



Tuesday, September 4, 2018

Closed Session starts at 2:30 p.m. and Open Session begins at 3 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 August 7, 2018 Closed Session	
b. Labour relations or employee negotiations	
4. Motion to Convene into Open Session	
5. Minutes of Previous Meeting	
a. Previous Minutes of the August 7, 2018 Council Meeting	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-None	
9. Minor Variance Public Meeting - 5:00 p.m.	
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b. Minor Variance Application File No.MV-2018-05 Weber	32

c.	Minor Variance Application File No.MV-2018-06 Grein	47
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10. Delegations

11. Public Question Period

12. Correspondence Received for Information or Requiring Direction of Council

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h.	Ontario Human Rights Commission, Release of new policy and recommendations on accessible education	76
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j.	Waterloo Wellington LHIN, August Newsletter	81

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

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b.	Committee Minutes for Approval-None	
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Hens

4.	Chief Building Official, July and August Building Permit Stats	100
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14.	Curtis Marshall, Senior Planner County of Wellington, Zoning By-law Amendment Brubacher	142

d. Other Business Disclosed as Additional Items

14. Motion to Return To Regular Council

15. Notices of Motion

16. Resolution Adopting Proceedings of Committee of the Whole

17. By-laws

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permit an additional use on 6630 Wellington Rd 123

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18. Adjournment



Council Minutes

**Tuesday, August 7, 2018
2:30 p.m. Council Chambers**

Council Present:

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

Staff Present for all or part of the Meeting:

Bill White, C.A.O. Clerk	Annileene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer	Belinda Wick-Graham, Business & Economic Manager
Terry Kuipers, Chief Building Official	Michelle Brown, Building Assistant
Chris Harrow, Fire Chief	Cam Forbes, By-law Enforcement Officer
Mike McIsaac, Roads and Drainage Manager	
Taylor Keunen, Economic Development Assistant	

1. Call to Order at 2:30 p.m.

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

Mayor Bridge disclosed a conflict for Items 13 c) 3) Site Plan Approval 2380681 Ontario Limited and 17 d) 2018-60, Site Plan Agreement 2380681 Ontario Inc. due to the property being owned by his daughter.

3. Motion to Convene into Closed Session

RESOLUTION: 2018-139

Moved By: Councillor Turton: Seconded By: Councillor Dirksen

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

- **Previous Minutes of the July 3, 2018 Closed Session**
- **Labour Relations or Employee Negotiations- Economic Development**
- **Labour Relations or Employee Negotiations- Recreation**

Carried

4. Motion to Convene into Open Session

RESOLUTION: 2018-140

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott
THAT The Council of the Town of Minto resume into open Council.**

Carried

5. Minutes of Previous Meeting

- a. Regular Council Minutes of July 3, 2018

RESOLUTION 2018-141

**Moved By: Councillor Dirksen; Seconded By: Deputy Mayor Faulkner
THAT the minutes of the July 3, 2018 Council Meeting be approved.**

Carried

6. Additional Items Disclosed as Other Business

Mayor Bridge and Councillors Turton, Dirksen and Elliott disclosed additional items.

7. Motion to Convene into Court of Revision

RESOLUTION: 2018-142

**Moved By: Councillor Dirksen; Seconded By: Councillor Anderson
THAT Court of Revision be convened.**

Carried

- a. Municipal Drain 24

See Schedule "A" for Minutes

- b. Municipal Drain 39

See Schedule "B" for Minutes

- c. Municipal Drain 60

See Schedule "C" for Minutes

8. 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: 2018-143

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

Carried

9. Public Meetings to begin at 5 p.m.

a. ZBA 2018-06, 5543 Minto-Normanby Townline, Brubacher

Mayor Bridge chaired the public meeting calling it to order at 5:05 p.m. He asked members of the public present to please sign the attendance record. He 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 noting the proposed amendment would rezone the subject lands from Agricultural Exception (A-96) zone to Agricultural Commercial (AC) zone. The existing zoning currently permits a 301.9 m² (3250 ft²) home industry (corn plater meter repair) attached to an agricultural structure. The applicant is proposing to expand the corn planter business and construct up to 1,393 m² (15,000 ft²) of building on approximately 0.68 ha (1.7 ac). He confirmed notice procedures for the application and advised comments were received from Town Staff, the County Senior Planner, and County Junior Planner, and the Saugeen Valley Conservation Authority.

Chair Bridge called on the applicant or his agent to provide comments regarding the proposed amendment. Leon Brubacher stated that they built a shop in 2012 with a minor variance and business has increased so the shop is not large enough for some of the 40 foot planters that they are working on. Mr. Brubacher noted he is asking for more than what is required at this time to avoid having to come back each time more space is required.

County Senior Planner Curtis Marshall reviewed the current zoning and the proposed changes needed to accommodate the request for a 15,000 square feet for future expansion. Some information was received from Mr. Brubacher today and the County can bring forward a report and draft By-law for the September 4, 2018 meeting.

Chair Bridge called on anyone who wishes to comment in favour of the proposed amendment, no one came forward. He then called on anyone who wishes to comment in opposition. Karen Wagner, a property owner to the east of the property came forward and stated concerns with agricultural land being used for home industry and increased traffic.

MOTION: COW 2018-188

Moved by Councillor Elliott; Seconded by: Councillor Turton

THAT the Zoning be deferred until the September 4, 2018 pending a final review and draft By-law for the zoning.

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 5:23 pm

b. ZBA 2018-07, 5411 7th Line, Wassink

Mayor Bridge chaired the public meeting calling it to order at 5:23 p.m. He asked members of the public present to please sign the attendance record. He 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 noting the proposed amendment is to rezone the retained agricultural portion of the property to prohibit future residential development. The applicants also requested to rezone the severed rural residential portion of the property to permit a reduced lot frontage, an increased ground floor area and increased height for an existing barn/accessory building and prohibit commercial or agricultural uses in the existing barn/accessory structure. Rezoning is a condition of severance application B32/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 1.2 ha (3.0 ac) parcel with an existing residence, shed and barn. A vacant 39.3 ha (97 ac) agricultural parcel would be retained. He confirmed notice procedures for the application and advised comments were received from Town Staff and Wellington County Planning Staff.

Town of Minto staff Michelle Brown and County Senior Planner Curtis Marshall reviewed their reports for Council.

Chair Bridge called on anyone who wishes to comment in favour or opposition of the proposed amendment, no one came forward.

Chair Bridge stated that 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 5:30 p.m.

10. Delegations

a. Sarah Bowers-Peter, Update on Crime Stoppers Guelph Wellington program
Coordinator Sarah Bowers-Peter provided an update on the program noting this Crime Stoppers 30th anniversary. Since 1988 Crime Stoppers cleared 2228 cases and 4200 charges have been laid with more than \$164,000 in cash rewards to tipsters. This month

Crime Stoppers received their 20,000 tip. Council thanked Crime Stoppers for their presentation and their excellent work over the years.

b. Ryan Deyell and Dave Richenback, Audit presentation

Treasurer Duff introduced Ryan Deyell and Dave Richenback of Ward and Uptigrove. Ryan Deyell summarized results of the audit and noted it was a clean report with no major deficiencies. Treasurer Duff presented details on the Town's cash position and reserve and borrowing situation. He noted the large surplus relates to capital assets improvements and cash was higher due to provincial grants received and no 2017 borrowing. Mr. Richenback advised this was his final audit since he started in 1972. He thanked Council for their support over the years. Council discussed the Town's overall financial position and Ryan Deyell noted it continues to be strong so long as the Town continues to maintain its assets, manage borrowing and contribute to reserves. Council wished Mr. Richenback all the best in his retirement.

MOTION: COW 2018-184

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

THAT this Report dated July 27, 2018 regarding the 2017 Financial Statements and Financial Information Return be received:

AND FURTHER THAT the 2017 audited Financial Statements and Financial Information Return be approved as presented.

Carried

11. Public Question Period

Landowners from Drain 24 that did not come forward during Court of Revisions requested to speak. Council allowed the landowners to ask their questions at this time. Landowner Liz Pacheco had a question on the benefit to their property with the drain repairs and Engineer Nancekivell provided information. Landowner Helmut Seebach questioned the amount of his assessment and the area of watershed. Greg Nancekivell noted he has spoken to Mr. Seebach before and reviewed the drainage area and approach to the assessment.

MOTION: COW 2018-183

Moved by Councillor Dirksen; Seconded by: Councillor Turton

THAT the Drainage Engineer and Manager of Roads and Drainage meet with the Seebachs regarding Drain 24.

Carried

12. Correspondence Received for Information or Requiring Direction of Council

- a. Ontario Human Rights Commission, Annual Report and Strategic Plan**
- b. Upper Grand District School Board, Long Term Accommodation Plan**
- c. County of Wellington, Council Resolution - Road Watch Programme OPP**
- d. Ministry of Transportation, Rehabilitation of Highway 9 from Clifford to Harriston**

- e. College of Physicians and Surgeons of Ontario, Call for Nominations for 2019 Council Award Honouring Outstanding Physicians
- f. Clifford Recreation Association, August Newsletter
- g. Mapleton Seniors' Centre for Excellence, August Monthly Newsletter and Calendar
- h. Wellington Christian Farmers Association, Invitation to Annual Summer BBQ
- i. City of Hamilton, Resolution - Cannabis Grace Period
- j. MPP Randy Pettapiece, News Release - Pettapiece speaks on Arthur fire, again urges passage of Rea and Walter Act
- k. Waterloo Wellington LHIN- Newsletter

Mayor Bridge noted item d) Ministry of Transportation, Rehabilitation of Highway 9 from Clifford to Harriston and has requested staff to bring forward details on the potential road closures. At the AMO delegation with the Ministry of Transportation Parliamentary Assistant more information may become available. Proper notice from the Province is needed before traffic is diverted on to Town and County Roads.

Councillor Colwell noted the ending of the Road Watch program under item 12c. Councillor Dirksen noted Minto schools are not subject to current action in the UGDSB Accommodation Reviews the process being followed seems more cordial.

MOTION: COW 2018-185

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT staff bring forward more details regarding closing frequency of Highway 9 in 2019 under Item 12 d) Ministry of Transportation, Rehabilitation of Highway 9 from Clifford to Harriston, and that Council receive the balance of the correspondence as information.

Carried

13. 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. Economic Development and Tourism Department, Year in Review 2017/2018
Business & Economic Manager Wick-Graham and Economic Development Assistant Keunen presented their review for Council. Council recognized the amount of work completed and underway and suggested a mail-out be considered outlining the scope of work.
- 2. By Law Enforcement Officer, Lifetime Dog Tags
By-law Enforcement Officer Forbes noted new tags to be purchased will allow owners to register the tags with an on-line system.

MOTION: COW 2018-187

Moved By: Deputy Mayor; Seconded By: Councillor Turton

That Council receives the By-law Enforcement Officer's July 31, 2018 report regarding Lifetime Dog Tags and considers an amending By-Law in open session.

Carried

Mayor Bridge having previously declared a conflict of interest left his seat during this item. Deputy Mayor Faulkner assumed the Chair

3. Building Assistant, Site Plan Approval 2380681 Ontario Limited
The Deputy Mayor summarized the report and read the recommendation.

MOTION: COW 2018-189

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

That Council receives the Building Assistant's report dated August 2nd, 2018 regarding site plan approval for 2380681 Ontario Limited to construct two additional mini storage buildings. subject to execution of a site plan agreement with the Town requiring, among other matters, the apron must be paved within a year, and completion of the work within two years. Servicing, grading and drainage, and similar being provided to the satisfaction of the Town prior to issuance of a building permit.

AND further, that Council considers a by-law in regular session authorizing the Mayor and Clerk to sign the site plan agreement once the landowner has signed.

Carried

Mayor Bridge returned to his Chair

4. Building Assistant, B85/18 – Cherie & Henri Nieuwenhoff Severance 101/111 Elora Street N, Clifford
Building Assistant Brown presented her report.

MOTION: COW 2018-190

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT Council recommends County of Wellington Land Division Committee approve Severance Application B85/18 Cherie & Henri Nieuwenhoff Severance 101/111 Elora Street N, Clifford, Part Park Lot E, Town of Minto, and that the following condition 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.

Carried

5. Building Assistant, Site Plan Approval, J & A Devries, 141 Frank Lambier Court, Palmerston

Building Assistant Brown noted the drainage will match abutting properties. Potential issues will be address through the building permit process and the Town's site plan agreement.

MOTION: COW 2018-191

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

That Council receives the Planning Assistants report dated August 2, 2018 and approves Site Grading Plan prepared by J Don MacMillan Limited, for J&A Devries Construction Inc, subject to execution of a site plan agreement with the Town requiring, among other matters, completion of the work within two years, servicing, final grading and drainage, loading area, and similar being provided to the satisfaction of the Town.

AND further, that Council considers a by-law in regular session authorizing the Mayor and Clerk to sign the site plan agreement once the landowner has signed.

Carried

6. Building Assistant, B76/18 and B77/18 Lots 76-79 Robinson & Metzger Severance Building Assistant Brown advised the report covers two severances to adjust the lot lines and merge properties to permit future severance. C.A.O. Clerk White noted the Town signed an agreement so that at least 6 residential lots are created from this property.

MOTION: COW 2018-192

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

THAT the Council recommends County of Wellington Land Division Committee approve Severance Applications B76/18, and B77/18, Robinson and Metzger Severance municipally known as, 401, 411, 417, and 423 Jane Street, 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 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 for B77/18 prepares and submit a grading and drainage plan to the satisfaction of the Town of Minto, which requires a plan prepared by a professional engineer or Ontario Land Surveyor 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.**

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.

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.

Carried

7. Chief Building Official, Building Department Monthly Review April-June
Chief Building Official Kuiper's state construction value is still very strong and comparable to 2017. He summarized some of the major projects to date.

MOTION: COW 2018-193

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT Council receives the Chief Building Officials' April-June report for information.

Carried

8. Chief Building Official, MTO Noise By-Law Exemption Request
The Chief Building Official stated the project scope has changed to the road being closed from Monday – Friday and the MTO is looking for an exemption for after-hours construction.

MOTION: COW 2018-194

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

That Council receives the Chief Building Official's report dated July 16, 2018 report titled MTO Noise By-law Exemption Request, and grant the contractors working on behalf of the Ministry of Transportation a conditional exemption between May 01, 2019 to October 31, 2019, with the following conditions:

No construction activities are to take place between the hours of 9:00pm on one day to 7:00am on the next (9:00 on Sundays) within 50m of a dwelling unit unless specific written permission is granted by the occupier of the dwelling unit, agreeing to allowing the after hour construction activity to take place on specific calendar days. Written permission obtained is to be submitted to the Town of Minto. This exemption will be re-evaluated based on any complaints received.

Carried

9. Emergency Manager, Annual Emergency Management Program Report
Emergency Manager Dickson noted the required elements for 2018 were met. No changes to the plan are being proposed in 2018.

MOTION: COW 2018-186

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

That Council receives the Emergency Manager/CEMC's annual Emergency Management Report for 2018 and accepts the report on the status of the Town's Emergency Management Program for 2018.

Councillor Turton assumed the Chair

10. C.A.O. Clerk, Public Works Structure

C.A.O. Clerk White advised the new structure re-arranges current staffing to enhance roles and plan for increased regulation in water and sewer. The Public Works Director position remains in the structure, but in the interim Mclsaac would be named as the Roads and Drainage Manager. The next Council can address the structure as retirements occur.

MOTION: COW 2018-195

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

That Council receives the July 17, 2018 report from the C.A.O. Clerk entitled Public Works Restructuring, that Council appoint for one year Mike Mclsaac as Acting Manager of Roads and Drainage adding responsibilities as outlined in the report, approves the Public Works structure as presented and that it be forwarded for consideration by the next Council.

Carried

11. C.A.O. Clerk, First Draft West Palmerston Secondary Plan

C.A.O. Clerk White presented information on the draft secondary plan which will be circulated for agency comment and a public meeting in the fall.

MOTION: COW 2018-196

Moved By: Councillor Elliott; Seconded By: Mayor Bridge

That Council receives First Draft West Palmerston Secondary Plan and directs that the document be circulated for agency comment and a public open house meeting be scheduled in September to obtain feedback.

Carried

12. Roads and Drainage Manager, Amendments to Parking By-law. Palmerston Industrial Park

Roads and Drainage Manager Mclsaac noted the need for prohibiting parking on Noble Family Road and Frank Lambier Court.

MOTION: COW 2018-197

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

That Council receives the Roads and Drainage Manager's July 19, 2018 report regarding the amended Parking By-law, and consider a by-law in open session to implement no parking on Frank Lambier Court and Noble Family Road

Carried

13. Roads and Drainage Manager, Minimum Maintenance Standards Update Sidewalks

The Roads and Drainage Manager presented options for allocating unspent sidewalk budget and reviewed the new minimum maintenance standards for sidewalks.

MOTION: COW 2018-198

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

That Council receives the report from the Roads Foreman dated July 25, 2018, regarding Minimum Maintenance Standards Sidewalk Update and directs staff to apply remaining funds to the Cumberland Street and Prospect Street sidewalks in Palmerston, boulevard repairs consistent with new standards, and design for the Adelaide Street Harriston sidewalk, and that staff bring forward a sidewalk policy addressing the new Minimum Maintenance Standards in Ontario Regulation 366/18.

Carried

Councillor Colwell assumed the Chair

14. Treasurer, Approval of Accounts

Treasurer Duff noted amounts such as down payment on firetruck, tree cutting, sewage camera work, John Street Pumping Station, website updates, arena flooring, compressors, batting cages, engineering and line painting.

MOTION: COW 2018-199

Moved By: Mayor Bridge; Seconded By: Councillor Turton

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for July 15, 2018 as follows: Administration \$112,719.22, Economic Development \$9,012.97, Incubator \$3,349.82, Fire \$129,066.40, Drains \$99,892.00, Roads \$30,801.71, Waste Water \$211,566.93, Streetlights \$7,381.24, Water \$10,008.73, Recreation \$5,285.75, Clifford \$2,644.26, Harriston \$17,270.05, Palmerston \$4,079.74, Norgan \$ 2,632.30 for a total of \$645,711.12.

AND approves accounts by department for July 31 as follows: Administration \$148,383.24, Building \$4,163.58, Economic Development \$22,015.44, Incubator \$1,206.31, Fire \$19,894.17, Roads \$376,232.11, Waste Water \$19,382.14, Streetlights \$4,989.37, Water \$7,014.81, Town Landscaping Care \$20,822.07, Recreation \$9,118.82, Clifford \$42,728.07, Harriston \$35,198.75, Palmerston \$5,915.33, Norgan \$4,667.91, for a total of \$721,732.12.

Carried

d. Other Business Disclosed as Additional Items

Councillor Dirksen attended the successful Drew BBQ in support of Brent Crispin stating over 400 tickets were sold raising over \$20,000.

Councillor Turton reminded all to vote for the Cool Cones, the Mayors Golf Tournament Thursday, Harriston Kinsmen BBQ Friday, Legion breakfast and downtown events Saturday including Savour the Flavour dinner & Street Dance and Historical Society breakfast Sunday.

Councillor Elliott presented a motion requesting information from the OPP on drug enforcement efforts. The recent death of a Palmerston resident caused by an impaired driver created community concern. Council discussed the issue and the motion.

MOTION: COW 2018-200

Moved by: Councillor Elliott; Seconded by: Councillor Turton

THAT the Council of the Town of Minto request that the Wellington County OPP provide information about illegal drug policies and reassure Town of Minto that they are being proactive with respect to these drug policies and in what ways the Town of Minto Council could assist.

Carried

Mayor Bridge noted that the Palmerston Fair parade is August 24th, and Council will enter the parade with the train. C.A.O. White noted that three delegations were accepted for AMO.

14. Motion to Return To Regular Council

RESOLUTION: 2018-144

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

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

Carried

15. Notices of Motion – None

16. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2018-145

Moved By: Councillor Anderson; Seconded By: Councillor Turton

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

Carried

17. By-laws

a. 2018-57, Temporary Road Closure Harriston Soap Box Derby

RESOLUTION: 2018-146

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT By-law 2018-57; To Temporarily Close Roads in Harriston on September 16, 2018 for a Community Event; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. 2018-58, Temporary Road Closure Harriston Street Party

RESOLUTION: 2018-147

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

THAT By-law 2018-58; To Temporarily Close Roads in Harriston on August 11 and 12, 2018 for a Community Event; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2018-59, Amend parking By-law 5000-05

RESOLUTION: 2018-148

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT By-law 2018-59; for the purpose of amending Parking By-law 5000-05; be introduced and read a first, second third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- d. 2018-60, Site Plan Agreement 2380681 Ontario Inc

RESOLUTION 2018-149

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2018-60; to Authorize the Execution of a Site Plan Agreement with 2380681 Ontario Inc., 55 Minto Road, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. 2018-61, Site Plan Agreement J&A Devries Construction Inc

RESOLUTION: 2018-150

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT By-law 2018-61; to Authorize the Execution of a Site Plan Agreement with J&A DeVries Construction Inc., 141 Frank Lambier Ct, Palmerston ; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- f. 2018-62, Amend Dog Licence By-law

RESOLUTION: 2018-151

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

THAT By-law 2018-62; To amend By-law 2016-31 a By-law to Regulate and License the Keeping of Dogs and Dog Kennels in the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- g. 2018-63, Amend Zoning 5411 7th Line Minto

RESOLUTION 2018-152

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT By-law 2018-63; to Amend Zoning for 5411 7th Line Minto from Agricultural to Agricultural Exception; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- h. 2018-64, Sign Lease Agreement with Quality Development Inc

RESOLUTION: 2018-153

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT By-law 2018-64; to authorize a Sign Lease Agreement for Town Owned Lands with Quality Development; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- i. 2018-65, Confirming Proceedings of August 7, 2018 Committee of the Whole/Council Meeting

RESOLUTION: 2018-154

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

THAT By-law 2018-64; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held August 7, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment

RESOLUTION 2018-155

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

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White

Schedule "A" Court of Revision Proceedings
Tuesday August 7, 2018 3:00 pm, Council Chambers
Drain 24

Call to Order (appoint a Chair)

CAO Clerk White called the meeting to order at 3:12 pm to order and requested nominations for Chair.

MOTION: COR 2018-01

Moved by: David Turton; Seconded by: Ron Faulkner

THAT George Bridge Chair the Court of Revisions for Drains 24, 39 and 60.

Carried

As no further nominations came forward Chair Bridge conducted the meeting.

Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act - None

Roll Call

a) Names of Landowners Present: Allan Simpson, Helen Seebach, Helmut Seebach, Tim Popp, Liz Pacheco and Keith Greenwood

b) Others Present (Engineer, Staff)

Staff present were CAO Clerk Bill White, Roads and Drainage Supervisor Mike McIsaac for the Town, and Engineer Greg Nancekivell of Dietrich Engineering

Appeals

C.A.O. Clerk White advised that no appeals were received pursuant to the Drainage Act.

MOTION: COR 2018-02

Moved by: Dave Turton; Seconded by: Ron Faulkner

THAT Court of Revisions will accept late questions and walk ins.

Carried

Deliberations

Chair Bridge requested the Engineer to present information. Drainage Engineer Nancekivell noted that three road crossings are a part of this drain and the total assessment for this project is \$517,200 prior to government grants and allowances. Chair Bridge called on any landowners or staff who may have comments to assist members, no one came forward.

Pronouncement of the Decision of Court

Chair Bridge called upon members for direction on the matter.

MOTION: COR 2018-03

Moved By: Ron Faulkner; Seconded By: Dave Turton

THAT Court of Revision accepts the assessment for Drain 24 as presented.

Carried

Schedule "B" Court of Revision Proceedings
Tuesday August 7, 2018 3:00 pm, Council Chambers
Drain 39

Call to Order

Chair Bridge called the meeting to order at 3:17 p.m.

Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act- None

Roll Call

a) Names of Landowners Present None

b) Others Present (Engineer, Staff)

Staff present were CAO Clerk Bill White, Roads and Drainage Supervisor Mike McIsaac for the Town, and Engineer Greg Nancekivell of Dietrich Engineering

Appeals

C.A.O. Clerk White advised that no appeals were received pursuant to the Drainage Act.

MOTION: COR 2018-04

Moved by: Ron Faulkner; Seconded by Dave Turton

THAT Court of Revisions will accept late appeals or walk-ins.

Carried

Deliberations

Chair Bridge asked the Engineer to present information. Drainage Engineer Nancekivell noted that the assessment for the Main Drain is \$204,900 and is \$9,000 for the Section C Branch. Chair Bridge called on any landowners or staff who may have comments to assist members, no one came forward.

Pronouncement of the Decision of Court

Chair Bridge called upon members for direction on the matter.

MOTION: COR 2018-05

Moved By: Dave Turton; Seconded By: Faulkner

THAT Court of Revision accepts the assessment for Drain 39 as presented.

Carried

Schedule "C" Court of Revision Proceedings
Tuesday August 7, 2018 3:00 pm, Council Chambers
Drain 60

Call to Order

Chair Bridge called the meeting to order at 3:20 p.m.

Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act

Roll Call

a) Names of Landowners Present None

b) Others Present (Engineer, Staff)

Staff present were CAO Clerk Bill White, Roads and Drainage Supervisor Mike McIsaac for the Town, and Engineer Greg Nancekivell of Dietrich Engineering

Appeals

C.A.O. Clerk White advised that no appeals were received pursuant to the Drainage Act.

MOTION: COR 2018-06

Moved by: Dave Turton; Seconded by Ron Faulkner

THAT Court of Revisions will accept late appeals or walk-ins.

Carried

Deliberations

Chair Bridge asked the Engineer to present information. Drainage Engineer Nancekivell noted that the total assessment for drain 60 is \$54,100. Chair Bridge called on any landowners or staff who may have comments to assist members, no one came forward.

Pronouncement of the Decision of Court

Chair Bridge called upon members for direction on the matter.

MOTION: COR 2018-07

Moved By: Ron Faulkner; Seconded By: Dave Turton

THAT Court of Revision accepts the assessment for Drain 60 as presented.

Carried

Court of Revision was adjourned at 3:22 pm



Public Hearing Agenda Committee of Adjustment
Tuesday September 4, 2018 at 5:00 p.m.
Council Chambers, Municipal Office
5941 Highway 89, RR# 1 Harriston

1. Chair Bridge 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-2018-03 Metzger.
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 is legally described as SVY MARY CASWELLS LOT 77 CON;1 PT LOT 22, municipally known as 411 Jane Street Palmerston, Town of Minto.

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a 160.54m² (1536.0 sq. ft.) accessory structure with a maximum height of 5.79m (19'-0"), whereas Sections 6.1.4 b) and 6.1.3 a) of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits a maximum size of 92.9m² (1000.0 sq. ft.) and a maximum height 4.5m (14.8 ft.) for an accessory structure.

Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on August 24th, 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
- Maitland Valley Conservation Authority, Brandi Walter

5. Chair Bridge calls upon the applicant or agent followed by comments by County or Town Staff.
6. Chair Bridge requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair.
7. Chair Bridge asks for any questions by Committee, or any response or rebuttal by the 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 Bridge to state **“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 Bridge to officially adjourn the Public Hearing.



Town of Minto

DATE: September 4, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown Building Assistant
RE: Minor Variance 2018-03 Metzger,
SVY MARY CASWELLS LOT 77 CON; 1 PT LOT 22, municipally
known as 411 Jane Street 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.

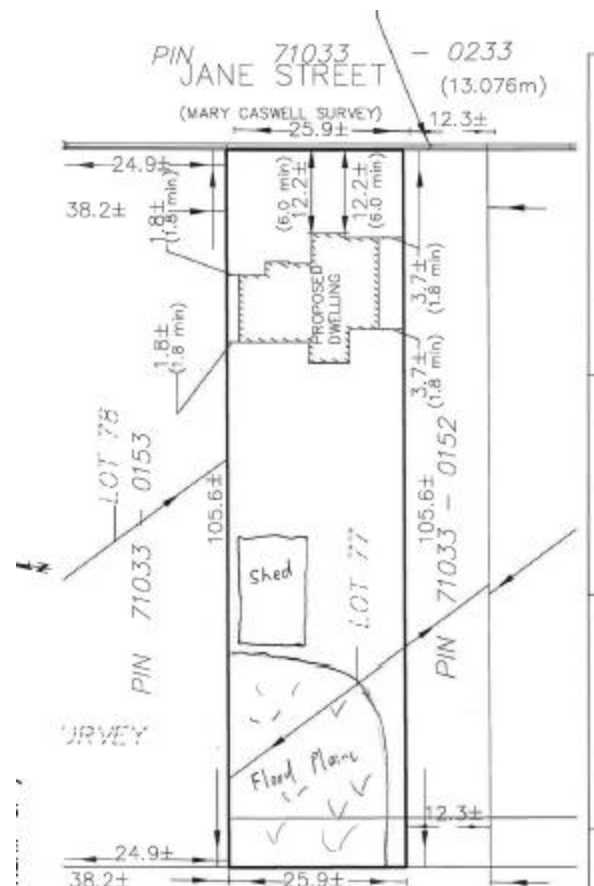
BACKGROUND

The subject land is located at 411 Jane Street Palmerston and contains a single detached dwelling currently under construction. This newly consolidated parcel is proposed to be developed for residential uses in the future. The subject land is approximately 0.28 ha (0.68 acres) in size and is zoned Agricultural Exception (A-113).

Permitted uses include single detached dwellings. The site specific exception was approved in 2016, and establishes minimum and maximum building setbacks to ensure that the construction of single detached dwellings on the existing lots does not compromise the future development potential of the properties (with a higher residential density) if the properties were ever brought into the Palmerston Urban Area. The Residential R1C zoning standards apply to the property.

The intent of the application is to permit the construction of a 160.54m² (1536.0 sq. ft.) accessory structure with a maximum height of 5.79m (19'-0"), whereas Sections 6.1.4 b) and 6.1.3 a) of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits a maximum size of 92.9m² (1000.0 sq. ft.) and a maximum height 4.5m (14.8 ft.) for an accessory structure.

The applicant originally proposed a much larger accessory structure than permitted by the Zoning By-law and was not desirable for the future development of the neighborhood. The applicant and Town Building Staff met and the alternative designs is considered to



be more appropriate with adjacent properties and the future development of the neighborhood. Staff are recommending that the applicant provides a grading and drainage plan and that the minimum rear yard setback is 140 feet (42.67m).

Planning Staff have indicated that they are not in favor of the revised design and are recommending that the Committee apply the following conditions if the application is approved:

1. That the accessory structure cannot be used for commercial/industrial business purposes or habitation.
2. That the accessory structure be setback a minimum of 3.0 m (9.8 ft) from the side lot line.

COMMENTS

Staff in the Building Department and Public Works Department met to review the application, and there are no major concerns with the proposed accessory structure. 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 2018-03 Metzger, application for SVY MARY CASWELLS LOT 77 CON; 1 PT LOT 22, municipally known as 411 Jane Street Palmerston, Town of Minto; and that the following conditions be considered:

1. THAT the applicant prepares and submit a grading and drainage plan to the satisfaction of the Town of Minto, which requires a plan prepared by a professional engineer or Ontario Land Surveyor 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.
2. THAT the applicant provides a minimum Rear Yard Setback of 140 ft (42.67m) to the property line.
3. THAT the accessory structure cannot be used for commercial/industrial business purposes or habitation.
4. THAT the accessory structure be setback a minimum of 3.0 m (9.8 ft) from the side lot line.

Michelle Brown,
Building Assistant

ATTACHMENTS

County of Wellington Senior Planner, Curtis Marshall comments



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

August 27, 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
SVY Mary Caswells, LOT 77, Con 1; PT Lot 22
411 Jane St., Palmerston
Jeff Metzger

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 maximum height and floor area for a proposed accessory building (3 car garage) with a maximum floor area of 142.7 m² (1536 ft²) and a height of 5.8 m (19.0 ft) to the mid-point of the roofline. Section 6.1.4 of the Zoning By-law permit a maximum gross floor area of 92.9 m² (1000.0 ft²) and Section 6.2.3 permits a maximum height of 4.5 m (14.8 ft) measured to the mid-point of the roofline for accessory buildings.

Planning Staff note that the proposed garage is 53.6% larger in floor area than permitted by the Zoning By-law. Presently there are no homes in the immediate vicinity, however in the future new homes will be constructed on smaller lots adjacent to the property. The applicant has proposed to construct the garage with 3.65 m (12.0 ft) high doors which are not typical on a residential garage. The garage is as large (or larger) than many homes in the neighbourhood. It is Planning Staff's opinion is that the combined larger floor area and increased height for the garage is not desirable or appropriate on the residential lot. Our preference would be to see the height of the building reduced to be consistent with the Zoning By-law. There are no trees to screen the building, and we have concerns that the higher roofline will be imposing to neighbouring properties. The proposed 3.0 m (9.8 ft) side yard setback would also serve to reduce impacts to the neighbouring lot.

The Committee should be satisfied that the application would maintain the general intent and purpose of the Official Plan and Zoning By-law, is minor, and would be desirable and appropriate for the development of the subject property. In addition, the Committee should be satisfied that the proposed accessory building is intended for personal use and not for commercial purposes.

Planning Staff recommend that the Committee apply the following conditions if the application is approved:

1. That the accessory structure cannot be used for commercial/industrial business purposes or habitation.
2. That the accessory structure be setback a minimum of 3.0 m (9.8 ft) from the side lot line.

Subject Property

The property is described as SVY Mary Caswells, Lot 77, Con 1; PT Lot 22, municipally known as 411 Jane St., Palmerston, Town of Minto. The subject property currently has an area of approximately 0.4 ha (1.0 ac). The property is subject to a severance application that is currently before the County Land Division Committee which will reduce the lot to approximately 0.27 ha (0.67 ac) in size if approved.

Proposal

The variance requested would provide relief from the maximum height and floor area for a proposed accessory building (3 car garage) with a maximum floor area of 142.7 m² (1536 ft²) and a height of 5.8 m (19.0 ft) to the mid-point of the roofline. Section 6.1.4 of the Zoning By-law permit a maximum gross floor area of 92.9 m² (1000.0 ft²) and Section 6.2.3 permits a maximum height of 4.5 m (14.8 ft) measured to the mid-point of the roofline for accessory buildings. An air photo showing the proposed garage is provided in Figure 1.

Wellington County Official Plan

The subject property is designated Prime Agricultural. The property is located adjacent to the Palmerston Urban Area. 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 zoned Agricultural Exception (A-113). Permitted uses include single detached dwellings. The site specific exception was approved in 2016, and establishes minimum and maximum building setbacks to ensure that the construction of single detached dwellings on the existing lots does not compromise the future development potential of the properties (with a higher residential density) if the properties were ever brought into the Palmerston Urban Area. The Residential R1C zoning standards apply to the property.

The following variances have been requested:

	Zoning By-law (01-86)		
	Permitted	Requested	Difference
Accessory Building Height Section 6.1.3	4.5 m (14.8 ft)	5.8 m (19.0 Ft)	1.3 m (4.2 ft)
Accessory Building Lot Coverage/Floor Area Section 6.1.4	92.9 m ² (1000.0 ft ²)	142.7 m ² (15.36 ft ²)	49.8 m ² (536.0 ft ²)

I trust that these comments will be of assistance to the Committee.



Curtis Marshall, MCIP, RPP
Senior Planner



MEMORANDUM

TO: Bill White, CAO/Clerk, Town of Minto via email
CC: Linda Redmond, Manager of Planning and Environment, via email
FROM: Brandi Walter, Environmental Planner / Regulations Officer
Maitland Valley Conservation Authority (MVCA)
DATE: August 30, 2018
SUBJECT: Application for Minor Variance: MV-2018-03
Part Lot 22, Concession 1, SVY MARY CASWELLS, Lot 77
Town of Minto, Palmerston, 411 Jane Street

The Maitland Valley Conservation Authority (MVCA) has reviewed the above-noted application for minor variance with regard for Provincial Policies and associated mapping related to Natural Hazards features in accordance with our Memorandum of Understanding for plan review with County of Wellington; and in accordance with our delegated responsibility for representing the “Provincial Interest” for natural hazards; and with regard for *Ontario Regulation 164/06*. Based on our review, we offer the following comments.

It is our understanding the purpose of the application is to permit the construction of an accessory structure 1.29 metres higher and 67.67 metres squared larger than permitted in the zoning by-law.

Natural Hazards

The subject property is affected by regional floodplain.

Background:

The MVCA has reviewed Triton Engineering’s Jane Street Floodline Impact Assessment (September 6, 2016) and attached Site Plan (Triton Engineering, Dwg. No. 01, Revised Sept, 2017, A6837) for Lots 76 to 79 to assess the impact of development on the flood hazard. Based on our review of the above information, we are satisfied with Triton Engineering’s conclusion that there will be no significant impact on the flood elevations should development and site grading occur in accordance with the attached site plan.

With respect to the proposed accessory structure on the subject property, the finished floor should be located above the floodplain elevation as approved by the MVCA. This will ensure no damage to life and property in the event of a regional storm event.

MVCA Ontario Regulation 164/06

Floodplains plus 15 metres from the boundary of the floodplain are MVCA regulated areas, pursuant to *Ontario Regulation 164/06* made under the *Conservation Authorities Act (R.S.O., 1990, chapter C.27)*. Subject to the Regulation, development (construction, reconstruction,

filling, grading), alteration and interference within Authority regulated lands requires permission from MVCA, prior to undertaking the work. As such, filling, site grading and construction will require a permit from MVCA prior to doing the work. Filling and site grading must be undertaken in accordance with the aforementioned site plan. Any deviation from the site plan must be assessed for impact to the flood elevation.

In April, 2018, MVCA issued a permit for the construction of a residence on the subject property. The site plan approved as part of MVCA's permission included the location for an accessory structure. See attached plan.

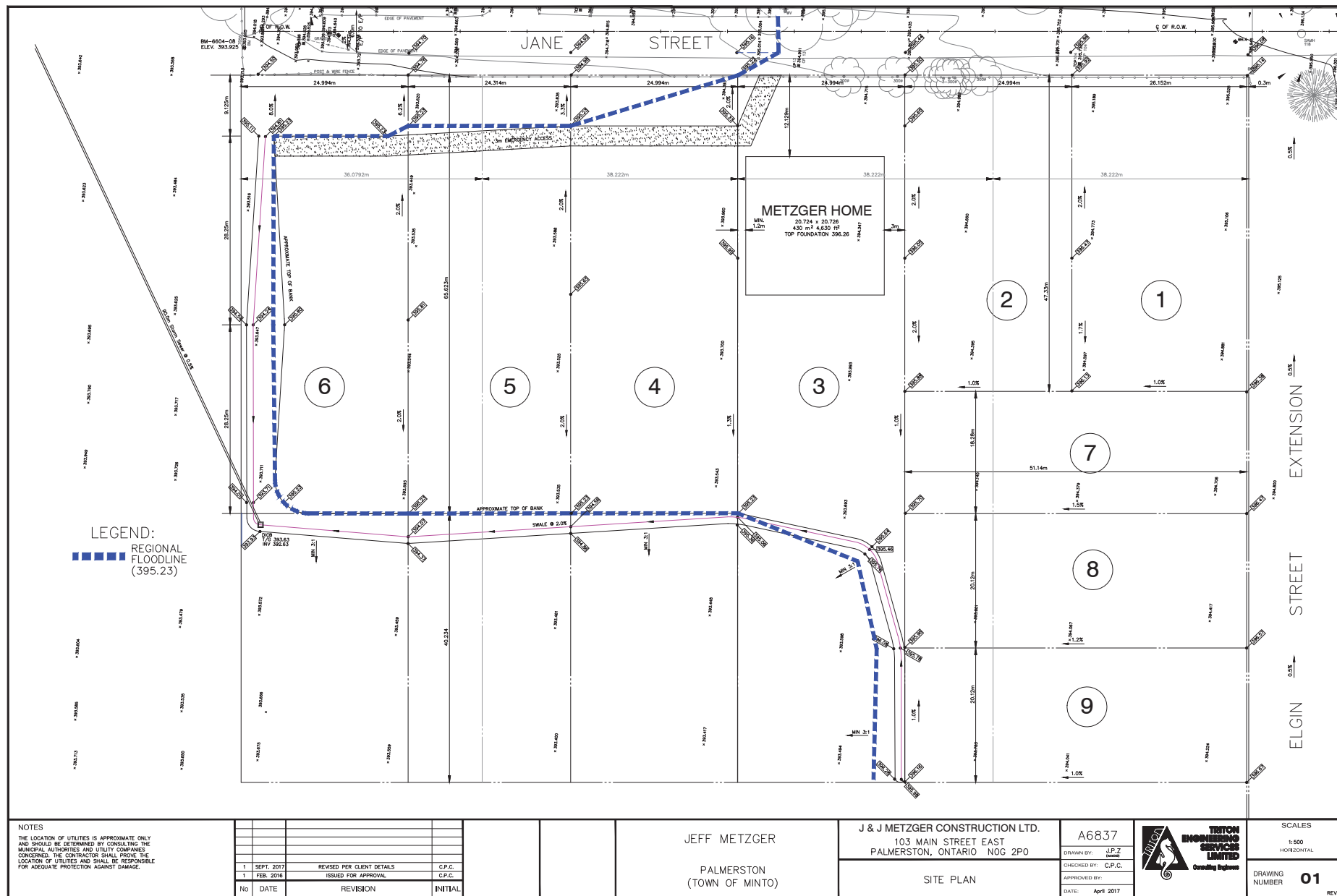
Report

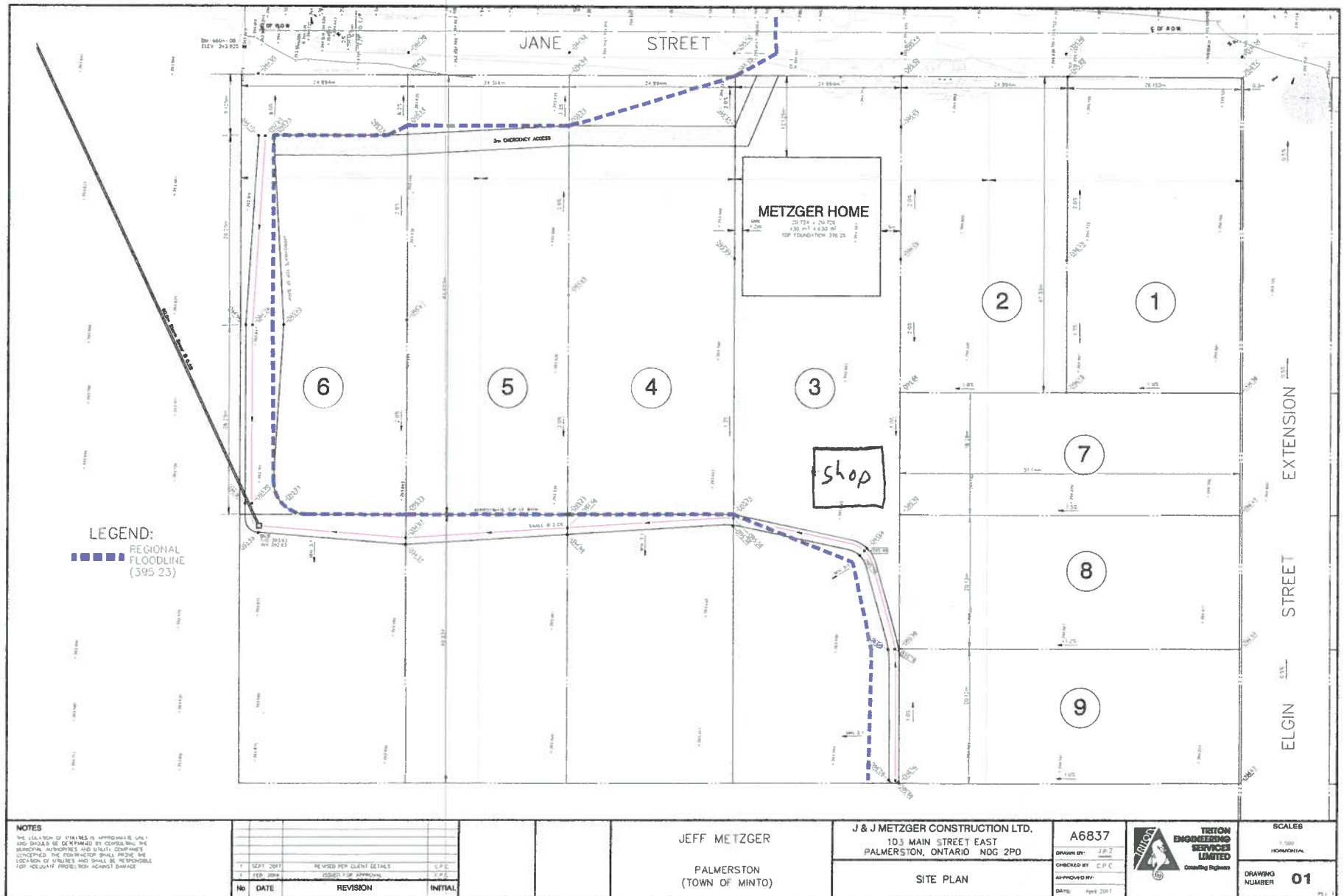
The MVCA has no objection to the minor variance application, provided the structure is floodproofed to the regional floodplain and is constructed in conformance with MVCA's permit No DEV08/2018. Should the above recommendations be adhered to, the application will be in general conformance with Section 3.1 of the PPS, 2014.

MVCA Fees

We have not received payment for our review of these applications. The fee for MVCA review is \$175.00. We will invoice the applicant directly.

Thank you for the opportunity to comment at this time. Feel free to contact Brandi Walter of this office if you have any questions.







NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-03 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Jeff Metzger
PROPERTY ADDRESS: 411 Jane ST, Palmerston
LOCATION OF PROPERTY: SVY MARY CASWELLS LOT 77 CON;1 PT LOT 22 Palmerston, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a 160.54m² (1536.0 sq. ft.) accessory structure with a maximum height of 5.79m (19'-0"), whereas Sections 6.1.4 b) and 6.1.3 a) of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits a maximum size of 92.9m² (1000.0 sq. ft.) and a maximum height 4.5m (14.8 ft.) for an accessory structure.

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 4th day of September, 2018.

DECISION: Approves the application by Jeff Metzger, for property legally described as SVY MARY CASWELLS LOT 77 CON;1 PT LOT 22, municipally known as 411 Jane Street Palmerston, Town of Minto. To allow the construction of a 160.54m² (1536.0 sq. ft.) accessory structure with a maximum height of 5.79m (19'-0").

CONDITIONS:

1. THAT the applicant provides a grading and drainage plan to the satisfaction of the Town of Minto, which requires a plan prepared by a professional engineer or Ontario Land Surveyor 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.
2. THAT the applicant provides a minimum Rear Yard Setback of 140 ft (42.67m) to the property line.
3. THAT the accessory structure cannot be used for commercial/industrial business purposes or habitation.
4. THAT the accessory structure be setback a minimum of 3.0 m (9.8 ft) from the side lot line.

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 September 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:

- | | |
|--|-----------------|
| <input type="checkbox"/> Approval of a plan of subdivision (under section 51) File # | Status |
| X Consent (under section 53) File# B76/18 & B77/18 | Status: Pending |
| <input type="checkbox"/> 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 4th day of September 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-2018-03 Minor Variance – s.45(1)**

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Jeff Metzger
PROPERTY ADDRESS: 411 Jane ST, Palmerston
LOCATION OF PROPERTY: SVY MARY CASWELLS LOT 77 CON;1 PT LOT 22 Palmerston, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a 160.54m² (1536.0 sq. ft.) accessory structure with a maximum height of 5.79m (19'-0"), whereas Sections 6.1.4 b) and 6.1.3 a) of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits a maximum size of 92.9m² (1000.0 sq. ft.) and a maximum height 4.5m (14.8 ft.) for an accessory structure.

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 4th day of September, 2018.

DECISION: Denies the application by Jeff Metzger, for property legally described as SVY MARY CASWELLS LOT 77 CON;1 PT LOT 22, municipally known as 411 Jane Street Palmerston, Town of Minto. To allow the construction of a 160.54m² (1536.0 sq. ft.) accessory structure with a maximum height of 5.79m (19'-0").

CONDITIONS:

1. THAT the applicant provides a grading and drainage plan to the satisfaction of the Town of Minto, which requires a plan prepared by a professional engineer or Ontario Land Surveyor 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.
2. THAT the applicant provides a minimum Rear Yard Setback of 140 ft (42.67m) to the property line.
3. THAT the accessory structure cannot be used for commercial/industrial business purposes or habitation.
4. THAT the accessory structure be setback a minimum of 3.0 m (9.8 ft) from the side lot line.

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

Signature of member

Signature of member

Signature of member

Chair

Appeal – The last date for filing a notice of appeal of this decision is September 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:

- | | |
|--|-----------------|
| <input type="checkbox"/> Approval of a plan of subdivision (under section 51) File # | Status |
| X Consent (under section 53) File# B76/18 & B77/18 | Status: Pending |
| <input type="checkbox"/> 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 4th day of September 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.



Public Hearing Agenda Committee of Adjustment
Tuesday September 4, 2018 at 5:00 p.m.
Council Chambers, Municipal Office
5941 Highway 89, RR# 1 Harriston

1. Chair Bridge 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-2018-05 Weber
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 is legally described as MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as 5985 14th Line, Town of Minto.

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a 394.66m² (4248.0 sq. ft) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment zone boundary of 6m (19.68 ft), whereas Section 6.14 (d) permits a maximum size of 232.25m² (2500.0 sq. ft) for a Home Industry use and Section 6.20.1 (a) requires a minimum setback of 30.0m (98.4 ft) to an NE zone Boundary.

Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on August 24th, 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
- Saugeen Valley Conservation Authority, Michael Oberle

5. Chair Bridge calls upon the applicant or agent followed by comments by County or Town Staff.
6. Chair Bridge requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair.
7. The Chair asks for questions by Committee, or any response or rebuttal by the 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 to state **“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 officially adjourns the Public Hearing.



Town of Minto

DATE: August 30th, 2018

TO: Mayor Bridge and Members of Council

FROM: Michelle Brown, Building Assistant

RE: Minor Variance MV-2018-05 Weber

MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, 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

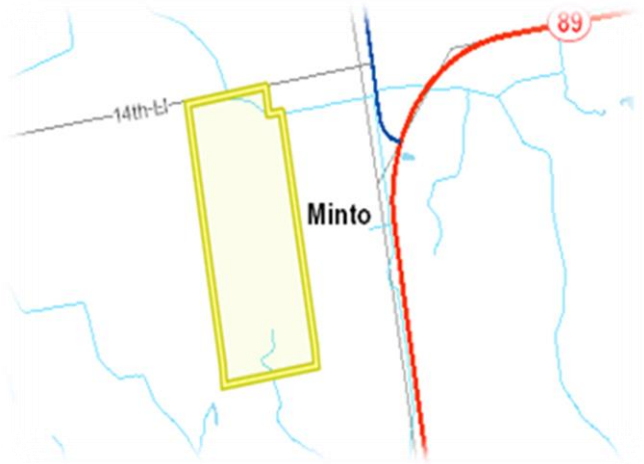
The subject lands are located at 5985 14th Line, Town of Minto. The subject land is approximately 39.2 ha (98.2 acres) in size with a residential dwelling, barn and drive shed.

The property is zoned Agricultural (A) and Natural Environment (NE).

The purpose of the application is to permit the construction of a 394.66m² (4248.0 sq. ft) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment zone boundary of 6m (19.68 ft). The boundary of the NE zone was revised based on a site visit to the property by Saugeen Valley Conservation Authority (SVCA).

Section 6.14 (d) permits a maximum size of 232.25m² (2500.0 sq. ft) for a Home Industry use and Section 6.20.1 (a) requires a minimum setback of 30.0m (98.4 ft) to an NE zone Boundary. SVCA have indicated that they are supportive of the proposed application.

The Aerial photo to the right provided by Wellington County outlines the proposed Workshop and shed.



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 setback to the Natural Environment zone boundary. The proposed use of the Home Industry Building 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 Assistant's report regarding proposed MV-2018-06 Weber, Minor Variance application for MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, Town of Minto

ATTACHMENTS

County of Wellington SR. Planner Curtis Marshall 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

August 27, 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-2018-05
Concession 14, Lot 22
5985 14th Line
Elam Weber

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 required home industry maximum floor area. The applicants are proposing to construct a new workshop for a home industry (woodworking) with a maximum floor area of 394.66m² (4248.0 sq. ft), whereas section 6.14(d) of the Zoning By-law permits a maximum floor area of 232.25 m² (2500 ft²). The shop is proposed to be attached to a new agricultural building (drive shed). The applicant is also proposing to construct the new drive shed/work shop building within 6.0m (19.7 ft) of the Natural Environment (NE) zone boundary. Section 6.20 of the Zoning By-law requires a minimum setback of 30.0 m (98.4 ft) from the NE zone for new buildings. The boundary of the NE zone was revised based on a site visit to the property by Saugeen Conservation.

We have no concerns with the relief requested to permit the additional floor area. We note that the business remains secondary to the main agricultural use and complies with the other home industry regulations under the Zoning By-law. We also have no concerns with the reduced setback to the NE zone, as we understand that the proposed setback is acceptable to Saugeen Conservation. The application would maintain the general intent and purpose of the Official Plan and Zoning By-law, is minor, desirable and appropriate for the development of the subject property.

Subject Property

The property is described as Concession 14, Lot 22, and is municipally known as 5985 14th Line. The subject property has an area of approximately 39.2 ha (98.2 acres) and is occupied by a dwelling and agricultural buildings (barn and drive shed).

Proposal

The variance requested would provide relief from the maximum floor area requirements for a home industry. The applicants are proposing to construct a new workshop for a home industry (woodworking) with a maximum floor area of 394.66m² (4248.0 sq. ft), whereas section 6.14(d) of the Zoning By-law

permits a maximum floor area of 232.25 m² (2500 ft²). The shop is proposed to be attached to a new agricultural building (drive shed). The applicant is also proposing to construct the new drive shed/work shop building within 6.0 m (19.7 ft) of the Natural Environment (NE) zone boundary. Section 6.20 of the Zoning By-law requires a minimum setback of 30.0 m (98.4 ft) from the NE zone for new buildings. The boundary of the NE zone was revised based on a site visit to the property by Saugeen Conservation. The proposed new workshop/shed is shown in Figure 1.

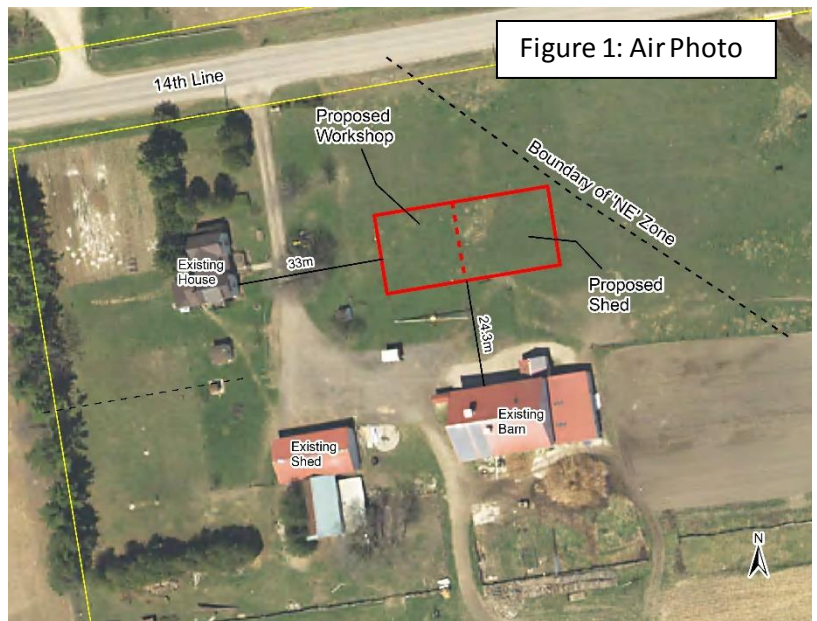


Figure 1: Air Photo

Wellington County Official Plan

The subject property is designated Prime Agricultural, Core Greenlands and Greenlands. The proposed home industry addition is to be constructed within close proximity to the Core Greenlands (Hazard lands).

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 zoned Agricultural (A) and Natural Environment (NE). The following variances have been requested:

	Zoning By-law (01-86)		
	Permitted	Requested	Difference
Home Industry Maximum Floor Area Section 6.14 d)	232.25 m ² (2500.0 ft ²)	420.7 m ² (4528.4 ft ²)	188.45 m ² (2028.4ft ²)
NE Setback Section 6.20.1 (a)	30.0 m (98.4 ft)	6.0 m (19.7 ft)	24.0 m (78.7 ft)

I trust that these comments will be of assistance to the Committee.

Sincerely,

Curtis Marshall, MCIP, RPP
Senior Planner



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY ONLY (*bwhite@town.minto.on.ca*)

August 30, 2018

Town of Minto
5941 Highway 89
RR # 1
Harriston, Ontario
N0G 1Z0

ATTENTION: Bill White, CAO/Clerk

Dear Mr. White,

RE: Proposed Minor Variance MV-2018-05
9585-14th Line
Part Lot 22, Concession 14
Roll No.: 234100000222000
Geographic Township of Minto
Town of Minto

(Weber)

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the proposed minor variance in accordance with the SVCA's mandate and the SVCA Environmental Planning and Regulations Policies Manual, Approved May 16, 2017. The purpose and effect of the application is to permit the construction of a 394.66 metre square (m2) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment (NE) zone boundary of 6 m, whereas the zoning by-law permits a maximum size of 232.25 m2 for a Home Industry use and requires a minimum setback of 30 m to an NE zone Boundary. SVCA staff conducted a site inspection of the property on July 20, 2018. The proposed minor variance is acceptable to SVCA staff and we offer the following comments.

SVCA staff note that the legal description as described in the Notice of Public Hearing of Application for Minor Variance may not be correct. It is the understanding of SVCA staff that the legal description described above may be the correct legal description for the property.

Natural Hazard

Portions of the property are designated Core Greenlands and Greenlands in the County of Wellington Official Plan, Schedule A5 Minto and are zoned Natural Environment (NE) in the Town of Minto Zoning By-law 01-86, Schedule 'A' Map 1. In general, no new buildings or structures are permitted within the Core Greenlands or Greenlands designation or the NE zone.

The Greenlands designation and NE zone generally match the hazardous lands as plotted by SVCA staff. However,



Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

it is the opinion of SVCA staff the NE zone could be revised slightly in the next update to the Town of Minto Zoning By-law 01-86, to better reflect site conditions in the northern portion of the property for the lands adjacent to Meux Creek. Therefore, please find enclosed SVCA mapping, one map at 1:5000 scale, and one map at 1:2000 scale, both dated August 30, 2018, showing SVCA staff recommended revision to the NE zone, shown on the SVCA map as SVCA Hazardous Lands.

In the opinion of SVCA staff, the location of the proposed Home Industry Building attached to an Agricultural Shed will be adjacent to, but not located in the Core Greenlands or Greenlands designation or in the recommended NE zone.

Natural Heritage

The significant natural heritage features and areas affecting the property include fish habitat, provincially significant wetlands (PSW), significant woodlands, potentially significant wildlife habitat, and potentially the significant habitat of endangered species and threatened species.

Fish Habitat

Meux Creek (also known as Minto Municipal Drain No. 23, also known as Meux Creek Drain) flows through the northeast portion of the property. This watercourse is considered fish habitat by SVCA staff. Section 2.1.8 of the Provincial Policy Statement (PPS 2014) indicates that, among other things, development and site alteration shall not be permitted on the adjacent lands of fish habitat unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on fish habitat or on their ecological functions. According to the plans submitted to the SVCA, the location of the proposed Home Industry Building attached to an Agricultural Shed will be located within the adjacent lands to fish habitat. However, in the opinion of SVCA staff, negative impacts to the adjacent lands to fish habitat are likely to be negligible, and the preparation of an Environmental Impact Study (EIS) to address the adjacent lands to fish habitat is not warranted for this proposal at this time.

Provincially Significant Wetlands (PSW)

Clifford Harriston Wetland Complex PSW is located in the southern portion of the property. PSWs are included in the Core Greenlands designation and are shown on Schedule A5 Minto of the Wellington County Official Plan (OP). According to the plans submitted to the SVCA, the location of the proposed Home Industry Building attached to an Agricultural Shed will not be located within the PSW or the adjacent lands to the PSW, therefore, in the opinion of SVCA staff, the preparation of an EIS to address the PSW is not warranted for this proposal at this time.

Significant Woodlands

Significant woodlands are included in the Core Greenlands and Greenlands designation and are shown on Schedule A5 Minto of the Wellington County OP. According to the plans submitted to the SVCA, the location of the proposed Home Industry Building attached to an Agricultural Shed will not be located within the significant woodlands or their adjacent lands, therefore, in the opinion of SVCA staff, the preparation of an EIS to address significant woodlands is not warranted for this proposal at this time.

Significant Wildlife Habitat

It has come to the attention of SVCA staff that significant wildlife habitat may be located on or adjacent to the property. Section 5.5.1 of the Wellington County OP states, in part, that development and site alteration shall not be permitted within significant wildlife habitat, unless it has been demonstrated that there will be no negative impacts to the habitat or its ecological functions. According to the plans submitted to the SVCA, it is the opinion of SVCA staff that EIS is not warranted at this time, as SVCA staff does not anticipate any negative impacts to significant wildlife habitat resulting from this proposal.

Significant Habitat of Endangered Species and Threatened Species

It has come to the attention of SVCA staff that habitat of endangered species and threatened species may be located on or adjacent to the property. Section 2.1.7 of the PPS 2014 indicates that development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. It is the responsibility of the applicant to ensure the endangered species and threatened species policy referred to in the PPS has been appropriately addressed. Please contact the Ministry of Natural Resources and Forestry (MNRF) for information on how to address this policy.

SVCA Regulation

Portions of the property are within the Approximate Regulated Area associated with the SVCA's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 169/06, as amended). This Regulation is in accordance with Section 28 of the *Conservation Authorities Act*, R.S.O., Chap. C. 27, and requires that a person obtain the written permission of the SVCA prior to any "development" in a Regulated Area or alteration to a wetland or watercourse.

"Development" and Alteration

Subsection 28(25) of the *Conservation Authorities Act* defines "development" as:

- a) *the construction, reconstruction, erection or placing of a building or structure of any kind,*
- b) *any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure increasing the number of dwelling units in the building or structure,*
- c) *site grading, or*
- d) *the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.*

According to Section 5 of Ontario Regulation 169/06, as amended, alteration generally includes the straightening, diverting or interfering in any way the existing channel of a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

To determine the Approximate Regulated Area, associated with the SVCA's Regulation on the property, please refer to the SVCA's online mapping program, available via the SVCA's website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

Permission for Development or Alteration

According to the plans submitted to the SVCA, the location of the proposed Home Industry Building attached to an Agricultural Shed will be located within the Approximate Regulated Area and will therefore require a Permit from the SVCA. SVCA staff provided comments to the landowner dated August 7, 2018 regarding the SVCA's Regulatory review of the proposal. A Permit can be granted for the proposal, subject to conditions. SVCA staff will continue to work with the landowner as part of the SVCA Permitting Process.

Should any other development or alteration including construction, reconstruction, conversion, grading, filling or excavation, including agricultural tile drainage, be proposed within the Approximate Regulated Area on the property, the SVCA should be contacted, as permission from the SVCA may be required.

Conclusion

All of the plan review functions have been assessed with respect to this proposal. The proposed minor variance is acceptable to SVCA staff. The SVCA would appreciate receiving notice of the decision to the above referenced planning application.

We trust you find this information helpful. Should questions arise, please do not hesitate to contact this office.

Sincerely,

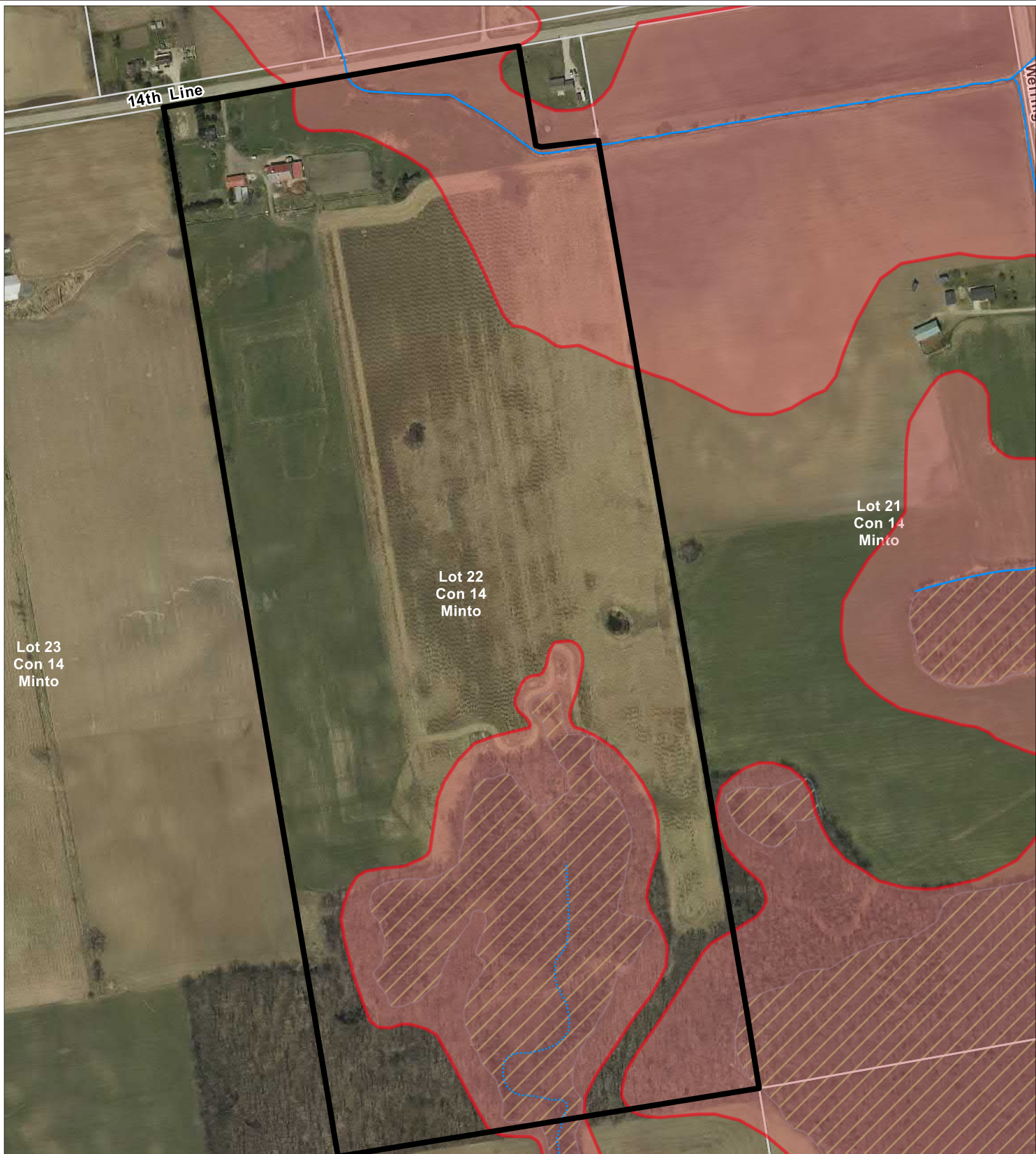


Michael Oberle
Environmental Planning Technician
Saugeen Conservation

MO/

Enclosures

cc: Michelle Brown, Building Assistant, Town of Minto (via email)
Steve McCabe, Authority Member, SVCA (via email)

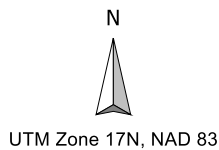


The included mapping has been compiled from various sources and is for information purposes only. Saugeen Valley Conservation Authority (SVCA) is not responsible for, and cannot guarantee, the accuracy of all the information contained within the map.

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This mapping contains products of the South Western Ontario Orthophotography Project 2015 (SWOOP2015). These images were taken in 2015 at 20cm resolution by Fugro GeoServices. They are the property of Saugeen Valley Conservation Authority ©2018.

August 30, 2018



1:5000

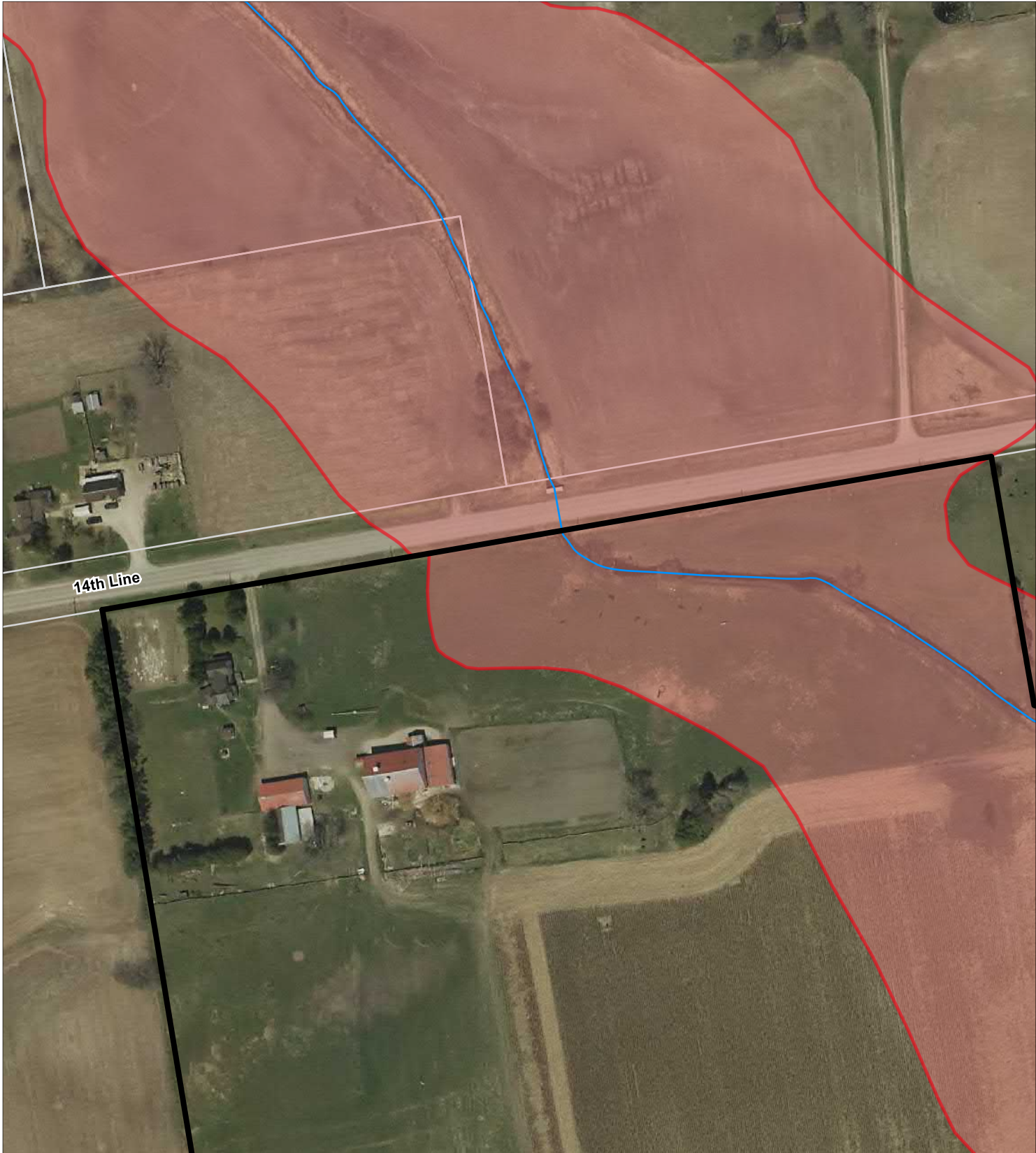
Legend

-  SVCA Hazardous Lands
-  Clifford-Harriston Provincially Significant Wetland
-  Watercourse
-  Parcel Fabric
-  Approximate Subject Property

41

Elam Weber
9585-14th Line
Part Lot 22, Concession 14
Town of Minto
Roll No.: 23410000222000



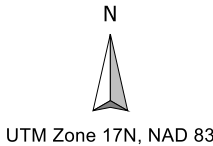


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


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August 30, 2018



1:2000

Legend

-  SVCA Hazardous Lands
-  Clifford-Harriston Provincially Significant Wetland
-  Watercourse
-  Parcel Fabric
-  Approximate Subject Property

Elam Weber
9585-14th Line
Part Lot 22, Concession 14
Town of Minto
Roll No.: 23410000222000



NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-05 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Elam Weber
PROPERTY ADDRESS: 5985 14th Line, Minto
LOCATION OF PROPERTY: MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a 394.66m² (4248.0 sq. ft) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment zone boundary of 6m (19.68 ft), whereas Section 6.14 (d) permits a maximum size of 232.25m² (2500.0 sq. ft) for a Home Industry use and Section 6.20.1 (a) requires a minimum setback of 30.0m (98.4 ft) to an NE zone Boundary.

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 4th day of September, 2018.

DECISION: **Approves** the application by Elam Weber, for property legally described as MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as 5985 14th Line, Town of Minto. To allow the construction of a 394.66m² (4248.0 sq. ft) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment zone boundary of 6m (19.68 ft).

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 September 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:

- | | |
|--|---------|
| <input type="checkbox"/> Approval of a plan of subdivision (under section 51) File # | Status |
| <input type="checkbox"/> Consent (under section 53) File# | Status: |
| <input type="checkbox"/> 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 4th day of September 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-2018-05 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Elam Weber
PROPERTY ADDRESS: 5985 14th Line, Minto
LOCATION OF PROPERTY: MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a 394.66m² (4248.0 sq. ft) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment zone boundary of 6m (19.68 ft), whereas Section 6.14 (d) permits a maximum size of 232.25m² (2500.0 sq. ft) for a Home Industry use and Section 6.20.1 (a) requires a minimum setback of 30.0m (98.4 ft) to an NE zone Boundary.

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 4th day of September, 2018.

DECISION: **Denies** the application by Elam Weber, for property legally described as MINTO CON 1 PT LOT 20 RP 61R11191 PT PART 1, municipally known as 5985 14th Line, Town of Minto. To allow the construction of a 394.66m² (4248.0 sq. ft) Home Industry Building attached to an Agricultural Shed with a setback to the Natural Environment zone boundary of 6m (19.68 ft).

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

Signature of member

Signature of member

Signature of member

Chair

Appeal – The last date for filing a notice of appeal of this decision is September 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:

- | | |
|--|---------|
| <input type="checkbox"/> Approval of a plan of subdivision (under section 51) File # | Status |
| <input type="checkbox"/> Consent (under section 53) File# | Status: |
| <input type="checkbox"/> 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 4th day of September 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.



Public Hearing Agenda Committee of Adjustment
Tuesday September 4, 2018 at 5:00 p.m.
Council Chambers, Municipal Office
5941 Highway 89, RR# 1 Harriston

1. Chair Bridge 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-2018-06 Grein.
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 is legally described as PT LOT 6 S/S WEBB ST, municipally known as 31 Pellister Street West, Harriston, Town of Minto.

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a residential addition with a rear yard setback of 1.22m (4'-0"), whereas Section 10.2.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum rear yard setback of 7.6m (24.9').

Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on August 24th, 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
- Maitland Valley Conservation Authority, Brandi Walter

5. Chair Bridge calls upon the applicant or agent followed by comments by County or Town Staff.
6. Chair Bridge requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair.
7. Chair Bridge asks for any questions by Committee, or any response or rebuttal by the 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 White to state **"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 Bridge to officially adjourn the Public Hearing.

Town of Minto

DATE: September 4, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown Building Assistant
RE: Minor Variance 2018-06 Grein,
PT LOT 6 S/S WEBB ST, municipally known as 31 Pellister
Street West, Harriston, Town of Minto

STRATEGIC PLAN

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

BACKGROUND

The subject lands are located at 31 Pellister Street West, (corner of Webb St.), Harriston. The lot is zoned R1B Low Density Residential. Permitted uses include single detached dwellings. The subject land is approximately 0.06 ha (0.15 acres) in size.

The purpose of the application is to permit the construction of a residential addition with a rear yard setback of 1.22m (4'-0"), whereas Section 10.2.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum rear yard setback of 7.6m (24.9').

The applicant is proposing to relocate the driveway to the exterior side yard. Planning staff have suggested that the applicant request a reduction to the day light triangle setback requirements to allow greater flexibility for the location of the driveway and parking spaces. Planning staff are also recommending that the application be deferred to allow for further discussions between the applicant and Town Building and Planning Staff to review alternative designs that may be more appropriate/compatible with adjacent properties and the neighborhood. The County has provided a photo of the proposed day light triangle and residential addition.



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 rear yard setback on 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 2018-06 Grein, application for PT LOT 6 S/S WEBB ST, municipally known as 31 Pellister Street West, Harriston, Town of Minto

Michelle Brown,
Building Assistant

ATTACHMENTS

County of Wellington Junior Planner, Jessica Wilton and Senior Planner, Curtis Marshall comments



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

August 27, 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-2018-06
Part Lot 6, S/S, Webb St. (Corner)
31 Pellister Street W, Harriston
Nigel Grein

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 rear yard setback for a proposed addition to the dwelling. The applicant is proposing a rear yard setback of 1.22 m (4.0 ft), whereas Section 10.2.6 requires a minimum of 7.6 m (24.9 ft).

It is Planning Staff's opinion that the proposed rear yard setback reduction is not minor or appropriate. The proposed multi-storey addition appears "over built" along the side and rear lot lines and appears to negatively impact the rear yards of the two adjacent dwellings (39 Pellister St. W & 176 Webb St.). Planning Staff recognize that the location of the existing dwelling and the exterior side yard setbacks constrain where/how an addition may be constructed, however it may be possible to improve the design to reduce impacts to neighbouring dwellings. Planning Staff are recommending that the application **be deferred** to allow for further discussions between the applicant and Town Building and Planning Staff to review alternative designs that may be more appropriate/compatible with adjacent properties and the neighbourhood.

Planning Staff have identified that the applicant may also wish to request a reduction to the day light triangle setback requirements, which do not allow for the parking of a motor vehicle in a 9.0 m x 9.0 m triangular portion of the yard, (corner of Webb St. and Pellister St. W). The applicant has indicated that they intend to relocate their driveway to their exterior side yard in this area. A reduction of the day light triangle to 7.5 m X 7.5 m would provide more flexibility for the location of the driveway and the parking space(s) for vehicles.

Subject Property

The property is described as Part Lot 6, S/S, Webb St. (Corner), municipally known as 31 Pellister Street W, Palmerston, Town of Minto. The subject property currently is approximately 0.06 ha (0.15 acres) in size and has an existing single detached dwelling. An air photo showing the proposed addition and the potential day light triangle reduction is shown on Figure 1.

Proposal

The variance requested would provide relief from the rear yard setback for a proposed addition to the dwelling. The applicant is proposing a rear yard setback of 1.22 m (4.0 ft), whereas Section 10.2.6 requires a minimum of 7.6 m (24.9 ft).

Wellington County Official Plan

The subject property is designated Residential and is within the Harriston Urban Area.

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 zoned Low Density Residential (R1B). Permitted uses include single detached dwellings.



Figure 1: Air Photo

The following variance has been requested:

	Zoning By-law (01-86)		
	Permitted	Requested	Difference
Addition to Dwelling Rear Yard Setback Section 10.2.6	7.6 m (24.9 ft)	1.22 m (4.0 ft)	6.3 m (20.66 ft)

I trust that these comments will be of assistance to the Committee.

Curtis Marshall, MCIP, RPP
Senior Planner

From: Brandi Walter [<mailto:bwalter@mvca.on.ca>]
Sent: August-30-18 4:19 PM
To: Bill White
Cc: Linda Redmond
Subject: MV-2018-06

Dear Bill,

Re: MV application MV-2018-06
31 Pellister Street West, Harriston

As shown on the attached map, the subject property is not affected by natural hazards. However, the property does feature MVCA regulated lands. The south-east corner of the lot is within the 15 metre buffer to regulatory floodplain. As such, should the proposed addition be located within MVCA's regulated area, a MVCA permit will be required. Otherwise, the application is in conformance with the Natural Hazard Policies of the PPS, 2014.

Please accept this email as MVCA's comments regarding application MV-2018-06.

Kind Regards,

Brandi Walter
Environmental Planner, Regulations Officer
MAITLAND VALLEY CONSERVATION AUTHORITY
Box 127, Wroxeter, Ontario, N0G 2V0
519-335-3557; bwalter@mvca.on.ca

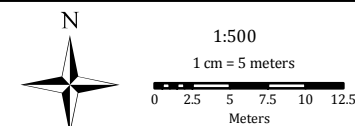


Ontario Regulation 164/06 Regulated Features

Part Lot 6, South side of Webb
Street,
Town of Minto,
County of Wellington
31 Pellister Street,
Community of Harriston

LEGEND

- Floodfringe
- Flood Hazard 15m Buffer
- Wellhead Protection**
 - Zone A
 - Zone B
 - Zone C
 - Zone D
 - Zone E



Map Projection: UTM NAD83 Zone 17

Produced by Maitland Valley Conservation Authority,
GIS/Planning Services under Licence with Ontario
Ministry of Natural Resources.
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Aerial Photography taken in 2015 by Fugro Geospatial.

This map is for illustrative purposes only. Information
contained hereon is not a substitute for professional review
or a site survey and is subject to change without notice. The
Maitland Valley Conservation Authority takes no
responsibility for, nor guarantees, the accuracy of the
information contained on this map. Any interpretations or
conclusions drawn from this map are the sole
responsibility of the user.

Planning & Regulations - Development & Alterations

Date: 29/08/2018

Produced by: Patrick Huber-Kidby



NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2018-06 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Nigel Grein
PROPERTY ADDRESS: 31 Pellister ST, Harriston
LOCATION OF PROPERTY: PT LOT 6 S/S WEBB ST, Harriston, Town of Minto

THE PURPOSE AND EFFECT OF THE APPLICATION is to permit the construction of a residential addition with a rear yard setback of 1.22m (4'-0"), whereas Section 10.2.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum rear yard setback of 7.6m (24.9').

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 4th day of September, 2018.

DECISION: Approves the application by Nigel Grein, for property legally described as PT LOT 6 S/S WEBB ST, municipally known as 31 Pellister Street West, Harriston, Town of Minto. To allow the construction of a construction of a residential addition with a rear yard setback of 1.22m (4'-0").

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 September 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:

- | | |
|--|---------|
| <input type="checkbox"/> Approval of a plan of subdivision (under section 51) File # | Status |
| <input type="checkbox"/> Consent (under section 53) File# | Status: |
| <input type="checkbox"/> 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 4th day of September 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-2018-06 Minor Variance – s.45(1)

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LOCATION OF PROPERTY: PT LOT 6 S/S WEBB ST, Harriston, Town of Minto

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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 4th day of September, 2018.

DECISION: **Denies** the application by Nigel Grein, for property legally described as PT LOT 6 S/S WEBB ST, municipally known as 31 Pellister Street West, Harriston, Town of Minto. To allow the construction of a construction of a residential addition with a rear yard setback of 1.22m (4'-0").

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

Signature of member

Signature of member

Signature of member

Chair

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Signature of Secretary-Treasurer

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Recommendations and reactions to the Ombudsman's investigation report about the Regional Municipality of Niagara's 2017 council meeting, upcoming outreach events and more in the July newsletter.

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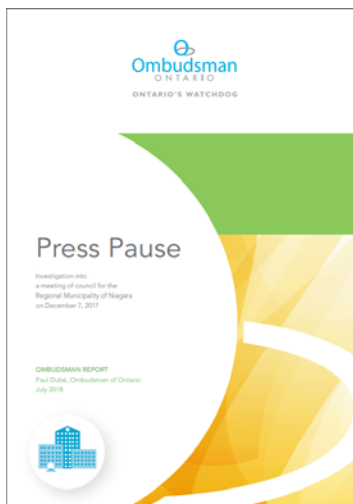
LinkedIn

OMBUDSMAN REPORT PROMPTS APOLOGY FROM NIAGARA REGION TO JOURNALIST AND CITIZEN BLOGGER

Acting on Ombudsman Paul Dubé's recommendation, the chair of the Regional Municipality of Niagara publicly apologized to a journalist and a citizen blogger on July 26 for seizing their property and removing them from the building during a council meeting in December 2017. The Ombudsman called for the apology in his investigative report, [Press Pause](#), on July 18. He found that the region's reaction to the discovery of a recording device during a closed session of the meeting was unreasonable, wrong and contrary to law. Regional chair Alan Caslin apologized "wholeheartedly and unreservedly" to the individuals at the July 26 meeting.

In the report, Ombudsman Dubé makes 14 recommendations to better ensure that fairness, accountability and proper consideration of the law guide the council's actions in future. "These improvements would avoid arbitrary decision-making, and render the expulsion process more accountable, transparent, and fair," he writes.

Building on some changes that the region has already made since last December, the Ombudsman's recommendations include clarifying the definition of



"improper conduct" in the region's procedural by-law and trespass policy, and also clarifying what circumstances might warrant seizure of property or expulsion from a meeting. In addition, the Ombudsman has recommended the region develop procedures to ensure the public access doors are not locked during meetings, and that it make audio or video recordings of all closed meetings.

Regional officials co-operated with the investigation, which was launched on December 14, 2017 following 11 complaints to our Office. The council met in late July to consider the Ombudsman's report and have directed staff to report back on next steps to address the recommendations.

[Read the full report here](#)



**GLOBE EDITORIAL: PUBLIC OFFICIALS LIKE THE OMBUDSMAN
'REMINDEVERYONE OF THE TRUTH'**

The Globe and Mail's [editorial](#), published shortly after the release of [Press Pause](#), backed the Ombudsman's recommendation that Niagara's regional council make formal and personal apologies to the reporter and blogger who were removed from the meeting on December 7, 2017. As the Globe's editorial says, "journalists perform an essential civic function," and the Ombudsman's investigation helps remind the public of it.

PRESS PAUSE: MORE NEWS

- [Caslin apologizes for illegal seizure](#)
- St. Catharines Standard
- [Ombudsman says Niagara Region's seizure of reporter's laptop was 'unjust, and wrong'](#) - CBC News
- [Press Pause: One-on-One with Paul Dubé](#) - St. Catharines Standard



NEW MUNICIPAL MEETING INVESTIGATION REPORTS

[Read the results of our latest investigations into closed council meetings.](#) This month, the Ombudsman found the [Village of Casselman](#) did not violate the closed meeting rules during a meeting and informal discussion earlier this year, but made five best-practice recommendations to improve procedures. And while an investigation into the [Township of Front of Yonge](#) found no evidence that an illegally closed meeting occurred in April, the Ombudsman made suggestions to improve the township's record keeping.



HERE, THERE AND EVERYWHERE

This month, superintendents-in-training had a chance to ask us all about how the Ombudsman works with school boards



during a presentation to the [Supervisory Officer's Qualification Program](#) meeting in Toronto. [Browse our school board case resolutions](#) to see our work in practice.

Keep an eye out for us next month in Ottawa at the [Association of Municipalities of Ontario annual conference](#) on August 19-20. Stop by our booth to say hello and get the latest resources for municipal staff and councillors!

Find our new tip cards for councillors and municipal staff here

REACHING OUT

We love to share our expertise! Last year our Office participated in 62 outreach events and our staff visited close to two dozen different Ontario communities. We also hosted training and consultation sessions with representatives from five Canadian provinces and eight different countries. Are you keen to learn from us, too? [Browse our video resources](#) for helpful videos on topics like how to develop an effective municipal-level complaint policy, or how our Office works with university ombudsman offices in Ontario. [Or read more about this in our 2017-2018 annual report!](#)



Communications

152,250
website visitors from 180 countries

674,605
website pageviews



1,350
news articles published
in fiscal 2017-2018




648
broadcast media stories

 **387,718** people
Facebook reach

 **2.5 million**
Twitter impressions

 **7,715**
YouTube views

DID YOU KNOW?

The term "ombudsman" originated in Sweden, and means "citizen's representative." The term is actually gender neutral - in fact, [Roberta Jamieson served as Ontario's first female Ombudsman](#) from 1989 until 1999. You might spot variations on the word "ombudsman" among other oversight offices, such as the Office of the Ombudsperson in British Columbia, or the University Ombuds at McMaster University in Hamilton. The word "ombudsman" is also used in French. For example, Gatineau's municipal oversight office is called Bureau de l'Ombudsman de la Ville de Gatineau. [Meet current Ontario Ombudsman Paul Dubé here.](#)

CASE SUMMARY

When a woman hit a pothole that damaged her vehicle, she tried to seek reimbursement for the repair. 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. [Read more successful complaint resolutions here.](#)

File a complaint online or contact us here

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

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August 10, 2018

Delivered by email
doug.ford@pc.ola.org

The Honorable Doug Ford
Premier of Ontario
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier:

Re: Town of Aurora Council Resolution of June 12, 2018
Re: Motion (b) Greenbelt Protection

Please be advised that this matter was considered by Council at its meeting held on June 12, 2018, and in this regard Council adopted the following resolution:

Whereas the Town of Oakville has passed a similar resolution; and

Whereas the Greenbelt is an integral component of land use planning that complements the Growth Plan to encourage smart planning, the reduction of sprawl, protection of natural and hydrological features and agricultural lands; and

Whereas the Greenbelt has protected 1.8 million acres of farmland, local food supplies, the headwaters of our rivers and important forests and wildlife habitat for more than 12 years; and

Whereas a permanent Greenbelt is an important part of the planning for sustainable communities; and

Whereas there is a tremendous amount of land already planned and available in excess of the development needs of the Greater Toronto Area (GTA) without weakening the protections provided by the Greenbelt; and

Whereas efforts to open the Greenbelt to create the opportunity for land speculators to build expansive homes, at immense profits, in remote areas; and

Whereas opening the Greenbelt would move the urban boundary thus creating more sprawl and increased traffic; and

Whereas the costs of sprawl result in increased taxes, because 25% of the costs of sprawl are downloaded to existing property tax payers; and

Whereas programs like the proposed inclusionary zoning regulations will assist municipalities in advancing the supply of affordable housing stock without the need to expand the built boundary;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora stands with its municipal neighbours to undertake continued action to maintain and grow the current Greenbelt, of which the Oak Ridges Moraine is a part; and**
- 2. Be It Further Resolved That the Province be strongly urged to extend Greenbelt protection to include the appropriate white belt lands within the inner ring, lands that are the most immediately vulnerable to development in the province; and**
- 3. Be It Further Resolved That this resolution be distributed to the Premier of Ontario, the Minister of Municipal Affairs, the Minister of the Environment and Climate Change, all Greater Golden Horseshoe (GGH) municipalities, the Association of Municipalities of Ontario, Environmental Defence, Friends of the Greenbelt Foundation, STORM Coalition (Save The Oak Ridges Moraine), Oak Ridges Moraine Foundation, The Regional Municipality of York, and members of Municipal Leaders for the Greenbelt, and leaders of the various Ontario political parties.**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Re: Town of Aurora Motion (b) Greenbelt Protection

August 10, 2018

Page 3 of 3

Copy: Andrea Horwath, Leader, New Democratic Party of Ontario
John Fraser, Interim Leader, Ontario Liberal Party
Mike Schreiner, Leader, Green Party of Ontario
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Rod Phillips, Minister of the Environment, Conservation and Parks
Association of Municipalities of Ontario
Environmental Defence
Friends of the Greenbelt Foundation
Municipal Leaders for the Greenbelt
STORM Coalition (Save The Oak Ridges Moraine)
Oak Ridges Moraine Foundation
Greater Golden Horseshoe (GGH) Municipalities
The Regional Municipality of York



August 14, 2018

Town of Minto
Attn: Mayor George Bridge
RR #1
Harriston, ON
N0G 1Z0

Dear Mayor Bridge and Members of Council:

Re: Draft Cost Sharing Proposal: Water and Erosion Control Infrastructure

We are writing to council at this time to obtain your input on the draft cost sharing proposal for water and erosion control infrastructure that MVCA owns or assists a member municipality in maintaining.

We have insufficient funding to maintain or repair all of the water and erosion control infrastructure that we are responsible for. Therefore the Board is faced with determining how to deal with this challenge in the years ahead.

MVCA's water and erosion control infrastructure consists of three recreational water control structures located in Gorrie (Gorrie Conservation Area-Township of Howick), Bluevale (Pioneer Conservation Area-Municipality of Morris-Turnberry) and Brussels (Brussels Conservation Area-Township of Huron East).

MVCA is also responsible for maintaining the Listowel Flood Control Structure and the Goderich Bluffs Stabilization project in partnership with the Municipality of North Perth and the Town of Goderich respectively.

All of these structures were constructed or repaired in the 1970's, 80's and early 90's when the Provincial Government had programs in place that provided grants of up to 85% to cover the costs of construction, repairs and maintenance.

These funding programs were eliminated in the mid 1990's and replaced with a \$5 million dollar Water and Erosion Control Infrastructure fund to provide 50% grants to conservation authorities to maintain, repair or decommission structures. Conservation Authorities in partnership with municipalities are responsible for over 900 dams, dykes, channels and erosion control structures with a replacement cost of \$2.7 billion dollars! It should be noted the new program is not designed to fund new or replacement structures.

All of these water and erosion control structures are aging and many are in in need of major repairs!

In 2018 conservation authorities submitted 126 projects to the WECI Fund that would require \$10 million of Provincial funding. Therefore not all of the projects could be funded. The number of projects will continue to increase without additional funding being added to this program.

MVCA's Board thinks that maintenance, repair, or decommissioning of water and erosion control infrastructure should be cost shared on a 50-50 basis with those municipalities where MVCA has water and erosion control structures.

At the present time MVCA has been cost sharing the maintenance, minor repairs and major repairs to flood and erosion control structures on a 50-50 basis with the Municipality of North Perth and the Town of Goderich, when work has been required. We have been fortunate to date of being able to obtain 50% funding from the Provincial Water and Erosion Control Infrastructure fund to be able to help North Perth finance any major repair work to the flood control structure in Listowel.

MVCA has been utilizing accumulated surplus and the general levy funds to finance minor repairs and maintenance to recreational water and erosion control structures. Maintenance and repair work for recreational structures doesn't rank high enough to receive funding from the Provincial Water and Erosion Control Infrastructure Fund.

The primary purpose of the Provincial Water and Erosion Control Infrastructure Fund is to help conservation authorities and municipalities maintain flood and erosion control structures because these structures help to reduce the potential for loss of life, property damage and social disruption.

MVCA's Board would appreciate council's feedback as to whether they think that the maintenance, repairs and/ or decommissioning costs of recreational water and erosion control infrastructure should be funded by all member municipalities through the general levy or if this work should be cost shared with the municipalities in which these structures are located? The Board thinks that this work should be cost shared on a 50-50 basis with the municipality in which the structure is located. While decommissioning is eligible for WECI program funding, it is very unlikely that work would rank high enough to be funded.

The Board is also seeking input as to whether your municipality thinks that MVCA should adopt the following policy. If a municipality is interested in having a recreational water and erosion control structure replaced, that MVCA transfer the ownership of the structure and associated lands to the municipality and allow them to pursue funding for this option.

Representatives from MVCA will be meeting with our local MPP's later this summer to ask them to support increasing the amount of funding for the Provincial Water and Erosion Control Program so that conservation authorities will have adequate funds to maintain, repair or replace necessary water and erosion control infrastructure.

In closing we recognize that all our member municipalities are facing similar challenges with respect to financing the maintenance, repairs and replacement of their own infrastructure.

We would appreciate receiving a response from your municipality by September 14, 2018 if possible.

Sincerely;

A handwritten signature in black ink that reads "Jim Campbell". The signature is written in a cursive, flowing style. The "J" is large and loops around the "i". The "C" is also large and loops around the "a". The "m" and "p" are connected and flow into each other. The "b" and "e" are also connected. The "l" is a simple vertical stroke. The signature is written on a light-colored, slightly textured background.

Jim Campbell
Chair

cc: David Turton

Existing Practice for Cost Sharing Water and Erosion Control Infrastructure

	MVCA	Municipality where structure is located
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	50%	50%
Major Repairs(including studies)	50% (subject to approval of WECEI funding)	50%
Recreational Water Control Structures Minor Repairs Preventative maintenance	100%	0%

Draft Cost Sharing Policy for Water and Erosion Control Infrastructure

	MVCA	Municipality where structure is located
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	50%	50%
Major Repairs (including studies)	50% (subject to approval of funding from WECEI Program)	50%
Recreational Water Control Structures Minor Repairs Preventative Maintenance	50%	50%
Major Repairs(including studies)	50% (subject to approval of funding from WECEI Program)	50%
Decommissioning (including studies)	100% (subject to approval of WECEI funding-50% grant; 50% to be funded by general levy from all member municipalities	
Replacement/New Structure (including studies)		Local municipality be given option of taking over ownership of the structure and associated lands if interested.

Examples of Minor/Major repairs to Recreational Water Control Structures

Minor Repairs and Preventative maintenance: Safety signage replacement, touch up painting, small repairs to concrete surfaces, Lifting cable replacement, small equipment/tool replacement, etc.

Major Repairs: Decking Replacement, Stripping and repainting, Stop log replacement, Concrete repairs, Repairs to earth-filled embankments and downstream channels, stabilization of slopes, Dam safety studies, repairs to control structure, etc.

August 13, 2018

The Honourable Caroline Mulroney
Attorney General
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Subject: Regulating the Display and Distribution of Objectionable Images

At its meeting on August 7, 2018, Oakville Town Council approved the following motion:

WHEREAS Oakville wishes to be a safe and welcoming community for all those who are residents or visitors to our town; and

WHEREAS messaging and graphic depictions felt by many to be upsetting and objectionable appear in public places, on our streets and at our doorsteps yearly; and

WHEREAS the Canadian Code of Advertising Standards includes in its provisions, outlined under Unacceptable Depictions and Portrayals - Advertisements shall not: undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population.

THEREFORE, BE IT RESOLVED that Council direct the Director of Municipal Enforcement, in consultation with the Town Solicitor, to assess options to:

- a. regulate the display of banners/signs in public places as well as the distribution of print materials to private residences that contain extremely graphic images intended to shock, alarm, or cause dismay, including the potential for the prohibiting of the public display and distribution of such print materials for the purposes of addressing the potential of such displays to cause harm to members of the public, especially children; and*
- b. report back to Council in 2019.*

Be it further resolved that by way of a letter to the Hon. Caroline Mulroney, Attorney General, Mayor Burton, on behalf of Council, urge the Province of Ontario to limit and regulate the display and distribution of posters, signs and leaflets that contain disturbing images; and

THAT Mayor Burton, on behalf of Council, write the Minister of Justice of Canada urging the consideration of amendments to Section 163(8) of the Canadian Criminal Code - Obscene Publication; and

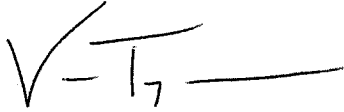
THAT a copy of this resolution be sent to all members of the Association of Municipalities of Ontario (AMO).

August 13, 2018

Subject: Regulating the Display and Distribution of Objectionable Images




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

Yours truly,

A handwritten signature in black ink, appearing to read 'V-Tytaneck', with a long horizontal line extending to the right.

Vicki Tytaneck
Town Clerk

c. Association of Municipalities of Ontario – All Members

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
<div>SENIORS' CENTRE for EXCELLENCE</div> <div></div>	ASH - Arthur Seniors Hall BRC - Birmingham Retirement Community CUC - Clifford United Church CNRA -Palmerston DRC - Drayton Reformed Church	DUC - Drayton United Church KPC - Knox Presbyterian Church MFPC- Mount Forest Pentecostal Church PUC - Palmerston United Church VON - SMART Exercise MF Curling Club	FREE Shuffleboard TRY IT & Registration Sept 13 1-3 Thursdays - Weekly PMD Arena Drayton Season Starts Sept 20 from 1-4	Homemaking Services Available at reasonable rates For more information please call 519 638 10000 or toll free 1 866 446 4546
03	04	05	06	07
	GOOD FOOD BOX -PAYMENT DATE 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 VON - MF Curling Club	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 - What's Time Got to do with it?	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 - VON MF CC 6:00 Arthur Writer's Group-Arthur Library 7:00 Pickle Ball - Harriston Arena \$2.00	9:00 Palmerston & Harriston Walking-Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 2:30 Harriston Library -Life in the 1800's- Drop In
10	11	12	13	14
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga - PUC - \$5. per class	GOOD FOOD BOX - DROP OFF DATE 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 VON - MF Curling Club	9:00 Palmerston & Harriston Walking - Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 12:00 Palmerston Dining: Blue Box Information - Can this go in? 1:00 Games Afternoon Mt Forest DSP	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard Registration PMD 3:00 SMART Exercise - VON MF Curling Club	9:00 Palmerston & Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Drayton Dining: Toe Tapping Favourites with Tonia - Joy Skipper
17	18	19	20	21
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - PUC - \$5. per class	9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club 7:00 Pickle Ball- Harriston Arena \$2.00	9:00 Palmerston & Harriston Walking - Arena 9:00 SMART Exercise CUC 11:00 Cooking with Paula - Register at 519 638 2110 1:00 Games Afternoon - Mt Forest DSP 2:00 Cards & Games \$2.00 - CNRA	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard - PMD 3:00 Smart Exercise VON - MF Curling Club 7:00 Pickle Ball - Harriston Arena \$2.00	9:00 Palmerston & Harriston Walking-Arena 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Clifford Dining:My Trip to Jerusalem 7:00 Cards - Drayton Legion \$5
24	25	26	27	28
9:00 Palmerston & Harriston Walking - Arena 9:00 SMART Exercise CUC 9:00 Euchre DUC 9:30 SMART Exercise DRC 10:00 Yoga - PUC - \$5.00 per class 2:00 Drayton Library - Carnegie Cafe Backroads of Ontario register 519 638 3788	9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club 7:00 Pickle Ball- Harriston Arena \$2.00	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 10:00 Friendship Circle - PUC 1:00 Games Afternoon - Mt Forest & DSC 12:00 Harriston Dining: "After Whys" Play - Reduce the Stigma of Mental Health	9:00 Palmerston & Drayton Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 12:00 Arthur Dining: OPP Bicycle Unit and OPP Josh Cunningham 1:00 Shuffleboard PMD Arena 3:00 Smart Exercise VON - MF Curling Club	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC

September Programs and Events

519 638 1000 or 1 866 446 4546

World Suicide Prevention Day September 10th. It is estimated that 12 people will die by suicide today and every day in Canada. This year's theme is "Working Together to Prevent Suicide". People over the age of 60 make up a significant portion of this figure. The SCE is proud to bring a performance of the play "After Whys" to our Harriston Dining program this month. This play is about seniors' mental health and suicide with a message of Hope and Resiliency. Created by Catherine Frid in partnership with the Suicide Awareness Council of Wellington-Dufferin. After the play there will be a discussion with a question and answer period. Please plan to attend. Lunch is \$12 but if you would like to attend the performance only, it is free. Please register so that we can ensure you have a seat.

Care Partner Support Group Alzheimer Society first Tuesday of each month Sept 4 from 10-11:30 offered in Mount Forest and Palmerston. This support group is an opportunity to connect with other caregivers, enhance your understanding of dementia and provide practical strategies to support a person living with dementia. To register please call 519.742.1422 ext 2090

****Living with Loss: Wednesday, September 5th @ 7 p.m. Birmingham Retirement Community, Mount Forest** This free peer-support group is for adults grieving the death of a loved one. This is an opportunity to share your thoughts and feelings, hear new perspectives, and coping strategies. Registration is suggested but not required, please call 519.603.0196.

****Arthur Writers Group: Thursday, Sept 6th @ 6 p.m. Arthur Public Library, lower level.** Doris Cassan will facilitate this writing group. If you would like to write fiction, short stories, poems or memoirs and don't know how to start, this is the group for you. Please email Arthur.writers@outlook.com or call Doris @ 519.848.2019 for more information or to register. FREE!

Tastes for Life: Thursday, Sept. 6th @ 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. Sept 10th pay as you go \$5 per class

****Shuffleboard Drayton Arena Thursday September 13th –Thursday November 29th 1-4 p.m. FREE** Shuffleboard is back for its second 10 week session. The 13th is a registration and 'try it' event running from 1-3 with the regular league beginning on September 20th. Please wear a pair of closed toe shoes. For more information please call the office at 519.638.1000.

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

Cooking Inspiration! Wednesday, 11 a.m. Sept. 19th Harriston Arena Led by Paula, dietitian from the Minto-Mapleton Family Health Team, this cooking class will feature simple, easy, healthy and most importantly, tasty recipes that you will enjoy during this cooking class. Get inspired to get back into the kitchen. Register by calling 519 638 2110 FREE

Cards and Games Afternoon: Wednesday 2p.m. Sept. 19th CNRA building. Join this friendly group that meets on the 3rd Wednesday of each month with a cost of just \$2.

Friendship Circle: each Tuesday at the Mount Forest Pentecostal Church from 10:30-11:30 a.m. this coffee group takes place each Tuesday morning @ 259 Fergus Street South. **FREE**

Friendship Circle: Wednesday, Sept 26th, Palmerston United Church @ 10:00 a.m. FREE—Last Wednesday of the month; the coffee and conversation flow with this group, please plan to attend **FREE**

Senior's Health & Safety Fair Thursday Sept. 27th Palmerston Community Centre 9:30-1:30 sponsored by Family Home Health Care Centre this first annual fair will bring together vendors and speakers that are of interest to you. This event is free. Please RSVP to 519.417.2215

CONGREGATE DINING PROGRAMS 12:00pm – 1:30pm.

People of all faiths welcome! Presentations are free and begin at 12:30 p.m.

Come for lunch @ noon for just \$12. Please register by calling 519-638-1000 or toll free 1-866-446-4546.

1) Palmerston United Church, Wednesday September 12th 12 p.m. "Can this go in the Blue Box?" Find out the answer to this question that is asked daily in households in Wellington County right from a representative of Wellington Solid Waste Management.

2) Drayton Reformed Church, Friday, September 14th 12 p.m. "Toe Tapping Favourites" join Tonia-Joy Skipper and request your favourites, a nice way to spend a Friday afternoon.

3) Clifford United Church Friday, September 21st 12 p.m. "My Journey to Jerusalem" join local girl Joann Kat as she shares photos and stories of her trip to Jerusalem.

4) Harriston United Church, Wednesday, September 26th 12 p.m. "After Whys" join us for a performance of this play that brings forward the topic of seniors and suicide. Help to reduce the stigma of mental illness, learn how to identify signs that someone you know may be struggling.

5) Arthur United Church, Thursday, September 27th 12 p.m. Join OPP Officer Josh Cunningham from the Wellington County OPP as he speaks about the OPP Bicycle Unit. Topics such as fitness training and where the bikes are used will be discussed. Lunch \$6.00 catered by the AUCW



FAMILY HOME HEALTH
CARE CENTRE

Presents their First Annual

SENIOR'S HEALTH & SAFETY FAIR

Special Speakers and Vendors for
Health & Safety prevention

Thursday, September 27, 2018
09:30 am-1:30 pm

Palmerston Community Centre
520 Cavan St. Palmerston ON

Please RSVP as seating is limited

519-417-2215

Vendors

09:30-11:30

Guest speakers

11:30-12:30

Lunch

12:30-1:30

Door Prizes

**Free admission
and luncheon**

Sponsored by

Family Home Health
Care Centre

237 Main Street West

Palmerston ON

RSVP 519-417-2215

Wellington County
Fire Prevention Officers'
Association



**CALLING ALL SENIORS!
JOIN US FOR**

A NIGHT AT THE RACES



**Monday, September 10th, 2018
Starting at 6:00pm**

Enjoy a dinner buffet, a betting tutorial, betting voucher, & free gift from Wellington County Fire Prevention Officers'!

For more information contact: Minto Fire
Callise Loos c.loos@mintofiredept.on.ca
519.343.3735

**Tickets
\$35.00**

Tickets available at
wellingtoncountyfireprevention.eventbrite.com
or by calling 519.343.3735.

From: Ontario Human Rights Commission | Commission ontarienne des droits de la personne
[mailto:communications@ohrc.on.ca]
Sent: August-29-18 11:32 AM
To: Bill White
Subject: A message from the OHRC | Un message de la CODP



**Ontario
Human Rights Commission**
**Commission ontarienne des
droits de la personne**

To view this newsletter in a browser, [click here](#).

To ensure that this newsletter is delivered to your inbox, add communications@ohrc.on.ca to your address book.

OHRC releases new policy and recommendations on accessible education



Today, the Ontario Human Rights Commission (OHRC) released its new *Policy on accessible*

education for students with disabilities, along with recommendations on how to best meet legal obligations under Ontario's *Human Rights Code*.

The policy:

- recognizes that education is vitally important to a person's social, academic and economic development
- reflects a broad definition of disability
- provides students and families with up-to-date information about their human rights and responsibilities
- offers practical guidance to education providers to meet their legal duty to accommodate
- reminds schools of their obligation to maintain accessible, inclusive, discrimination and harassment-free spaces.

The recommendations set out actions the government, schools and post-secondary institutions should take to make the education system inclusive, function effectively and allow students with disabilities to thrive.

"All students have the right to an education that allows them to meet their full potential and contribute to society, and yet students with disabilities continue to face obstacles accessing education services in Ontario," said OHRC Chief Commissioner Renu Mandhane.

"Our policy and recommendations call on key players in the sector to take proactive steps to remove barriers and put an end to discrimination in education, so that all students can gain the skills and knowledge they need to succeed."

Organizations that support our recommendations

"The gap between the promise of our school system and the lived experience of students from the Disability community is a chasm. Student voices have exposed the severity of this gap, and I am glad that the OHRC has echoed these voices. We fully support the essential recommendations contained in the OHRC's policy."

Irwin Elman

Provincial Advocate for Children and Youth

"We value the recommendations that the OHRC released. Inaccessibility and ableism in Ontario's education system is an unresolved issue that many students with disabilities experience time and time again. These recommendations further communicate the need for immediate action and genuine transformation."

Josh Lamers and Rana Nasrazadani, Amplifiers

We Have Something to Say, Ontario Child Advocate

"Ontario falls short of providing education to students with disabilities in a way that is fully inclusive and free from discrimination. The OHRC has taken an important and necessary approach to improve educational outcomes for students with disabilities. Its Recommendations are comprehensive, grounded, achievable, and accurately reflect the barriers and discrimination that students with disabilities face. ARCH applauds this release and urges all stakeholders to advance these recommendations so that all students in Ontario have an equal opportunity to learn."

Robert Lattanzio, Executive Director

ARCH Disability Law Centre

"The bulk of this report's recommendations would produce a positive impact for students with learning disabilities. Most crucial is for timely accommodations, consistently delivered, to prevent crisis interventions later."

Lawrence Barns, President and CEO
Learning Disabilities Association of Ontario

"The comprehensive list of recommendations produced by the OHRC will guide the provincial government, school boards and post-secondary institutions toward the shared goal of enhancing education for students with disabilities. These recommendations will ensure that all students who require support for disabilities can fully participate, with dignity, in Ontario's education system."

Sharmaine Hall, Executive Director
Human Rights Legal Support Centre

"As a society, we know that equality of access to opportunity, participation and accommodation are core components of both the Ontario Human Rights Code and Canada's Charter of Rights and Freedoms. They are also key concepts in the United Nations' Convention on the Rights of Persons with Disabilities, to which Canada is a signatory. Yet in Ontario, students with disabilities and their families, still face incredible challenges in accessing education on an equal footing and alongside students without disabilities. This policy provides Ontario's Ministry of Education, a perfect opportunity to take decisive, positive action to improve the educational outcomes of students with disabilities. If successful, all Ontario students will benefit as will the society in which they live."

Chris Beesley, Chief Executive Officer
Community Living Ontario

"The current educational system is failing the 1 in 5 children in Canada living with dyslexia. Dyslexia Canada supports the recommendations of the OHRC as a start to ensuring that all children receive an equitable education."

Christine Staley, Executive Director
Dyslexia Canada

"Decoding Dyslexia Ontario welcomes the OHRC's updated Policy & Recommendations meant to improve outcomes for students with disabilities. Including the term *dyslexia* is an important step. As the most common learning disability, present in every classroom, early identification, accommodation, accessible curriculum and effective instruction are critical for our kids."

Annette Sang
Decoding Dyslexia

"ONBIDA is pleased to see OHRC's document that provides clear direction to the government and educational institutions that students with dyslexia, and other learning disabilities, have legal rights under the Ontario *Human Rights Code*, and must be provided with early assessment, early and effective intervention, and other appropriate accommodations."

Jill Kearney, Vice-president
Ontario Branch of the International Dyslexia Association

See also:

- Policy on accessible education for students with disabilities (2018)
- Recommendations to improve education outcomes for students with disabilities
- Letter to education providers re: recommendations to improve educational outcomes for students with disabilities
- Letter to Ministers re: accessible education for students with disabilities

OHRC Contact: Alicia Pereira | aliciaann.pereira@ohrc.on.ca | 416-314-4558



SEPTEMBER 2018

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

SEP 12: MASS REGISTRATION, 7-8 pm

SEP 12: SHARING OUR FAITH QUILT GROUP, 10 am—4 pm

SEP 16: CCC HARVEST PARTY IN THE PARK, 5-8 pm

SEP 18: CRA NEWSLETTER DEADLINE

SEP 21: CRA FALL GRANT DEADLINE, 12 noon

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

Clifford Recreation Association **2018 FALL GRANTS**

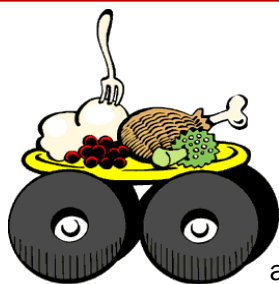
Any group that is interested in applying for a CRA 2018 Fall Grant, please contact the following for applications or more information:

Randy Ruetz 519-510-9787 randy@ruetz.ca OR
Karen Dowler 519-327-8308 dowler@wightman.ca

CRA 2018 Fall Grant applications are due **Sept. 21, 2018**, 55 Elora Street, **12 noon SHARP** (failure to meet this deadline will nullify your Grant application).

Check us out on FaceBook!

<https://www.facebook.com/CliffordRecreationAssociation>

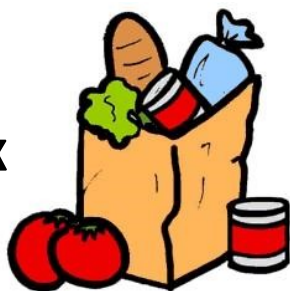


**MEALS
ON
WHEELS**

Clifford MEALS ON WHEELS

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

**Clifford
Food Bank**
(519) 327 8588



Mass Registration for...

- Clifford Skating Club
- Palmerston Junior Broomball
- GrassRoots Hockey Program



Clifford Community Centre

**WEDNESDAY,
SEPT. 12, 2018**

7:00 to 8:00 p.m.

OCTOBER 2018 CRA Newsletter Deadline

is Tuesday, **SEPTEMBER 18**. randy@ruetz.ca
Please include complete information: event name, date, time and contact information.

Thank You

A huge Thank You goes out to all that have volunteered over the years running the

Clifford Meals on Wheels Community Yard Sale

held in June of each year. Lots of volunteers' blood, sweat and tears were spent, and lots of money raised for many worthwhile causes. Although the current organizers of this event will no longer be running this event, they welcome replacement organizers to carry on this 25-year-plus event.

Contact Aleida Murray at arm@wightman.ca

Join us at the...



CLIFFORD LIBRARY!

BEDTIME STORIES (all ages) Wednesdays, Sept. 5-19, 6:30-7:00 pm, wear your PJs and snuggle up to our quiet evening story time for families. Parents and caregivers are encouraged to participate. Drop in.

CARNEGIE CAFÉ: EMBROIDERY WORKSHOP (adults) Sept. 12, 2:00-3:30 pm Join Hazel Alexander of the Canadian Embroiderers' Guild Guelph for a discussion on the art of embroidery, including instruction on a few basic stitches. Please register.

ADULT BOOK CLUB Sept. 13, 6:45-8:00 pm, Discussing "The Break" by Katherena Vermette. Please register.

PIRATE SCAVENGER HUNT (all ages) Sept. 18-22 during Branch hours. Drop in and see what the pirate ship's mates have in store for you. Arrrrgggh!

PAWS 4 STORIES (all ages) Sept. 22, 10:30 am-12:00 pm Readers are encouraged to build new skills and gain confidence by reading aloud to a certified Therapy dog. Offered in partnership with St John Ambulance. Please register.

TWEEN SCENE (preteens) Sept. 26, 6:45-7:30 pm Check out the funky fabric we have and see what you can create! Please register.

PA DAY PROGRAMME: WORLD MUSIC (Gr JK-6) Sept. 28, 2:30-3:30 pm Celebrate Culture Days by learning about instruments played in different cultures around the world. Plus, make an instrument of your own! Please register.

MUSICAL MAKE-AND-TAKE (all ages) Sept. 28, during Branch hours. Have you ever played the piano with your thumbs? Celebrate Culture Days by making an African thumb piano and get your rhythm going! Drop in.

—ALL BRANCHES CLOSED MONDAY, SEPTEMBER 3—

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

Come enjoy an evening with Nashville recording artist, Ted Lynch at our...

"HARVEST PARTY IN THE PARK"



Presented by Clifford Community Church

Sunday, September 16, 2018

Gates open: 4:30 pm

Supper starts: 5:00 pm. Harvest party games for kids of all ages open during meal.

Concert with Ted: 6:00-8:00 pm

Cost: Admission is by donation.

**a portion of the proceeds will be going back into community support programs.*

Whether you're reserving a spot for yourself or a group of friends, seating for supper is somewhat limited, so please RSVP by filling out our form. Go to...

<http://www.cliffordcommunitychurch.com/harvestparty.html>



Sharing Our Faith

Quilting Group

September 12, 2018

KNOX UNITED CHURCH,

10 am to 4 pm (or any time during the day)

Everyone welcome to join in tying quilts for the needy. Pack a bag lunch and come out for part, or all, of the day.

Instructions are available for those who would like them. It is very easy to learn to tie quilts and help others at the same time. Sharon Kaufman is hostess for the day and can be contacted at (519) 327 8961 for more information.

New members welcome!

October 19th at 7:00 pm Knox United Church, Clifford ANNUAL DINNER & CONCERT

Ham & scalloped potato supper served from 5:00 to 7:00 pm. Cost for supper is \$15.00 for adults, \$8.00 for 12 & under, free for 5 & under.

— ADVANCED TICKETS ONLY —

Available by calling 519 327 8362 or at Leonard's General Store.

Concert at 7:30 pm featuring the Faith Heritage Men's Acapella Choir.
Free will offering.

Waterloo Wellington LHIN

LHIN NEWS

For Health Professionals



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



Golfers with Dementia Continue to Enjoy the Game

On a hot, hazy Thursday morning in August, five golfers arrive at Doon Valley Golf Course in Kitchener to participate in a game they love. What is unique about this group of golfers is that each one has dementia and is participating in a program called "Golf-Fore-Life." The twice-a-week program alternates

between Rockway and Doon Valley Golf Courses on Tuesdays and Thursdays. In its first year, this pilot program is turning out to be a hidden gem, and it appears to be the only one of its kind in North America.

Golf-Fore-Life is an initiative of the City of Kitchener that aligns with its mission to support all residents to be active throughout their lifespan regardless of their abilities. The program began in June with a pro golfer from the club teaching skills to the participants. Since July, golfers have been playing nine holes at Rockway Golf Course on Tuesdays. On Thursdays, golfers switch to Doon Valley Golf Course for “Pitch ‘n Putt” where they practice driving, chipping and putting. Funding for the program has been provided by the Ontario Sport and Recreation Fund.

[Continue reading.](#)



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



The Opioid Crisis: Doing nothing is not an option

The Waterloo Region Integrated Drugs Strategy and Region of Waterloo Public Health have teamed up to create a series of videos that examine the opioid crisis in Waterloo Region.

The videos began airing on CTV in early August and include perspectives from local partners and individuals with lived experience of drug use. The videos highlight a community collaboration and aim to bring more understanding and compassion to the opioid issue.

"We were really hoping to address some of the beliefs and misconceptions that people have about opioids [and] about the crisis," said Julie Kalbfleisch, Manager of Information and Communications with Region of Waterloo Public Health. "What we did was include the perspectives from people who are either impacted by the opioid crisis and people who are trying to take leadership and address the opioid crisis."

[Continue reading.](#)

We want to hear from you!

Over the past decade, the Waterloo Wellington Local Health Integration Network has worked to significantly improve the quality and availability of local health care. Now, our local health system is building a three-year

plan focused on making it easier. Easier for you to be healthy. Easier for you to get the care and support you need. Easier for you and your family to live the healthiest lives possible.

[Complete the survey.](#)



We need help answering some simple but important questions. It will take about five minutes of your times.



New Rapid Access Addiction Clinic Opens in Cambridge

House of Friendship is pleased to announce the opening of the Cambridge Rapid Access Addiction Clinic (RAAC).

The Cambridge Rapid Access Addiction Clinic, funded by the Waterloo-Wellington Local Health Integration Network, and offered in partnership with Stonehenge

Therapeutic Community and the Waterloo Region Nurse Practitioner-Led Clinic, is one of three locations in Waterloo-Wellington.

The RAAC is a specialized walk-in medical clinic that provides quick and easy access to individuals who are experiencing health issues related to their drug and/or alcohol use. It is a short-term service with the goal of connecting patients back to their primary care provider for ongoing care.

The Cambridge RAAC, staffed with a nurse practitioner, counsellor, peer support worker and clinical lead, will be open on Fridays from 9 a.m. to 3 p.m. at the Waterloo Region Nurse Practitioner-Led Clinic at 13 Water St. North in Cambridge.

For more information about Waterloo-Wellington's Rapid Access Addiction Clinics, visit <http://www.raacww.ca/> or call 1-844-722-2977.

Frailty Screening and Case-Finding for Complex Chronic Conditions in Older Adults in Primary Care

The Case-Finding for Complex Chronic Conditions in Seniors 75+ (C5-75) program is an innovative care model aimed at identifying frailty and commonly associated geriatric conditions among older adults within a Canadian family practice setting, as well as targeting interventions for identified conditions using a feasible, systematic, evidence-informed multi-disciplinary approach.



Known previously as Technology Evaluation in the Elderly Network, TVN

The C5-75 program aims to re-conceptualize care from reactive interventions post-diagnosis for single disease states to a more proactive approach aimed at identifying older adults who are at highest risk of poor health outcomes, case-finding for unrecognized co-existing conditions, and targeting interventions to maintain health and well-being and potentially reduce vulnerability and health destabilization.

[Continue reading here.](#)



Guelph Independent Living Releases New Video

Guelph Independent Living has just announced the official release of their new promotional and training video called "I am Gil." The video was filmed and edited by their 2018 summer student Alexa Matteis and includes many heartfelt stories of clients and employees.

In 1982, the organization established its first assisted living program to assist adults with physical disabilities to live independently.

[Watch the video here.](#)



Outstanding Care and Integrative Practice Award

Marilyn White-Campbell has been recognized by the Canadian Academy of Geriatric Psychiatry and the

Canadian Coalition for Seniors' Mental Health for her outstanding partnerships and achievements.

Marilyn is Co-Chair of the Behavioural Supports Ontario Geriatric Addictions and Mental Health Collaborative and has been outstanding in her leadership provincially and also locally within Waterloo Wellington with the support of Behavioural Supports Ontario Provincial Office.

Congratulations and great work Marilyn.

Waterloo Wellington **LHIN** **PARTNER NEWS**



[2018 Fall Groups Schedule](#)



[Friendship Dinner](#)



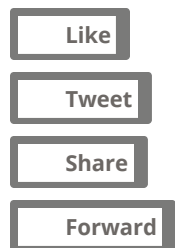
[New CEO Announcement](#)

We want to hear from you! As a recipient of the Waterloo Wellington LHIN newsletter, your opinion will help shape what we publish each month. Click below to fill out a quick survey.

Button



Waterloo Wellington LHIN
141 Weber Street South
Waterloo, ON N2J 2A9



[Preferences](#) | [Unsubscribe](#)



TOWN OF MINTO

DATE: August 24, 2018

REPORT TO: Mayor Bridge & Council

FROM: Belinda Wick-Graham, Business & Economic Manager

SUBJECT: Signage Grant – Mailbox Coffee – 39 Elora St. Harriston

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.

COMMENTS:

Mailbox Coffee is the newest business in downtown Harriston and is located in the Old Post. Due to its location within the Old Post signage is a key to draw people into the space. This signage grant application includes a 48" X 24" two sided coroplast sign to be mounted on the Old Post pole sign, several "Mailbox Coffee" window decals for the exterior and interior doors and a frosted window decal

The Harriston Downtown Revitalization Committee reviewed this application via email and is in full support of the application.

FINANCIAL CONSIDERATIONS

Total cost for this work is \$245.25 + HST and would qualify for a \$122.63 grant. The overall CIP budget in 2018 is \$60,000. Commitments to date total \$57,240 leaving \$2,760 in the budget for all grants.

RECOMMENDATION

That the Council of the Town of Minto receives the August 24, 2018 report from the Business & Economic Manager regarding Signage Improvement Grant Application #H16 for the amount of \$122.63 for the property located at 39 Elora St. S. Unit 3 in Harriston (Mailbox Coffee) and approves this grant.

Belinda Wick-Graham
Business & Economic Manager





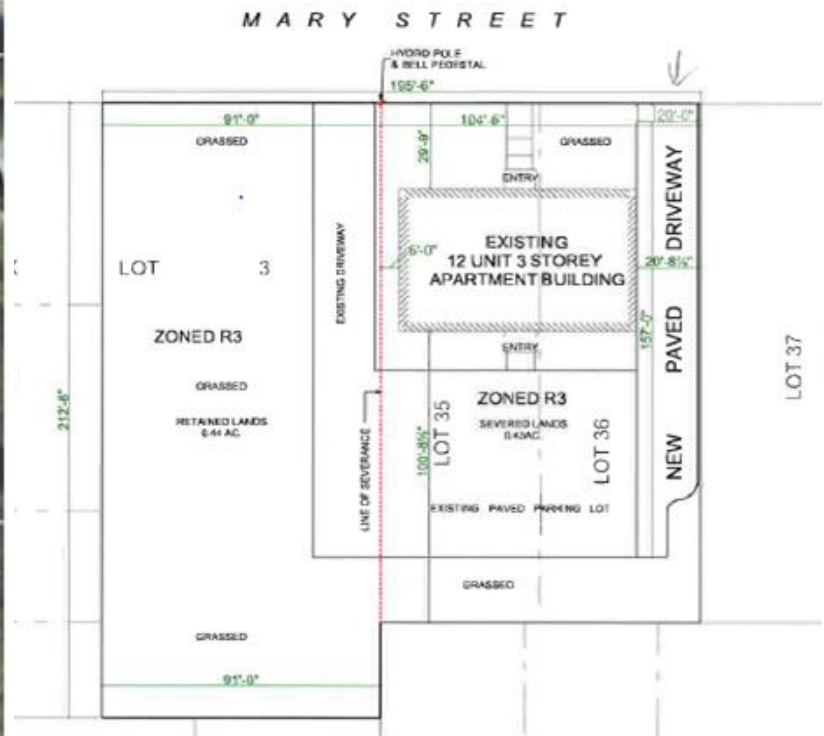
DATE: August 30, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: Proposed Site Plan, Dan Sinclair, Mary Street Palmerston

STRATEGIC PLAN

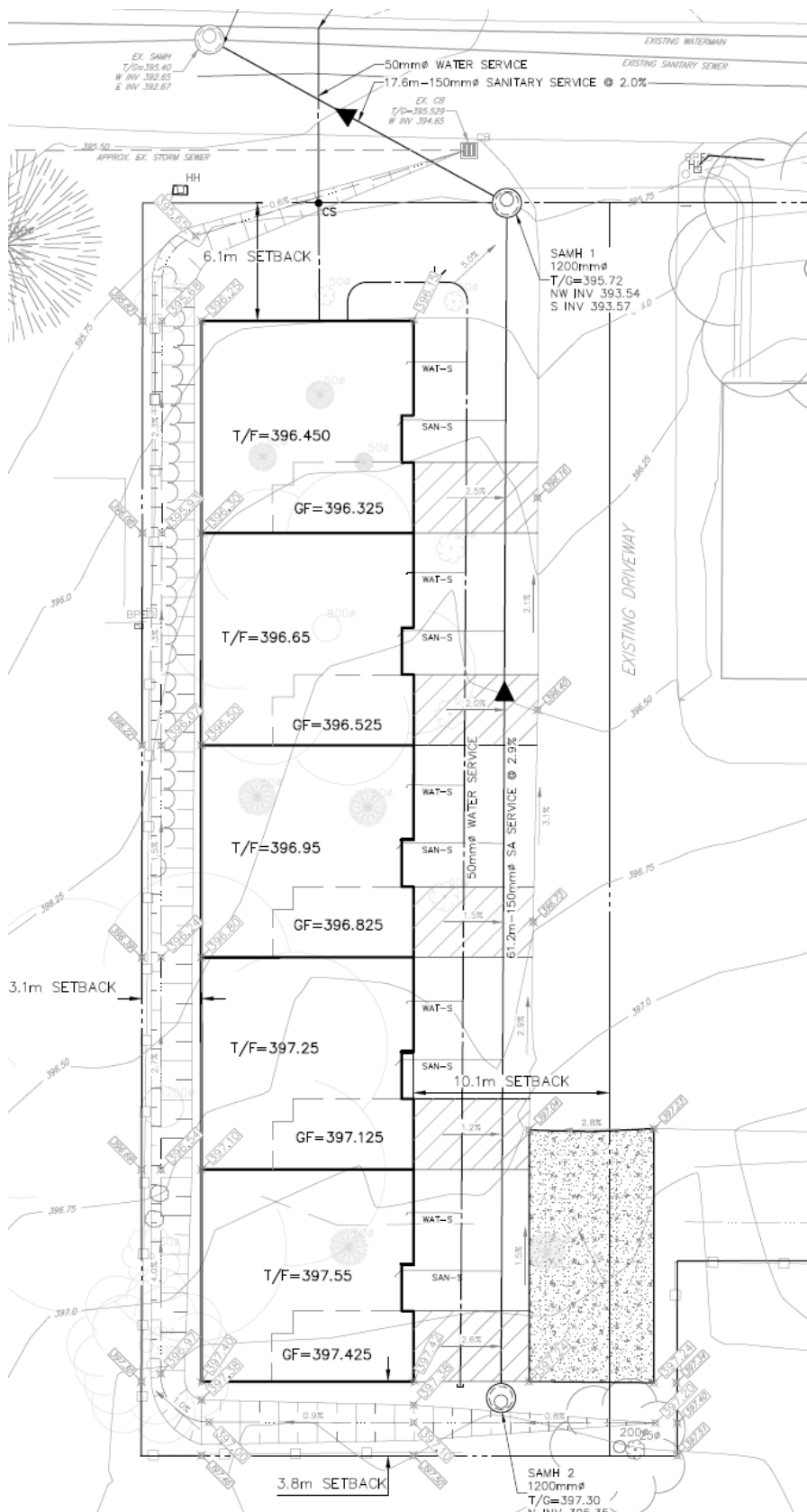
Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial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

BACKGROUND

The subject property is legally described as Lots 35 & 36, Survey Caswell and Clement's, Part Park Lot 3, Pt Lane, Survey Borthwick's with legal frontage on Mary Street. The property was separated through severance file B129/16 from an abutting 12 unit apartment building as shown below:



The lands were rezoned Residential 3-47 allowing a 5 unit cluster townhouse with a 6.0 metre front yard, a 3.8 metre rear yard and a 3.0 metre side yard.



COMMENT

The proposed site plan shows five townhouse units with attached garages accessing a private driveway shared with the adjacent 12 unit apartment. The front of the garages is 10 metres from the lot line with sufficient space to manoeuvre vehicles on the existing shared driveway except on the very south end where new asphalt is proposed to provide a proper isle width for the last unit. The developer could flip the most southerly unit to reduce the amount of asphalt required and increase on-site green space, although this is not a mandatory change.

Public Works:

The proposed building would have access to sanitary sewer, water and storm sewer. Town sanitary maintenance structures are proposed with a 150mm service to the units. The maintenance structure on the lot line and at the rear of the lot as well as the sewer line between shall be maintained by the landowner. Connection to the trunk service on Mary Street is to be completed with qualified contractors and/or supervision.

The 50 mm water service to service the five units must be connected to the Mary Street main by a qualified contractor with proper supervision with the lateral installed on-site maintained by the developer.

Surface water drainage is provided by way of a minimum 150 mm deep swale with 3:1 slopes running from the southern part of the site around behind all five units with outlet to an existing catchbasin on Mary Street. There is an existing privacy fence along the site lot line. The proposed surface water swale is to be kept entirely on the developer's lands so that drainage on to abutting lands does not occur.



Building Department:

The site plan shown on the next page complies with R3-47 zone requirements. The proposed building is similar to other rental units provided by this developer in other areas and can be developed independently but in keeping with the character of the area. Rental housing of this type is needed in Minto. Lighting of the buildings should be designed to minimize glare on adjacent lands. Maintenance of the shared driveway should be referenced in the site plan agreement for the lands to ensure that the arrangement between private parties does not involve the Town. Trees removed should be replaced as per Town tree policy on-site if possible or another appropriate location.

RECOMMENDATION

That Council receives the Building Assistants August 30, 2018 report entitled Proposed Site Plan, Dan Sinclair, Mary Street Palmerston and approves the general grading and servicing plan prepared by Triton Engineering dated 2018/08/09 subject to the owner executing with the Town a site plan agreement requiring completion within two years and provision of final landscaping details to the Town

Michelle Brown, Building Assistant

Bill White C.A.O. Clerk



TOWN OF MINTO

DATE: August 23, 2018
REPORT TO: Mayor and Council
FROM: Cam Forbes, By-law Enforcement Officer
SUBJECT: Exemption and Licensing of Backyard Hens

STRATEGIC PLAN:

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

BACKGROUND:

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

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

COMMENTS:

Carlos Pereira is looking to keep 5 hens in the back yard of 95 Regency Drive off County Road 2 near Drew. This coop will be on a large .62 acre lot and will meet all the requirements of this policy. Notice to neighbours was issued as required by policy. If approved this will mean four licensed chicken coops in Minto. Annual inspections have been occurring at the licensed locations since 2015 and there have been no issues found. We have received 3 letters from neighbouring properties with no major concerns.

FINANCIAL CONSIDERATIONS:

The \$75.00 licensing fee will help to offset the cost of enforcement.

RECOMMENDATION:

That the Council of the Town of Minto receives the By-law Enforcement Officer's September 4, 2018 report regarding the exemption to By-law 02-80 for keeping backyard hens at 95 Regency Drive and approves the exemption.

Cam Forbes
By-law Enforcement Officer



RECEIVED JUN 20 2018

Name of Registered Owner: Carlos Ferreira

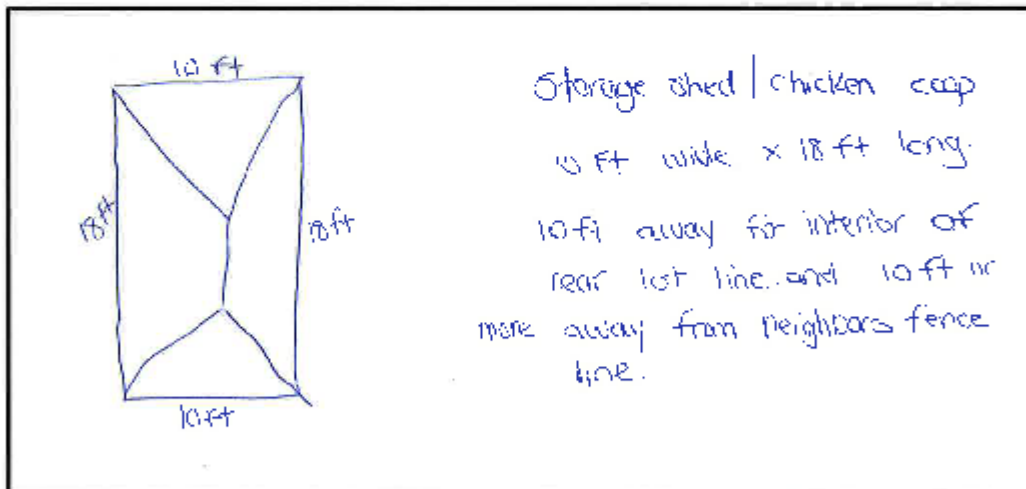
RECEIVED JUL 20 2018

Address: 95 Regency Drive
Mississauga, ON N0B 1M0Phone#: 519 - 338 - 5943Email (mandatory): carlos@active.landscaping.caNumber of laying hens (must be 5 or less): 5

Name of Veterinarian _____

Vet Contact Information _____

Please draw or attach a site plan or coop design/layout:



Additional Information:

_____
Signature of Registered Owner

Aug. 28/2018

Att/ Minto Bilaw Officer:
fr: 0103 Regency Drive
RR#3 Clifford.

A few chickens fine ...
"No Roosters".

Concerns of wild animals.

if one ~~rule~~ allowed, all
neighbors can get chickens??

We are residential neighborhood,
don't want to see everyone
get farm animals.

Bob Carol
Irene



August 16, 2018

Bruce Forbes
Genevieve Forbes
94 Regency Dr.
RR 3
Clifford ON
NOG 1M0

Dear Mr. and Mrs. Forbes,

Please be advised that on July 20, 2018 Carlos Pereira applied for an exemption to By-law 02-80 (the exotic animal by-law) to keep 5 hens on the property at 95 Regency Dr. A report will be presented to Council at their September 4, 2018 meeting to consider this exemption.

Any person is entitled to make written submissions in support or in opposition to the proposed exemption to this by-law.

Written comments should be submitted to CAO/Clerk Bill White 5941 Hwy 89 Harriston ON NOG 1Z0 by August 30, 2017.

Cam Forbes,
Property Standards Officer
By-Law Enforcement Officer
Town of Minto
T 519.338.2511
F 519.338.2005
E cam@town.minto.on.ca
www.town.minto.on.ca

Please be advised
that we are ok.
With our neighbors,
having a smaller chicken
on their property

98

Bill White,
CAO/Clerk,
5941 Hwy. 89,
Harriston, ON. N0G 1M0

August 24, 2018

We are neighbours of Carlos Pereira. We live at 98 Regency Drive. He and his family moved onto our street this past spring. We find the family friendly and they keep their yard immaculate. We went over to talk to him about the chickens he wants. He is a carpenter by trade and he showed us the enclosure and house he is planning to build for the 5 chickens he wants to have and where on his property he will locate this. There is no house behind his property and we each have 1/2 acre. He is planning to locate the chicken enclosure at the back of his property where it will not be visible from the street nor should it be visible from either of his 2 neighbours. In fact, it is quite a piece back on the property. In our opinion even if it was visible it will be far from an eye sore. He has a lovely plan for building this. He assured us that he only wants 5 chickens and will not have a rooster.

We are completely fine with this. Mr. Pereira is very conscientious about looking after his house and yard and we have no doubt that the chickens will be well cared for and unobtrusive.

We would like to submit though that in a community surrounded by farms we cannot figure out why a few chickens are considered "exotic animals" in the first place and why this discussion is even necessary. Toronto and Guelph as well as many other municipalities are allowing backyard chickens in high density neighbourhoods. We are not even in town but rather a small subdivision surrounded by farms. This is, in our opinion, very backward and antiquated logic on the part of the Town of Minto and perhaps our council should think about getting with the times. A few backyard chickens, well cared for and without roosters is a growing trend and one would think that in farm country they would be accepted easier than this.

m. mcintosh

Bill and Margo McIntosh,
98 Regency Drive,
Clifford, Ontario.
N0G 1M0
519-338-2683

A large, stylized handwritten signature in black ink, likely belonging to Bill and Margo McIntosh, written over the printed name and address.

Building Department Monthly Review



July and August 2018



July's Permit Activity

- Permit Activity continues to be strong and has surpassed our 2017 values
- In July, 37 Permits were issued, with \$4.5M in Construction value

	2018		2017	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	7	\$ 2,373,000.00	3	\$ 1,270,000.00
Multiple Family Dwelling	0	\$ -	0	\$ -
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	8	\$ 676,000.00	0	\$ -
Residential Accessory Structures	9	\$ 203,000.00	3	\$ 114,000.00
Residential Pool Enclosures/Decks	5	\$ 40,000.00	1	\$ 2,000.00
Commercial Permits	1	\$ 35,000.00	0	\$ -
Industrial		\$ -	1	\$ 250,000.00
Institutional	1	\$ 60,000.00	1	\$ 250,000.00
Agricultural	5	\$ 1,080,000.00	2	\$ 20,000.00
Sewage Systems	1	\$ 10,000.00	2	\$ 20,000.00
Demolitions		\$ -	1	\$ 1,000.00
Monthly Total	37	\$ 4,477,000.00	14	\$ 1,927,000.00
Total Year to Date	139	\$ 22,255,000.00	135	\$ 20,001,000.00



August's Permit Activity

- In August, 19 Permits were issued, with \$3.2M in Construction value
- Exceeding our record of 2017 by \$3.9M to the end of August

	2018		2017	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	1	\$ 360,000.00	3	\$ 1,015,000.00
Multiple Family Dwelling	1	\$ 446,000.00	1	\$ 50,000.00
Accessory Apartments	0		0	
Residential Additions/Renovations	4	\$ 269,000.00	3	\$ 33,000.00
Residential Accessory Structures	2	\$ 20,000.00	3	\$ 94,000.00
Residential Pool Enclosures/Decks	1	\$ 15,000.00	7	\$ 20,000.00
Commercial Permits	1	\$ 15,000.00	1	\$ 25,000.00
Industrial	3	\$ 335,000.00	2	\$ 250,000.00
Institutional	1	\$ 125,000.00	0	
Agricultural	4	\$ 1,627,000.00	3	\$ 136,000.00
Sewage Systems	0	\$ -	1	\$ 10,000.00
Demolitions	1	\$ 20,000.00	0	
Monthly Total	19	\$ 3,232,000.00	24	\$ 1,633,000.00
Total Year to Date	158	\$ 25,487,000.00	159	\$ 21,634,000.00

Year To Date Permit Activity

- Permit numbers are at par with our 2017 figures, but the construction value is higher with several large projects yet to be issued
- Agricultural Sector is showing a drastic increase over 2017
- To date, 158 permits worth \$25.5M have been issued, compared to 159 worth \$21.6M in 2017

PERMIT TYPE	2018		2017	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	28	\$ 10,325,000.00	22	\$ 6,575,000.00
Multiple Family Dwelling	2	\$ 921,000.00	10	\$ 5,785,000.00
Accessory Apartments	1	\$ 40,000.00	0	\$ -
Residential Additions/Renovations	24	\$ 1,410,000.00	25	\$ 1,250,000.00
Residential Accessory Structures	18	\$ 402,000.00	16	\$ 401,000.00
Residential Pool Enclosures/Decks	17	\$ 121,000.00	27	\$ 103,000.00
Commercial Permits	6	\$ 328,000.00	3	\$ 190,000.00
Industrial	5	\$ 635,000.00	13	\$ 2,600,000.00
Institutional	3	\$ 240,000.00	4	\$ 382,000.00
Agricultural	40	\$ 10,911,000.00	23	\$ 4,185,000.00
Sewage Systems	11	\$ 118,000.00	11	\$ 111,000.00
Demolitions	3	\$ 36,000.00	5	\$ 52,000.00
Total	158	\$ 25,487,000.00	159	\$ 21,634,000.00

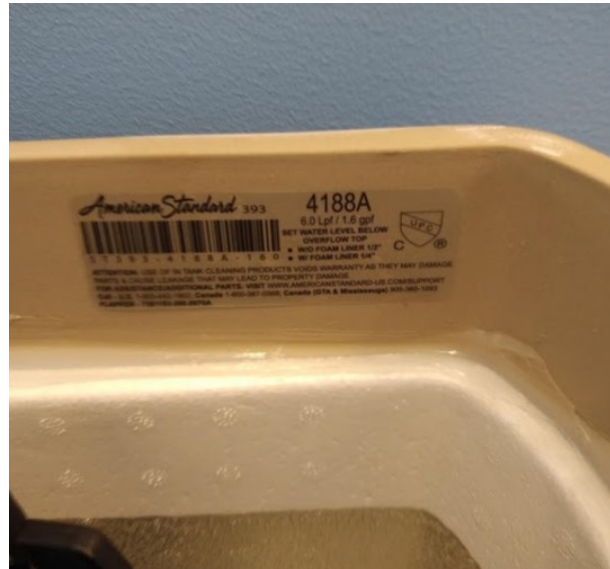
July and August Highlights

- **Highlights include:**
 - **10 New Residential Units – 1 in Harriston, 3 in Palmerston, 5 in Clifford, 1 in the Rural area**
 - **Permits for 4 New Barns issued again this month (1 - Hog, 1 - Dairy, and 2 - Beef)**



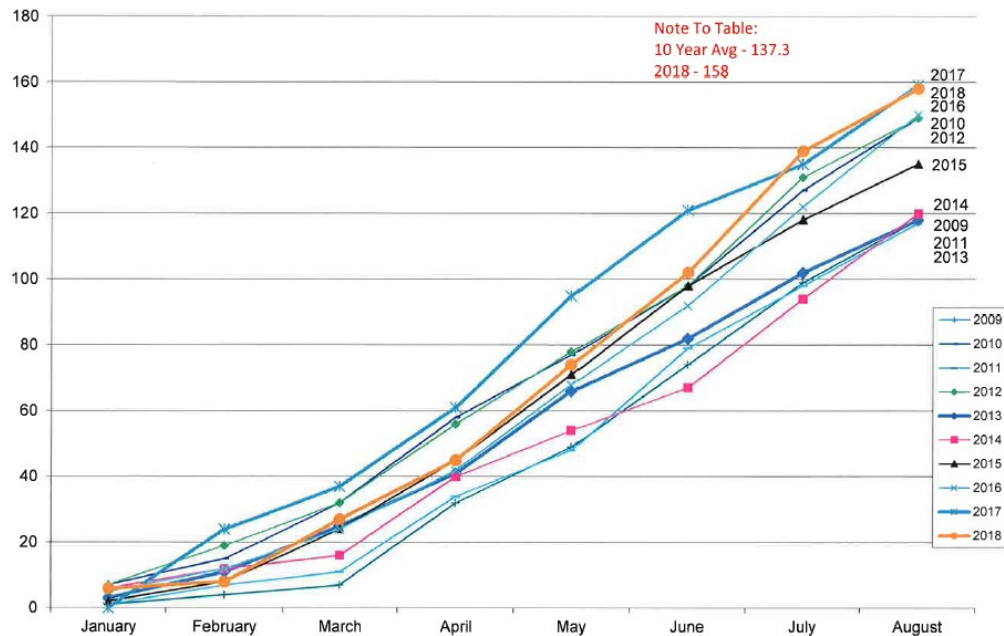
Planning Applications

- **Record Planning Applications have been seen in 2018:**
 - **21 Consent Applications** (including severances, lot line adjustment and part lot control)
 - **17 Zoning Amendments** (11 Rezoning, 6 Minor Variances)
 - **6 Site Plan Control Applications**



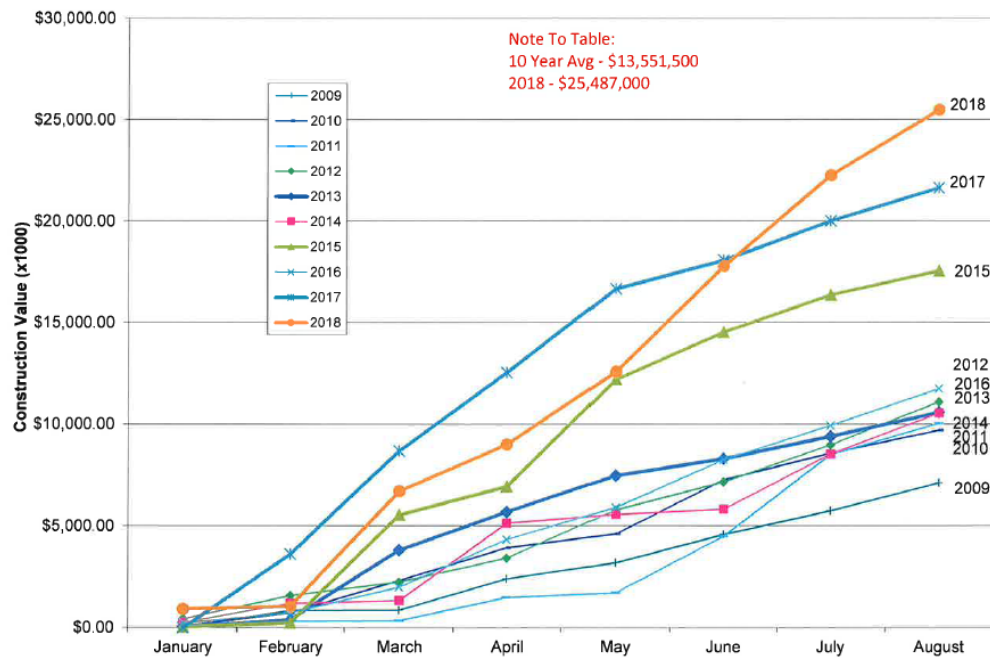
10 Year Permit Numbers

- 10 Year Average – 137.3
- Year To Date – 158 Permits



10 Year Construction Value

- 10 Year Average - \$13,551,500
- Year To Date - \$25,487,000



Questions/Comments





TOWN OF MINTO

DATE: August 20, 2018
REPORT TO: Mayor Bridge and Members of Council
FROM: Clerk's Assistant
SUBJECT: Proposed Delegation of Powers Policy & Bylaw

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.

BACKGROUND:

Town of Minto Council has delegated its authority and powers to staff for a variety of purposes. These delegated authorities are found in numerous bylaws and resolutions dating back to amalgamation. Currently, there is no single document that captures a consolidated approach for documenting all of the delegated authority. The Municipal Act requires municipalities have a delegation of powers policy and by-law. This is the first time Minto has considered one consolidated document which was developed by the Clerk's Assistant, Deputy Clerk and C.A.O. Clerk based on several different models.

The bylaw generally contains the following:

- Recitals outlining the authority and need for the bylaw
- Delegation of Powers Policy Schedule "A"
 - provides guidance to staff and Council regarding delegated powers
 - confirms Council's direct accountability to constituents
 - ensures delegated authority is per approved legislation
 - defines administrative (staff) and legislative (Council) power
 - states the municipality acts by by-law including the confirmatory by-law which adopts Council minutes and motions made in Committee of the Whole
 - makes sure a delegated power is not given to a designate unless they are properly skilled to deal with it and no designated staff can further delegate
 - requires delegated staff to comply with the Code of Conduct, stay within approved budget, meet with all policies including health and safety, and comply with the law.
 - permits Council to revoke any delegated authority at any time without notice or with other conditions that Council may want to apply.
 - confirms statutory powers that cannot be delegated including hiring or firing officers (Treasurer, Clerk, C.A.O. etc.), taxation power, rezoning by-laws, community improvement plan, budget and any others that may be relevant
 - sets out specific responsibilities of the Chief Administration Officer since they Municipal Act is not specific
- Specific delegated authority Schedule "B"
 - sets out by task delegated authority to the C.A.O., senior management team or other identified staff with specific legislated authority

- sets out delegated tasks under the Building Code Act to Chief Building Official and Building Inspector
- delegates task of signing payments to Mayor, Deputy Mayor, Treasurer, Deputy Treasurer, and C.A.O.
- approve certain budgeted payments, write offs or partnerships up to \$5,000 and grant funding applications up to \$10,000
- approve corporate partnerships over \$5,000 up to \$25,000 examples include Butter Tarts and Buggies

COMMENTS:

The general principle in place in Minto and most other municipalities is that Council makes certain statutory, political and policy decisions on overall direction and staff implement these decisions. The first statement of Council's policy is its Strategic Plan, along with various other planning documents like the Official Plan, Cultural Plan, Fire Master Plan, Asset Management Plan and similar. This is the hierarchy of plan slide the C.A.O. Clerk reviews at every budget presentation.

The Council approved plans must comply with Provincial Policy and legislation including the Municipal Act, Planning Act and many others. The Municipal Act sets out many key responsibilities for the Mayor, Council and certain staff most specifically the Clerk, Treasurer and Chief Administrative Officer. All municipalities by law **must** have a Clerk and a Treasurer and their responsibilities are clearly laid out in the Act. Municipalities **may** have a C.A.O. under the Act for "exercising general control and management" of the municipalities' affairs and perform other duties assigned. Even so the Act still does not cover a wide range of tasks staff must perform to ensure the Town functions.

The efficient management of the Town, coupled with the need to respond in a timely manner to certain issues that may arise, requires the delegation of certain powers and authority to key staff. It is also very important to maintain accountability and transparency. Council would not want staff making decisions on behalf of the Town without proper delegation, and this can be made much clearer through the delegation of certain legislative and administrative functions under the Municipal Act, 2001, as amended and the Planning Act, 1990, as amended.

FINANCIAL CONSIDERATIONS:

There are no immediate financial implications related to this report.

RECOMMENDATION:

THAT The Clerk's Assistant's August 20th report regarding a proposed consolidated Delegation of Powers Bylaw with corresponding policy be received, and that Council consider passing a Delegation of Powers Bylaw in open council.



TOWN OF MINTO

DATE: August 16, 2018
REPORT TO: Mayor Bridge & Council
FROM: Annilene McRobb, Deputy Clerk
SUBJECT: Appointment of Joint Compliance Audit Committee Members

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.

BACKGROUND

At the May 22, 2018 Meeting, Council passed By-law 2018-35 establishing a Joint Compliance Audit Committee amongst the Wellington County Municipalities. Subsequently, all the other Wellington County municipalities have also passed the same by-law. This Committee is to review and respond to compliance audit applications from eligible electors after the election who may have reasonable grounds to believe a candidate has contravened the Municipal Elections Act, 1996 (MEA) relating to election campaign finances.

Committee members must have background in accounting and audit preferably with experience preparing or auditing candidate financial statements, college or university professors with expertise in political science or local government administration, legal profession or other individuals with knowledge of campaign financing provisions of the Elections Act.

The Township of Puslinch coordinated recruitment of applicants. Committee vacancies were posted on each Municipality's website (and social media, where applicable), and an ad was posted in the Wellington Advertiser.

COMMENTS:

The purpose of this report is to appoint members to the Committee. Four applications were received for the committee and were reviewed by a small task force made up of the Deputy Clerk from the Township of Puslinch, the Deputy Clerk from the Township of Guelph-Eramosa and the Clerk from Centre Wellington. The task force reviewed all the applications for eligibility and made a recommendation to the remaining Wellington County Clerks that all four applicants be appointed. It was agreed each Municipality will be bringing forward by-laws to appoint the following four members:

- Jim McQueen
- Wesley (Wes) Snarr
- Douglas Auld
- Joseph Servos

FINANCIAL CONSIDERATIONS

The Committee meeting costs, should a complaint arise are estimated at \$1,000 based on 4 committee members at \$125 per person per meeting. Two meetings have been assumed should a complaint arise.

Council is entitled to recover the auditor's costs from the applicant if an auditor's report indicates that there was no apparent contravention of the Act, and the Committee finds that there were no reasonable grounds for the application. Recovery of costs will be considered on a case-by-case basis.

RECOMMENDATION

THAT Council receives the Deputy Clerk's report with respect to the Appointment of Joint Compliance Audit Committee Members, and considers a By-law in Open Session appointing Members to the Joint Compliance Audit Committee for the 2018-2022 Term of Council.

Annilene McRobb, Deputy Clerk



C.A.O. Clerk's Department

2017-18 experiences

Preparing for next term

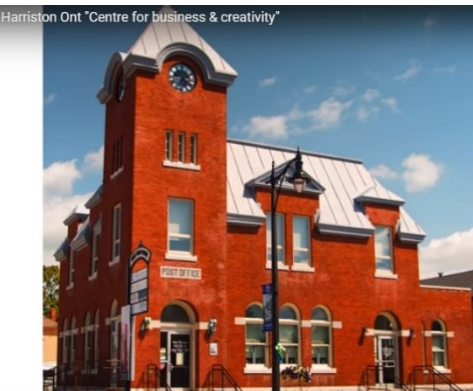
Summary

- C.A.O. Clerk's Department 2017-18 review
- Election 2018
- Two Year Plan Update
- Into 2019...



C.A.O. Clerks 2017 review

- 108 by-laws in 2017; 65 so far in 2018
- Water Supply & Billing By-law 2017-16
- Sewer Use & Connection By-law 2017-25
- Purchasing/Procurement By-law 2017-63
- Subdivision Agreements Clair Ridge Estates, Creekbank Meadows
- Structural Grant Agreement





C.A.O. Clerks 2017 review

- 11 rezoning bylaws 2017; 4 to date in 2018
- 11 land sale by-laws 2017; 3 by-laws for 7 lots 2018 so far (Ann St. final 10 Lots sold; industrial land sales, Town quarry)
- Ann St. sales revenue \$640,000; Town quarry net gain \$685,000
- Strategic Plan updated 2017-18 send to new Council





C.A.O. Clerks 2017 review

- 2017 Animal Control Services Agreement (no-kill, standards)
- 2017 Bulk Water Policy
- 2017-18 Succession Planning; +- 22% of workforce retires inside 5 yrs:
 - Senior Management 2-3 persons
 - Supervisor, Lead hand, Key Financial 2-3 persons
 - Operations, front line 2-3 persons
- Quality Homes Site Plan, Transfers



2016 Employee Profile

50 plus years of age	12
40 to 50 years of age	4
Less than 40 years	24

C.A.O. Clerks 2017 review



- Logged 685 complaints regarding roads, trees, street lights etc.
- Issued 547 burn permits notifying Minto Fire

BURN PERMITS



C.A.O. Clerks 2017 Review

- Officiated 27 Weddings
- Issued 40 Marriage Licences
- Issued and registered 219 Burial Permits
- Issued 11 Media Releases
- 23 Open and 12 Closed Agendas and minutes prepared
- Saved over 92,100 sheets (18 boxes) of paper with continued electronic agenda +-\$1,000 saved annually
- Council Meeting YouTube videos 165 videos with over 1,015 views



C.A.O. Clerks 2017 Review

- Follow up on +400 items from 23 Council Meetings
- Received +200 pieces of correspondence for Agendas
- TOMRMS standard filing system continues; staff implementing more and more electronic storage
- Agendas & Minutes Minto Trails, Trees for Minto, Employee Committee & Joint Health & Safety
- Council training and logistics
- Volunteer Dinner Preparations
2017- Clifford
2018 - Palmerston





Election 2018

- Reports on Bill 68 - including changes to the Municipal Elections Act
- Create Procedures Policies and Forms
- By-law authorizing voting by Vote-by-Mail for 2018
- Prepare candidate packages
- Website and Social Media Info





Election 2018 con't

- Review 6,000+ person voters list
- Preparing for 50 Election Day
Personnel hiring/ training
- Outreach nursing homes
- Vote Reception Centres three
community Centres
- October 22 voting day
- Additional follow up and financial
reporting obligations

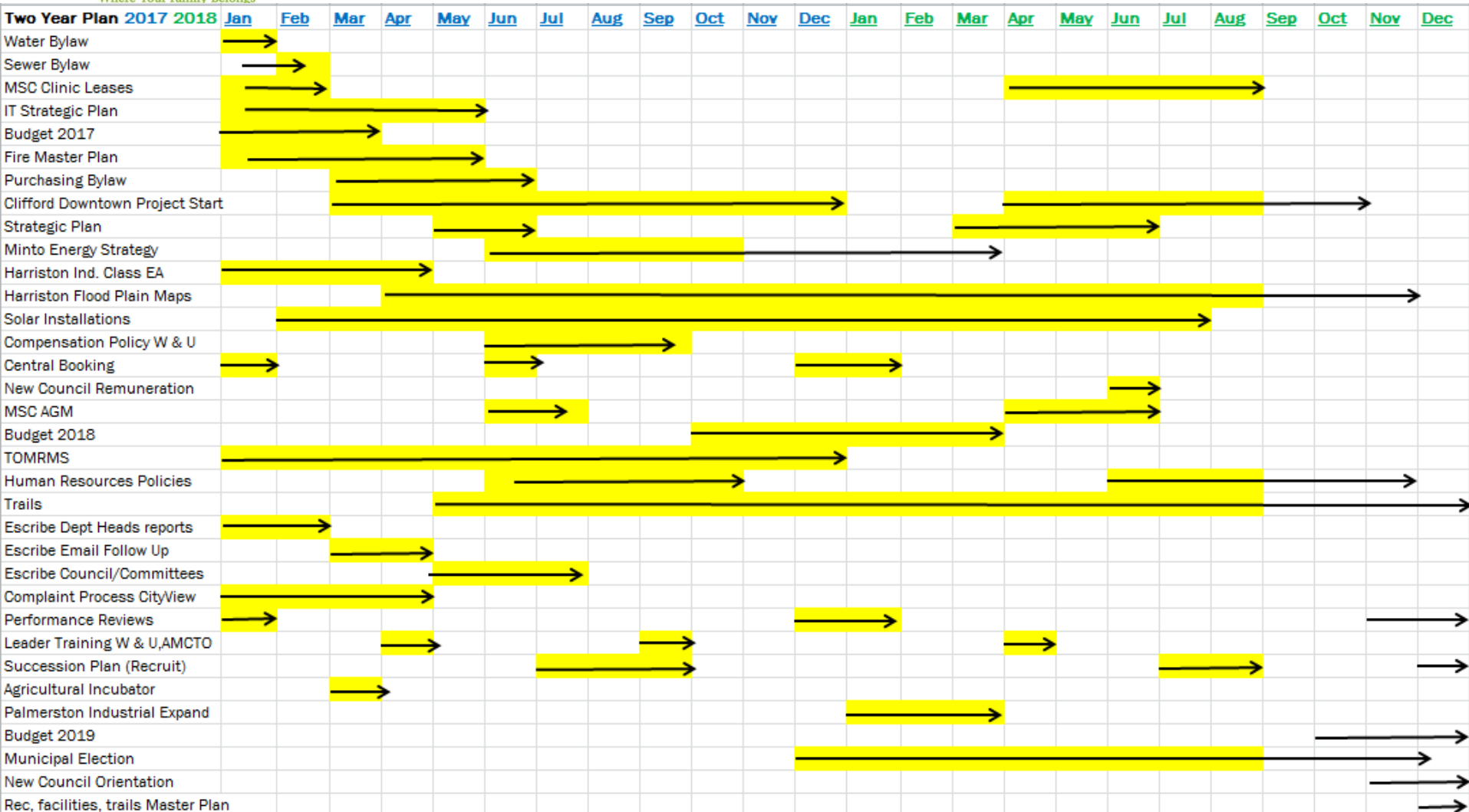


C.A.O. Clerks 2017-18 Review

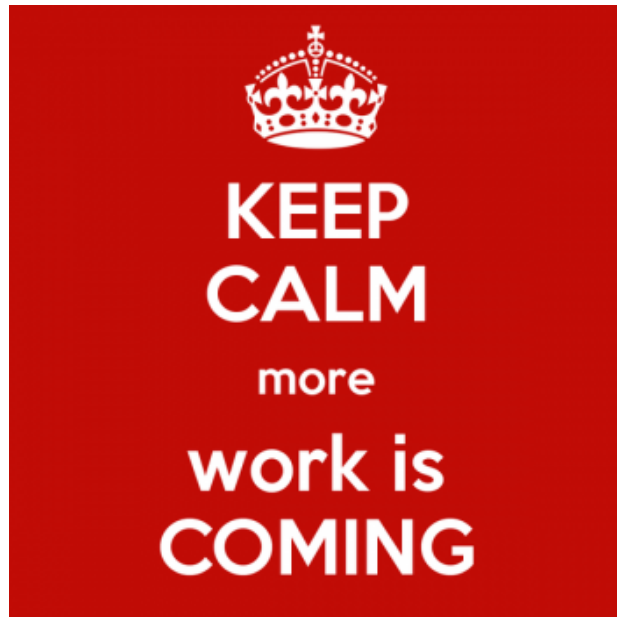
- 22 open meetings, 2904 min (avg. 132 min);
- 15 closed meetings, 450 min (avg. 30 min)
- + 48 hrs open; 7.5 hrs closed
- For each 1 minute spent in closed over 6 minutes in open
- 23 open meetings, 2546 min (avg. 110 min);
- 12 closed meetings, 420 min (avg. 35 min)
- + 42 hrs open; 7.0 hrs closed
- For each 1 minute spent in closed 6 minutes in open



C.A.O. Clerk Dept. 2 Year Plan



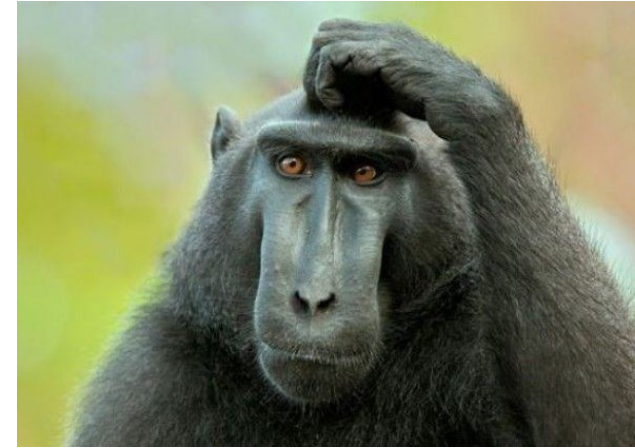
2017-18: 2 Year Plan Additions



- June 23, 2017 Flood
- February 20, 2018 Flood
- Municipal Drain Initiatives
- Acting Director Public Works
- 4 parental & 2 health leaves
- North Clifford Secondary Plan
- West Palmerston Secondary Plan
- Cemetery Master Plan



What's Coming for 2019



- Inaugural Meeting Town Hall Theatre
- Council Orientation December 11
- Provincial Funding and Reporting
- Budget January, February – April approval
- Staff Succession Planning – Decisions on Operations Structure and others
- Strategic Plan Major Update
- Flood Control Public Meeting, Report and Projects
- North Clifford Secondary Plan: Official Plan Amendment
- County Official Plan Review: West Palmerston Secondary Plan



TOWN OF MINTO

DATE: August 30, 2018
REPORT TO: Mayor and Council
FROM: Bill White C.A.O. Clerk
SUBJECT: Outdoor Patio Requests

STRATEGIC PLAN:

9.10 Continue to invest resources into maintaining and improving the visual appeal of the downtown core, and ensure future development links into the design character of public spaces to strengthen the 'one-town' feel with consistent visual design between the former municipalities. (ie. similar colours, light standards, planters).

BACKGROUND:

The Town has worked with the owner of the former Mac's Building in Palmerston Gurmit Singh over the last few years to dramatically restore this building which was once a terrible eyesore. Mr. Singh has invested considerably in this location as well as other properties he owns in Minto. Council approved a \$40,000 structural improvement grant for \$186,000 investment of submitted work.

The Town facilitated a property launch to attract potential entrepreneurs who wish to work with Mr. Singh to grow their own business within his buildings. Two potential tenants have come forward which include Bombayhub Sports Bar featuring Canadian and East Indian food and Kulfi Café featuring coffee and ice cream. He would like to develop sidewalk patios at these locations next year to increase business opportunity and a chance for success.



The patios shown were originally proposed within parking spaces inside the curbed roadway, and while this is possible most communities locate the patio on the sidewalk and re-direct pedestrian traffic around the patio. If the patio is large enough sometimes the pedestrian

path is relocated to the parking spaces on the road with appropriate barriers and warning placed to protect pedestrians. It was subsequently determined that if a patio is licensed it must be immediately adjacent to the building. This example below from Barrie shows how pedestrian traffic can be relocated into the parking spaces. Mr. Singh agrees to install the patio in this format if required by the Town.



COMMENTS:

Mr. Singh's building is located at the corner of William Street and Main Street right where the Town's pedestrian crossing is located. Public Works assessed the location from a visibility perspective. The most challenging site line is for vehicles wanting to enter Main Street from William as views westerly can be reduced particularly if a larger vehicle is parked at the nearest space.

Staff believes that moving the patio to within the sidewalk area and occupying the parking spaces with a pedestrian corridor would improve visibility for vehicles entering Main Street from William. In addition vehicles travelling east on Main Street would have complete visibility of lights and signs at the pedestrian crossover.



County approval of the patios will be required as Main Street is under their jurisdiction. Public Works advises that street cleaning can be delayed until early May in some seasons and is recommending the patios not be installed until that work can be finished.

The patio will create colour and activity at the corner which may be a distraction, but may also encourage motorists to slow down in the core of Palmerston. There may be some concern with loss of parking spaces in the downtown, but the impact should be minimal and the potential spin-off benefits from the added customer traffic beneficial for all business.

Staff recommends the following criteria apply to all patios that may come forward:

- a. Patios must be applied for annually through the Town Building Department and must be located immediately adjacent to and in front of the associated business requiring the patio and situated to not impact vehicle and pedestrian traffic.
- b. The business proposing the patio is responsible for installing all patio furniture, fencing, railings, traffic barriers, safety signage and similar as required by the Town or Wellington County to ensure the safety of the patio users, pedestrians and motorists.
- c. Accessibility of all persons must be considered in the patio design to ensure barrier free considerations are met including ramping curbs, maintaining 1.5 metre clearance and identifying changes in direction and edges on the sidewalk for the visually impaired.
- d. Patios are allowed generally the Thursday before the long weekend of May and are to be removed before the Friday after the Thanksgiving weekend unless weather and street work allows the time to be extended. Patio owner responsible for restoring the sidewalk to its original condition. Hours of operation are 8:00am to 11:00pm maximum..
- e. No advertising signage shall be attached to any fences or railings associated with the patio, and nothing installed on the patio shall be lagged or connected to the sidewalk, curb, brickway, asphalt, light post or similar.
- f. Umbrellas or similar shade features or any other patio furniture shall not exceed 1.9 metres in height
- g. Patio owner is to ensure all other approvals including Health Unit, AGCO and any other standards and codes are met including applicable requirements of the Building Code.
- h. Patio owners must carry no less than \$2 million liability insurance naming the Town and Wellington County (if applicable) as additional insured.

FINANCIAL IMPLICATIONS:

The Town has no fee schedule for this kind of installation. The Town could charge an annual fee for inspection and processing applications.

RECOMMENDATION:

That Council receive the C.A.O. Clerk's August 30, 2018 report Outdoor Patio Requests and approves in principle outdoor patios at 212 Main Street East Palmerston subject to the patio owner submitting appropriate plans for consideration in 2019 complying generally with the provisions outlined in the report and obtaining approval from Wellington County.

Bill White C.A.O. Clerk



TOWN OF MINTO

DATE: August 13, 2018
REPORT TO: Mayor and Council
FROM: Mike McIsaac, Roads and Drainage Manager
SUBJECT: Winter Maintenance Connecting Links, Agreement and By-Law

STRATEGIC PLAN:

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

BACKGROUND:

Owen Sound Highway Maintenance Limited has been tendered by the Province for Winter Maintenance work for the connecting links. This is for the maintenance of Highway #9 within the Village of Clifford and Highway's #9, #23 and #89 within the Town of Harriston. This tender is for twelve years, this being their sixth year of the twelve year contract.

COMMENTS:

The service period that the agreements cover is from October 15th, 2018 to April 30th, 2019. Winter maintenance will take place within the Town limits on the connecting links highways in Clifford and Harriston.

FINANCIAL IMPLICATIONS:

This year's rates are as follows:

Connecting Link within Clifford \$6,857.15 plus HST (2016-17 \$6,610.50 plus HST)

Connecting Link within Harriston \$9,520.89 plus HST (2016-17 \$9,178.43 plus HST)

The price for the 2018/19 season is based on the equipment and material data gathered during the past winter, adjusted for supplier increases based on CPI. Expenditures this year are covered by the 2018 operating budget and will again be budgeted for in 2019.

RECOMMENDATION:

That Council receives the August 13, 2018 report from the Roads and Drainage Manager Winter Maintenance Connecting Links, Agreement and By-law and considers by-laws in regular session authorizing the Mayor and C.A.O. Clerk to sign the agreements with Owen Sound Highway Maintenance Limited for winter maintenance of connecting links in Clifford and Harriston.

Mike McIsaac
Roads and Drainage Manager



TOWN OF MINTO

DATE: August 24, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: FCM Municipal Asset Management Program (MAMP)
Application

STRATEGIC PLAN:

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

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

BACKGROUND:

The Town of Minto has been committed to improving its Asset Management systems since the beginning of the PSAB 3150 regulatory changes in 2008, through the Building Together guidelines of 2012 and the recent O Reg 588/17 requirements. A good asset management plan requires reliable updated data regarding the inventory, attributes and condition of tangible capital asset classes. The Town has made great strides in expanding the scope of the asset inventory and related condition ratings. However, there are still gaps in the data. One of the classes which lack reliable condition ratings is stormwater pipes and related assets.

COMMENTS:

Public Works staff worked with contractors and engineers to conduct underground camera work to assess the condition of sanitary sewers lines and maintenance holes. This data gathering needs to be expanded to include stormwater which will produce more accurate assessments of these assets and assist with the development of priorities and better information to prepare related financial strategies.

FINANCIAL CONSIDERATIONS:

The FCM MAMP program provides 80% of funding for qualifying projects up to a maximum of \$50,000. The present financial envelope is rapidly being allocated. Municipal engineers and past experience with similar projects indicate that the cost to obtain updated data and condition ratings by underground camera would be approximately \$80,000. This would leave \$30,000 to be funded by the municipality if the maximum funding amount was

received, likely from the 2019 OCIF Formula-based allocation. This expenditure would be included as part of the 2019 budget.

RECOMMENDATION:

That Council receives the Treasurer's report dated August 24, 2018 and passes the following resolution:

Be it resolved that the Council of the Town of Minto directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program by conducting field assessments of municipal Stormwater assets and the preparation of related condition ratings to be included in the Asset Management Plan and long term financial strategies.

Be it further resolved that the Town of Minto considers the inclusion of \$30,000 in its 2019 budget toward the costs of this initiative.

Gordon Duff, CPA, CGA
Treasurer



TOWN OF MINTO

DATE: August 28, 2018

REPORT TO: Mayor Bridge and Members of Council

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

SUBJECT: Minutes of Settlement and Assessment Adjustments

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:

Under Section 40 (20) of the Assessment Act, the Town is required to amend the assessment roll with regard to decisions made by the Assessment Review Board (ARB) under actions brought to the Board under the following circumstances:

- their current value assessment is too high;
- updated structure data which changed their assessment;
- their property classification is incorrect; or
- if a property has more than one property class, the portion that is attributable to each class is incorrect.

The Town is also required to approve Advisory Notices of Adjustment (ANAs) under Sections 19.1 (5) and (7) of the Assessment Act and as Post Roll Amended Notices (PRANs) under Section 32 (1.1) of the Assessment Act. These ANAs and PRANs will result in decreased tax levies due to changes in assessments. These changes may affect the phase-in amounts of these assessments.

Requests for Reconsideration occur when a taxpayer asks the Municipal Property Assessment Corporation (MPAC) to review an assessment. Minutes of Settlement are issued to the Town, if successful and appropriate adjustments made after Council approval.

COMMENTS:

Attached is a listing of adjustments from the above mentioned sources which have been received in our office. These assessment changes deal with properties that appealed to the Municipal Property Assessment Corporation due to incorrect structure details on their property, gross or manifest error on a supplemental, approval into the Farm Property Class Tax Rate Program, Conservation Land Tax Incentive Program, closed commercial businesses, revaluation of farms and structures and tax class changes .

FINANCIAL CONSIDERATIONS:

The Town bears the cost of its share of these tax reductions, while the portions relating to the County of Wellington and the School Boards are charged back to these bodies.

RECOMMENDATION:

That Council receives the September 2018 report from the Treasurer and Tax Collector regarding Assessment Adjustments and that the adjustments be approved.

Respectfully submitted by,

Reviewed by,

Janet Klemp, AMCT
Tax Collector

Gordon R. Duff, CPA, CGA
Treasurer

TOWN OF MINTO

Minutes of Settlement September 2018

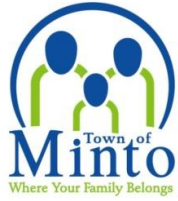
Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
Amended Property Assesment Notice						
2341 000 002 21360	CT of 40,050 removed RT of 241,450 increased to 281,500 Dog Kennel closed	Jan 1 - Dec 31, 2018	(107.26)	(123.47)	(332.64)	(563.37)
2341 000 011 14200	CT of 75,200 removed RT of 78,300 increased to 153,412 No longer Commercial	Jan 1 - Dec 31, 2018	(215.24)	(232.38)	(624.75)	(1,072.37)
2341 000 012 25212	CT of 248,000 increased to 331,000 Supplemental correction	Jan 1 - Dec 31, 2018	482.68	521.13	141.10	1,144.91

Minutes of Settlement						
2341 000 001 01305	XT of 761,377 decreased to 588,000 Updated commercial building value	Jan 1 - Dec 31, 2018	(1,503.31)	(1,623.06)	(1,734.78)	(4,861.15)
2341 000 001 01310	RT of 285,900 decreased to 258,350 CT of 112,600 decreased to 101,650 Change in site value	Jan 1 - Dec 31, 2018	(255.17)	(275.49)	(156.40)	(687.06)
2341 000 001 18001	FT of 177,500 decreased to 107,140 Farmland value change, update site data	Jan 1 - Dec 31, 2018	(95.95)	(110.44)	(29.90)	(236.29)
2341 000 002 22600	RT of 128,100 removed FT of 143,254 added Revalued as farm	Jan 1 - Dec 31, 2018	(503.40)	(579.43)	(156.89)	(1,239.72)
2341 000 002 22700	RT of 312,500 decreased to 256,000 Updated structure/site value, accepted into tax incentive program	Jan 1 - Dec 31, 2018	(308.19)	(354.74)	(96.05)	(758.98)
2341 000 002 24200	RT of 135,750 decreased to 101,202 FT of 967,250 increased to 1,031,266 Revalued as farm/updated structure data	Jan 1 - Dec 31, 2018	(101.15)	(116.43)	(31.52)	(249.10)
2341 000 003 01500	RT of 849,308 decreased to 229,250 FT of 550,750 added Approved into Farm Tax Rate Program	Jan 1 - Dec 31, 2018	(2,631.18)	(3,028.62)	(820.03)	(6,479.83)
2341 000 003 09907	RT of 516,000 decreased to 434,888 Exempt added 84,448 Approved into Conservation Land Tax Incentative Program	Jan 1 - Dec 31, 2018	(442.44)	(509.27)	(137.89)	(1,089.60)
2341 000 003 10800	RT of 708,213 decreased to 512,100 Exempt added 199,100 Approved into Conservation Land Tax Incentative Program	Jan 1 - Dec 31, 2018	(1,069.74)	(1,231.32)	(333.39)	(2,634.45)
2341 000 003 15707	RT of 442,500 decreased to 391,263 Exempt added 37,670 Approved into Conservation Land Tax Incentative Program	Jan 1 - Dec 31, 2018	(279.48)	(321.70)	(87.10)	(688.28)
2341 000 004 03150	CT of 25,915 removed RT of 376,024 increased to 384,243 Tax class change	Oct 15 - Dec 31, 2015	(35.01)	(41.07)	(53.44)	(129.52)
2341 000 004 03150	CT of 24,300 removed RT of 376,700 increased to 401,000 Tax class change	Jan 1 - Dec 31, 2016	(64.83)	(74.81)	(203.79)	(343.43)
2341 000 004 03150	CT of 21,425 removed RT of 391,600 increased to 414,000 Tax class change	Jan 1 - Dec 31, 2017	(52.00)	(61.11)	(179.57)	(292.68)

TOWN OF MINTO

Minutes of Settlement September 2018

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
2341 000 004 03150	CT of 91,100 increased to 193,700 RT of 605,750 decreased to 496,600 Tax class change	Jan 1 - Dec 31, 2018	239.06	275.17	841.04	1,355.27
2341 000 004 06350	RT of 356,000 decreased to 234,000 FT of 97,631 added Approved into FarmTax Rate Program	Jan 1 - Dec 31, 2018	(532.33)	(612.74)	(165.91)	(1,310.98)
2341 000 004 11100	RT of 337,885 decreased to 192,850 FT of 145,035 added Approved into FarmTax Rate Program	Jan 1 - Dec 31, 2018	(593.34)	(682.96)	(184.92)	(1,461.22)
2341 000 004 15300	RT of 171,550 decreased to 103,602 FT of 533,450 decreased to 515,823 Revalued as farm/tax class change	Jan 1 - Dec 31, 2018	(394.68)	(454.29)	(123.00)	(971.97)
2341 000 004 15450	RT of 652,106 removed FT of 558,000 added Approved into FarmTax Rate Program	Jan 1 - Dec 31, 2018	(2,796.11)	(3,218.46)	(871.43)	(6,886.00)
2341 000 004 18400	RT of 1,073,002 decreased to 173,050 FT of 786,941 added Approved into FarmTax Rate Program	Jan 1 - Dec 31, 2018	(3,835.83)	(4,415.24)	(1,195.47)	(9,446.54)
2341 000 007 06973	RT of 57,758 decreased to 45,182 Adjustment based on similar properties	Jan 1 - Dec 31, 2018	(73.14)	(78.96)	(21.38)	(173.48)
	Total		(15,168.04)	(17,349.69)	(6,558.11)	(39,075.84)



TOWN OF MINTO

DATE: August 24, 2018

REPORT TO: Mayor and Council

FROM: Gordon Duff, Treasurer/Deputy CAO

SUBJECT: National Disaster Mitigation Program – Intake 5

STRATEGIC PLAN:

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

9.7 Promote environmentally friendly development through subdivision and site plan control such as naturalized stormwater management, low maintenance landscaping using native species, and energy and water preservation techniques that enhance design and improve the cosmetics of the community.

BACKGROUND:

The Town and Maitland Valley Conservation Authority have been working toward improving flood plain mapping, watershed monitoring and remediation since 2010. This began with phasing out the Harriston trailer park, and continued with adding watershed monitoring stations in 2014, and ground surveying sections of the flood line through Harriston in 2015. Unfortunately before a suitable scale base mapping system could be found, Harriston and surrounding areas suffered an extreme flood event June 23, 2017. The impact on residents, businesses and public properties was extensive. Staff and Council took action to deal with the immediate emergency, and continue to be committed further actions which would mitigate damage from such events in the future.

C.A.O. Clerk White presented a detailed report at the July 18, 2017 Council meeting, and later that summer Council adopted the County “After Action” report on the event itself. One key action was to ensure accurate flood mapping was available as soon as possible. Council supported an application under the National Disaster Mitigation Program (NDMP) Stream 2- Flood Mapping. The need for more detailed flood maps than what was currently available has been a high priority and is an important first step in determining future flood management strategies.

This application was submitted in the fall of 2017 and a successful decision was received in the spring of 2018. LIDAR mapping and aerial photography was carried out as soon as weather conditions permitted, and the final maps received this June. The Conservation Authority, Triton Engineering (municipal engineers), Dietrich Engineering (municipal drains)

and the County will soon have copies of the digital mapping. The County hopes to be able to load the new mapping on to their Geographic Information System so that can be accessed without a CAD mapping system.

At the public meeting May 29, 2018 the events of the flood were re-capped with a view to obtaining public input on ideas on possible mitigation actions up-stream, downstream and within Harriston. Last month the Maitland Valley Conservation Authority staff prepared initial models based upon the preliminary data and gave the public opportunities to view this data and provide input.

COMMENTS:

The preliminary flood mapping and models have identified several possible mitigation strategies up-stream, downstream and within Harriston. Farmers and other members of the public seem willing to discuss new ideas. Town Staff met with the MVCA, Triton Engineering and Dietrich Engineering to discuss these ideas and to formulate a plan of action to identify project options. This information will be brought forward at a public meeting scheduled for November 27. One interesting opportunity is to use the Drainage Act to complete work downstream and upstream of Harriston which may eliminate the need for a full Environmental Assessment.

The next two Streams in the NDMP initiative provide funding for Mitigation Planning and Investment in Small Scale Structural Mitigation. At present the NDMP program is to end on March 31, 2020. Linda Dickson, County of Wellington Emergency Manager/CEMC, Town staff, MVCA and municipal engineers have also met to focus on projects which can be reasonably expected to be completed by the hard deadline of March 31, 2020. Cost estimates and other required information is being compiled in to submit an application for the next Intake which is due by September 14, 2018. A draft flood mapping model will be submitted with this application and refinements can be made before the end of October 2018 which is the time that Ontario officials must send these applications to the federal government for review.

FINANCIAL CONSIDERATIONS:

The 2018 Flood Mapping project was budgeted at \$132,000 with \$66,000 to come from NDMP. Detailed cost estimates for the next round are in development and will be ready for inclusion with the application, but approximately a range \$220,000 - \$250,000 may be required in this next stage of which Minto's share is 50%. This amount could be funded from the Waterworks lifecycle reserve fund.

RECOMMENDATION:

That Council receives the Treasurer's August 28, 2018 report National Disaster Mitigation Program-Intake 5 and approves an application for Mitigation Planning and Small Scale Structural Mitigation to include analysis of a limited number of alternatives, cost estimates,

regulatory approvals and minor structural work under the National Disaster Mitigation Program subject to Council receiving updated cost estimates before signing any Agreements.

Gordon Duff, Treasurer/Deputy CAO



TOWN OF MINTO

DATE: August 31, 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 August 15th and 31st, 2018

August 15, 2018

Administration	\$ 220,895.23
People & Property	
Health & Safety	
Health Services	
Building	2,673.49
Economic Development	\$ 7,376.23
Incubator	293.76
Tourism	
Fire	9,734.26
Drains	22,464.40
Roads	485,894.72
Cemetery	
Waste Water	13,969.89
Streetlights	592.75
Water	11,723.96
Town Landscaping Care	111.97
Recreation	4,456.39
Clifford	24,647.50
Harriston	\$ 9,325.50
Palmerston	9,152.94
Norgan	9,562.16
	\$ 832,875.15

August 31, 2018

Administration	\$ 101,823.53
People & Property	
Health & Safety	
Health Services	
Building	
Economic Development	\$ 92,609.10
Incubator	211.82
Tourism	
Fire	14,864.85
Drains	
Roads	667,882.07
Cemetery	2,654.97
Waste Water	39,615.31
Streetlights	640.98
Water	5,132.88
Town Landscaping Care	44.69
Recreation	9,893.48
Clifford	27,529.25
Harriston	\$ 8,532.08
Palmerston	33,958.79
Norgan	4,456.17
	\$ 1,009,849.97

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 receives the Treasurer's report dated August 31st, 2018 regarding Approval of Accounts, and approves Town of Minto accounts by Department paid August 15th and 31st, 2018

Gordon Duff, Treasurer



PLANNING REPORT for the TOWNSHIP OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: August 28, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Final Report & Draft By-law**
Leon Brubacher
5543 Minto-Normanby Townline
Zoning By-law Amendment

PUBLIC MEETING

A public meeting for the application was held on August 3, 2018. Comments were received from a neighbouring property owner at 5557 Minto-Normanby Townline. A copy of the neighbours letter is attached as **Schedule 2** to this report. The application was deferred by Council pending a further review by Planning Staff of additional information provided by the applicant.

SUPPORTING INFORMATION

Planning Staff requested additional information from the applicant in order to fully review the application against the PPS and the County Plan to determine if the expansion of the existing business is appropriate as an agriculturally related use (Agricultural Commercial), is compatible, and is of an appropriate scale and size.

Additional information has been provided by the applicant and is attached as **Schedule 1** to this report.

A summary of Planning Staff's questions and the applicant's responses (*in italics*) are provided below:

1. An explanation of the nature of the existing corn planter repair business and how the business may be expanded/changed. Are additional uses being proposed?
Our services include maintenance to corn planting equipment as well as upgrades in technology to existing planters. We add the latest in planting technology to older planters saving the farmer considerable cost compared to buying a new planter. We also buy new frames from a company in IA and add the same products to it to supply farmers with a completely new planter. This also includes adding fertilizer attachments to planting equipment.
2. Confirm how the business serves agriculture.
The equipment we work with/on is only used in agriculture. Primarily for planting corn, wheat and beans.
3. How will the additional floor area and land area be utilized?
Currently our shop is about 40 ft wide and 50 ft deep. With larger equipment being 40 ft to 60 ft wide and also pulling fertilizer carts we feel a need for a larger shop area. Our hope is to be able to use current shop area for additional parts storage and change use of existing 96 ft by 50 ft drive shed into shop. The outside area zoned commercial is for parking planters that are either for sale or in for service work.
4. The expected number of employees.
Our current staff is all family members at home with plans to hire one additional employee

through the winter months.

5. Timing for the expansion.

We are hoping to be able to renovate shop this fall. Oct-Dec.

6. A more detailed site plan showing the proposed use of the property and possible location of the new building(s).

We have no definite plans for additional buildings and are very unsure at this point what our needs will be in the future. Ideally at this point a shop 70 ft wide would better suit our needs than a 50 ft shop but at the same time a 50 ft shop would be workable and give us time to see if it remains satisfactory or if we need to build additional space.

7. Information on traffic to and from the property. How are goods shipped and received?

Traffic to and from our property currently comes in our farm driveway. Goods (supplies) are shipped on pallets with transport trucks or in small boxes with parcel delivery trucks. Planters are brought in and out behind farm tractors unless they are hauled a long distance. In that case they are sometimes loaded on trucks.

8. Are there any potential impacts to adjacent properties?

I am not aware of any impacts to adjacent properties.

PUBLIC COMMENTS

Comments have been received from the owners of 5557 Minto-Normanby Townline which is directly east of the subject property. A summary of the neighbours comments/concerns are provided below:

- Have no concerns with the full utilization of the existing drive shed for the business.
- Concerns relate to the future expansion plans and potential size and scale of the business.
- Concerns that 15,000 ft² is better suited for an industrial park and not on prime agricultural land.
- Concerns with the increased number of employees, production, and traffic which will impact neighbouring properties.
- Concerned with the potential “unknown”, as specific plans and details are not known by the applicant at this time. How will zoning regulate future use if plans/details are unavailable?

PLANNING COMMENT

Planning Staff appreciate receiving the additional information from the applicant. This information was helpful to better understand the applicant’s corn planter business.

After reviewing the additional information provided, and considering Provincial and County policies related to agricultural related businesses and on-farm diversified uses, Planning Staff are recommending that the corn planter business continue to be recognized as an on-farm diversified use and not rezoned to Agricultural Commercial (AC). The applicant currently operates a commercial farming operation (beef and cash crop) on the property and the business currently operates under the County Official Plan, and the Town’s Zoning By-law as a “home industry”. Planning Staff have no concerns with allowing the conversion of the existing drive shed to be utilized for the business to a total of 724.5 m² (7,800 ft²) which will provide double the current permitted floor space (of 301.9 m² (3250 ft²)). This additional space will allow for growth of the business. The applicant has indicated that the employees are currently family members who reside on the property and that it is anticipated that one non-family employee will be hired in the winter. This is consistent with the home industry zoning regulations that allows for up to 2 non resident employees. The existing drive shed and gravel yard is located within the farm building cluster on the property which limits impacts to neighbouring properties.

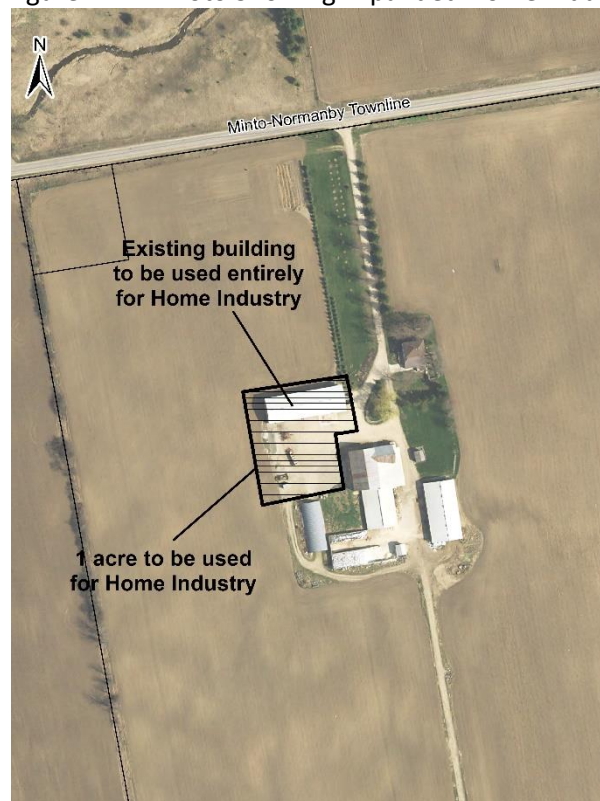
At this time Planning Staff do not support the applicants request for an additional 669 m² (7200 ft²) of floor area (totalling 1,393 m² (15,000 ft²)) for the purpose of a future expansion. The applicant has indicated that they have no immediate plans for the additional floor space and are unsure what their needs will be in the future. The expanded business approaches a scale and size that is more typical of an Agricultural Commercial use in the Zoning By-law, and Planning Staff do not support the rezoning of the property to an Agricultural Commercial zone without more specific details and an established need for the particular zoning. It is difficult to review size, scale and potential impacts to/compatibility with neighbouring properties without further details. Planning Staff note that a further application could be considered by Council in the future if/when there is additional certainty and need.

DRAFT ZONING BY-LAW

Planning Staff have prepared a draft zoning by-law for Council's consideration that amends the current site specific exemption (A-96) as follows:

- Permits a total building gross floor area of 724.5 m² (7,800 ft²) for the business/use.
- Clarifies that the servicing, repair and sales of **corn planters** is permitted, and not just a "corn planter **meter** repair business".
- Allows a maximum of 0.4 ha (1.0 acres) of land area within the farm building cluster for the use including buildings, parking and loading areas, and outdoor storage/display areas. An air photo showing a 0.4 ha (1 acre) area within the farm building cluster is provided below for reference.

Figure 1: Air Photo Showing Expanded Home Industry



A copy of the final draft by-law is attached to this report as **Schedule 3** for Council's consideration.

Respectfully submitted
County of Wellington Planning and Development Department



Curtis Marshall, MCIP, RPP
Senior Planner

Schedule 1: Additional Supporting Information

Aug/7/2018

Additional Information for planners

1. Our services include maintenance to corn planting equipment as well as upgrades in technology to existing planters. We add the latest in planting technology to older planters, saving the farmer considerable cost compared to buying a new planter. We also buy new frames from a company in IA and add the same products to it to supply farmers with a completely new planter. This also includes adding fertilizer attachments to planting equipment.
2. The equipment we work with/on is only used in agriculture. Primarily for planting corn, wheat and beans.
3. Currently our shop area is about 40' wide and 50' deep. With larger equipment being 40 to 60' wide and also pulling fertilizer carts we feel a need for a larger shop area. Our hope is to be able to use current shop area for additional parts storage and change use of existing 96' by 50' drive shed into shop. The outside area zoned commercial is for parking planters that are either for sale or in for service work.
4. Our current staff is all family members at home with plans to hire one additional employee through the winter months.
5. We are hoping to be able to renovate shop this fall. Oct-Dec.
6. We have no definite plans for additional buildings and are very unsure at this point what our needs will be in the future. Ideally at this point a shop 70' wide would better suit our needs than a 50' shop but at the same time a 50' shop should be workable and give us time to see if it remains satisfactory or if we need to build additional space.
7. Traffic to and from our property currently comes in our farm driveway. Goods (supplies) are shipped on pallets with transport trucks or in small boxes with parcel delivery trucks. Planters are brought in and out behind farm tractors unless they are hauled a long distance. In that case they are sometimes loaded on trucks.
8. I am not aware of any impacts to adjacent properties.

Leon Brubacher

Schedule 2: Neighbour Comments

Date: 8 August 2018

To: Bill White, CAO/Clerk, Town of Minto
Michelle Brown, Building Dept., Town of Minto
Jessica Wilton, Junior Planner, County of Wellington
Curtis Marshall, Senior Planner, County of Wellington

From: Karen Wagner and Julie Wagner, 5557 Minto-Normanby Townline

Re: Leon Brubacher
5543 Minto-Normanby Townline
Zoning bylaw amendment

We have no concerns with the use of the existing building to be fully utilized as a home industry (corn planter meter repair business – we note that Mr. Brubacher’s response to the County’s questions now states he will include sales; does this change the application use?). This would allow the existing building of 301.9 meters squared / 3250 square feet to be expanded to 724.5 meters squared / 7800 square feet).

We have concerns with allowing the expansion of this home industry from agricultural exception (A-96) to an agricultural commercial zone. Allowing expansion to a total of 15,000 square feet / 1393 square meters on prime agricultural land is an application better suited to an industrial park. Such a large increase in growth indicates many more employees, increased product, more waste management and more transport truck and customer traffic.

How does the Planning Act, the Town of Minto Zoning Bylaw / Zoning Exception Bylaw and the County of Wellington Official Plan address the following issues:

1. Is a total building expansion of 15,000 square feet for a commercial business on a farm zoned prime agricultural land better suited to an industrial park location?
2. As one (1) zoned agricultural exception has already been allowed on this property (A-96), how many more exceptions would be allowed?
3. Is this a home industry or an industrial agricultural use better suited to an industrial park?
4. There is a current severance on this property. How is it impacted by the newly proposed zoning area with respect to any and all setbacks and minimum distance requirements?
5. If this application goes forward, how many employees can this expanded business have before a separate septic system is required?
6. At the 7 August 2018 Public Meeting at the Town of Minto, Mr. Brubacher stated he wants “farm buildings and a separate shop for his boys”. Given this statement is this still considered a home business or are there now two businesses operating on one site with potential separate owners – is this allowed?
7. How do/will the above documents (especially the Zoning Amendment Bylaw) address the issue of requiring the applicant to be more specific regarding / adhering to building floor area, number of building story’s, ground area to be used for outdoor storage of materials and supplies, addition of a laneway and appropriate waste management when currently no specific details have been supplied.

We would like to receive all documentation and decisions regarding this zoning bylaw amendment request.

Schedule 3: Draft Zoning By-law

**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 the wording of Site Specific Exception 36.96, be deleted and replaced with the following:

36.96 Lot 34, Concession 18, Lots 33 & 34, Concession 17 (Minto), 5543 Minto- Normanby Townline	A-96	Notwithstanding Section 6.14 the servicing, repair, and sales of corn planters is permitted as a home industry subject to the following regulations: a) A maximum floor area of 724.5 m ² (7,800 ft ²) for all buildings is permitted for the home industry. This area includes but not limited to the workshop areas, lunchroom, washroom, generator room, office, inside storage areas, mechanical room and basement area; b) The home industry use including buildings, parking and loading areas, and outdoor storage/display areas may occupy a maximum of 0.4 ha (1.0 acres) in land area and must be located within the farm building cluster; and, c) Home Industry Regulations: Sections 6.14 e), 6.14 f), 6.14 g), and 6.14 h) are also applicable.
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1. 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.
2. 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

EXPLANATORY NOTE
BY-LAW NUMBER _____.

THE SUBJECT LAND is located on Part Lot 33 & 34, Concession 17 and Part Lot 34, Concession 18, with a municipal address of 5543 Minto-Normanby Townline. The property is approximately 55.44 ha (137 ac) in size and is occupied by a farming operation and a home industry (corn planter meter repair).

THE PURPOSE AND EFFECT of the proposed amendment is to amend the site specific (A-96) agricultural exception to permit an expanded home industry (the servicing, repair and sales of corn planters) on the property.

**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 the 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.

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.

WHEREAS the estimated total cost of constructing the drainage works is \$213,900

WHEREAS \$213,900 is being assessed to the lands and roads within the drainage area.

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 following attachment is extracted from the Engineer's report and is hereby adopted and forms part of this by-law as Schedule "A" - Assessment of Costs
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.

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 39 By-law, 2018-49"

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 2018

day of ,

George A. Bridge, Mayor

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 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
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

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.

WHEREAS the estimated total cost of constructing the drainage works is \$54,100

WHEREAS \$ \$54,100 is being assessed to the lands and roads within the drainage area.

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 following attachment is extracted from the Engineer's report and is hereby adopted and forms part of this by-law as Schedule "A" - Assessment of Costs
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.

Schedule "A" – Schedule of Net Assessment
Municipal Drain 60

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Municipal Drain No. 60 - 2018
Town of Minto

DELA

APPROX.				(SEC. 23)		LESS 1/3				
LOT OR	HECTARES			ROLL	(SEC. 22)	OUTLET	TOTAL	GOVT	LESS	NET
PART	CON.	AFFECTED	OWNER	NO.	BENEFIT	LIABILITY	ASSESSMENT	GRANT	ALLOWANCES	ASSESSMENT
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	\$8,330	\$12,774
Total Assessment on Lands					\$31,000	\$19,131	\$50,131	\$16,711	\$8,330	\$27,090
14th Line		0.4	Town of Minto		\$3,000	\$969	\$3,969			\$3,969
Total Assessment on Roads					\$3,000	\$969	\$3,969			\$3,969
Total Assessment on Lands and Roads, Municipal Drain No. 60 - 2018					\$34,000	\$20,100	\$54,100	\$16,711	\$6,330	\$31,059

- 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.

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

WHEREAS the Council for the Town of Minto has procured a report made by Dietrich Engineering Ltd. of Kitchener, Ontario dated June 22, 2018.

WHEREAS the estimated total cost of constructing the drainage works is \$517,200

WHEREAS \$517,200 is being assessed to the lands and roads within the drainage area.

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 following attachment is extracted from the Engineer's report and is hereby adopted and forms part of this by-law as Schedule "A" - Assessment of Costs
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, to be collected in the same manner and at the same time as other taxes are collected.

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)	(SECTION 23)	(SECTION 25)	TOTAL	LESS 1/3	LESS	NET
					BENEFIT	OUTLET LIABILITY	SPECIAL ASSESSMENT		GOV'T GRANT	ALLOWANCES	
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	\$25,567	\$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	\$900	\$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	\$8,314		\$11,314		\$3,220	\$8,064
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 1999 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. 109 & 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.

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

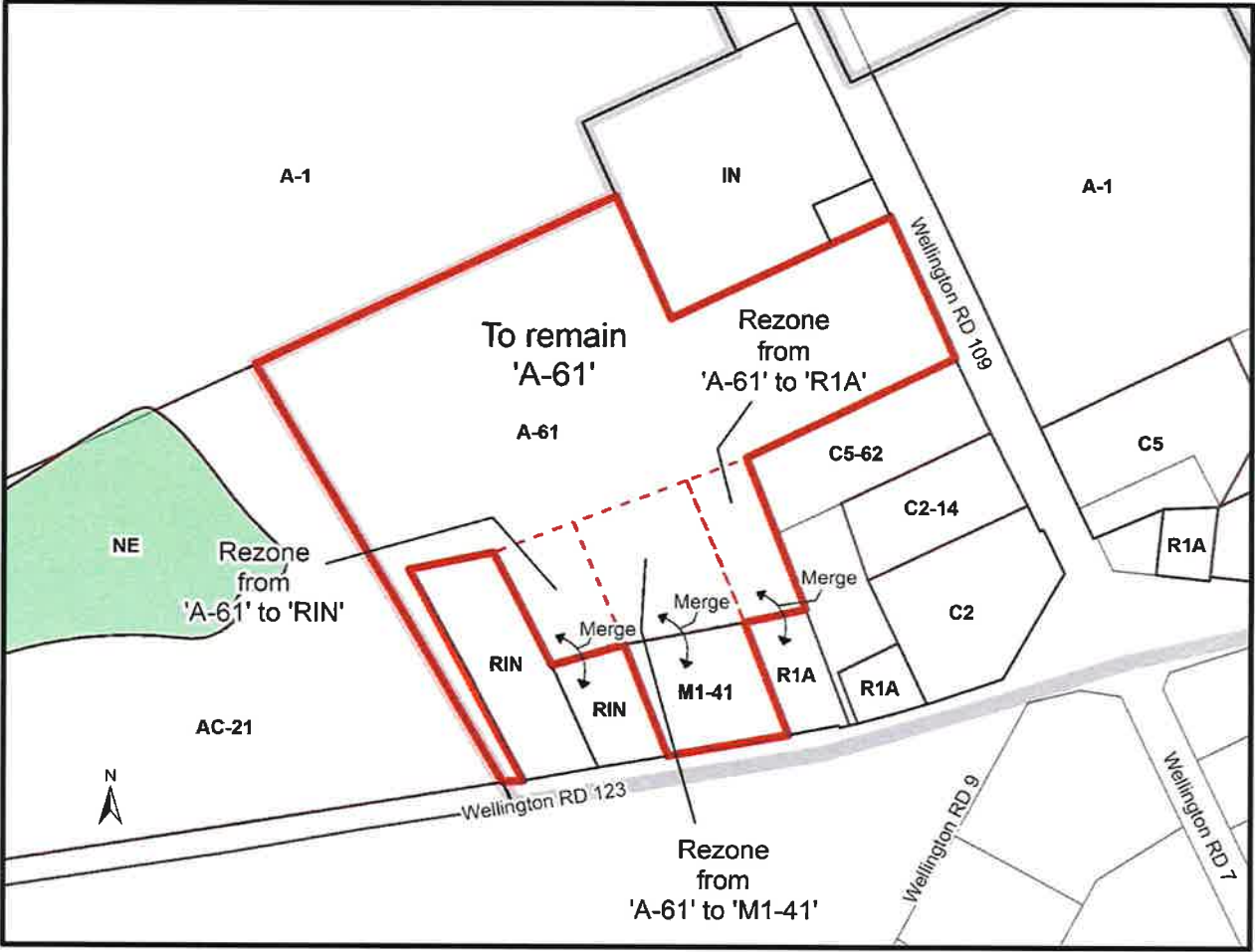
WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to
amend By-law Number 01-86;

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	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:
6739 Wellington Rd 109	a) Permitted Uses
Teviotdale	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.

THE TOWN OF MINTO
BY-LAW NO 2018-54
Schedule "A"



Passed this ____ day of _____ 2018.

DEPUTY 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 2018-66

to authorize Execution of An Agreement regarding 2018-2019 Winter
Maintenance of Highway 9 with Integrated Maintenance and Operations
Services Inc.

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

AND WHEREAS the Corporation of the Town of Minto wishes to enter into an Agreement with Integrated Maintenance and Operations Services Inc. (hereinafter referred to as IMOS pertaining to winter maintenance of Provincial Highway 9;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and directed to execute an Agreement with Integrated Maintenance and Operations Services Inc. "IMOS" attached hereto as Schedule "A" and forming part of this By-law.
2. That this By-law shall come into full force and effect upon final passing thereof, and the C.A.O. Clerk are hereby instructed to affix the Corporate Seal hereto.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

This Agreement for winter maintenance services made this _____ day of _____, 2018

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of “Owen Sound Highway Maintenance
Limited”

(hereinafter referred to as “IMOS”)

-and-

The Corporation of the Town of Minto

(hereinafter referred to as the “Municipality”)

WHEREAS Highway 9 within the limits of the former Town of Clifford is under the jurisdiction of the Municipality and connects to Highway 9;

AND WHEREAS IMOS will travel over Highway 9 within the limits of the former Town of Clifford in order to maintain Highway 9.

AND WHEREAS the Municipality has requested that IMOS provide winter maintenance services on Highway 9 within the limits of the former Town of Clifford and it is cost-efficient to provide such services.

AND WHEREAS IMOS has agreed to provide such winter maintenance services on Highway 9 within the limits of the former Town of Clifford upon the terms and conditions set out herein.

NOW THEREFORE in consideration of the covenants in this Agreement and for other good and valuable consideration (the receipt and sufficient of which are hereby acknowledged), the parties hereto agree as follows:

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 9 within the limits of the former Town of Clifford from 12:01 a.m. October 15, 2018 until 11:59 p.m. April 30, 2019.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule “A” to this Agreement.
3. **Contacts:**

IMOS’ contact shall be:
Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563

The Municipality’s contact shall be:
M. McIsaac, Road Foreman
Town of Minto
5941 Highway 89
Harriston, ON N0G 1Z0

- a) attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property;
- b) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,
- c) made in writing within a period of (2) years from the date that the services are completed.

6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$3,428.57 plus HST and \$3,428.58 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2018 and February 28th, 2019.

IN WITNESS WHEREOF IMOS and the Municipality, by their duly authorized representatives, have hereunto set their signatures on the dates herein written below.

Clerk

Schedule 'A'

IMOS agrees to attempt to maintain one lane in each direction of the Municipality's Connecting Link as a Class 2 Highway in accordance with the Ministry of Transportation's Maintenance Quality Standards 701. The following points also form part of this agreement:

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality as soon as possible if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Snow removal adjacent to the through lanes will not be included in this agreement.

The Corporation of the Town of Minto
By-law Number 2018-67

to authorize Execution of An Agreement regarding 2018-2019 Winter
Maintenance of Highways 9, 23 and 89 with Integrated Maintenance and
Operations Services Inc.

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

AND WHEREAS the Corporation of the Town of Minto wishes to enter into an Agreement with Integrated Maintenance and Operations Services Inc. (hereinafter referred to as IMOS pertaining to winter maintenance of Provincial Highways 9; 23 and 89;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and directed to execute an Agreement with Integrated Maintenance and Operations Services Inc. "IMOS" attached hereto as Schedule "A" and forming part of this By-law.
2. That this By-law shall come into full force and effect upon final passing thereof, and the C.A.O. Clerk are hereby instructed to affix the Corporate Seal hereto.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

This Agreement for winter maintenance services made this _____ day of _____, 2018

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of “Owen Sound Highway Maintenance
Limited”
(hereinafter referred to as “IMOS”)

-and-

The Corporation of the Town of Minto
(hereinafter referred to as the “Municipality”)

WHEREAS Highways 9, 23 and 89 within the former Town of Harriston are under the jurisdiction of the Municipality and connect to Highways 9, 23 and 89;

AND WHEREAS IMOS will travel over Highways 9, 23 and 89 within the limits of the former Town of Harriston in order to maintain Highways 9, 23 and 89.

AND WHEREAS the Municipality has requested that IMOS provide winter maintenance services on Highways 9, 23 and 89 within the limits of the former Town of Harriston and it is cost-efficient to provide such services.

AND WHEREAS IMOS has agreed to provide such winter maintenance services on Highways 9, 23 and 89 within the limits of the former Town of Harriston upon the terms and conditions set out herein.

NOW THEREFORE in consideration of the covenants in this Agreement and for other good and valuable consideration (the receipt and sufficient of which are hereby acknowledged), the parties hereto agree as follows:

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highways 9, 23 and 89 within the limits of the former Town of Harriston from 12:01 a.m. October 15, 2018 until 11:59 p.m. April 30, 2019.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule “A” to this Agreement.
3. **Contacts:**

IMOS’ contact shall be:
Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563

The Municipality’s contact shall be:
M. McIsaac, Road Foreman
Town of Minto
5941 Highway 89
Harriston, ON N0G 1Z0

4. **Indemnification:** The Municipality shall indemnify and hold harmless IMOS and its contractors, agents, their officers and employees from and against all claims, demands, losses, expenses, costs, damages, actions suits or proceedings by third parties, hereinafter called “Claims”, directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the services, provided such Claims are:
- a) attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property;
 - b) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,
 - c) made in writing within a period of (2) years from the date that the services are completed.
5. **Insurance:** The Municipality shall maintain, in full force and effect, adequate liability insurance at all times and throughout the term of this Agreement.
6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$4,760.44 plus HST and \$4760.45 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2018 and February 28th, 2019.
7. **Authority:** The Municipality warrants that it has taken all necessary steps, done all acts, passed all by-laws and obtained all approvals required to give it the authority to enter into this Agreement.

IN WITNESS WHEREOF IMOS and the Municipality, by their duly authorized representatives, have hereunto set their signatures on the dates herein written below.

IMOS

The Corporation of the Town of
Minto

Greg Smart, Operations Manager
Owen Sound Highway Maintenance Ltd.

Mayor

Clerk

Schedule 'A'

IMOS agrees to attempt to maintain one lane in each direction of the Municipality's Connecting Link as a Class 2 Highway in accordance with the Ministry of Transportation's Maintenance Quality Standards 701. The following points also form part of this agreement:

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality as soon as possible if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Snow removal adjacent to the through lanes will not be included in this agreement.

The Corporation of the Town of Minto
By-law Number 2018-68

to appoint Members to the Wellington County Joint Municipal Election
Compliance Audit Committee

WHEREAS subsection 88.37 of the Municipal Elections Act, 1996, as amended requires Council to establish a Compliance Audit Committee;

AND WHEREAS the County of Wellington member Municipalities established a Joint Municipal Election Compliance Audit Committee for all municipalities in the County of Wellington;

AND WHEREAS Section 11 (2) of the *Municipal Act*, S.O. 2001, c. 25, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

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

1. THAT the following persons are hereby appointed to the Wellington County Joint Compliance Audit Committee from December 2018 until December 2022:
 - a. Jim McQueen
 - b. Wesley (Wes) Snarr
 - c. Douglas Auld
 - d. Joseph Servos
2. That this by-law shall be in full force and effect upon final passing thereof.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law Number 2018-69
By-law to Approve Exemptions in Schedule “A” of
By-law Number 02-80 Section 2 b) to permit
chickens in a residential area

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

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

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

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

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

1. That Schedule “A” in By-law Number 02-80 is replaced with the Schedule “A” attached to this by-law to permit exemptions under Section 13 of By-law Number 02-80 to permit keeping of five hens at 95 Regency Drive in an area not zoned for operation of a farm in addition to the exemptions previously approved by Council.
2. Council approves the said exemptions for existing operations subject to annual licensing requirements as approved by Council from time, and that the approval not be transferable to any other person or property.
3. That this by-law shall come into full force and effect upon final passing thereof.

Read a first, second, third time and passed in open Council this 4th day of September 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

**Schedule “A” to
By-law 2018-69
Replacing Schedule “A” to By-law Number 02-80**

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

- a) 43 George St. S. Harriston four hens (Wayne and Louise Howe)
- b) 27 Mill St. Clifford three hens (Reinhardt Lange)
- c) 332 Jane Street, Palmerston five hens (Jonathon and Amanda Scherrens)
- d) 135 Cumberland Street, Palmerston five hens (Norwell District Secondary School)
- e) 95 Regency Drive, Minto five hens (Carlos Pereira)

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

The Corporation of the Town of Minto
By-Law No. 2018-70

Being a by-law to approve a Delegation of Powers Policy
and to delegate certain powers and duties
to officers and employees of the Town of Minto

WHEREAS Section 270 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, makes provision in part that Municipalities shall adopt and maintain policies with respect to the delegation of municipal powers and duties.

AND WHEREAS Section 23.1 and 23.2 of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act;

AND WHEREAS Section 5 of the Planning Act, 1990, as amended, authorizes a municipal council to delegate authority, by by-law, with the exception of the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans;

AND WHEREAS Section 8 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, provides in part that the powers of a municipality under the Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate;

AND WHEREAS it is deemed appropriate to delegate routine or minor powers and duties to employees to enhance the efficiency of the decision making and administrative processes;

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

1. This by-law shall be known as the Minto Delegation of Powers and Duties By-law.
2. The delegation of duties and powers shall be governed by the provisions of this bylaw including those attached in Schedules “A” and “B”.
3. Schedules “A” and “B” attached shall form part of this by-law.
4. This Bylaw shall come into full force and effect on the final passing thereof.
5. That any predecessor bylaws inconsistent with this bylaw shall hereby be repealed.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

Schedule "A"

Delegation of Powers Policy

PURPOSE

Section 270.(1) of the Municipal Act, 2001, as amended ("Act"), requires municipalities adopt and maintain a policy with respect to the delegation of municipal powers and duties. Section 23.1 (1) authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act.

This policy guides Council and staff when implementing the delegation of powers and duties as outlined in the by-law and establish guidelines for conducting the business of the Town

POLICY STATEMENT

The Corporation of the Town of Minto Council is a duly elected municipal government directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council decisions are actioned through a by-law or resolution passed at a Council meeting by a majority vote. Without limiting the authority or accountability of Minto Council to act by by-law or resolution, in an effort to ensure the orderly flow of business in a timely way, to maintain community engagement on local issues, and create a stream-lined operations and decision-making, Council shall entrust certain powers and duties to certain officers and staff of the Town or staff of Wellington County where specified.

The delegation of municipal powers by Council is made in accordance with the relevant legislated authority of the Municipal Act, 2001 and Planning Act, R.S.O., 1990 and Municipal Freedom of information and Protection of Privacy Act, and other applicable legislation as may apply.

DEFINITIONS

"Administrative Powers" means all matters required for the management of the corporation which do not involve discretionary decision making.

"Legislative Powers" means all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision making authority.

POLICY REQUIREMENTS

1. All delegation of Council powers, duties or responsibilities shall be implemented by by-law, which is deemed to include motions passed in Committee of the Whole, approved in Council and adopted by confirmatory by-law.
2. Council retains all powers, duties and responsibilities afforded to it legislatively unless Council has specifically delegated that authority, duty or responsibility in an approved by-law.

3. Where a power, duty or responsibility has been delegated in a by-law to a designate of a Department Head or officer of the Town the C.A.O., Deputy C.A.O. Clerk or Department Head shall have the authority to identify the designated, and such designated shall have the skills, abilities and accountability to accept being so designated. No employee who is appointed as a designate shall further delegate that authority.
4. Legislated matters delegated by Council shall generally be minor and administrative in nature unless Council's delegation specifically and explicitly specifies terms and conditions under which powers are to be exercised in approved policies or practices and shall be in compliance with limitations set out in the *Municipal Act, 2001* and other applicable legislation.
5. In exercising any delegated power, officers', staff, employees or other such delegates shall comply with the following:
 - a) The Code of Conduct of the Town of Minto and any other related policies and practices.
 - b) The approved annual budget such that any delegated authority shall be provided for in the current operating or capital budget of the Town pursuant to the approved purchasing and procurement by-law.
 - c) The scope of the delegated authority shall not be exceeded, and where required updates or reports shall be submitted to Council advising of progress with respect to the delegated authority and confirming such actions comply with this and other applicable policy.
 - d) Policies and practices with respect to risk management, health and safety, accessibility, and similar are met.
 - e) Contracts, agreements or other such undertakings are approved by Council through by-law or resolution unless authority to execute such an agreement is specifically delegated.
 - f) All actions of officers', staff, employees or other such delegates shall be consistent with applicable legislation, codes, by-laws, standards or other legal requirements as set out by the federal, provincial, county or local municipal government.

MUNICIPAL ACT 2001 LIMITATIONS ON DELEGATED AUTHORITIES

Under Section 23.1 (2) of the Municipal Act Council shall comply with the following rules when adopting a by-law to delegate powers or duties:

- (a) A delegation may be revoked at any time without notice unless the delegation by-law specifically limits the power to revoke a delegation.
- (b) A delegation shall not limit the right to revoke the delegation beyond the term of Council which made the delegation.
- (c) A delegation may provide that only the delegate can exercise the delegated power or that both the municipality and the delegate can exercise the power.
- (d) A delegation or deemed delegation of a duty results in a joint duty of the municipality and the delegate.
- (e) A delegation may be made subject to such conditions and limits as the Council considers appropriate.

- (f) Where a power is delegated, the power is deemed to be delegated subject to any limits in the power and to any additional procedural requirements, including conditions, approvals and appeals which apply to the power and any duties related to the power are deemed to be delegated with the power.

NO DELEGATION OF POWERS

In accordance with the *Municipal Act 2001, as amended* the following powers and duties cannot be delegated by Council:

- (a) The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
- (b) The power to pass a by-law under Parts VIII (Municipal Taxation), IX (Limitations on Taxes for Certain Property Taxes), and X (Tax Collection)
- (c) The power to incorporate corporations in accordance with section 203.
- (d) The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
- (e) The power to pass a zoning by-law under the *Planning Act*.
- (f) The powers to pass a by-law under subsections 108(1) and (2) (Programs for small business), and 110 (3), (6) and (7) (Municipal Capital Facilities).
- (g) The power to adopt a community improvement plan under section 28 of the *Planning Act* if the plan includes provisions that authorize the exercise of any power under subsection 28(6) or (7) of that Act (sale of land or giving of grants) or under section 365.1 (community improvement plan) of the *Municipal Act*.
- (h) The power to adopt or amend the budget of the municipality.
- (i) Any power or duty that may be prescribed by regulation.

RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

1. The Chief Administrative Officer for the Town may be a separate position or a position combined with any other position within the organizational structure. In absence of specific terms as an officer appointed under the *Municipal Act*, the following powers and duties are responsibilities of the Chief Administrative Officer:
 - a) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality,
 - b) Establish the organizational structure of the municipality, including the establishment, merger and elimination of divisions and departments and establishing a managerial hierarchy for approval by Council.
 - c) Coordinate and supervise the implementation of and ensure the effective administration of all programs and policies initiated and adopted by Council and of all projects and undertakings initiated by or pursuant to direction within the approved strategic plan.
 - d) Coordinate administrative amendments to all active Town Policies to reflect any organizational changes that impact delegated authority,

- e) Review and amend Town Policies and Procedures related to the administration of employees, including the dates to be observed as public holidays and holiday closures subject to Council approval.
 - f) Authority to handle insurance settlement claims in consultation with the Town's Insurer for amounts less than \$10,000, and report to Council annually if any claims were approved.
 - g) Authority to conduct performance reviews of Department Heads and other direct reports and to review, augment and sign all other staff performance reviews.
 - i) Authority to close non-essential departments in the event of inclement weather, in consultation with the Mayor or designate.
 - j) Authority to terminate employees in consultation with Mayor or designate where cause is immediately apparent, and to approve the termination of contracts for default, poor or non-performance.
2. The Chief Administrative Officer shall report action taken or decisions made in accordance with the delegated authority regularly to Council.

Schedule B
Delegation of Powers to Town of Minto Staff

1. Within Schedule “B” the following definitions shall apply:

- a) *“Acting Director of Public Works”* means the person or position which may be acting as the Director of Public Works for the purposes of the authorities under this by-law.
- b) *“C.A.O.”* shall mean the head administrative official reporting to Council and to whom Department Heads and other municipal staff report to and includes the C.A.O. Clerk or any other position to which the title C.A.O. is combined.
- b) *“Department Head”* shall mean the position responsible for specific sections of municipal responsibility as outlined in the current organizational chart approved for the Town and without limiting the generality of the foregoing includes the Business and Economic Manager, Recreation Services Manager, Facilities Manager, Chief Building Official, Fire Chief, Treasurer, Public Works Director, Acting Public Works Director or any position responsible for a Department that may be combined in the future.
- c) *“Treasurer”* shall be the officer appointed by Council pursuant to the Municipal Act to conduct financial duties on behalf of the municipality who is also a Department Head pursuant to the authorities under this by-law.

Delegated Authority	Position
Execute and submit any non-financial reporting requirements associated with the receipt of grant funds	Treasurer or Deputy Treasurer
Execute and submit any financial reporting requirements associated with the receipt of grant funds	Treasurer or Deputy Treasurer
Approve, amend and/or declare a winter parking ban, designate a highway, or a portion of a highway as a construction zone, designate temporary no parking or stopping zones in the interests of safety when an emergency has arisen, to facilitate the removal of snow, ice or debris from a highway, or to facilitate the construction or repairs of highway for emergency situations, issue entrance permits	Public Works Director, Acting Public Works Director, Manager of Roads and Drainage, Roads Foreman
Authority to approve and comment on Fire Risk and Safety Management Plans.	Fire Chief or Chief Fire Prevention Officer.

Delegated Authority	Position
Fire protection and prevention initiatives	Fire Chief, Fire Prevention Officer, Assistant Chief of Fire Administration
Approve, execute, amend and renew Independent Electricity Systems Operator Feed-in Tariff and Large Renewable Procurement Program documents with respect to rooftop solar projects and ground mounted solar projects that meet the Town's prescribed conditions and where municipal Council support resolutions are required	C.A.O. or designate
Authorize the registration of releases and discharges, including the electronic registration of documents related to real property matters	C.A.O. or designate
Apply to the Chief Judge for short form wordings and set fines for licensing and regulatory by-laws approved by Council	C.A.O., Chief Building Official, By-law Enforcement Officer
Approve, renew, or amend any annual indoor or outdoor facility rental agreements and associated documents with various businesses and associations that are directly related to Town business objectives	Recreation Facilities Manager
Approve and execute agreements with respect to conditional building permits	Chief Building Official, Building Inspector
Approve, execute, amend and terminate agreements and associated documents in accordance with Town approved grant funding incentive programs under \$1,500 including, but not limited to Community Improvement Plans	Manager of Business and Economic Development, Treasurer
Approve, execute, amend agreements and associated documents regarding incoming donations, subsidy opportunities and leases with a revenue value up to \$5,000 per agreement or contract	Recreation Services Manager, Treasurer
Sign and execute minutes of settlement between the Town and the Municipal Property Assessment Corporation and/or the Assessment Review Board	Treasurer, Tax Collector
Execute agreements and associated documents with respect to approved corporate partnerships based on sponsorship and advertising assets up to \$5,000	Manager of Business and Economic Development, Treasurer, Recreation Services Manager

Delegated Authority	Position
Approve, execute and amend water and sewer connection agreements, contracts or any associated documents for the purpose of creating new connections, updating existing connections for Town infrastructure and new development and accepting new charges for utility services up to \$5,000	Public Works Director or Acting Public Works Director, Water Foreman, Wastewater Foreman
Approve, execute, amend and terminate agreements and associated documents in accordance with energy utility funding and incentive programs	C.A.O., Treasurer, Facilities Manager or designate
Administration of the Municipal Freedom of Information & Protection of Privacy Act and for decisions made thereunder.	Deputy Clerk
Designate private events as municipally significant for the purposes of the Special Occasion Permit process	C.A.O., Deputy Clerk
Issue Backyard Hen Permits in accordance with bylaw 2015-87	By-law Enforcement Officer
Delegation of authority to issue lottery licenses	Recreation Services Manager, Deputy Clerk
Delegation of authority to perform civil marriage ceremonies	C.A.O. where position is combined with the role of Clerk, Deputy Clerk
Authority to Administer the Sign by-law including the signing of documents to issue, or deny, a Sign Permit Application, or to revoke a Sign Permit.	Chief Building Official, Building Inspector, By-law Enforcement Officer
Authority to enforce provisions of the Building Code Act R.S.O. 1992.	Chief Building Official, Building Inspector
Administer swimming pool and fencing by-laws of the Town	Chief Building Official, Building Inspector, By-law Enforcement Officer
Authority to issue Kennel Licenses in accordance with By-Law 16-31.	Chief Building Official, By-law Enforcement Officer
Administer and Enforce the Animal Control By-law including enforcing the keeping and running at large of dogs	Chief Building Official, By-law Enforcement Officer
Sign and administer all payments issued by the Town either by manual or by electronic signature	Mayor, Deputy Mayor, Treasurer, Deputy Treasurer, C.A.O.

Delegated Authority	Position
Prepare and administer appropriate write-off procedures and best practices relating to receivable accounts deemed uncollectable up to a maximum of \$5,000 per account	Treasurer or designate
Administer all approved grant funding amounts in accordance with Council approved financial incentive programs and grant programs and the redistribution of funds as applicable	Treasurer or designate
Issue Transient Traders licenses, in accordance with by-law 2000-53	Deputy Clerk
Community Emergency Management Coordinator	Emergency Manager/CEMC, Wellington County Emergency Management
Make technical adjustments to the annual approved capital and operating budget based on business needs and good accounting practices	Treasurer, C.A.O., Department Head
Establish new reserve funds as a result of the approved annual budget	Treasurer or designate
Approve corporate partnerships sponsorship and advertising assets with a value up to \$5,000	C.A.O., Treasurer
Approve corporate partnerships based on sponsorship and advertising assets with a value of \$5,000 up to \$25,000	Treasurer or Delegate and Clerk or Delegate
Approve grant funding applications to secure funding for the Town, even if there are incremental expenditures or staffing impacts to a maximum of \$10,000, only if the grant application deadline is time sensitive, the deadline does not coincide with the Council reporting cycle, and where the application may be withdrawn should Council subsequently not approve of the Town's participation in the funding opportunity	C.A.O, Treasurer
Ability to purchase pursuant to the Town's procurement by-law and applicable policies	C.A.O., Treasurer, Department Head, or designate
Hire staff below a Department Head where such position is approved by budget and within the current approved organizational chart of the Town	C.A.O., Treasurer, Department Head

Delegated Authority	Position
<p>Submit grant funding applications that would reduce expenditures associated with projects, programs and services approved as part of the operating and capital budgets, or to advance improvements where such grants represent the full value of the service or capital improvement</p> <p>Approve and execute new vendor insurance agreements, insurance policies and related insurance or claim documents</p>	C.A.O., Treasurer or Department Head
<p>Authority to make administrative corrections or minor changes that do not impact intent to by-laws, minutes, agreements, policies, procedures or other such directions approved by Council.</p>	C.A.O., Deputy Clerk
<p>During a municipal election year and either prior to the nomination date, after the nomination date or prior to the election, or following the election where Council's actions have become restricted under section 273 of the <i>Municipal Act 2001</i> , prepare a report and recommendation to delegate authority to the C.A.O., Treasurer or a Department Heads such responsibilities as may be necessary to comply with statute and to ensure the business of the Town continues according to current practices and policies</p>	C.A.O., Treasurer, Deputy Clerk
<p>Authority to grant rental and fee exemptions in accordance with the Municipality's Rental and User Fee Policy, limited to fees not exceeding \$500 per request pursuant to Town policy</p>	Treasurer, Recreation Services Manager, Facilities Manager
<p>Establish, determine and direct the appropriate action to be taken in the administration of the any pre-consultation meetings conducted prior to the submission of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and Site Plans</p>	C.A.O., Chief Building Official, Building Inspector, Wellington County Planning and Development Department staff providing planning services to the Town
<p>Use dispute resolution techniques to attempt to resolve an appeal in accordance with the Planning Act as amended</p>	Mayor, C.A.O., Chief Building Official, Wellington County Planning and Development Department staff providing planning services to the Town

The Corporation of the Town of Minto
By-Law No. 2018-71

to Amend Zoning for 5543 Minto-Normanby Townline 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 the wording of Site Specific Exception 36.96, be deleted and replaced with the following:

36.96 Lot 34, Concession 18, Lots 33 & 34, Concession 17 (Minto), 5543 Minto- Normanby Townline	A-96	Notwithstanding Section 6.14 the servicing, repair, and sales of corn planters/seed drills is permitted as a home industry subject to the following regulations: a) A maximum floor area of 724.5 m ² (7,800 ft ²) for all buildings is permitted for the home industry. This area includes but not limited to the workshop areas, lunchroom, washroom, generator room, office, inside storage areas, mechanical room and basement area; b) The home industry use including buildings, parking and loading areas, and outdoor storage/display areas may occupy a maximum of 0.4 ha (1.0 acres) in land area and must be located within the farm building cluster; and, c) Home Industry Regulations: Sections 6.14 e), 6.14 f), 6.14 g), and 6.14 h) are also applicable.
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2. 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.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

**EXPLANATORY NOTE
BY-LAW NUMBER 2018-71**

THE SUBJECT LAND is located on Part Lot 33 & 34, Concession 17 and Part Lot 34, Concession 18, with a municipal address of 5543 Minto-Normanby Townline. The property is approximately 55.44 ha (137 ac) in size and is occupied by a farming operation and a home industry (corn planter meter repair).

THE PURPOSE AND EFFECT of the proposed amendment is to amend the site specific (A-96) agricultural exception to permit an expanded home industry (the servicing, repair and sales of corn planters/seed drills) on the property.

The Corporation of the Town of Minto
By-Law No. 2018-72

to Authorize the Execution of a Site Plan Agreement
with Dan Sinclair, Mary Street, Palmerston

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

AND WHEREAS the Corporation of the Town of Minto approved a site plan subject to execution of a site plan agreement under Section 41 of the Planning Act, R.S.O. 1990, c. P.13; Dan Sinclair legally described as: Lot 35 and 36 Survey Caswell & Clement's Palmerston; being Plan 2, Plan 61R-21270; Town of Minto, County of Wellington.

AND WHEREAS the parties hereto have agreed upon the terms as set out in the attached Site Plan Agreement, in substantially the same form affixed hereto as Schedule "A" to this By-law;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and instructed to execute the Site Plan Agreement between the Corporation of the Town of Minto and Dan Sinclair attached as Schedule "A" to this By-law.
2. That the Site Plan Agreement shall apply to lands in The Town of Minto legally described as Lot 35 and 36 Survey Caswell & Clement's Palmerston; being Plan 2, Plan 61R-21270; Town of Minto, County of Wellington.
3. That this By-law shall come into force and effect on the date of its passing thereof.
4. That the C.A.O. Clerk is hereby instructed to affix the Corporate Seal thereto.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White

THIS AGREEMENT MADE IN TRIPLICATE THIS 4th DAY OF SEPTEMBER, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO,

hereinafter called the "Town" of the First Part,

-and-

DAN SINCLAIR,

hereinafter called the "Owner" of the Second Part.

SITE PLAN AGREEMENT

- WHEREAS *the Owner represents to be the registered owner of those lands in the Town of Minto, County of Wellington, described in Schedule "A" attached hereto and the Owner represents to have signing authority with respect to the said lands and the development described by Schedule "B";*
- AND WHEREAS *the parties hereto agree that the lands affected by this Agreement are as set out in Schedule "A" attached hereto;*
- AND WHEREAS *the Town has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of The Planning Act, 1990;*
- AND WHEREAS *by an application dated on or about the 15^h day of August, 2018, the Owner applied to the Town for Site plan approval in respect of its development of the lands described in Schedule "A";*
- AND WHEREAS *the Town approved the Plans and Drawings submitted with the Owner's application subject to certain conditions on the 4th Day of September, 2018.*
- AND WHEREAS *the Town provided approval of the Owner's Application subject to the Owner entering into an Agreement as permitted by subsection 41(7) of the Planning Act, R.S.O.1990 c.P.13;*
- AND WHEREAS *the covenants in this Agreement are binding upon the Owner and when registered on title are binding upon all successors in title;*

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the approval of plans by the Town for the development of the subject lands and the sum of ONE (\$1.00) DOLLAR, the receipt of which hereby admitted, the Owner hereby agrees with the Town as follows:

PART A - GENERAL PROVISIONS

1. The parties to this Agreement hereby agree that:
- i) the Owner as herein stated is the registered owner of the lands described in Schedule "A" to this Agreement; and
 - ii) the lands affected by this Agreement are as described in Schedule "A" to this Agreement, hereinafter called the "subject lands"; and
 - iii) this Agreement shall apply to and be binding upon all successors in title to the Owner.

2. The Owner for himself/herself and all successors in title hereby releases the Town, its servants, agents and contractors from any and all liability in respect of the proper maintenance and operation of the matters and facilities required by this Agreement and shall indemnify the Town in respect of any loss or damage to any person or property entering the "subject lands" under the terms of this Agreement.
3. The Owner consents to the Town at its sole expense and discretion to register this Agreement in the Registry Office for the County of Wellington against the "subject lands".
4. The Owner will at all times indemnify and save harmless the Town of and from all loss, costs and damages which the Town may suffer, be at or be put to, for or by reason of, or on account of the construction, maintenance or existence of pavements, curbs, plantings and other improvements upon the untravelled portions of road allowances where the same are required by this Agreement to be provided by or at the expense of the Owner and such indemnity shall constitute a first lien and charge upon the "subject lands".
5. The Parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in Court, or before any Administrative Tribunal, the Parties' right to enter and enforce this Agreement. The Law of Contract applies to this Agreement and the Parties are entitled to all remedies arising from it, notwithstanding any provision in section 41 of the Planning Act interpreted to the contrary. The Parties agree that adequate consideration has flowed from each Party to the other and they are not severable. This provision may be pleaded by either Party in any action or proceeding as an estoppel of any denial of such right.
6. The Town's CAO/Clerk at his/her sole discretion may agree to minor variations to provisions of this Agreement, and such minor variations shall not constitute an amendment to this Agreement.
7. The clauses of this Agreement are independent and severable and the striking down or invalidation of any one or more of the clauses does not invalidate all or any of the remaining clauses.
8. Nothing in this Agreement shall relieve the Owner from complying with all applicable municipal by-laws and requirements, including the requirement for building permits.
 - (i) Building Permits: The Owner covenants and agrees that neither it nor any person under its authority shall be entitled to the issuance of one or more building permits to construct any buildings or structures contemplated under this Agreement until this Agreement has been fully executed and registered on title to the subject lands.
 - (ii) Occupancy: The Owner covenants and agrees not to permit occupancy of any building or part thereof for which building permits have been issued until sufficient required works under this agreement have been completed in accordance with the requirements of the Ontario Building Code, the Zoning By-law and any other municipal By-laws, including testing and approval of the internal water distribution and sanitary sewer collection to ensure operation in accordance with conditions established by the Town.
 - (iii) In the event that a building or part thereof is occupied otherwise and in accordance with the provisions of clause 8(ii), the Owner covenants and agrees that the Town shall be entitled to obtain an Order from a Court of competent jurisdiction prohibiting the occupancy of any building or part thereof until such time as the terms of this Agreement have been fully complied with, and the Owner shall be estopped from opposing such Application on the part of the Town.

9. The Owner hereby grants to the Town, its servants, agents, and contractors a license to enter the "subject lands" for the purpose of inspection of the works and the "subject lands" or for any other purpose pursuant to the rights of the Town under this Agreement.

PART B - SITE DEVELOPMENT AND MAINTENANCE PROVISIONS

10. The Owner agrees to undertake development of the "subject lands", at his/her sole expense, in conformity with the site plan described in Schedule "B" attached hereto, which shall hereinafter be referred to as the "approved site plan".

The Owner covenants and agrees that no work shall be undertaken or performed on the subject lands except in accordance with the terms of this Agreement (including the Schedules attached hereto), the approved Site Plan, and all other plans and specifications submitted to and accepted by the Town, and by such other agencies or approval authorities as may be applicable including, without limiting the generality of the foregoing, the County of Wellington and the applicable Conservation Authority.

11. The Owner agrees to provide, install or otherwise abide by, at his/her sole expense, the "site development requirements" as detailed in Schedule "C" attached hereto.

12. (a) Upon completion of the development of the "subject lands" in conformity with the provisions of this Agreement, the Town shall issue a "Certificate of Compliance".

- (b) "Certificate of Compliance" shall mean a statement of the Town as to the substantial completion of the works, matters and facilities required by this Agreement and shall not be deemed to certify compliance with any other municipal requirements, regulations, or by-laws, and the Town shall not be estopped from pursuing any or all of its rights to enforce the continuing obligations of the Owner under this Agreement or to enforce any other of the Town's requirements, regulations or by-laws which relate to the "subject lands".

13. (a) Unless otherwise agreed to by the Town, prior to obtaining a building permit or proceeding with any work in support of the approved development, the Owner agrees to provide a security (hereinafter called the "security") to the Town in the amount as detailed in Schedule "C" attached hereto by way of cash or a letter of credit in a form acceptable to the Town (see Schedule "E" to this Agreement for sample letter of credit) which shall have an initial expiry date no sooner than the date as detailed in Schedule "C" hereof, to ensure the provision of all matters and facilities required pursuant to this Agreement and other applicable municipal requirements within the prescribed time period, and such security shall be refunded to the Owner without interest upon issuance of a "certificate of compliance", unless the Town exercises its rights under clauses 14 or 15 of Part "B" of this Agreement, in which case the "security" shall be drawn upon by the Town to the extent necessary to secure conformity with this agreement.

- (b) In accordance with the standard policies of the Town, the Owner agrees to pay the cost of those works described in Schedule "D" attached hereto, which are works to be done by the Town, or its contractors.

14. (a) Where the Owner is required by this Agreement to do work and such work is not done within the prescribed time period, or where facilities and matters required by this Agreement are not so provided, maintained or used by the Owner in accordance with this Agreement, or where the Owner does not otherwise abide by the requirements of this Agreement including clause 8(ii), the "security" may be applied by the Town to the extent necessary to ensure compliance with this agreement. A "certificate of compliance" shall not be issued until such matters have been brought into conformity with this Agreement.

- (b) The Owner agrees that in default of any required work being completed within the prescribed time period, or failure to provide, retain, maintain, repair or use

those matters and facilities required by this Agreement, or otherwise abide by the requirements of this Agreement, the Town, its servants, agents, and contractors shall have the right after thirty (30) days of the mailing of a notice to the Owner at the address as detailed in the last revised assessment role, to enter the "subject lands" to complete such works required by this Agreement as the Town deems necessary at its sole discretion, and all expenses incurred by the Town in doing such work shall become a charge against the "subject lands", and may be recovered by Court Action and with the same priority as municipal taxes.

- (c) The Owner agrees that the Town shall not be liable to compensate the Owner, occupant, or any other person having an interest in the property, by reason of anything done by or on behalf of the Town under the provisions of this Agreement.
- 15. The Owner agrees that the "security" may be used to rebuild or repair any public facilities damaged or altered during development of the "subject lands". The Owner acknowledges that this provision does not relieve the Owner of the responsibility to repair or rebuild any public facilities damaged or altered during development of the "subject lands" to the requirements of the Town's Public Works Director and the Owner shall pay all costs of such reconstruction or repair.
 - 16. The Owner hereby acknowledges that failure to complete all required works within the specified time period shall mean a "certificate of compliance" will not be issued until such work necessary to complete the development is done, and that until a "certificate of compliance" has been issued, in the event that the prescribed time period has lapsed, the Town has the right to refuse issuance of any permit necessary to carry out any additional work on the "subject lands".
 - 17. All maintenance and repair of facilities and matters required by this Agreement shall be done by the Owner from time to time at his sole risk and expense and the Owner agrees the "subject lands" will not be used in any manner which will impede or prohibit performance of the maintenance provided for in this Agreement.
 - 18. The Owner agrees to maintain in good repair and at his sole expense the "subject lands" in conformity with the provisions of the approved site plan described by Schedule "B" and with Schedule "C" (site development requirements), and all other requirements pursuant to this Agreement, and all repair or maintenance shall conform with the requirements of this Agreement as it applied to the original development.
 - 19. The Owner agrees that all vaults, containers, collection bins and other facilities which may be required for the storage of garbage and other waste material shall be kept within a completely enclosed building or a completely enclosed container in a location acceptable to the Town.
 - 20.
 - (a) The Owner agrees that at his sole expense, all parking areas provided on the "subject lands" shall be maintained clear of snow reasonably in all circumstances so as not to prohibit or block or in any way restrict access along any driveway, walkway for vehicular and pedestrian traffic or reduce the number of usable parking spaces below the minimum number of spaces required by the Town's zoning by-law.
 - (b) The Owner agrees not to store snow on the "subject lands" or municipal road allowances such that it blocks visibility adjacent to a street or drainage facilities or where adequate drainage facilities are not provided or where melt-water would adversely affect an abutting property.
 - 21. The Owner agrees to maintain at his sole expense and in good repair to standards acceptable to the Town all landscaped open space, private driveways and complementary facilities, and private approach sidewalks which are located on untravelled portions of Town owned road allowances abutting the "subject lands".

PART C - OTHER PROVISIONS

22. Definitions for terms which may be used in this Agreement shall be as follows:
- (1) "Building Area" shall mean the only area upon which the erection and use of buildings and structures shall be permitted, but may include areas of Landscaped Open Space.
 - (2) "Landscaped Open Space" shall mean the areas of open space comprised of lawn and ornamental shrubs, flowers and trees and may include space occupied by paths, walks, courts, patios, but shall not include parking areas, traffic aisles, driveways and ramps.
 - (3) "Parking Area" shall mean the areas of open space other than a street to be used for the parking of motor vehicles and access ramps and driveways to areas used for the parking of motor vehicles which shall be clear of buildings and structures except those accessory to the operation of the parking area, and which shall be available and maintained for the parking of motor vehicles including manoeuvring aisles and other space necessarily incidental to the parking of vehicles, and may include areas of Landscaped Open Space.
 - (4) "Natural Open Space" shall mean the areas of open space which are to remain in a natural state with a minimum amount of maintenance, but shall not include areas of outside storage, parking areas, traffic aisles, driveways or ramps, or Building Area. Natural Open Space areas shall be kept clear of all weeds and natural growth which is prohibited by Town by-laws. Areas of Natural Open Space may include areas of Landscaped Open Space.
23. (a) During development of the "subject lands", the Owner shall:
- i) abide by those provisions of Schedule "C" to this Agreement relating to erosion and sediment control; and
 - ii) install and maintain at his/her sole expense all necessary erosion control works and structures (ie. sediment traps, silt fence, check dams, etc.) required by the Town's Public Works Director or the Chief Building Official from time to time to minimize erosion on and off the subject lands.
- (b) Should the Owner be in default of any requirement under Clause 23 (a) of this Agreement, the provisions of Clause 14 (b) shall apply, except that in an emergency situation where the potential of damage to any lands is deemed by the Public Works Director to be imminent, the thirty (30) day notice shall not be required, and the Town shall have the right of entry immediately after providing the Owner with notice.
24. The Owner agrees to obtain all required approvals from the County of Wellington where the lands described by Schedule "A" to this agreement are located on or require access to any road under the jurisdiction of the County of Wellington, and that the Town will not release the terms of this agreement, or any security required thereto, where approvals from the County of Wellington have not been obtained by the Owner.
25. In the event of transfer of ownership of the subject lands, the Town will not return any Letter of Credit or security required under this agreement until such time as the new Owner files with the Town a replacement security in a form satisfactory to the Town. Pending the provision of a replacement security the Town may use the security filed pursuant to this agreement for any purpose set out herein.
26. The Owner covenants and agrees that a General Comprehensive Liability Insurance Policy in the amount of not less than Five Million Dollars is in place and that the Town is indemnified under the said policy for any loss arising from

claims or damages, injuries or otherwise in connection with work done by or on behalf of the Owner. The Town shall be named as an additional insured within the said insurance policy. The Owner shall maintain such overage throughout the course of the development and shall supply a certificate of insurance as proof of coverage upon demand of the Town.

27. Failure of the Town at any time to require performance by the Owner of any obligation under the Agreement shall in no way affect the Town's rights thereafter to enforce such obligation, nor shall the waiver by the Town of the performance of any obligation be taken or held to be a waiver of performance of the same, or any other obligation under the Agreement, and the Town shall specifically retain its right at law to enforce the Agreement.

IN WITNESS WHEREOF the parties have duly executed this agreement.

THE CORPORATION OF THE TOWN OF MINTO

Per: _____
Mayor George A. Bridge

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

DAN SINCLAIR

Witness

SCHEDULE "A"

SUBJECT LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises, situate, lying and being in the Town of Minto, County of Wellington, Province of Ontario, and composed of Lot 35 and 36 Survey Caswell & Clement's Palmerston; being Plan 2, Plan 61R-21270; Town of Minto, County of Wellington.

SCHEDULE "B"

APPROVED SITE PLAN

The "approved site plan" shall be the following plan referred to thereon as the "approved site plan" as indicated by the signature of the CAO/Clerk for the Town of Minto, and on file in the Town office

1. Triton Engineering Services Limited entitled Evergreen Apartment Company General Grading and Servicing Plan 260 Mary Street Palmerston issued for approval 2018/08/09.

SCHEDULE "C"

SITE DEVELOPMENT REQUIREMENTS

1. Completion Date

The Owner agrees that the completion date for all work, including landscaping, required pursuant to this Agreement shall be September 30, 2020.

2. Security

Pursuant to clause 13 (a) of Part B of this Agreement, the Town has security in the amount of \$2850 (amount) to this Agreement.

The security includes \$2850 submitted at the time of site plan approval for legal and engineering costs related to processing this development. This amount shall be retained by the Town as a deposit for legal, engineering and planning related costs which shall be deducted from this amount, the balance of which after such costs shall be refunded upon substantial completion of the project.

Where works required by this Agreement have not been completed, and where the Owner has not provided to the Town other security acceptable to the Town, the Town may use such security to secure completion of the said works, and the Town shall maintain such security until completion of the works in accordance with the terms of this Agreement.

3. Erosion and Sediment Control

- a) If required by the Town Public Works Director or the Town's Chief Building Official, the Owner shall prepare and submit an Erosion Control Plan acceptable to the Town Public Works Director to be adhered to during development of the "subject lands", which plan shall include an acceptable maintenance schedule and starting and completion dates.
- b) To minimize erosion problems, the Owner shall schedule construction such that:
 - i) all activities on the site be conducted in a logical sequence to minimize the area of bare soil exposed at one time;
 - ii) soil stockpiles be located away from watercourses and stabilized against erosion as soon as possible; soil stockpiles remaining longer than 30 days should be stabilized by mulching, vegetative cover, tarps or other means, whereas soil stockpiles intended to remain for less than 30 days can be controlled by filter fence barriers around the pile or acceptable equivalent;
 - iii) construction vehicles leave the site at a designated point(s) provided with a rock or gravel mat to minimize the amount of mud tracking off-site; a temporary vehicle wash down facility may be required for truck wheels;
 - iv) where work is suspended, temporary drainage and erosion control works should be undertaken to minimize erosion, to include steel plates placed over catch basins, sediment traps and silt fences, and sediment storage areas, to ensure sediment and debris do not enter the municipal sewer system on nearby creek or flood adjacent properties;
 - v) all temporary and permanent detention works and facilities be constructed prior to installation of any services on the site or commencement of earth moving operations;
 - vi) all disturbed areas be properly stabilized as soon as possible, and if areas are to remain disturbed through the winter, such areas shall be seeded and mulched or sodded as determined by the Public Works Director.
- c) During the construction period, the Owner shall employ the following "good housekeeping" practices regardless of the soil erodibility and any other erosion and sediment control measures undertaken:
 - i) All catchbasins should be provided with sumps which should be inspected and cleaned frequently;
 - ii) At the downstream end of the "subject lands", the last manhole on the

storm sewer should have a sump which will retain any large debris, which can be cleaned out and filled in with concrete at the end of the project;

- iii) Small weirs should be built into the pipes at manholes on the "subject lands" that are near the outlet for the site drainage, to provide impounding within the minor system and encourage settlement of the sediment being transported; care should be taken when removing the weirs that the sediment is not washed into the Town's system;
- iv) Once the catchbasins have been installed and connected to the minor system, the basins in rear yards, ditches and low activity areas, should be buffered using straw bales on the upstream side (for street catchbasins and high activity areas, the straw bales will not provide adequate protection);
- v) All concentrated or channelized discharges of water off-site must be treated by appropriate erosion and siltation control measures when such water passes through disturbed areas;
- vi) A site supervisor must be designated by the Owner to ensure the approved Erosion Control Plan measures (when such plan is required by the Town) are implemented in a timely and effective manner, who shall conduct inspections of the subject lands on a regular basis and after significant storm events to ensure the components of the Erosion Control Plan are functioning properly, and who shall maintain a work log to record dates and a description of the work activities and site inspections.

4. Completion of Adjoining Town Lands

The Owner agrees to appropriately and properly finish to the requirements and satisfaction of the Town's Public Works Director all lands lying between the "subject lands" and any and all abutting streets, excluding those works which are detailed in Schedule "D" which are works to be undertaken by the Town, which, without limiting the generality of the foregoing shall include the following works required to be completed by the Owner in accordance with the "approved site plan":

- i) landscaping of lands lying between the street line and property line not to be used for vehicular or pedestrian entrances with topsoil and sod/seed;
- ii) installation of driveways of proper width and grade from the street line to the property line with asphalt, concrete or other hard surfacing acceptable to the Town's Engineer;
- iii) removal of existing driveways which are not to be used with replacement by appropriate landscaping as detailed above.

5. Grading and Drainage

The Owner agrees to prepare a grading and a drainage plan acceptable to the Public Works Director and all surface and roof drainage shall be controlled in accordance with the approved plans in a manner satisfactory to the Town's Public Works Director.

6. Lighting

The Owner agrees that any lighting of the land shall be installed in such a manner so as to deflect the light away from adjacent streets and properties or so controlled in intensity so as to prevent glare on adjacent streets and properties.

7. Directional Signage

The Owner, upon request by the Town, shall prepare and submit for approval to the Town's Public Works Director and Fire Chief a signage plan, and the Owner agrees to install all signage pursuant to the approved signage plan.

8. Temporary Fencing

- (a) The Owner shall install temporary construction fencing on the "subject lands" in accordance with sound construction practice and in accordance with the requirements of the Public Works Director or the Town's Chief Building Official, acting reasonably, from the time of commencement of construction to the time of completion of the construction, to secure the site and to provide protection to the general public.
- (b) The Owner agrees to install temporary fencing or otherwise adequately protect

all trees, shrubs and other vegetation which are to be retained, and such fencing shall be located no closer to any trees than the drip line of such trees, and the Owner agrees to abide by the requirements of the Town's Public Works Director in this regard, acting reasonably.

9. Fire Routes

The Owner agrees that any internal driveways which are necessary for and designated as a fire route shall be designed so as to carry the weight of the Town's Fire Fighting equipment.

10. Landscaping

The Owner agrees to provide all landscaping, including any fencing, curbing, sidewalks, plantings (trees and shrubs), ground cover, and the like, as shown on the "approved site plan" or a landscape plan to be approved by the Public Works Director to the specifications and requirements as indicated thereon and to the satisfaction of the Town's Chief Building Official, acting reasonably.

11. Building Accessibility

The Owner agrees that the site and building shall be designed so as to provide unobstructed access for wheelchairs to at least one main building entrance from the public sidewalk/street and one parking area by use of sidewalk ramps of proper gradient and surfacing.

12. Parking Lot Finishing

The Owner agrees that all parking areas and driveways from the front wall of the building to Minto Road shall be surfaced with asphalt or cement, and all parking stalls shall be visually identified by line painting as shown on the "approved site plan".

13. Servicing

The Owner agrees to abide by the requirements of the Town's Public Works Director and the Town's Fire Chief respecting the provision of municipal services to the site including but not limited to municipal water, sanitary sewer, storm sewer, transit, roadway. The Owner and the Town agree to negotiate appropriate costs to be paid by the developer for said services in support of the development indicated on the "approved site plan".

14. Road Widening

The Owner agrees to convey in fee simple and free from encumbrances any land which may be required by the Town for the purpose road widening and for the purpose of establishing a one foot reserve across that portion of the frontage of real properties herein no required for an entrance or exit, in order to ensure proper ingress and egress from the subject lands in accordance with the "approved site plan".

15. Solid Waste and Recycling

The Owner agrees to comply with the County's requirements respecting the disposal of solid waste and the recovery of recyclable materials, and to provide all required facilities indicated on the "approved site plan" to accommodate proper retention, disposal and recycling including appropriate screening of waste bins and separation from sensitive land uses as may be required to comply with applicable municipal regulations.

16. Private Services

The Owner shall obtain all approvals for and make all necessary arrangements for any and all private services such as telephone, telecommunications, cable television, electricity, gas and other such service and shall provide any easements required by private service companies necessary to supply said private services, and the Owner further acknowledges that the Town shall bear no expense, cost or obligation with regard to the installation, relocation or re-design of said private services that may be necessary to comply with the requirements of the "approved site plan".

17. Servicing Design

The Owner acknowledges and agrees that it is the responsibility of the Owner or their consultant to confirm that the proposed servicing design, and location of proposed structures, will not be in conflict with other utilities located in the right-of-way.

18. Record Drawings
Prior to the return of any securities held against this project, the Town may require the original engineering drawings shall be revised to illustrate the recorded changes and variances from the approved construction drawings.
19. Engineering Approvals
That the Owner obtain all permits necessary from the Public Works Director respecting new driveway access to the site and post any required security prior to commencement of any works on the site or within the municipal right-of-way prior to the issuance of any building permit.
20. Recycling Facilities
That the Owner acknowledges and agrees that facilities shall be provided for recycling in accordance with the requirements of the County.
21. Building Permits
The Owner acknowledges and agrees that prior to the issuance of any Building Permit for the proposed development:
 - a) the Owner shall obtain final approval from the Conservation Authority for any applicable surface water management works.

SCHEDULE "D"

WORKS TO BE UNDERTAKEN BY THE TOWN

1. Pursuant to Paragraph 13 (b) of Part B of this Agreement, the Town's Manager of Engineering Services, Manager of Public Works, and the Town's Director of Community Services, at their sole discretion, shall determine the works to be done on Town owned lands which are necessary as a result of the development of the "subject lands", such works to be done by the Town or their contractors at such time as the Town determines at its sole discretion, final costs of which are to be paid by the Owner in accordance with Town policies, and without limiting the generality of the foregoing, may include the following:
 - i) installation of sewer and water service laterals if necessary.
 - ii) curb cuts and curb replacements if necessary.
 - iii) sidewalk replacements if necessary.
 - iv) utility plant relocations if necessary.
 - v) installation of the storm sewer if necessary.

SCHEDULE "E"

**SAMPLE LETTER OF CREDIT
(not applicable)**

CAO/Clerk of The Corporation of the Town
of Minto
5941 Highway 89, Harriston, ON NOG 1Z0

In consideration of the agreement between The Corporation of the Town of Minto and *(Name of Owner)* which is dated the _____ day of _____, 20____, we hereby authorize you to draw on the *(Name and Address of Bank)* up to an aggregate amount of \$_____ available by draft at sight for 100% of invoice value of credit, with guarantee as follows:

As requested by our customer *(Name of Owner)*, we the *(Name of Bank)* hereby establish and give an Irrevocable Letter of Credit in your favour in the total amount of \$_____, which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you, which demand we shall honour without question as to rights between you and our said customer, provided however, that you are to deliver to the *(Name of Bank)* at such time as a written demand for payment is made by you upon us, a statement signed by you confirming that the monies drawn by you are pursuant to our customer's agreement with The Corporation of the Town of Minto.

The amount of this Letter of Credit may be reduced from time to time as advised in writing from time to time by you to us.

This Letter of Credit shall remain in full force and effect for a period of _____ months and will expire on _____, 20____, provided however, that unless notice of expiry is given by registered mail to the Clerk of The Corporation of the Town of Minto by us no later than 30 days prior to the expiry date, the Letter of Credit shall be deemed to be renewed from year to year on the same terms and conditions.

In the event that we refuse to renew the Letter of Credit at the aforementioned date of expiry, prior to such date the Town shall have the right to draw such amount of money as it shall in its absolute discretion deem necessary.

Letter to be Dated, Signed and Sealed

Note: The Letter of Credit must be irrevocable.

The Letter of Credit must be written so as to be honoured by the Surety without question or without just cause having to be proven by the Town to the Bank.

Automatic renewal provisions with 30 day notice of expiry must be included in the Letter of Credit.

The date of expiry as stated in the Letter of Credit must be in accordance with Schedule "C" of this Agreement.

The Corporation of the Town of Minto
By-law No. 2018-73

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held September 4, 2018

WHEREAS the Council of the Town of Minto met on August 7, 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 September 4, 2018 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 4th day of September, 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White