CT4021

The Level 2 EV charger is a 14.2 kW output and can charge up to 40km/hr. It offers two standard SAE J1772 level 2 charging port with locking holster. The charger is a bollard mount configuration and is a robust unit. The unit is network based and is software upgradeable.

Charging fees can be set by the host site and fees are collected by ChargePoint. The collected fees are transferred to your account. Cost of collecting and transferring funds is 10%.

ChargePoint provides 24/7 support to assist drivers with any questions or concerns. Numerous reports are available to indicate time of use, energy used, peak demand etc.

This unit provides:

Driver Friendly User Interface

- Instructional video shows how to use the station
- Touch button interface; works in rain, ice and with gloves
- Backed by ChargePoint's world class 24/7 driver phone support

Easily Communicate with Your Drivers

- Daylight readable, with auto brightness control
- 640 X 480 resolution active matrix
- Full motion 30fps video support
- Upload up to 60 seconds of high quality video on a color LCD screen to individual stations as often as desired
- Brand your charging stations to communicate with drivers
- Instructional video

Service Products and Support

- Customized setup and activation of your stations
- ChargePoint Assure: extended parts and labor warranty coverage for up to five additional years
- 24/7 driver phone support
- Dedicated station owner support
- Parts and on-site labor maintenance

Panel Sharing and Power Select

- Allows you to charge more EVs without costly electrical upgrades
- Allows for a lower capacity (less than 40A) circuit to power each port

See Appendix A for technical specifications



CT4021



3. Installation

3.1 Installation by Contractor

All Installations are in accordance with manufacturer's instructions and ESA code. Contractor provides project management and Contractor's electrical contractor will perform all AC Electrical connection.

3.2 Testing and Commissioning

Contractor conducts appropriate tests to confirm system is operating as designed, activate and commission the EV chargers. Contractor/Customer makes adjustments as needed to obtain proper performance and desired charging fees.

4. Time frame

Supplier will coordinate the delivery and installation with the customer and electrical contractor for timely an efficient installation. Standard lead-time of product is 2-4 weeks.

5. Contract Price

The price for equipment, delivery and activation plus applicable taxes, conditions of payment are as follows:

Level 2 Charger – CT4023-GW2	Unit Price	Qty	Amount Due
Dual Output Gateway, Bollard mount unit 208/240V @ 30A with Cord Management	\$9,806.06	4	\$39,224.23
Total of 5 years of ChargePoint Assure with successful validation	N/A	5 years	\$7,718.54
System Design and Project Management		1	\$1,020.03
Mechanical Installation, including Concrete base, Bollards and Freight		1	\$7,388.41
Electrical Installation		1	\$12,899.61
Station Activation and Configuration		4	\$1,272.68
Pavement painting, Signage, Customer Training, Project Binder and Annual reporting		4	\$3,053.30
Service and Maintenance - 5 years		5 years	\$6,000.00

Total Project cost:		\$78,576.79
	HST	\$10,214.98
	Total cost	<u>\$88,791.77</u>

6. Payment terms & Conditions

All Equipment costs are payable in Canadian Funds as outlined plus HST. A 10% deposit is required at time of signing of this contract. Balance of payment is required NET 30 days after commissioning and acceptance of the system.

All prices provided are including applicable taxes and valid for a period of 30 days. All other terms are outlined in our ***“Terms and Conditions of Sales for Goods and Services”***

Payment Structure	%		Amount Due
First Payment – 10% Deposit	10%		\$8,879.18
Balance of Payment	90%		\$79,912.60
Total Payment	100%		\$88,791.77

7. Workplace Electric Vehicle Incentive Program

This project has been awarded 80% of the project cost, up to \$60,000 incentive upon successful completion of the project by the required deadline of August 14th, 2018. Including in this proposal is the final submission of the required paperwork to the Government.

Acknowledgement

I hereby accept the above quotation and authorize Arntjen Solar NA Inc. to order the Goods and Services as outlined.

Name:

Date:

Authorized Signature:

Notes:

Please return signed agreement to:

Jurgen van Dijken
 Business Unit Manager – Electromobility

Tel: 647.722.9500
 Cell: 226.228.4008
 info@chargercrew.ca

Appendix A – CT4021 Specifications

CT4000 Level 2 Commercial Charging Stations

Specifications and Ordering Information

Ordering Information

Specify model number followed by the applicable code(s).

The order code sequence is: Model-Options. Software, Services and Misc are ordered as separate line items.

Hardware

Description	Order Code
Model	
1830 mm (6') Single Port Bollard Mount	CT4011
1830 mm (6') Dual Port Bollard Mount	CT4021
1830 mm (6') Single Port Wall Mount	CT4013
1830 mm (6') Dual Port Wall Mount	CT4023
2440 mm (8') Dual Port Bollard Mount	CT4025
2440 mm (8') Dual Port Wall Mount	CT4027
Options	
Integral Gateway Modem - USA	-GW1
Integral Gateway Modem - Canada	-GW2
Misc	
Power Management Kit	CT4000-PMGMT
Bollard Concrete Mounting Kit	CT4001-CCM

Software & Services

Description	Order Code
ChargePoint Commercial Service Plan	CTSW-SAS-COMM- ⁿ
ChargePoint Service Provider Plan	CTSW-SAS-SP- ⁿ
ChargePoint Assure	CT4000-ASSURE ⁿ
Station Activation and Configuration	CPSUPPORT-ACTIVE
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID

Note: All CT4000 stations come with 1 year of ChargePoint Assure coverage at no charge for qualified installations. Other conditions apply. All CT4000 stations require a network service plan.

¹ Substitute *n* for desired years of service (1, 2, 3, 4, or 5 years).

² Substitute *n* for the duration of the additional coverage (1, 2, 3, or 4 years).

Order Code Examples

If ordering this	the order code is
1830 mm (6') Dual Port Bollard USA Gateway Station with Concrete Mounting Kit	CT4021-GW1 CT4001-CCM
ChargePoint Commercial Service Plan, 3 Year Subscription	CTSW-SAS-COMM-3
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID
2 Additional Years of Assure Coverage	CT4000-ASSURE2
1830 mm (6') Single Port Wall Mount Station	CT4013
ChargePoint Commercial Service Plan, 5 Year Subscription	CTSW-SAS-COMM-5
4 Additional Years of Assure Coverage	CT4000-ASSURE4
Station Activation and Configuration	CPSUPPORT-ACTIVE



CT4021



Electrical Input	Single Port (AC Voltage 208/240V AC)			Dual Port (AC Voltage 208/240V AC)		
	Input Current	Input Power Connection	Required Service Panel Breaker	input Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type) x 2
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring - Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring - Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8W typical (standby), 15W maximum (operation)					

Electrical Output

Standard	7.2kW (240V AC @ 30A)	7.2kW (240V AC@30A) x 2
Standard Power Share	n/a	7.2kW (240V AC@30A) x 1 or 3.8kW (240V AC@16A) x 2
Power Select 24A	5.8kW (240V AC@24A)	5.8kW (240V AC@24A) x 2
Power Select 24A Power Share	n/a	5.8kW (240V AC@24A) x 1 or 2.9kW (240V AC@12A) x 2
Power Select 16A	3.8kW (240V AC@16A)	3.8kW (240V AC@16A) x 2
Power Select 24A Power Share	n/a	3.8kW (240V AC@16A) x 1 or 1.9kW (240V AC@8A) x 2

Functional Interfaces

Connector(s) Type	SAE J1772™	SAE J1772™ x 2
Cable Length - 1830 mm (6') Cable Management	5.5 m (18')	5.5 m (18') x 2
Cable Length - 2440 mm (8') Cable Management	n/a	7 m (23')
Overhead Cable Management System	Yes	
LCD Display	145 mm (5.7") full color, 640x480, 30fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, ISO 14443, NFC	
Locking Holster	Yes	Yes x 2



Safety and Connectivity Features

Ground Fault Detection	20mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour
Local Area Network	2.4 GHz Wi-Fi (802.11 b/g/n)
Wide Area Network	3G GSM, 3G CDMA

Safety and Operational Ratings

Enclosure Rating	Type 3R per UL 50E
Safety Compliance	UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Surge Protection	6kV @ 3000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-30°C to +50°C (-22°F to 122°F)
Storage Temperature	-30°C to +60°C (-22°F to 140°F)
Non-Operating Temperature	-40°C to +60°C (-40°F to 140°F)
Operating Humidity	Up to 85% @ +50°C (122°F) non-condensing
Non-Operating Humidity	Up to 95% @ +50°C (122°F) non-condensing
Terminal Block Temperature Rating	105°C (221°F)
Charging Stations per 802.11 Radio Group	Maximum of 10. Each station must be located within 45m (150') "line of sight" of a gateway station.





TOWN OF MINTO

DATE: June 26, 2018

REPORT TO: Mayor and Council

FROM: Mike McIsaac Road Foreman

SUBJECT: Speed Reduction 12th Line and Pike Lake Sideroad

STRATEGIC PLAN

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

BACKGROUND

Town staff has received inquiries regarding the speed of vehicular traffic and public safety/pedestrian safety on Pike Lake Sideroad between Hwy 89 and the 12th Line and on the 12th Line between the County Road 6 and the Pike Lake Sideroad from the commercial and passenger vehicles generated from the local businesses in the area with residents requesting a speed reduction in these areas to 60km/h. The road segments in question are highlighted in red below.



COMMENTS

Due to the volume and mix of recreational, residential and commercial users of these road segments compiled with the current horizontal and vertical curve alignments, narrow surface width, private driveway access locations and other roadside hazards, staff agrees the lower requested speed limit is warranted. Although traffic studies do not indicate speeding infractions or a history of collision reports at the current speed limit of 80km/h in this area, the reduced speed limit will help to maximize general safety with the growing users of the area.

In February the Mayor, C.A.O. Clerk and Public Works staff met with the quarry owners along the 12th Line to discuss road maintenance and traffic issues. They were willing to meet further on road reconstruction when design information is available. In the spring the Town received a petition from many area residents concerned about potholes and road damage caused mainly by heavy truck traffic. Public Works completed some hot mix patches that will hold for the time being, but reducing speed and directing more truck traffic to County Road 6 as soon as possible helps reduce wear and tear on the road.

FINANCIAL CONSIDERATIONS

Costs associated with the implementation of the lower speed limit will be covered under the 2018 Operating Budget

RECOMMENDATION

That Council receives the Road Foreman's May 26, 2018 report Speed Reduction 12th Line and Pike Lake Sideroad and considers a bylaw in regular session approving a speed limit of 60km/h on Pike Lake Sideroad from Hwy 89 to the 12th Line of Minto and the 12th Line from Pike Lake Sideroad to County Road 6 of Minto.

Mike McIsaac
Roads Foreman



TOWN OF MINTO

DATE: June 26, 2018
REPORT TO: Mayor and Council
FROM: Mike McIsaac Roads & Drainage Foreman
SUBJECT: PW2018-09 Design and Implementation of Cremation Remains Minto

STRATEGIC PLAN:

7.8 Establish cemetery management plans to assist with long term capital planning, increase visual appeal, enhance internment options, and increase cemetery use as a place to learn about the people, stories and history of the community.

BACKGROUND

A request for quotations was issued for innovative, creative and informed professionals to provide interesting, cost effective and attractive design options for interring cremated remains in three Minto cemeteries. Options must relate to existing facilities, market trends, layout, budget, appearance and similar considerations. The consultant will recommend construction and financing opportunities, and assist the Town with scaling and phasing the installation to meet demand, control costs and ensure viable attractive options at each facility. An implementation plan is required to ensure work can be completed according to a defined schedule. Unique and interesting financing/partnership opportunities will be considered including designs product suppliers. The Town may phase purchase and installation of equipment over time depending on price and budget. The Town could accept different consultants for each cemetery at its sole discretion.

The consultant is to attend and provide at least two design options and preliminary analysis at a public meeting before a final report is submitted. The report is to include design material for each cemetery, a site plan to scale of the area to be improved, sketches or elevations of facilities proposed, relevant photographs or examples of facilities, cost information, phasing, scheduling and other relevant narrative and recommendations.

COMMENTS

Three submissions were received on June 25, 2018:

Business Name	Palmerston	Harriston	Clifford	Total Quote (excl. HST)
Lees & Associates (Toronto)	\$11,560	\$11,560	\$11,560	\$34,680
Hilton Landmarks (Kitchener)	\$8,596	\$7,671	\$7,671	\$23,938
Note: Cost to complete all three concurrently is \$14,880				
Stempski Kelly (Fergus)	\$8,963	\$8,963	\$8,963	\$26,889

In addition to being the lowest bid Hilton Landmarks noted the total cost if awarded all three cemeteries could be reduced to \$14,880 as costs associated with site visits, public meetings and financial recommendations can be reduced. The Town can work with the consultant on the number of public meetings and site visits to significantly reduce costs. Hilton Landmarks has completed or is working on projects across Canada and as close as the Belsyde Cemetery in Fergus.



Hilton Landmarks' work detail plan proposes commencement in July, two options for review in August, public meeting in September, review in October, and final submission in October, 2018. The Stempski Kelly proposal provides for an earlier completion date and is also an excellent firm that has provided work for the Town in the past.

FINANCIAL CONSIDERATIONS:

In 2018 there is \$55,000 in the capital budget for Minto cemeteries. The Town's five year project plan for the cemeteries anticipates \$50,000 expenditures per year from 2019 to 2021. The cost of the design work for options to inter cremated remains is well below the capital budget. Staff can integrate the design options and information into the draft Cemeteries Master Plan at no cost to the Town. This should allow for a carryover exceeding \$20,000 to 2019 for capital construction costs based on the designs selected.

RECOMMENDATION:

That Council receives the Road & Drainage Foreman's June 26, 2018 report and awards quotation PW2018-03 Design and Implementation options to inter cremated remains Minto Cemeteries to Hilton Landmarks, A Division of GSP Group to be completed concurrently for the maximum price of \$23,938 and the minimum price of \$14,880 excluding HST depending on the final work plan set by the Town based on the number of public meetings, site visits, financial recommendations and similar.

Mike McIsaac Roads & Drainage Foreman



TOWN OF MINTO

DATE: June 28, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer and Mike McIsaac, Public Works Foreman
SUBJECT: Ontario Community Infrastructure Fund (OCIF)
Application Based Component – Top-Up

STRATEGIC PLAN:

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

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

BACKGROUND:

Staff reported on the upcoming round of the Ontario Community Infrastructure Fund – Top-Up at the June 19, 2018 Council meeting. Council directed staff to submit a joint application with the Municipality of West Grey for work on the Minto-Normanby Townline with work on the 12th Line west of County Road 6 to be the alternate project should the Council of West Grey not support the joint application. Staff was requested to provide an update on the decision of West Grey regarding this project at today's meeting.

COMMENTS:

Staff has communicated with the public works department of West Grey. They have held a Committee meeting but require more information before their Council makes a final decision at its July 4, 2018 meeting.

Treasurer Duff attended the recent users conference of the Public Sector Digest. He was assured that the updated Asset Management Plan as of December 31, 2017 would be received by the Town of Minto in time for the next OCIF application. This is a crucial component of a successful application for future infrastructure grant programs for whatever project or funding initiative going forward.

Minto staff will proceed to act under the motion COW 2018-158 as noted above depending upon the outcome of the West Grey Council decision.

FINANCIAL CONSIDERATIONS:

As noted on June 19, 2018, the Town has the potential to receive \$1,017,314 in capital funding for a priority project. Any costs in excess of this amount and any other capital contributions would be the responsibility of the Town of Minto. With decisions on the success of any application being made in early 2019, the potential projects would need to be included in the 2019 and/or 2020 capital budgets.

RECOMMENDATION:

That Council receives the Treasurer and Public Works Foreman's report dated June 28, 2018 for information purposes.

Gordon Duff, CPA, CGA
Treasurer

Mike McIsaac
Public Works Foreman

**TOWN OF MINTO****DATE:** June 28, 2018**REPORT TO:** Mayor and Council**FROM:** Gordon Duff, Treasurer**SUBJECT:** Approval of Accounts

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

BACKGROUND

The following is a summary of accounts by Department paid for June 28, 2018

Administration	\$ 171,331.70
People & Property	1,745.93
Health & Safety	
Health Services	
Building	
Economic Development	17,354.59
Incubator	833.70
Tourism	
Fire	33,109.27
Drains	34,877.45
Roads	297,731.16
Cemetery	2,179.10
Waste Water	11,979.08
Streetlights	12,170.64
Water	16,809.74
Town Landscaping Care	1,228.20
Recreation	14,245.37
Clifford	17,925.12
Harriston	13,530.31
Palmerston	19,235.40
Norgan	5,762.38

\$ 672,049.14

COMMENTS:

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

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

FINANCIAL CONSIDERATIONS:

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

RECOMMENDATION:

That Council of the Town of Minto receives the Treasurer's report dated June 28, 2018 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for May and June 2018.

Gordon Duff, Treasurer



Town of Minto

DATE: June 28, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: B57/18 – Christopher & Anita McKay Severance
 310 Queen St. S, Palmerston, Part Lots 7&8 s/s of Victoria St.

STRATEGIC PLAN

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

BACKGROUND

This application to County of Wellington Land Division is to sever a 416 m² (4,477ft²) parcel for existing and proposed residential use. The parcel has an existing shed that is to be removed. The retained parcel is 392.4 m² (4,223 ft²) with existing and proposed residential use with an existing dwelling. This parcel is zoned Medium Density Residential (R2).

The intent of the application is to construct a single

detached dwelling on the severed lands. The R2 zoning requirements for a single detached dwelling requires a minimum lot area of 465 m². Both the severed and retained lots will require zoning relief as both lots are undersized from the lot area provisions of the R2 zone. Additional zoning relief will be required for the rear yard setback of the retained lands as 7.6 m is required and 4.15 m is being requested. The lots however are compatible in size to the lots in the surrounding area.



COMMENT

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

Clerks

Standard financial conditions including parkland dedication are recommended.

Public Works

Currently both parcels will require lateral connections to have access to water and sewer. Standard conditions in relation to servicing and frontage fees are recommended. Satisfactory access arrangements must be provided for the severed parcels.

Building

The proposed lots will require a zoning amendment to accommodate the lot area and proposed setbacks. Standard building permit fees and development charges will be required prior to the issuance of a building permit.

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

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B55/18 Christopher & Anita McKay Severance 310 Queen St. S, Palmerston, Part Lots 7&8 s/s of Victoria St, Palmerston, Town of Minto, and that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. That the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent
3. THAT the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made for the severed parcels including payment of applicable fees.
4. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.
5. THAT the applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.
6. That the applicant provide proof of payment from the Town of Minto that outstanding frontage charges for water, sanitary sewer, and or storm sewer where applicable and required by the Town for the severed lot(s) at the rate established by policy in place

at the time of payment of the frontage charge (for reference only and subject to change, the rate applicable at the time of this decision is \$221.00 per metre lot frontage), and that the applicant is also advised this does not include paying the cost of lateral connections to any service which shall be payable to the Town at time of connection.

ATTACHMENTS

County of Wellington Planner, Jameson Pickard

Michelle Brown
Building Assistant



Application Location	B57/18 Part Lots 7 & 8, s/s Victoria St. TOWN OF MINTO
Applicant/Owner	Christopher & Anita Mckay

PLANNING OPINION: This application would sever a 416 m² (4,477ft²) parcel for residential purposes in the Urban Centre of Palmerston. A 392.4 m² (4,223 ft²) would be retained with an existing dwelling.

The proposal would establish both a severed and retained parcel that is undersized from the lot area provisions of the R2 zone. The lots will be smaller than most lots in the area, however we do note that there is a similar lot configuration to the south of the subject property. The Committee should be satisfied that the proposed lot would represent a compatible form of development in the neighbourhood.

If approved we would request that the following be made conditions of approval:

- a) That servicing is provided to the site to the satisfaction of the local municipality;
- b) That driveway access can be provided to the severed lands to the satisfaction of the Local Municipality; and
- c) That zoning compliance for the severed and retained lands is obtained to the satisfaction of the Local Municipality.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2017 was prepared and approved under the Places to Grow Act, 2005 and came into effect on July 1, 2017. The subject property is located within Urban Centre of Palmerston this area is considered a delineated built-up area in the Growth Plan. Section 2.2.1.2 a) states the vast majority of growth will be directed to settlement areas that i) have a delineated built up boundary; ii) have existing or planned municipal water and wastewater systems; and iii) can support the achievement of complete communities.

PROVINCIAL POLICY STATEMENT (PPS): The subject property is located within the urban area of Palmerston. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL and is located in the urban centre of Palmerston. Section 10.6.2 States that new lots may be created in urban centres provided that the lands will be appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this Plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available.

We are satisfied that a plan of subdivision is not necessary for the development of these lands as the property is already serviced by an existing road and servicing is present to support the development.

The matters under section 10.3.1 were also considered including i) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses.

Regarding item i) the Official Plan encourages the development of vacant under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling types, building form, site coverage and setbacks. The lots in the neighbourhood generally exceed the lot area and frontage requirements of the R2 zone and are mostly rectangular in shape. The proposal would establish both a severed and retained parcel that is undersized from the lot area provisions of the R2 zone and smaller than most lots in the area. Front yard and interior side yard setbacks vary across the immediate area; however, rear yard setbacks are generally beyond the by-law requirements. We do note that there is a similar lot configuration to what is being proposed to the south of the subject property. The Committee should be satisfied that the proposed lot would represent a compatible form of development.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA B with a vulnerability score of 6.

LOCAL ZONING BY-LAW: The subject property is currently zoned Residential (R2). The applicants are proposing to construct a single detached dwelling on the severed lands. In the R2 zone a new lot for a single detached dwelling requires a minimum lot area of 465 m². Both the



Pg.2...B57/18

severed and retained lots will require zoning relief. Additional zoning relief will be required for the rear yard setback of the retained lands as 7.6 m is required and 4.15 m is being provided.

We note that the applicants have identified a proposed "building envelope" on the sketch for the severed parcel. The rear yard setback of 4.6 m does not meet the required rear yard setback of 7.5 m in the R2 zone. Additional zoning relief will be required at the building permit stage should the dwelling be built to these setbacks.

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

Jameson Pickard, Planner
June 27th, 2018



Town of Minto

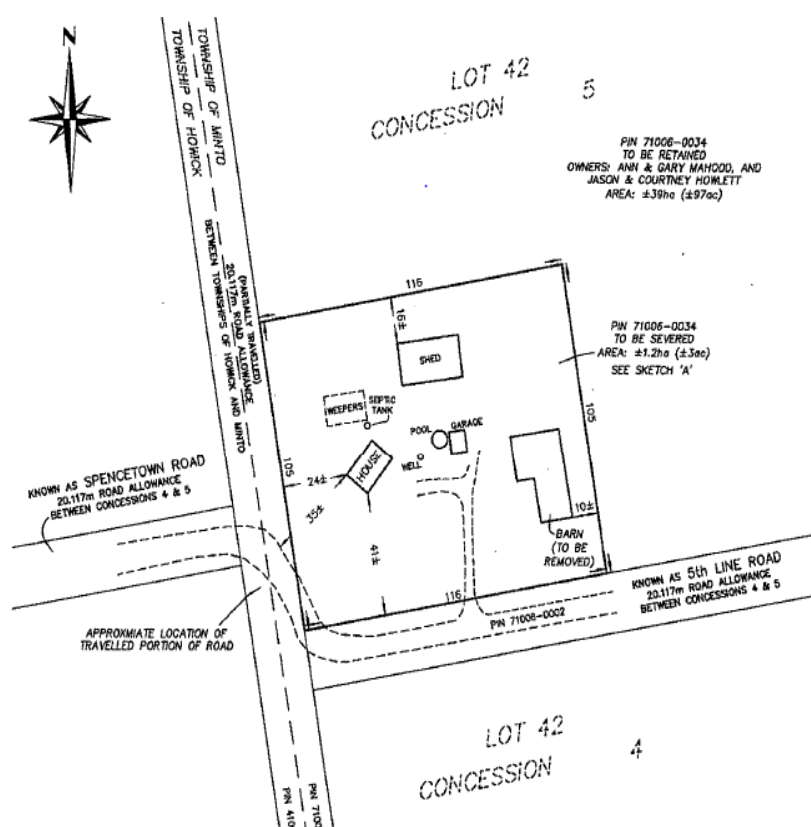
DATE: June 28, 2018
 TO: Mayor Bridge and Members of Council
 FROM: Michelle Brown, Building Assistant
 RE: B55/18 – Mahood Severance
 Lot 42, Concession, 5106 5TH Line Palmerston

STRATEGIC PLAN

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

BACKGROUND

This Surplus Farm Dwelling application to County of Wellington Land Division is to sever 1.2 hectares (3 acres) of existing and proposed residential use with existing house, barn, shed, garage, and pool. The Retained portion is 39 hectares (97 acres) of vacant land. The intention of the application is to remove the barn from the severed parcel while the retained parcel will continue to remain for agricultural use. The severed parcel will require zoning relief for the reduced lot coverage for the shed and garage. The land is currently zoned A – Agricultural.



COMMENT

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

Clerks

Standard financial conditions are recommended. Parkland dedication is not required unless the vacant retained lot can accommodate a new home.

Public Works

Currently the retained parcel has private septic and well. An apportionment will need to be completed for this severance for any Municipal Drains taking the original assessment of one property and reassessing for 2 separate ones Section 65(5) of the Drainage Act. Access arrangements by way of entrance permit will need to be made for the retained vacant parcel.

Building

The proposed severed lot will require zoning relief for the existing shed and garage. Section 6.1.4 (b) allows maximum ground floor coverage of 1,900 ft² (176.5 m²). The ground floor coverage of the shed and garage without the barn is approximately 4572 ft².

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B55-18 Mahood Severance, Lot 42, Concession, 5106 5TH Line Palmerston, and that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. That the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.
3. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made for the severed parcel including payment of applicable fees.
4. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.

ATTACHMENTS

County of Wellington Planner, Jameson Pickard

Michelle Brown
Building Assistant



Application	B55/18
Location	Part Lot 42, Concession 5 TOWN OF MINTO
Applicant/Owner	Ann & Gary Mahood & Jason & Courtney Howelett

PLANNING OPINION: This application would sever a 1.2 ha (3 ac) parcel with an existing dwelling, shed, garage and barn (to be removed). A 39 ha (97 ac) vacant agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and generally conforms to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That driveway access can be provided to the retained lands to the satisfaction of the Local Municipality;
- b) That the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department; and
- c) That the barn on the severed lands be demolished to the satisfaction of the local municipality.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2017 was prepared and approved under the Places to Grow Act, 2005 and came into effect on July 1, 2017. The Natural Heritage System mapping and Agricultural Land Base mapping prepared under the Growth Plan for the Greater Golden Horseshoe was issued on February 9, 2018 and is now in effect. All planning decisions are required to conform within the 2017 Growth Plan.

The subject lands are identified as falling within the Natural Heritage System overlay. The severed lot is located outside of and setback 260+ m from any Key Natural Heritage features or Key Hydrologic features on the property. Given that the proposal is severing existing development and restricting new residential development on the retained lands, Staff do not anticipate any impacts.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states "Lot creation in prime agricultural areas is discouraged and may only be permitted for: c) a residence surplus to a farming operation..."

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLAND. The severed lot is located well outside of any of the identified Greenland features on the property. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

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

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

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval.

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



Pg.2...B55/18

The matters under section 10.1.3 were also considered

WELL HEAD PROTECTION AREA: The subject property is located outside of a WHPA.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) zone. The retained lands will need to be rezoned to restrict residential development as a condition of approval. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural zone.

ADDITIONAL INFORMATION: We note that severance sketch indicates that the barn on the severed lands is proposed to be removed. We recommend that a condition be included to ensure that the building is demolished to the satisfaction of the Town of Minto.

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

Jameson Pickard, Planner
June 27th, 2018

The Corporation of the Town of Minto
By-law No. 2018-49
to provide for drainage works in the Town of Minto
known as Municipal Drain 39

WHEREAS Council of the Town of Minto has procured a report under Sections 4 and 78 of the Drainage Act R.S.O. 1990 for the construction and improvement of Municipal Drain 39 serving Parts of Lots 5 to 7, Concessions 6 and 7, in the Town of Minto, County of Wellington.

AND WHEREAS a report prepared by Dietrich Engineering Ltd. of Kitchener, Ontario dated June 20, 2018 has been filed with the Corporation of the Town of Minto.

AND WHEREAS the estimated total cost of constructing the drainage works is \$213,900 which is proposed to be assessed to the lands and roads within the drainage area in accordance with Schedule A to this bylaw.

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable:

NOW THEREFORE, the Council of the Town of Minto under the Drainage Act hereby enacts as follows:

1. The Engineer's Report Dietrich Engineering Ltd. of Kitchener, Ontario dated June 20, 2018 Reference No. 1617 is hereby provisionally adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. The attachment extracted from the Engineer's report attached as Schedule "A" entitled Schedule of Net Assessment Municipal Drain 39 is hereby adopted and forms part of this by-law.
3. A special annual rate sufficient to recover the costs of the drainage works and associated interest costs shall be levied upon the lands as set forth in the attached Schedule "A" to be collected in the same manner and at the same time as other taxes are collected in each year for (5) five years after the passing of this by-law.
4. The Town of Minto may borrow on the credit of the Corporation the amount of \$213,900 being the amount necessary for construction of the drainage works. The Corporation may issue debentures for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the Act;
 - b) commuted payments made in respect of the lands and roads assessed within the Municipality;
 - c) monies paid under Subsection 61 (3) of the Act; and
 - d) monies assessed in and payable by another municipality, and such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the lender on the date of sale of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in Schedule "A" attached to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this By-law.
 - a) For paying the amount of \$99,243 being the amount assessed upon the lands and roads belonging to or controlled by the Town of Minto,
 - b) For paying the amount of \$114,657 being the amount assessed upon the landowners in accordance with the schedule of Assessment as provided in the report, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon each of the assessed owners, to be collected in the same manner and at the same time as other taxes are collected.

- Read a first and second time and provisionally adopted in open Council this 3rd day of July, 2018

Bill White, C.A.O. Clerk

day of _____,

Bill White, C.A.O. Clerk

Schedule “A” – Schedule of Net Assessment
Municipal Drain 39

SCHEDULE OF NET ASSESSMENT FOR CONSTRUCTION									
Municipal Drain No. 39 - 2018									
Town of Minto									
LOT OR PART	CON.	OWNER	ROLL NO.	MAIN DRAIN	BRANCH 'C'	TOTAL ASSESSMENT	LESS 1/3		NET ASSESSMENT
							GOV'T GRANT	LESS ALLOWANCES	
5	6	R. & D. Ross	(4-151)	\$28,944		\$28,944	\$9,648	\$5,530	\$13,766
Pt 6	6	E. & L. Martin	(4-152)	\$28,346		\$28,346	\$9,449	\$5,720	\$13,177
Pt. 6	6	J. Ross	(4-152-50)	\$5,282		\$5,282	\$1,761		\$3,521
7	6	H. & B. Savage	(4-153)	\$785	\$1,383	\$2,168	\$723		\$1,445
* Pt. 7	6	H. & B. Savage	(4-153-01)	\$219	\$329	\$548			\$548
* Pt. 7	6	H. Savage	(4-153-03)	\$287	\$423	\$710			\$710
* Pt. 5	7	S. Howe & P. Harris	(4-170)	\$633		\$633			\$633
5	7	M., J., M. & F. Martin	(4-171)	\$8,997		\$8,997	\$2,999	\$500	\$5,498
E. Pt 6	7	L. Martin	(4-169)	\$987		\$987	\$329		\$658
* Pt. 6	7	The Trustees of Old Order Mennonite Conference	(4-169-10)	\$911		\$911			\$911
W. Pt 7, E. Pt 6	7	L. Martin	(4-168)	\$28,879	\$3,168	\$32,047	\$10,682	\$9,940	\$11,425
W. Pt 7	7	L. & S. Sinclair	(4-167)	\$5,084		\$5,084	\$1,695	\$2,740	\$649
Total Assessment on Lands				\$109,354	\$5,303	\$114,657	\$37,286	\$24,430	\$52,941
1st Road North				\$25,731		\$25,731			\$25,731
6th Line				\$69,815	\$3,697	\$73,512			\$73,512
Total Assessment on Roads				\$95,546	\$3,697	\$99,243			\$99,243
Total Assessment on Lands and Roads, Municipal Drain No. 39 - 2018				\$204,900	\$9,000	\$213,900	\$37,286	\$24,430	\$152,184
NOTES: *1. Denotes lands not eligible for ADIP grants									
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.									
3. The NET ASSESSMENT is provided for information purposes only									



The Corporation of the Town of Minto
By-law No. 2018-50
to provide for drainage works in the Town of Minto
known as Municipal Drain 60

WHEREAS the Council of the Town of Minto has procured a report under Section 78 of the Drainage Act R.S.O. 1990 for the improvement of Municipal Drain 60 Serving Parts of Lots 23 & 24, Concession 14 and Part of Lot 24, Concession 15 in the Town of Minto, County of Wellington

AND WHEREAS a report prepared by Dietrich Engineering Ltd. of Kitchener, Ontario dated June 5, 2018 has been filed with the Corporation of the Town of Minto.

AND WHEREAS the estimated total cost of constructing the drainage works is \$54,100 and such amount is proposed to be assessed to the lands and roads within the drainage area outlined in Schedule "A" to this bylaw.

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable:

NOW THEREFORE, the Council of the Town of Minto under the Drainage Act hereby enacts as follows:

1. The Engineer's Report Dietrich Engineering Ltd. of Kitchener, Ontario dated June 5, 2018 Reference No. 1747 is hereby provisionally adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. The attachment entitled Schedule of Net Assessment Municipal Drain 60 extracted from the Engineer's report attached as Schedule "A" is hereby adopted and forms part of this by-law.
3. A special annual rate sufficient to recover the costs of the drainage works and associated interest costs shall be levied upon the lands as set forth in the attached Schedule "A" to be collected in the same manner and at the same time as other taxes are collected in each year for (5) five years after the passing of this by-law.
4. The Town of Minto may borrow on the credit of the Corporation the amount of \$54,100 being the amount necessary for construction of the drainage works. The Corporation may issue debentures for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the Act;
 - b) commuted payments made in respect of the lands and roads assessed within the Municipality;
 - c) monies paid under Subsection 61 (3) of the Act; and
 - d) monies assessed in and payable by another municipality, and such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the lender on the date of sale of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in Schedule "A" attached to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this By-law.
 - a) For paying the amount of \$3,969 being the amount assessed upon the lands and roads belonging to or controlled by the Town of Minto,
 - b) For paying the amount of \$50,131 being the amount assessed upon the landowners in accordance with the schedule of Assessment as provided in the report, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon each of the assessed owners, to be collected in the same manner and at the same time as other taxes are collected.

- Read a first and second time and provisionally adopted in open Council this 3rd day of July, 2018**

Bill White, C.A.O. Clerk

George A. Bridge, Mayor

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Schedule “A” – Schedule of Net Assessment
Municipal Drain 60

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 60 - 2018
Town of Minto

LOT OR		APPROX.		ROLL NO.	(SEC. 22) BENEFIT	(SEC. 23)	TOTAL ASSESSMENT	LESS 1/3	NET ASSESSMENT								
PART	CON. AFFECTED	HECTARES	OWNER			OUTLET		GOV'T									
						LIABILITY		GRANT									
								LESS									
								ALLOWANCES									
23	14	10.9	K. Crispin	(2-219)	\$800	\$8,721	\$9,521	\$3,174	\$6,347								
24	14	13.0	A. & M. Wideman	(2-218)	\$2,200	\$9,754	\$11,954	\$3,985	\$7,969								
24	15	1.8	B. Shannon	(2-179)	\$28,000	\$656	\$28,656	\$9,552	\$12,774								
Total Assessment on Lands					<u>\$31,000</u>	<u>\$19,131</u>	<u>\$50,131</u>	<u>\$16,711</u>	<u>\$27,090</u>								
14th Line	0.4	Town of Minto			<u>\$3,000</u>	<u>\$969</u>	<u>\$3,969</u>		<u>\$3,969</u>								
Total Assessment on Roads					<u>\$3,000</u>	<u>\$969</u>	<u>\$3,969</u>		<u>\$3,969</u>								
Total Assessment on Lands and Roads, Municipal Drain No. 60 - 2018					<u>\$34,000</u>	<u>\$20,100</u>	<u>\$54,100</u>	<u>\$16,711</u>	<u>\$31,059</u>								

NOTES:

1. All above lands are used for agricultural purposes.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
3. The NET ASSESSMENT is provided for information purposes only.

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**The Corporation of the Town of Minto
By-law No. 2018-51**

**to provide for drainage works in the Town of Minto
known as Municipal Drain 24**

WHEREAS the council of the Town of Minto has procured a report under Section 78 of the Drainage Act R.S.O. 1990 for the improvement of Municipal Drain 24:
Serving Parts of Lots 104 to 110, Concession C and Parts of Lots 103 to 108,
Concession D, in the Town of Minto, County of Wellington

AND WHEREAS the Council for the Town of Minto has procured a report made by Dietrich Engineering Ltd. of Kitchener, Ontario dated June 22, 2018.

AND WHEREAS the estimated total cost of constructing the drainage works is \$517,200 to be assessed to the lands and roads within the drainage area in accordance with Schedule "A" to this bylaw.

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable:

NOW THEREFORE, the Council of the Town of Minto under the Drainage Act hereby enacts as follows:

1. The Engineer's Report Dietrich Engineering Ltd. of Kitchener, Ontario dated June 22, 2018 Reference No. 1272 is hereby provisionally adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. The attachment extracted from the Engineer's entitled Schedule of Net Assessment Municipal Drain 24 attached as Schedule "A" is hereby adopted and forms part of this by-law.
3. A special annual rate sufficient to recover the costs of the drainage works and associated interest costs shall be levied upon the lands as set forth in the attached Schedule "A" to be collected in the same manner and at the same time as other taxes are collected in each year for (5) five years after the passing of this by-law.
4. The Town of Minto may borrow on the credit of the Corporation the amount of \$517,200 being the amount necessary for construction of the drainage works. The Corporation may issue debentures for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the Act;
 - b) commuted payments made in respect of the lands and roads assessed within the Municipality;
 - c) monies paid under Subsection 61 (3) of the Act; and
 - d) monies assessed in and payable by another municipality, and such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the lender on the date of sale of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in Schedule "A" attached to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this By-law.
 - a) For paying the amount of \$81,915 being the amount assessed upon the lands and roads belonging to or controlled by the Town of Minto,
 - b) For paying the amount of \$435,285 being the amount assessed upon the landowners and the County of Wellington in accordance with the schedule of Assessment as provided in the report, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon each of the assessed owners,

6. All assessments over \$1,000.00 will automatically be placed on the tax roll without further notification unless the Treasurer is contacted by the owner to have the amount debentured for five years at the going rate.
7. All assessments of \$1,000.00 or less are payable in the first year in which the assessment is imposed or will automatically be placed on the tax roll without further notification.
8. The Treasurer and Collector of taxes are hereby authorized to accept part payment, from time to time, on account of any taxes due and to give a receipt for such payment provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under this Clause hereof in respect of nonpayment of any taxes or any class of taxes or of any installment thereof.
9. In respect to the payment of taxes by tenants of lands owned by the Crown or in which the Crown has an interest provision is hereby provided that where any such tenant has been employed either within or outside the municipality by the same employer for not less than thirty (30) days such employer shall pay over to the Treasurer or Collector on demand out of any wages, salary or other remuneration due to such employee the amount then payable for taxes under this By-law and any such payment shall relieve the employer from any liability to the employee for the amount so paid.
10. This by-law shall come into force and effect upon the third and final reading and may be cited as "Municipal Drain 24 By-law, 2018-51"

Ronald Faulkner, Deputy Mayor

Read a third time and passed in open Council this day of ,
2018

Bill White, C.A.O. Clerk

Schedule “A” – Schedule of Net Assessment
Municipal Drain 24

**SCHEDULE OF ASSESSMENT
Municipal Drain No. 24 - 2018
Town of Minto**

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SECTION 22) BENEFIT	(SECTION 23) OUTLET LIABILITY	(SECTION 26) SPECIAL ASSESSMENT	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
S. Pl. 104	C	7.9	J. Black	4-106	\$1,000	\$1,875		\$2,875	\$958		\$1,917
105	C	8.0	D. & E. Simpson	4-107	\$23,800	\$3,509		\$27,109	\$9,036	\$6,800	\$11,273
106 & 107	C	36.4	P. & E. Martin	4-108	\$54,500	\$22,262		\$76,762	\$25,587	\$17,480	\$33,695
108	C	25.7	H. & H. Seebach	4-109	\$18,000	\$12,749		\$30,749	\$10,250	\$8,670	\$11,829
* Pl. 109	C	1.0	T. Popp & E. Pacheco	4-109-05	\$800	\$1,545		\$2,145		\$1,210	\$935
Pl. 109 & 110	C	36.9	H., H. & T. Seebach	4-110	\$30,000	\$34,058		\$64,058	\$21,353	\$14,380	\$28,325
* Pl. 110	C	4.2	D. & C. Martin	4-111	\$5,000	\$6,314		\$11,314		\$3,220	\$8,094
103	D	7.2	P. Ruest	4-019	\$20,000	\$336		\$20,336	\$6,779	\$9,850	\$3,707
104	D	7.5	Martin Holsteins 1996 Ltd.	4-020	\$25,800	\$1,615		\$27,415	\$9,138	\$8,780	\$9,497
105	D	1.8	K. & M. Greenwood	4-021	\$5,900	\$716		\$6,616	\$2,205	\$1,400	\$3,011
* Pl. 106	D	0.2	D. Greenwood	4-022		\$83		\$83			\$83
Pl. 106 & 107	D	7.9	K. & M. Greenwood	4-023	\$1,000	\$3,230		\$4,230	\$1,410		\$2,820
* Pl. 107	D	0.4	W. & J. Bauman	4-024		\$184		\$184			\$184
108	D	2.5	D. & J. Martin	4-025		\$2,432		\$2,432	\$811		\$1,621
Total Assessment on Lands					\$185,400	\$90,908		\$276,308	\$87,527	\$71,790	\$116,991
Wellington Road 109		8.0	County of Wellington		\$75,000	\$12,977	\$71,000	\$158,977			\$158,977
2nd Line		0.5	Town of Minto		\$10,000	\$2,280	\$5,200	\$17,480			\$17,480
4th Line		1.3	Town of Minto		\$12,000	\$2,160	\$50,275	\$64,435			\$64,435
Total Assessment on Roads					\$97,000	\$17,417	\$126,475	\$240,892			\$240,892
Total Assessment on Lands and Roads, Municipal Drain No. 24 - 2018					\$282,400	\$108,325	\$126,475	\$517,200	\$87,527	\$71,790	\$357,883

NOTES: 1. * Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
3. The NET ASSESSMENT is provided for information purposes only.

DELAWARE

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The Corporation of the Town of Minto
By-law No. 2018-52

To set the Council of the Town of Minto’s
Remuneration

WHEREAS Section 283 (1) of the Municipal Act, 2001 provides that a municipality may pay any part of the remuneration and expenses to the Members of Council and such remuneration may be determined in any manner that Council considers advisable;

AND WHEREAS despite any Act, a municipality may only pay the expenses of the members of its Council if the expenses are of those persons in their capacity as members, officers, or employees, and if the expenses are in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the Council of the actual expenses that would be incurred;

AND WHEREAS the Municipal Act, 2001, Section 283 (7) also states; “on or after December 1, 2003 Council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election”;

AND WHEREAS Council of the Corporation of the Town of Minto deems it necessary and desirable to enact a by-law to establish the rate of remuneration for the Members of Council for the term of Council December 1, 2018 to November 14, 2022, and to repeal bylaw 2014-61;

NOW THEREFORE BE IT RESOLVED; the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. The Council of the Town of Minto shall be paid remuneration according to Schedule “A” as attached to this By-law effective December 1, 2018
2. This By-law repeals any and all other predecessor by-laws respecting Council remuneration and expenses.

Read a first, second and third time and finally enacted and passed this 3rd day of July, 2018

Deputy Mayor Ronald Faulkner

CAO Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2018-52
Schedule “A”

1. Council base pay shall be as follows :

	Adjusted for loss of 1/3 Tax Exemption	OR	Rate if 1/3 Tax Exemption Remains
a) Mayor	\$18,373 per year		\$17,012 per year
b) Deputy-Mayor	\$14,816 per year		\$13,719 per year
c) Councillor	\$12,446 per year		\$11,524 per year

And for greater clarity base pay shall cover a member’s preparatory work for meetings, site visits, attendance at grand openings, ceremonial functions, Chamber of Commerce events, informal or formal meetings with staff, interactions with the public (calls, meetings, emails), and any other duty or responsibility not specifically identified in Part 2 of Schedule “A”. Cost of living adjustments for the aforementioned remunerations are to correspond to any yearly approved staff cost of living adjustments.

2. Council attendance pay shall be as follows:

	Rate if 1/3 Exemption lost	Rate with 1/3Exemption
a) Meetings of Council and Committee of the Whole including Budget deliberations	\$60/meeting	\$55/meeting
b) Meetings of Standing Committees, Committees under Town appointment by-law, Conferences, conventions, educational sessions approved by Mayor, Provincial Board meetings (AMO, OSUM, OGRA, ROMA), Including travel to and from such functions	<i>(meetings less than four hours)</i> \$98/meeting <i>(meetings four hours or more)</i> \$173/meeting	\$90/meeting \$160/meeting

And for greater clarity in absence of the Mayor the Deputy Mayor shall approve educational sessions for any Councillor, and any member wishing to participate on a Provincial Board shall first obtain Council’s support for their nomination by resolution.

3. Council expenses

a) Mileage shall be paid for travel outside of the boundaries of the Town at the rate set by policy for staff.

b) The meal allowance shall be \$90 per day total

And for greater clarity receipts are to be provided up to the daily total meal allowance. Where a member is not required to pay for one or more meals during a day for which a claim is submitted, subtract from the above \$20 for breakfast, \$30 for lunch or \$40 for supper as the case may be for each meal not paid for by the member.

c) Other eligible expense including registration (excluding formal banquets where priced separately), parking, travel surcharges, spousal programs and similar shall be paid pursuant to Part 4 where receipts are provided.

4. Payment

a) Under Part 1 a) to c) shall be made monthly so long as the member is active on Council.

b) Payment pursuant to 2a) shall be added to monthly pay based on attendance sheet signed at the Council, Committee of the Whole or budget meeting.

c) Payment under 2b) shall be added to monthly pay upon submission of the standard form signed by the member no later than every two months, and endorsed by the CAO/Clerk or Treasurer and Mayor or Deputy Mayor as the case may be.

d) Reimbursement for expenses under Part 3 a) through c) shall be provided upon submission of the standard expense claim form signed by the member, including relevant receipts, and endorsed by the CAO/Clerk or Treasurer and Mayor or Deputy Mayor as the case may be.

e) Where Council approves by resolution in open Council an annual cost of living increase for municipal staff, that same amount shall apply to the Council base pay in Part 1 of Schedule “A” unless specifically excluded in said resolution.

The Corporation of the Town of Minto
By-law No. 2018-52

5. Reporting

- a) Members are encouraged to pass on information on sessions and educational seminars formally or informally at a meeting or through email communication.
- b) The Treasurer shall annually, according to applicable legislation, post a summary of expense incurred under this by-law under the following four categories:

Name of Member	Earnings & attendance	Expenses	Total
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- c) Reported expenses shall be for the time period beginning December 1st and concluding November 30th.
- d) Members shall abide by the Council expense amounts approved during annual budget deliberations. If over-expenditure is anticipated as a result of participating in a Provincial Board, attending an educational session or other reason such amount shall be reported upon seeking Council's approval of a nomination or upon approval by the Mayor as the case may be.
- e) When claims under this bylaw Council shall abide by the Town Code of Conduct, Fiscal Accountability Policy, and other applicable policies and procedures as may be in place and approved from time to time.

The Corporation of the Town of Minto
By-law No. 2018-53

to retain the one-third tax-free allowance for
remuneration paid to members of municipal council for
the 2014-18 term.

WHEREAS under the Municipal Act, S.O. 2001, c. 25 and amendments, s. 283(1) provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS the Municipality of the Town of Minto has for the last term of Council approved that the one-third tax-free allowance be retained as specified in By-Law number 2011-15;

AND WHEREAS Subsection 283(7) of the Municipal Act provides that a council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election;

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

1. THAT the Treasurer of the Corporation of the Town of Minto retain the one-third tax-free allowance for remuneration paid to members of the municipal council for the 2014 – 2018 term;
2. THAT By-law 2011-15 passed by the Council of the Town of Minto on the 11th day of January 2011 is hereby repealed

Read a first, second, third time and passed in open Council this 3rd day of July, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2018-54

**To Amend Zoning for 6739 Wellington Rd 109 and permit an
additional use on 6630 Wellington Rd 123**

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

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

1. THAT Schedule “A” - Map 5 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 114, Concession D, (Teviotdale), 6739 Wellington Road 109, as shown on Schedule “A” attached to and forming part of this By-law, from:
 - Agricultural Exception (A-61) to Light Industrial Exception (M1-41)
 - Agricultural Exception (A-61) to Unserved Residential Zone (R1A)
 - Agricultural Exception (A-61) to Rural Industrial (RIN)
2. THAT the wording of Site Specific Exception 36.61, Rural Area Exception Zone be deleted and replaced with the following:

36.61 CON D PT LOT 114 6739 Wellington Rd 109 Teviotdale	Within the A-61 zone, no person shall use any land or construct, alter or use any buildings or structures except in accordance with the following provisions: a) Permitted Uses i) Agricultural uses except that new livestock buildings or structures including hobby barns are not permitted in the A-61 Zone. ii) Single detached residential dwelling on an existing lot subject to the regulations of Section 9 except as provided for under b) iii) Home Occupation subject to the regulations of 6.15 iv) Home Industry subject to the regulations of Section 6.14 v) Accessory uses, buildings and structures to the above permitted uses. b) Regulations: i) Lot Area, Minimum 8.29 ha (20.5 ac) ii) Lot Frontage, Minimum 115.5 m (379 ft) where the lot frontage for this property is determined by measuring along the front lot line which is defined as the street line of Wellington Rd 109.
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3. THAT Exception 36.41, Rural Area Exception Zone be amended to include an additional permitted use as follows:

36.41 CON D PT LOT 114 6630 Wellington Rd 123 Teviotdale	The parking and fueling of school buses is also permitted on the property.
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4. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first and second time and provisionally adopted in open Council this 3rd day of July, 2018

Ronald Faulkner, Deputy Mayor

Bill White, C.A.O. Clerk

Read a third time and passed in open Council this day of , 2018

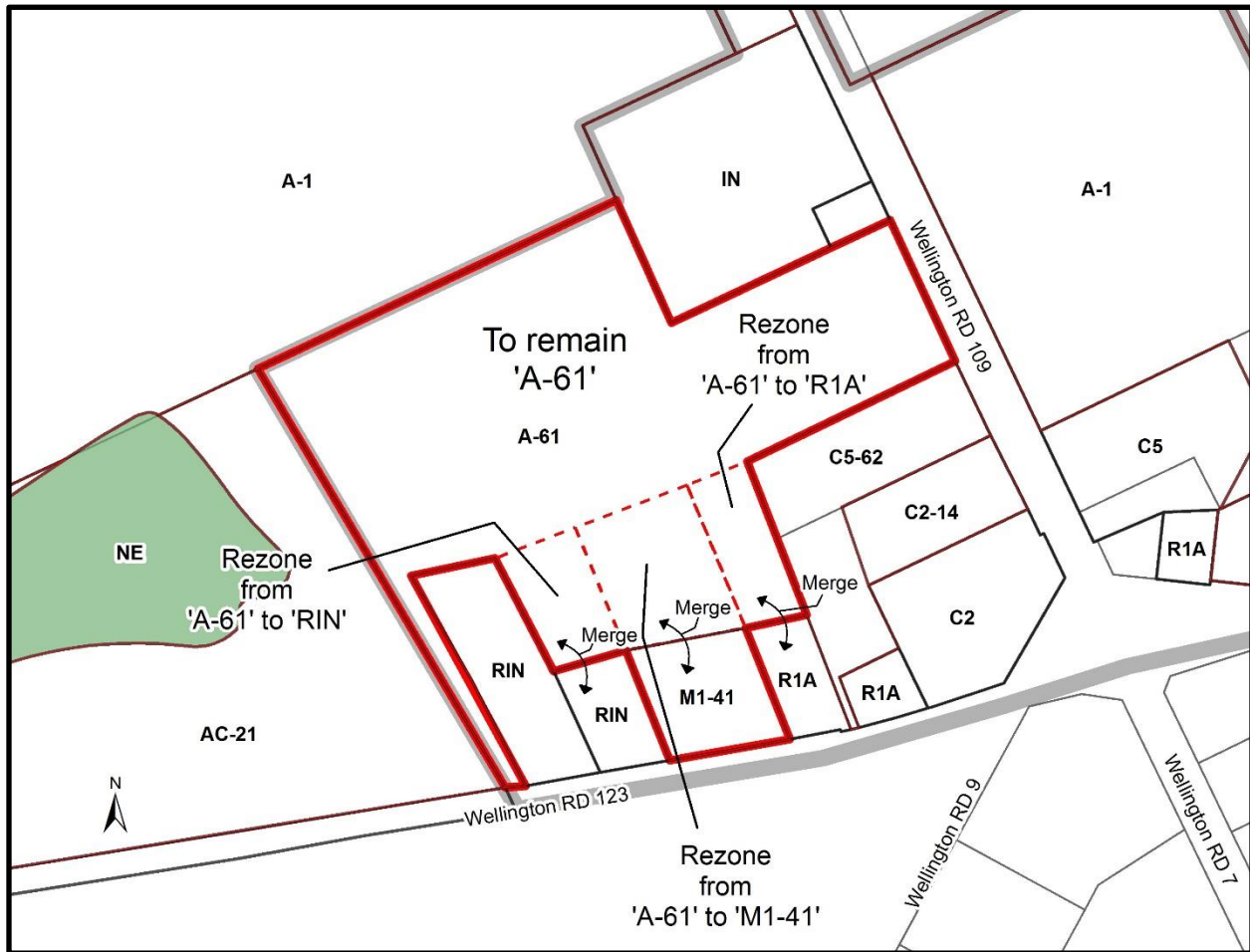
George A. Bridge, Mayor

Bill White, C.A.O. Clerk

THE TOWN OF MINTO

BY-LAW NO 2018-54

Schedule "A"



Passed this ____ day of _____ 2018.

MAYOR

CLERK

EXPLANATORY NOTE
BY-LAW NUMBER 2018-54

THE SUBJECT LAND is located on Part Lot 114, Concession D, (Teviotdale) with a municipal address of 6739 Wellington Rd 109. The property is approximately 10.19 ha (25.2 ac) in size and is currently vacant.

THE PURPOSE AND EFFECT of the amendment is to rezone a portion of the subject lands from:

- Agricultural Exception (A-61) to Light Industrial M1-41 and to allow the fueling and parking of school buses;
- Agricultural Exception (A-61) to Unserved Residential Zone (R1A);
- Agricultural Exception (A-61) to Rural Industrial (RIN); and
- To permit a reduced lot area of approximately 8.29 ha (20.5 ac) for the retained parcel.

The Corporation of the Town of Minto

By-law Number 2018-55

By-law to set a Speed Limit of 60 km/hr on
12th Line between Highway 89 and County Road 6, and
Pike Lake Road from the 12th Line to Highway 89
In the Town of Minto

WHEREAS Section 128 (2) of the Highway Traffic Act R.S.O. 1990 as amended authorizes Council to prescribe by way of a bylaw, a rate of speed different from the rate set out in subsection (1) that is not greater than 100 kilometres per hour for motor vehicles driven on a highway or portion of a highway under its jurisdiction;

AND WHEREAS the Council of the Corporation of the Town of Minto deems it necessary to reduce speed limit on the 12th Line between Highway 89 and County Road 6, and Pike Lake Road from the 12th Line to Highway 89;

AND WHEREAS the Council of the Corporation of the Town of Minto wishes to reduce the speed limit in certain rural subdivisions as specified;

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

1. That the speed limit for motor vehicles travelling on the 12th Line as set out in Schedule A is hereby 60 kilometers per hour and that signs be posted in a conspicuous place at each section of highway identifying the newly posted speed limit.
2. That the speed limit for motor vehicles travelling on Pike Lake Road as set out in Schedule A is hereby 60 kilometers per hour and that signs be posted in a conspicuous place at each section of highway identifying the newly posted speed limit.
3. This By-law shall come into force and takes effect on the date of its final passing at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

Read a first, second, third time and passed in open Council this 3rd day of July, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White

Schedule A to By-law 2018-55

Unless otherwise posted, Highways where speed limit is now set at 60 km/hr:

1. 12th Line from Wellington County Road 6 to Pike Lake Road;
2. Pike Lake Road from 12 th Line to Highway 89

The Corporation of the Town of Minto
By-law No. 2018-56

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held July 3, 2018

WHEREAS the Council of the Town of Minto met on July 3, 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 July 3, 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 Deputy 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 3rd day of July, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White