



Tuesday, September 18, 2018

Closed Session starts at 6:30 p.m. and Open Session begins at 7 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 September 4, 2018 Closed Session
 - b. Personal matters about an identifiable individual, including employees - C.A.O. Clerk
 - c. Labour relations or employee negotiations - Succession Plan
4. **Motion to Convene into Open Session**
5. **Minutes of Previous Meeting**
 - a. Previous Minutes of the September 4, 2018 Council Meeting
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. **Delegations**
 - a. Mayor's Golf Tournament Cheque Presentation
9. **Public Meeting**

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18.	Adjournment	



Council Minutes
Tuesday, September 4, 2018 3:00 p.m.
Council Chambers

Council Present:

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

Council Regrets:

Councillor Mary-Lou Colwell

Staff Present for all or part of the meeting:

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

1. **Call to Order 2:34 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3. **Motion to Convene into Closed Session**

RESOLUTION 2018-156

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

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

- **Previous Minutes of the August 7, 2018 Closed Session**
- **Labour Relations or Employee Negotiations**

Carried

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

RESOLUTION 2018-157

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

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

Carried

5. Minutes of Previous Meeting

- a. Previous Minutes of the August 7, 2018 Council Meeting

RESOLUTION 2018-158

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

THAT the minutes of the August 7, 2018 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

All members of Council declared additional items.

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

RESOLUTION 2018-159

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Carried

8. Public Meeting-None

9. Minor Variance Public Meeting – held at 5:00 p.m.

RESOLUTION: 2018-160

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

THAT Regular Council convenes into Committee of Adjustment.

Carried

- a. Minor Variance Application File No.MV-2018-03 Metzger
(See Schedule “A” for Minutes)

- b. Minor Variance Application File No.MV-2018-05 Weber
(See Schedule “B” for Minutes)

- c. Minor Variance Application File No.MV-2018-06 Grein
(See Schedule “C” for Minutes)

Council passed Resolution 14 (2) after the Public meetings.

10. Delegations -None

11. Public Question Period - None

12. Correspondence Received for Information or Requiring Direction of Council

- a. Ontario Ombudsman, The Watchdog July Newsletter
- b. Town of Aurora, Motion-Greenbelt Protection
- c. Maitland Valley Conservation Authority Draft Cost Sharing Proposal
- d. Town of Oakville, Regulating the Display and Distribution of Objectionable Images
- e. Mapleton Senior's Centre for Excellence, September Calendar & Newsletter
- f. Mapleton Senior's Centre for Excellence, Health Event Flyer
- g. Wellington County Fire Prevention Officers Association, A Night at The Races
- h. Ontario Human Rights Commission, Release of new policy and recommendations on accessible education
- i. Clifford Recreation Association, September Newsletter
- j. Waterloo Wellington LHIN, August Newsletter

Councillor Turton asked Council to consider Item c) from the Maitland Valley Conservation Authority who want input on a 50-50 cost sharing arrangement for water and erosion control infrastructure. Member municipalities would fund half the work through the general levy with the balance funded by the municipality hosting the infrastructure. Council discussed the idea noting a Federal and Provincial commitment is also needed and questioned if the formula applied to new water and erosion control infrastructure that may be needed for Harriston.

MOTION: COW 2018-201

Moved By: Councillor Turton; Seconded By: Councillor Elliott

That Town of Minto Council receives correspondence from Maitland Valley Conservation Authority regarding Draft Cost Sharing Proposal, and advises the Town has no objection to cost sharing as outlined, that the Federal and Provincial Government be called upon to increase funding so they are partners in maintaining water and erosion control infrastructure, and that the Conservation Authority clarify how cost sharing might apply to installing and maintaining new water and erosion control infrastructure that may be needed upstream, downstream and within Harriston to help mitigate flooding.

Carried

Deputy Mayor Faulkner stated Item g) Night at The Races has been cancelled.

MOTION: COW 2018-202

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

THAT correspondence is received 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. Business and Economic Manager, Signage Grant – Mailbox Coffee – 39 Elora St. Harriston

Business and Economic Manager Wick-Graham noted the Harriston DRC recommends the grant.

MOTION: COW 2018-203

Moved By: Councillor Turton; Seconded By: Councillor Anderson

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 \$122.63 for the property located at 39 Elora St. S. Unit 3 in Harriston (Mailbox Coffee) and approves this grant.

Carried

- 2. Building Assistant, Proposed Site Plan, Dan Sinclair, Mary Street Palmerston
Building Assistant Brown stated that there was a severance last year and the area is zoned appropriately. The C.A.O. Clerk clarified how access would work.

MOTION: COW 2018-204

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

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.

Carried

- 3. By-law Enforcement Officer, Exemption and Licensing of Backyard Hens
By-law Enforcement Officer Forbes noted he has no concerns with this application.

MOTION: COW 2018-205

Moved By: Councillor Anderson; Seconded By: Councillor Turton

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.

Carried

- 4. Chief Building Official, July and August Building Permit Stats

Chief Building Construction highlighted his presentation. 10 new houses and 4 new barns were built in the past two months. There is a record number of planning applications.

MOTION: COW 2018-206

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT Council receives the Chief Building Officials July and August Building Stats for information.

Carried

5. Clerk's Assistant, Proposed Delegation of Powers Policy & Bylaw

C.A.O. Clerk White advised the Deputy Clerk and Clerk's Assistant helped compile the report and bylaw and noted this is a mandatory by-law under the Municipal Act.

MOTION: COW 2018-207

Moved By: Councillor Turton; Seconded By: Councillor Elliott

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.

Carried

6. Deputy Clerk, Appointment of Joint Compliance Audit Committee Members

Deputy Clerk McRobb noted that this appointment is a housekeeping item.

MOTION: COW 2018-208

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

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.

Carried

7. C.A.O. Clerk, Deputy Clerk, 2017 Experiences, Preparing for 2019

The C.A.O. Clerk and Deputy Clerk reviewed 2017-2018 Department accomplishments, provided an update on the Department's two-year plan and noted key 2019 issues.

MOTION: COW 2018-209

Moved By: Councillor Elliott; Seconded By: Co. Turton

THAT Council receives the C.A.O. Clerk's 'Preparing For 2019' report for information.

Carried

8. C.A.O. Clerk, Outdoor Sidewalk Patio Requests

C.A.O. Clerk White reviewed his report and criteria for sidewalk cafes. Council discussed safety and layout concerns and processes.

MOTION: COW 2018-210

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

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.

Carried

Councillor Turton assumed the Chair

9. Roads & Drainage Manager, Winter Maintenance Connecting Links, Agreement & By-Law
The Roads & Drainage Manager presented his report noting a slight increase in cost over 2018.

MOTION: COW 2018-211

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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.

Carried

Mayor Bridge returned to the Chair

10. Treasurer, FCM Municipal Asset Management Program (MAMP) Application
Treasurer Duff noted the program is ending and asked Council endorse a resolution to apply under the last round of funding due October 23, 2018.

MOTION: COW 2018-212

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

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 Storm water 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.

Carried

11. Treasurer & Tax Collector, Minutes of Settlement and Assessment Adjustments

Treasurer Duff noted reasons for appeals and adjustments, and confidentiality provisions.

MOTION: COW 2018-213

Moved By: Councillor Turton; Seconded By: Councillor Elliott

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

Carried

12. Treasurer, National Disaster Mitigation Program – Intake 5

Treasurer Duff noted the funding will soon end and applications are due September 14th, 2018.

MOTION: COW 2018-214

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

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.

Carried

13. Treasurer, Approval of Accounts

The Treasurer highlighted payments such as arena compressor, asphalt paving work, Clifford Downtown construction and sewage treatment plant upgrades.

MOTION: COW 2018-215

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

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for August 15, 2018 as follows:

Administration \$220,895.23, Building \$2,673.49, Economic Development \$7,376.23, Incubator \$293.76, Fire \$9,734.26, Drains \$22,464.40, Roads \$485,894.72, 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 for a total of \$832,875.15;

AND approves accounts by department for August 31, 2018 as follows:

Administration \$101,823.53, Economic Development \$92,609.10, Incubator \$211.82, Fire \$14,864.85, 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 for a total of \$1,009,849.97.

Carried

14. Curtis Marshall, Senior Planner County of Wellington, Zoning By-law Amendment Brubacher

The County Senior Planner advised the applicant addressed concerns stated at the August 3rd public meeting. The use is more clearly defined in zoning and kept within the existing building.

MOTION: COW 2018-216

Moved By: Jean Anderson; Seconded By: Councillor Elliott

THAT Council receives the County Planners report regarding Zoning By-law Amendment – Brubacher and considers a By-law in Open Session.

Carried

d. Other Business Disclosed as Additional Items

Councillor Anderson noted that she is participating in the Terry Fox Run on September 16th and pledge sheets are available.

Councillor Dirksen thanked the Palmerston Fair organizers for a well-run event.

Councillor Elliott advised the Minto Charity Golf Classic is September 12th at Pike Lake and is a joint event between the Palmerston Lions Club and Community Living North Wellington.

On behalf of the Harriston Canada Packers Reunion Committee Councillor Turton thanked the Kinsmen Club, Harriston Legion, Harriston Historical Society, Leslie Motors, Downtown Revitalization Committee and Cultural Roundtable Committee for making it a successful event.

Deputy Mayor Faulkner noted Wellington County Plowman's Association had their annual competition recently.

Mayor Bridge reminded all of the Harriston-Minto Fall Fair coming up September 14-16.

14. Motion to Return to Regular Council

RESOLUTION 2018-161

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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

Carried

After passing of By-laws a) – k) Council took a five-minute break before going into Committee of Adjustment (see Item 9.)

14. (2) Motion to Return to Regular Council

RESOLUTION 2018-162

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

THAT the Committee of Adjustment convenes into Regular Council meeting.

Carried

15. Notices of Motion - None

16. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-163

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

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

Carried

17. By-laws

a. 2018-49, Final Reading for By-law for Municipal Drain 39

RESOLUTION 2018-164

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT By-law 2018-49; To provide for drainage works in the Town of Minto known as Municipal Drain 39; be introduced and read a third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2018-50, Final Reading for By-law for Municipal Drain 60

RESOLUTION 2018-165

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

THAT By-law 2018-50; To provide for drainage works in the Town of Minto known as Municipal Drain 60; be introduced and read a third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2018-51, Final Reading for By-law for Municipal Drain 24

RESOLUTION 2018-166

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

THAT By-law 2018-51; To provide for drainage works in the Town of Minto known as Municipal Drain 24; be introduced and read a third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2018-54, Final Reading to Amend Zoning for 6739 Wellington Rd 109 and permit an additional use on 6630 Wellington Rd 123

RESOLUTION 2018-167

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

THAT By-law 2018-54; To Amend Zoning for 6739 Wellington Road 109 and permit an additional use on 6630 Wellington Road 123; be introduced and read a third time and passed in open Council and sealed with the seal of the Corporation.

Carried

e. 2018-66 Connecting Link Agreement Clifford Hwy 9

RESOLUTION 2018-168

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT By-law 2018-66; to authorize Execution of An Agreement regarding 2018-2019 Winter Maintenance of Highway 9 with Integrated Maintenance and Operations Services Inc.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

f. 2018-67. Connecting Link Agreement Harriston Hwys 9, 23 and 89

RESOLUTION 2018-169

Moved By: Councillor Turton; Seconded By: Councillor Elliott

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

Carried

g. 2018-68, Appoint Members to the Wellington County Joint Audit Compliance Committee

RESOLUTION 2018-170

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

THAT By-law 2018-68; to appoint Members to the Wellington County Joint Municipal Election Compliance Audit Committee; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

h. 2018-69, By-law Exemption Schedule A Backyard Hens

RESOLUTION 2018-171

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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

Carried

i. 2018-70, Delegation of Authority Policy & Bylaw

RESOLUTION 2018-172

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Carried

j. 2018-71, Amend Zoning for 5543 Minto-Normanby Townline
49

Carried

k. 2018-72, Site Plan Agreement Sinclair

RESOLUTION 2018-174

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

THAT By-law 2018-72; to Authorize the Execution of a Site Plan Agreement with Dan Sinclair, Mary Street, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

l. 2018-73, Confirming Proceedings of September 4, 2018 Committee of the
Whole/Council Meeting

RESOLUTION: 2018-175

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT By-law 2018-73; to confirm actions of the Council of the Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment 5:34 p.m.

RESOLUTION 2018-176

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

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White

Schedule "A" Minutes of the Committee of Adjustment Hearing
Minor Variance Application File No.MV-2018-03 Metzger

Chair Bridge called the Public Hearing to order at 5:02 p.m. stating 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.

Secretary -Treasurer White stated the subject property is legally described as SVY MARY CASWELLS LOT 77 CON;1 PT LOT 22, municipally known as 411 Jane Street Palmerston. The proposed variance would permit 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 Town's Zoning By-law 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 was mailed to property owners within 60 metres of the lands, applicable agencies, posted on the subject property, and circulated to staff August 24th, 2018. Comments received from Town of Minto Staff, Wellington County Planners and Maitland Valley Conservation Authority is on the agenda.

Chair Bridge called upon the applicant Jeff Metzger who spoke about how the building had been reduced in height and floor area. Michelle Brown Planning Assistant reviewed conditions recommended by staff. The County Senior Planner noted concerns with the application. Committee discussed the reports and applicant's comments. Chair Bridge requested any persons wishing to speak to the application to come forward. No one came forward.

The Secretary -Treasurer provided a resolution in favour of the variance and a resolution opposed for the Committee to consider.

MOTION: COA 2018-04

Moved By: Councillor Elliott; Seconded By: Councillor Turton

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").

Carried

Chair Bridge stated that anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting and officially adjourned the Public Hearing at 5:15 p.m.

George A. Bridge, Chair

Bill White, Secretary Treasurer

Schedule “B” Minutes of the Committee of Adjustment Hearing
Minor Variance Application File No.MV-2018-05 Weber

Chair Bridge called the Public Hearing to order at 5:16 p.m. stating 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.

Secretary -Treasurer White stated the subject property is legally described as MINTO CON 14 PT LOT 22, municipally known as 5985 14th Line. The proposed variance would permit 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 was mailed to property owners within 60 metres of the lands, applicable agencies, posted on-site, and circulated to staff August 24th, 2018. Comments received from Town Staff, Wellington County Planning and Saugeen Valley Conservation Authority.

Chair Bridge called upon the applicant and no one was in attendance. Town staff Michelle Brown stated no major concerns or issues with the minor variance. County Planner Curtis Marshall advised the County has no concerns with the relief requested and a home industry use on this property, half of the building will be used for the workshop and the other half will be a shed for storage. The Chief Building Official explained the reason for the size of the building.

Chair Bridge called on any persons wishing to speak to the application. Kevin Crispin of 5967 14th Line requested more details the use, future buildings and the NE Zone boundary. Chief Building Official Kuipers advised a beef barn may be proposed in the future and the NE Zoning applies to floodplain. John Crispin of 5967 14th Line asked if the building will be considered as industrial or agricultural and CBO Kuipers explained these requirements.

The Secretary -Treasurer provided a resolution in favour of the variance and a resolution opposed for the Committee to consider.

MOTION: COA 2018-05

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

Approves the application by Elam Weber, for property legally described as MINTO CON 14 PT LOT 22 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).

Carried

Chair Bridge stated that anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting and officially adjourned the Public Hearing at 5:30 p.m.

George A. Bridge, Chair

Bill White, Secretary Treasurer

Schedule "C" Minutes of the Committee of Adjustment Hearing
Minor Variance Application File No.MV-2018-06 Grein

Chair Bridge called the Public Hearing to order at 5:30 p.m. stating 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.

Secretary -Treasurer White stated the subject property is legally described as PT LOT 6 S/S WEBB ST, municipally known as 31 Pellister Street West, Harriston. The proposed variance would permit construction of a residential addition with a rear yard setback of 1.22m (4'-0"), whereas Section 10.2.6 of the Zoning By-law requires a minimum rear yard setback of 7.6m (24.9'). Notices was mailed to property owners within 60 metres of the lands, applicable agencies, posted on-site, and circulated to staff August 24. Comments received from Town Staff, Wellington County Planning and Maitland Valley Conservation Authority, Brandi Walter.

Chair Bridge called upon the applicant Nigel Grein who was in attendance and came forward requesting that the meeting be deferred so he could work with the County on changes. Chair Bridge called on any persons wishing to speak to the application, no one came forward.

MOTION: COA 2018-06

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

THAT the Minor Variance be deferred until further notice.

Carried

1. Chair Bridge officially adjourn the Public Hearing. 5.32 p.m.

George A. Bridge, Chair

Bill White, Secretary Treasurer



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-08
Applicant: Weber
TUESDAY September 18, 2018,
7:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located at 9134 Wellington Rd 5, Town of Minto.

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the 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.

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

The property subject to the proposed amendment is located on Concession 7 S PT LOT 21, with a municipal address of 9134 Wellington Rd 5, Town of Minto.

The Purpose and Effect of the proposed amendment is to rezone the subject land to permit an expansion to the existing farm equipment repair business. The existing zoning currently permits a 743.2 m² (8000 ft²) tractor and farm equipment repair shop in addition to the agricultural uses. The applicant is proposing to expand the farm equipment repair business to a maximum of 2,043 m² (22,000 ft²). A recently constructed shed would be utilized as part of the expansion. Other zoning relief may be considered for the proposal where appropriate.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies August 29th, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
- b) Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, County of Wellington, report attached

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



DATE: September 13, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: Zoning Amendment Application - Weber
9134 Wellington Rd 5, Town of Minto

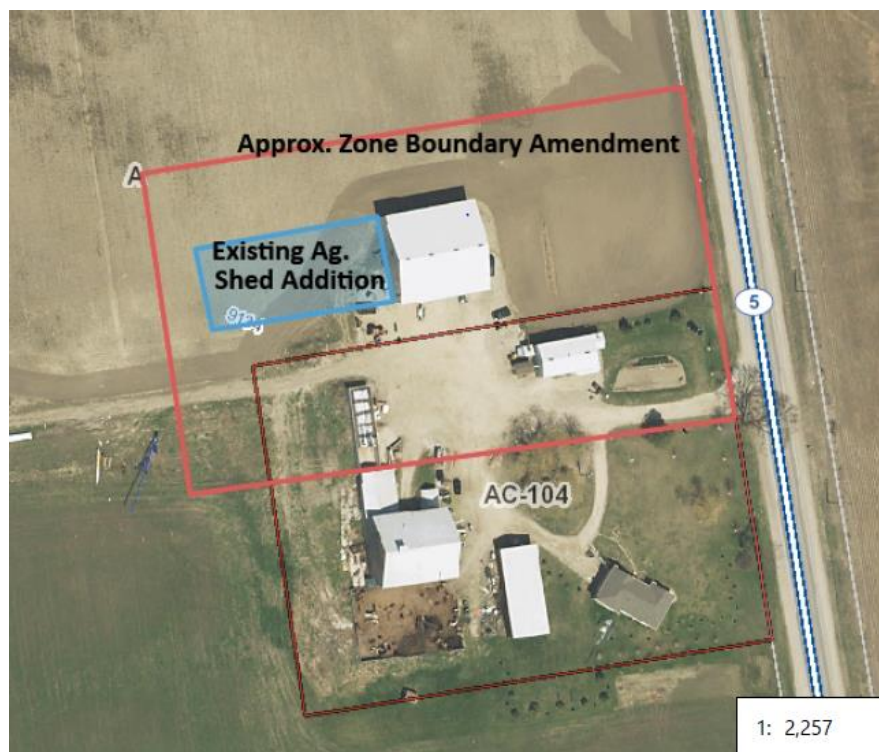
STRATEGIC PLAN

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

BACKGROUND

The subject property is legally described as Concession 7 S PT Lot 21. The property is currently zoned AC – Agricultural Commercial, and Agricultural Commercial Exception (AC-104). The official plan designation is Prime Agricultural.

The parcel is approximately 24.41 ha (60.3 ac) in size with an existing dwelling, farm buildings, and an equipment repair shop.



The proposed zoning amendment is to permit an expansion to the existing farm equipment repair business. Council may recall that a zoning by-law amendment was approved in 2013 (AC-104) to permit a 743.2 m² (8000 ft²) tractor and farm equipment repair shop in addition to agricultural uses. The applicant is proposing to expand the farm equipment repair business to a maximum of 2,043 m² (22,000 ft²) into the recently constructed Agricultural Shed as shown in the above diagram. Given the size of the repair shop the town is suggesting that it may be a good idea to provide on site water for potential fire suppression.

The zoning boundary will need to be revised to include approximately 0.4 ha (1.0 acres) of additional property to accommodate the existing repair shop and proposed expansion that was constructed outside of the area zoned Agricultural Commercial Exception AC-104.

Since the previous amendment was approved in 2013 the applicant continues to operate the business successfully and has provided a letter to the County supporting the need for the larger expansion. A copy of the letter is included in the County Planner report.

COMMENT

Town Staff reviewed the application and are in support of the proposed zoning amendment. Any potential deficiencies will be addressed during the building permit application process. No additional concerns were noted.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning for 9134 Wellington Rd. 5, Town of Minto for information and considers passing a by-law in open session to rezone the subject property to permit the expansion to the existing farm equipment repair business.

ATTACHMENTS:

Planners Comments, Curtis Marshall, Senior Planner, County of Wellington

Michelle Brown, Building Assistant



PLANNING REPORT for the TOWNSHIP OF MINTO

Prepared by the County of Wellington Planning and Development
Department

DATE: September 10, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **George Weber**
9134 Wellington Road 5
Zoning By-law Amendment – Expanded Farm Equipment Repair Business

PLANNING OPINION

The purpose and effect of the proposed amendment is to rezone the subject land to permit an expansion to the existing farm equipment repair business. The existing Agricultural Commercial (AC) zoning permits a 743.2 m² (8000 ft²) tractor and farm equipment repair shop in addition to agricultural uses. The applicant is proposing to expand the farm equipment repair business to a maximum of 2,043 m² (22,000 ft²). A recently constructed drive shed would be utilized as part of the expansion.

Planning Staff have no concerns with the proposed expansion of the agriculturally related business. Planning Staff have prepared a draft zoning by-law amendment for public viewing and Council's consideration. Planning Staff have also proposed that the boundary of the AC exception zoning on the property be expanded by approximately 0.4 ha (1.0 ac) to include the existing buildings which are not currently located in the zoned area.

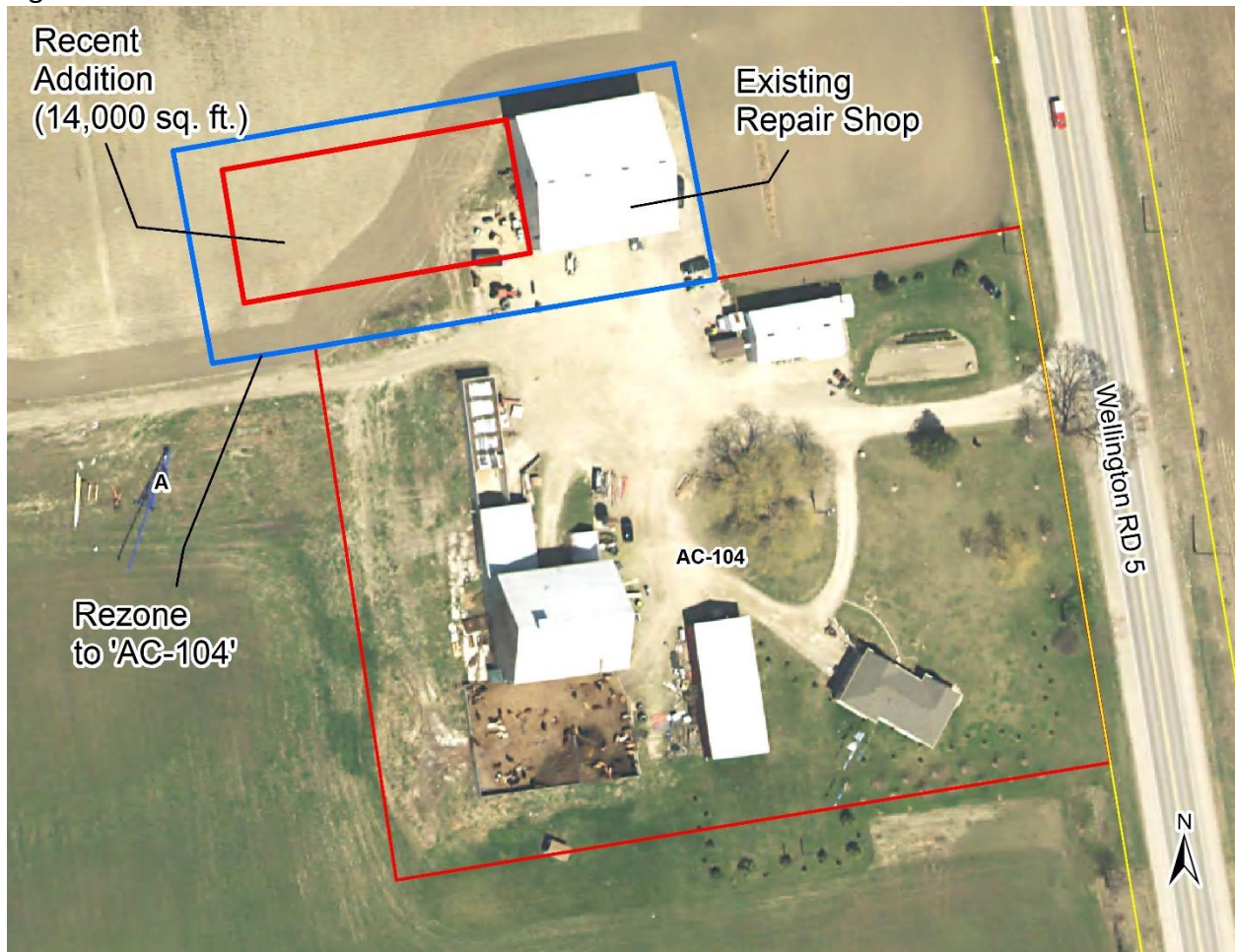
INTRODUCTION

The subject property is located at Part Lot 21, Concession 7, with a municipal address of 9134 Wellington Rd 5. The property is approximately 24.41 ha (60.3 ac) in size. The property contains a dwelling, farm buildings, and an equipment repair shop.

PROPOSAL

The purpose and effect of the proposed amendment is to rezone the subject land to permit an expansion to the existing farm equipment repair business. The existing Agricultural Commercial (AC) zoning permits a 743.2 m² (8000 ft²) tractor and farm equipment repair shop in addition to agricultural uses. The applicant is proposing to expand the farm equipment repair business to a maximum of 2,043 m² (22,000 ft²). A recently constructed drive shed would be utilized as part of the expansion. An air photo of the property is shown in **Figure 1** below.

Figure 1: Air Photo



PROVINCIAL POLICY STATEMENT

The subject property is located within the prime agricultural area. Under the PPS permitted uses within *prime agricultural areas* include: *agricultural uses*, *agricultural related uses*, and *on-farm diversified uses*. Proposed *agricultural-related uses* shall be compatible with, and shall not hinder surrounding agricultural operations.

An *agricultural-related use* is defined as follows: “means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity”. These uses may be of larger scale and stand alone (not required to be located on a commercial farm) which differs from a *home industry* which is intended to be small scale and must be located on farm operation.

COUNTY OFFICIAL PLAN

The subject property is designated Prime Agricultural. Under section 6.4.3 of the Plan, agricultural related uses are permitted within the Prime Agricultural Area. Section 6.4.5 further outlines that “small scale agricultural related businesses as required to serve agriculture and directly related

to farm operations may be allowed in appropriate locations and subject to zoning provisions, where they are needed in close proximity to farms”.

ZONING BY-LAW

The subject property is zoned Agricultural and Agricultural Commercial Exception (AC-104). The Agricultural Commercial Exception (AC-104) permits agricultural uses, tractor and farm equipment repairs, and accessory uses including a dwelling. The exception limits the tractor and farm equipment repair shop to 743.2 m² (8,000 ft²) in ground floor area and requires that all parts, supplies and other materials shall be kept indoors. Outdoor storage of tractors and farm equipment is only permitted on a temporary basis (while awaiting repairs).

The applicant has requested to expand the maximum gross floor area of the repair shop to 2,043 m² (22,000 ft²). The applicant recently added a 1,263.5 m² (13,600 ft²) addition to the existing 594.5 m² (6,400 ft²) repair shop. The addition was permitted by the Building Department as an agricultural drive shed. Planning Staff understand that this building was constructed to a higher building standard that would allow it to be used for a repair shop (if zoned for such use). The applicant is proposing to convert this floor space to use as part of the tractor repair shop. The applicant has also requested allowance for a future 185.8 m² (2,000 ft²) addition to the building.

The applicant has provided a supporting letter speaking to the need for the large expansion. A copy of this letter is attached as **Schedule 1** to this report.

PLANNING DISCUSSION

Site Plan Control

The Town’s Site Plan Control By-law (09-07 as amended) is applicable to farm related commercial and industrial related uses greater than 557.4 m² (6,000 ft²). Planning Staff recommend that site plan approval is applied as the change of use from agricultural to agricultural commercial and the resulting 2,043 m² (22,000 ft²) building is significant.

Existing Building

Planning Staff are in support of the application and the increase in floor area for the business, however the existence of the expanded building posed an additional challenge in reviewing the appropriateness and scale of the application. A 1,263.5 m² (13,600 ft²) addition was permitted to the existing repair shop earlier this year as an agricultural drive shed. The addition was constructed to a commercial/industrial standard (which is not common for agricultural buildings) in anticipation of a future conversion (and rezoning) to a repair shop use. This approach was permitted by the Building Department. Planning Staff’s concern with this approach is that the presence of the building could be viewed as pre-empting the planning process. Typically, the principle of use, which in this case is the permission for the expanded repair shop is established as the first step in the development process. It is difficult to access what an appropriate floor area (size of building) should be permitted, or where the building may be best located on the property once it has already been constructed. The applicant has constructed the building at an additional cost with the risk that a future zoning amendment is not ultimately approved (by Council or the LPAT). To avoid this situation, Planning Staff would have recommended that the

zoning amendment be submitted and approved before construction of the building.

In an attempt to avoid the above situation in the future and as a proactive approach to assist landowners/business owners, Planning Staff recommend that pre-consultations be undertaken to discuss new development proposals and the planning process. Furthermore, Planning Staff are recommending that consideration be given to revise the Agricultural Commercial and Home Industry regulations to require that the commercial/industrial uses be located in a separate building(s) from agricultural uses as is the standard in neighbouring Townships.

AC Zone Boundary

The existing repair shop (and proposed expansion) was constructed outside of the area that was zoned Agricultural Commercial Exception AC-104) in 2013. The planning report indicates that the AC exception zone was intended to apply to the building envelope on the farm as presently reflected in the zoning schedule. Planning Staff are recommending that the zoning schedule be revised to include the building clearly within the AC exception zone boundary. This results in approximately 0.4 ha (1.0 acres) of additional property being added to the AC exception zone. The proposed expanded AC exception zone boundary is shown in **Figure 1** above.

Draft Zoning By-law

A draft zoning by-law amendment has been prepared for public viewing and Council's consideration which revises the site specific Agricultural Commercial exception to permit a maximum ground floor area of 2,043 m² (22,000 ft²) for the business, and revise the AC exception zone boundary. The draft by-law is attached as **Schedule 2** to this report.

Respectfully submitted

County of Wellington Planning and Development Department



Curtis Marshall, MCIP, RPP
Senior Planner

Schedule 1: Applicant's Letter

To who it may concern -

Our Business consists of Farm tractors, combine and skid loader repairs, and assembly of some new tillage equipment.

We serve the Farming community, Fixing local equipment. Rural shops are preferred above being in the industrial park because of the size and nature of equipment.

Expected number of employees is to stay the same for the next 2 years (currently at 5 full time, 2 part-time) hoping to add 1-2 employees in the next 2-4 years.

Looking to expand From 6400 sq/feet to 14,000 sq/feet into the existing attached shed winter of 2018/2019. Convert existing wash area to work bay and add 3200 sq feet into existing shed for new wash area in 2020. Add parts storage / office into existing shed 2022 = 2800 sq-feet.

We are located on a paved county Hwy (Wellington RD 5) which poses no issues with traffic to and from shop, most goods are shipped in via couriers (UPS, Purolator etc)

No residents close by that would be impacted.

One huge factor for expanding is the need for more square footage needed per machine due

to the equipment getting ever larger.
The additional 2000 sq feet is for flexibility
in final planning of office/storage area in
2022

• WeTrac - Farm Service
George Weber
9134 WELLINGTON RD 5
RR #2 HARRISTON ON
N0G1Z0

Schedule 2: 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 Schedule "A" - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 21, Concession 7, municipally known as 9134 Wellington Road 5 as shown on Schedule "A" attached to and forming part of this By-law, from:
Agricultural (A) to Agricultural Exception (AC-104)
1. THAT the wording of Site Specific Exception 36.104, Section i) be deleted and replaced with the following:

36.104	A-104	i) That the tractor and farm equipment repair shop not exceed a maximum ground floor area of 2,043 m ² (22,000 ft ²), and shall be subject to the requirements of Section 23.2.
---------------	--------------	--

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 AND SECOND TIME THIS _____ DAY OF _____, 2018

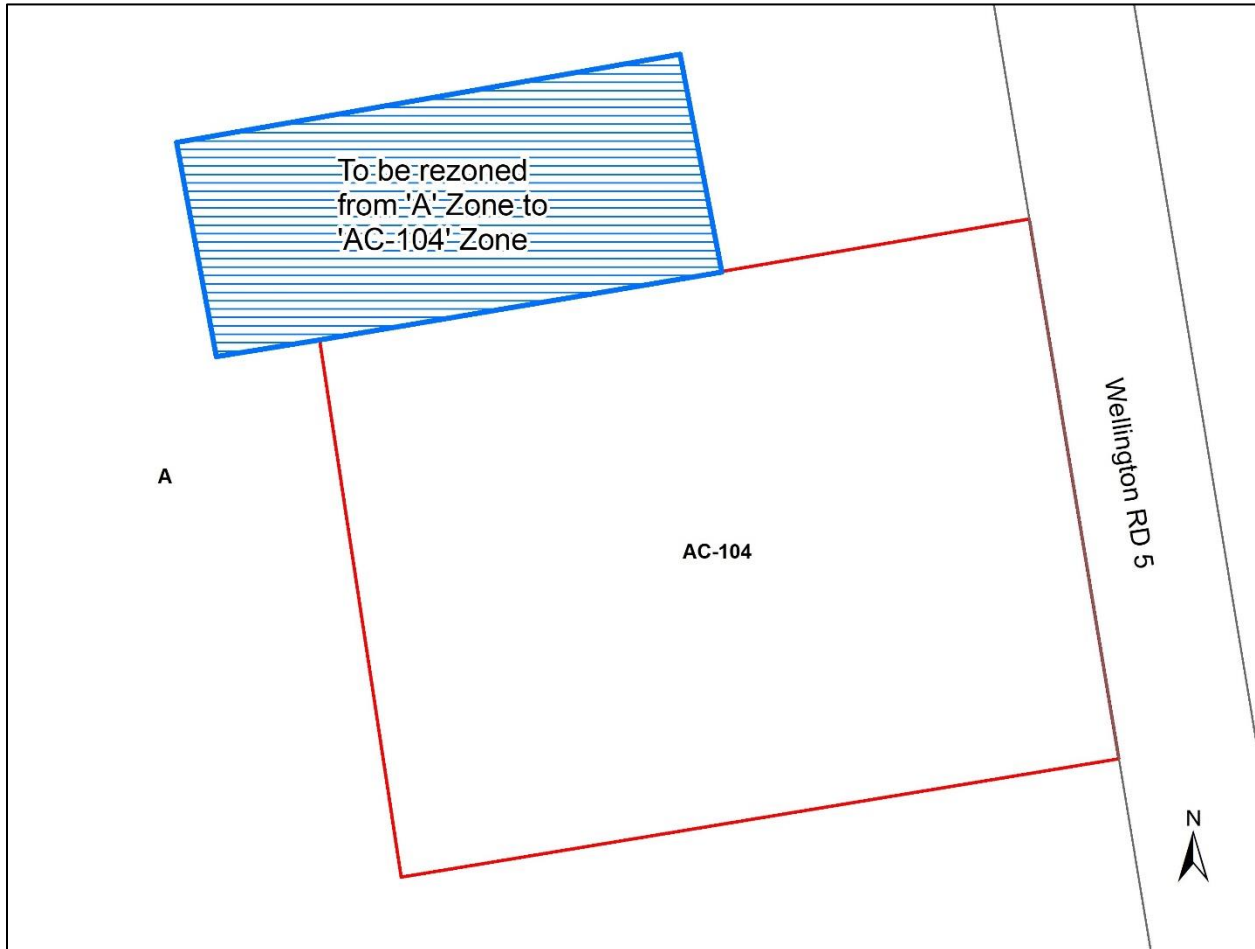
MAYOR

CLERK

THE TOWN OF MINTO

BY-LAW NO _____.

Schedule "A"



Rezoned from Agricultural (A) to Agricultural Commercial Exception (AC-104)

Passed this ____ day of _____ 2018.

MAYOR

CLERK

EXPLANATORY NOTE
BY-LAW NUMBER _____.

THE SUBJECT LAND is located at Part Lot 21, Concession 7, with a municipal address of 9134 Wellington Rd 5. The property is approximately 24.41 ha (60.3 ac) in size. The property contains a dwelling, farm buildings, and an equipment repair shop.

THE PURPOSE AND EFFECT of the amendment is to revise site specific Agricultural Commercial exception to permit a maximum ground floor area of 2,043 m² (22,000 ft²) for the business, and revise the AC exception zone boundary to include the existing expanded building.



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-08
Applicant: Frey
TUESDAY September 18, 2018,
7:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located at 83 Elora St N Harriston, Town of Minto.

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the 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.

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

The property subject to the proposed amendment is located on PT Lot 33, with a municipal address of 83 Elora St North, Harriston, Town of Minto.

The Purpose and Effect of the proposed amendment is to rezone the subject property from Low Density Residential (R1C) Zone to Medium Density Residential (R2) Zone to recognize the existing semi-detached dwelling (2 units) on the subject lands. Other zoning relief may be considered for the proposal where appropriate.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies August 29th, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
 - b) Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, County of Wellington, report attached
4. Chair Bridge to call on the applicant or agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.

5. Chair Bridge to call on anyone who wishes to comment in favour of the proposed Amendment.
6. Chair Bridge to call on anyone who wishes to comment in opposition of the proposed Amendment.
7. The applicant or agent is given an opportunity for rebuttal.
8. Chair Bridge to give members of Council an opportunity to ask questions.
9. Chair Bridge to state **IF YOU WISH TO BE NOTIFIED** of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca.
10. If there are no further comments, Chair Bridge will adjourn this Public Meeting.



DATE: September 13, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: Zoning Amendment Application - Frey
83 Elora Street North, 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.

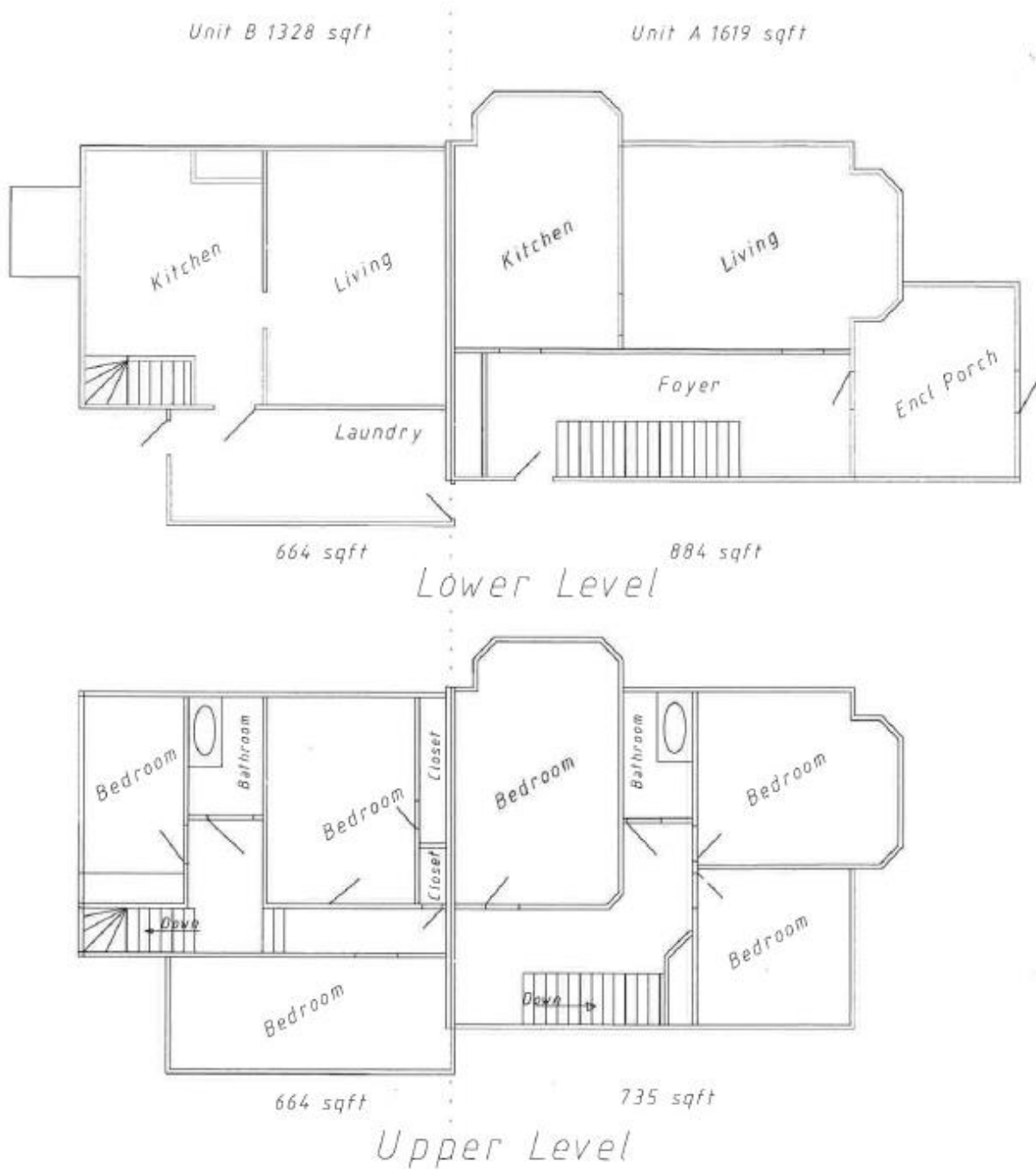
BACKGROUND

The subject property is legally described as PT Lot 33, with legal frontage on Elora Street North. The property is currently zoned R1C – Low Density Residential, with an official plan designation of Residential. The parcel is approximately 850 m² (0.21 ac) in size. Aerial photo provided by the County of Wellington.

The proposed amendment is to alter site and building regulations from R1C – Low Density Residential to R2 – Medium Residential zoning to acknowledge the existing semi-detached dwelling.

The existing 2 units on the subject land are divided by a common wall providing one unit facing the front with the second entrance off the driveway facing the back of the property. The front unit is approximately 1619 sq f and the back unit is approximately 1328 sq f. Design layout provided:





COMMENTS

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

Public Works:

The existing parcel has adequate connections to services, as well as satisfactory access and parking.

ZBA2018-9 Frey

Building Department:

The proposed building will require a building permit for fire separation and modifications to the dividing wall. Standard building permit fees and development charges will be required prior to the issuance of a building permit.

The existing dwelling meets the Zoning By-law requirements for R2 Zone. Semi-Detached dwellings are a permitted use in the R2 – Medium Density Zone.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning for 83 Elora Street North, Harriston, Town of Minto for information and considers passing a by-law in open session to rezone the subject property to permit the existing semi-detached dwelling.

ATTACHMENTS:

Planners Comments, Curtis Marshall, Senior Planner, County of Wellington

Michelle Brown, Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: September 10, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Jessica Wilton, Junior Planner
Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Keon Rodney Frey**
83 Elora Street North, Harriston
Zoning By-law Amendment – Recognize an Existing Semi-Detached Dwelling

PLANNING OPINION

The purpose and effect of the proposed amendment is to rezone the subject lands from Low Density Residential (R1C) to Medium Density Residential (R2) to recognize the existing semi-detached dwelling (2 units) on the subject lands.

Planning Staff have no concerns with the application to permit a semi-detached dwelling as it is consistent with the Provincial Policy Statement and meets the criteria of the County Official Plan. The property is currently used as a 2 unit semi-detached dwelling and sufficient parking is available for both units. The design and construction of the unit including fire separations will be reviewed through the subsequent building permit process. A draft zoning by-law amendment is attached to this report for public viewing and Council's consideration.

INTRODUCTION

The property subject to the proposed amendment is described as 83 Elora Street North, Harriston and is approximately 850 m² (0.21 ac). An air photo showing the property and the existing dwelling is provided in **Figure 1**.

PROPOSAL

The purpose and effect of the proposed amendment is to rezone the subject lands from Low Density Residential (R1C) to Medium Density Residential



Figure 1: Aerial Photo

(R2) to recognize the existing semi-detached dwelling (2 units) on the subject lands. The property is occupied by a 2 unit semi-detached dwelling. The units are divided by a common vertical wall front to back. One unit faces Elora St. N. (front half) and the second unit is located at the rear (back half). There is also an existing detached garage on the property. The units are proposed to remain under one ownership (on one lot).

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within the settlement area of Harriston. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

WELLINGTON COUNTY OFFICIAL PLAN

The property is located within the Harriston Urban Centre and is designated RESIDENTIAL. Duplex dwellings are permitted in the Residential designation as a form of low density residential development. The character of existing low density residential neighbourhoods should generally be protected and land uses which would cause significant loss of privacy, loss of view, or loss of sunlight due to shadowing or which would be incompatible due to their nature shall be discouraged.

According to Section 7.5.5 of the County Plan, urban centres: “shall provide a broad range of residential uses to provide a diverse supply of housing, including affordable housing” Furthermore, the plan states: “Other forms of housing at densities appropriate to the servicing and the nature of the community will also be developed including semi-detached, duplex, townhouse and apartment units”.

ZONING BY-LAW

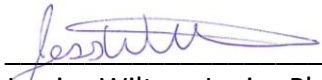
The subject lands are currently zoned Low Density Residential (R1C). The applicant has requested to rezone the subject lands to Medium Density Residential (R2) zone to recognize the existing semi-detached dwelling on the subject lands. The Residential (R2) zone permits single detached, semi-detached, duplex, triples and fourplex residential dwellings. The lot appears to meet the minimum frontage and area requirements of the R2 zone for a semi-detached dwelling.

Draft Zoning By-law

A draft zoning by-law amendment has been attached to this report for public review and Council's consideration which rezones the property to Medium Density Residential (R2).

Respectfully submitted

County of Wellington Planning and Development Department



Jessica Wilton, Junior Planner



Curtis Marshall, MCIP, RPP
Senior Planner



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-10
Applicant: Sinclair
TUESDAY September 18, 2018,
7:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located at 310 Queen St South, Harriston, Town of Minto.

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the 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.

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

The property subject to the proposed amendment is located on Part Lot 7 Part Lot 8, South Side of Victoria St., Morison's Survey, with a municipal address of 310 Queen Street South, Palmerston, Town of Minto.

The Purpose and Effect of the proposed amendment is to rezone the proposed retained portion of property to permit a reduced lot area and reduced rear yard and exterior side yard setbacks (existing single detached dwelling). The applicants have also requested to rezone the proposed severed parcel to permit a reduced lot area and reduced rear yard setback to facilitate the construction of a future single detached dwelling. This rezoning is a condition of severance application B57/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a vacant 416.9 m² (4,487 ft²) residential parcel. A 392.4 m² (4,223 ft²) residential parcel is retained.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies August 29th, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached

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



DATE: September 13, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: Zoning Amendment Application - Sinclair
310 Queen 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 Part Lot 7 Part Lot 8, South Side of Victoria St., Morison's Survey, with legal frontage on Queen Street South. The property is currently zoned R2 – Medium Density Residential, with an official plan designation of Residential. The parcel is approximately 809.3 m² (8,711 ft²) in size. Aerial photo provided by the County of Wellington.



Rezoning is a condition of severance for application B57/18 that has been granted provisional approval by the Wellington County Land Division Committee. The proposed retained is 392.4 m² (4,223 ft²) with existing and proposed residential use with an existing dwelling. The severed parcel is 416 m² (4,477 ft²) for existing and proposed residential use. The parcel has an existing shed that is to be removed.

The proposed amendment is to alter site and building regulations in the current R2 zoning of the subject lands to permit a reduced minimum lot area and rear yard setbacks.

COMMENT

Council supported the severance application subject to certain standard conditions addressing servicing, access, cash-in-lieu of parkland and rezoning being met. The following comments were obtained regarding rezoning of the entire parcel.



Public Works:

Currently both parcels will require lateral connections to have access to water and sewer. Standard conditions in relation to servicing and frontage fees are recommended. Satisfactory access arrangements must be provided for the severed parcels.

Building Department:

The proposed lots will require a zoning amendment to accommodate the lot area and proposed setbacks. Standard building permit fees and development charges will be required prior to the issuance of a building permit.

The existing parcels meets Zoning By-law requirements except the rear yard and lot area of the R2 Zone. Minimum Lot area required is 465.0 m², whereas 416.9 m² is proposed for the Severed and 392.4 m² for the retained parcel. The minimum rear yard set back required is 7.6 m whereas 4.6 m is proposed for the severed and 4.15 m.

Severed Parcel	Required	Proposed
Rear Yard	7.6 m	4.6 m
Lot Area	465.0 m ²	416.9 m ²
Retained Parcel	Required	Proposed
Rear Yard	7.6 m	4.15 m
Lot Area	465.0 m ²	392.4 m ²

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning for 310 Queen Street, Palmerston, Town of Minto for information and considers passing a by-law in open session to rezone both the severed and retained parcels to permit development generally in the form outlined in the report.

ATTACHMENTS:

Planners Comments, Curtis Marshall, Senior Planner, County of Wellington

Michelle Brown, Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: September 10, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Jessica Wilton, Junior Planner
Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Dan Sinclair**
Part Lot 7 & 8, South Side of Victoria Street, Morrison's Survey
310 Queen Street, Palmerston
Zoning By-law Amendment – Reduced Lot Area and Setbacks

PLANNING OPINION

The purpose and effect of the proposed amendment is to rezone the proposed retained portion of property to permit a reduced lot area and reduced rear yard setback (existing single detached dwelling). The applicants have also requested to rezone the proposed severed parcel to permit a reduced lot area and reduced rear yard setback to facilitate the construction of a future single detached dwelling.

This rezoning is a condition of severance application B57/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a vacant 416.9 m² (4,487 ft²) residential parcel. A 392.4 m² (4,223 ft²) residential parcel is retained.

Planning Staff have no concerns with the requested relief for the proposed retained lot that contains an existing dwelling as discussed in the report below.

In regards to the proposed severed lot, Planning Staff recognize that the square shape of the lot, and lack of depth provide a challenge to place a dwelling on the lot and maintain minimum zoning setbacks. The rear yard amenity area is also affected (reduced) on the proposed lot. Consideration to impacts on neighbouring properties should be considered when building setbacks are reduced and a dwelling is located closer to a lot line. In consideration of potential adverse impacts to the neighbouring properties, Planning Staff are recommending that the dwelling on the proposed severed lot be limited to a one storey bungalow as a means to limit impacts to the adjacent properties. Planning Staff have included a provision in the draft zoning by-law to this effect.

A draft zoning by-law amendment is attached as **Schedule 2** to this report for public viewing and Council's consideration.

INTRODUCTION

The property subject to the proposed amendment is described as Part Lot 7 & 8, South Side of Victoria Street, Morrison's Survey with a municipal address of 310 Queen Street South and is approximately 809.3 m² (8711 ft²) in area.

PROPOSAL

The purpose and effect of the proposed amendment is to rezone the proposed retained portion of property to permit a reduced lot area and reduced rear yard setback (existing single detached dwelling). The applicants have also requested to rezone the proposed severed parcel to permit a reduced lot area and reduced rear yard setback to facilitate the construction of a future single detached dwelling. An air photo of the property is shown in **Figure 1** below.



This rezoning is a condition of severance application B57/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a vacant 416.9 m² (4,487 ft²) residential parcel. A 392.4 m² (4,223 ft²) residential parcel is retained. A copy of the severance sketch is attached as **Schedule 1** to this report.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within the settlement area of Palmerston. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

WELLINGTON COUNTY OFFICIAL PLAN

The property is located within the Palmerston Urban Centre and is designated RESIDENTIAL. Single detached dwellings are permitted in the Residential designation as a form of low density residential development. The character of existing low density residential neighbourhoods should generally be protected and land uses which would cause significant loss of privacy, loss of view, or loss of sunlight due to shadowing or which would be incompatible due to their nature shall be discouraged. Under Section 8.3.2 of the Official Plan, intensification is encouraged provided that development proposals maintain the stability and character of existing neighbourhoods.

Section 8.3.12 of the County Plan establishes that proposals for intensification shall be evaluated using the following criteria:

- a) the compatibility of the proposed development in built form **including height**, massing, scale, **setbacks**, orientation, use, built form, architectural character and materials, separation distances, shadowing and privacy. Compatible development is considered to be development that may not be the same as existing adjacent development but which can co-exist with existing development **while not creating unacceptable adverse impacts**;
- b) the degree to which building height and massing shall provide a transition between planned and existing development;
- c) the maintenance of a lotting pattern that is generally consistent and compatible with the predominant character of the area;
- d) the ability of infrastructure to accommodate the proposal;
- e) the impact of the development on the streetscape including, where feasible, the protection of municipal street trees;
- f) the degree to which **impact on the adjacent properties is minimized** in relation to grading, drainage, location of service areas, access and circulation, **privacy, views, enjoyment of outdoor amenities, and shadowing**; and
- g) the conservation of significant cultural heritage resources.

ZONING BY-LAW

The subject lands are currently zoned Medium Density Residential (R2). The applicant has requested to rezone the severed and retained lands to Medium Density Residential (R2) site-specific zone to permit the reduced lot sizes and reduced setbacks. Reference was made in the Public Meeting notice that a reduction was required to the minimum exterior side yard setback, however, on further

review relief is not required for the existing dwelling's setbacks to Victoria St. and Queen St. as the Zoning By-law recognizes these as existing setbacks.

The applicant has applied to amend the lot area and setback standards as follows:

Proposed Severed Lot:

	Required	Proposed	Difference
Minimum Lot Area Section 12.2.1.1	465.0 m ² (5005.4 ft ²)	416.9 m ² (4,487.0 ft ²)	48.1 m ² (517.7 ft ²)
Minimum Rear Yard Setback Section 12.2.1.6	7.6 m (24.9 ft)	4.6 m (15.09 ft)	3.0 m (9.8 ft)

Proposed Retained Lot (with existing dwelling):

	Required	Proposed	Difference
Minimum Lot Area Section 12.2.1.1	465.0 m ² (5005.4 ft ²)	392.4 m ² (4,223.0 ft ²)	72.6 m ² (781.5 ft ²)
Minimum Rear Yard Setback Section 12.2.1.6	7.6 m (24.9 ft)	4.15 m (13.6 ft)	3.45 m (11.3 ft)

PLANNING DISCUSSION

Existing Dwelling on the Retained Lot: This application is a condition of severance B57/18 which has been conditionally approved by the Wellington Land Division Committee with a condition for zoning relief. The applicant requested to sever the corner lot, which will result in two undersized lots. Minimum lot area requirements are required by the zoning by-law to ensure that lots are large enough to accommodate services as well as ensure that appropriate amenity space is provided and that setbacks to neighbouring properties can be achieved. The retained lot has an existing 2-storey dwelling and as a result of the severance will no longer have a back yard. The only amenity space is located in the exterior side yard (between existing house and Victoria St.) however, this space is of sufficient size to provide adequate amenity space and room for parking.

Planning Staff are recommending that a clause be included to confirm that Queen St. remains as front lot line even though the frontage along Victoria St. is now shorter and would normally now be considered as the front lot line according to the zoning by-law.

Proposed Severed Lot:

The applicant has requested a reduced lot area and a reduced rear yard setback on the proposed severed vacant lot to facilitate the construction of a single detached dwelling. The applicant is planning to construct a 111.5 m² (1200 ft²) bungalow with a single gar garage. The proposed 4.6 m rear yard setback is not typical for single detached dwellings and leaves a limited rear yard amenity space. Planning Staff's preference is to see the rear yard setback and lot size preserved when new lots are created and/or new dwellings are constructed in order to provide an adequately sized amenity area for the owner. In cases where rear yards are proposed to be reduced, an alternative amenity area should be provided such as a larger side yard, balcony or porch (in urban settings) etc. In the case of the proposed retained lot (discussed above) an alternative sufficient amenity area is provided in the exterior side yard. The applicant should be aware that the ability to construct a shed or deck will be limited due to the small rear yard.

Planning Staff recognize that the square shape of the lot, and lack of depth provide a challenge to place a dwelling on the lot and maintain minimum zoning setbacks. Consideration to impacts on neighbouring properties should be considered when building setbacks are reduced and a dwelling is located closer to the lot line. Building setbacks, including rear yard setbacks serve to separate land uses and buildings to reduce potential conflict, provide privacy, and provide greenspace (lawns, gardens, trees, infiltration and drainage). In consideration of potential adverse impacts to the neighbouring properties, Planning Staff are recommended that the dwelling on the proposed severed lot be limited to a one storey bungalow. Planning Staff have included a provision in the draft zoning by-law to this effect.

Pre-consultation:

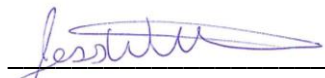
Planning Staff spoke with the applicant prior to the submission of the consent application and highlighted concerns with the proposed reduced setbacks and the challenges in locating a dwelling appropriately.

Draft Zoning By-law

A draft zoning by-law amendment which introduces site specific exceptions for the proposed severed and retained lots has been attached to this report as **Schedule 2** for public review and Council's consideration.

Respectfully submitted

County of Wellington Planning and Development Department

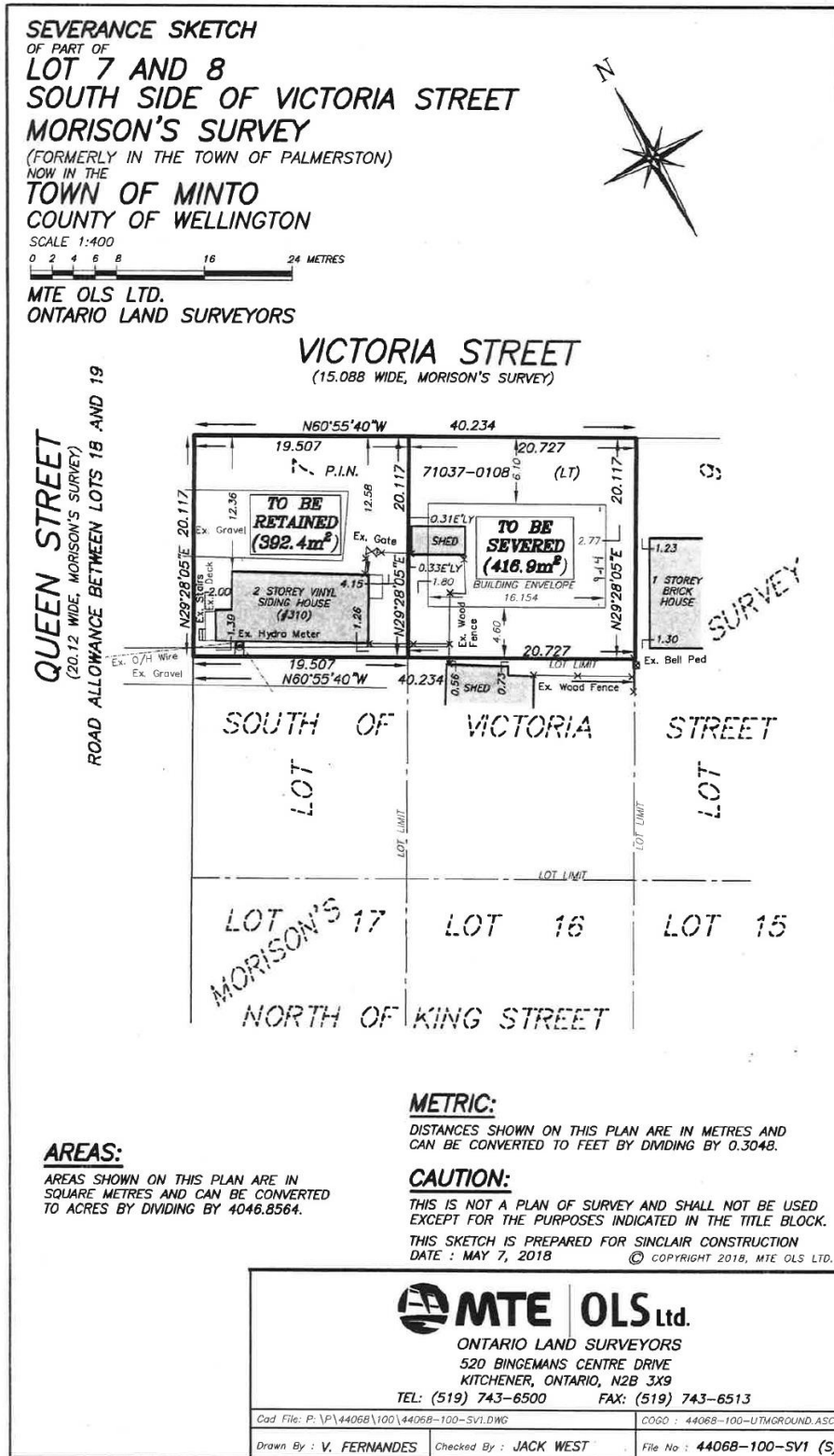


Jessica Wilton
Junior Planner



Curtis Marshall, MCIP, RPP
Senior Planner

Schedule 1: Severance Sketch





THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-12
Applicant: County of Wellington
TUESDAY September 18, 2018,
7:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located within the Town of Minto.

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the 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.

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

The property subject to the proposed amendment is located within the Town of Minto.

The purpose and effect of the proposed amendment is to bring the Minto Zoning By-Law into conformity with the Maitland Valley and Saugeen Valley Source Protection Plans by:

- i) Adding the Maitland Valley and Saugeen Valley Wellhead Protection Area Overlays to Maps 1, 2, 3, 4 and 6;
- ii) Adding provisions that any use that is, or would be, a significant drinking water threat is required to conform with all policies of the applicable Source Protection Plan;
- iii) Revising Section 6.35.2 Restricted Uses to update the wording and to conform with the Saugeen Valley Source Protection Plan significant threat policies on waste disposal;
- iv) Including new definitions as needed.

The Public Notice was placed in the Wellington Advertiser on August 23rd, 2018
The following comments were received:

- a) Linda Redmond, Manager of Planning & Environment, County of Wellington, report attached

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



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: September 11, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Linda Redmond, Manager of Planning & Environment
County of Wellington
SUBJECT: **Drinking Water Source Protection
Zoning By-law Amendment**

PLANNING OPINION

We recommend approval of this proposed Zoning Amendment that would bring the Minto Zoning By-Law into conformity with applicable Source Protection Plans and the County Official Plan. A Draft By-Law is attached.

PROPOSAL

The purpose of the proposed amendment is to bring the Minto Zoning By-Law into conformity with the Maitland Valley and Saugeen Valley Source Protection Plans.

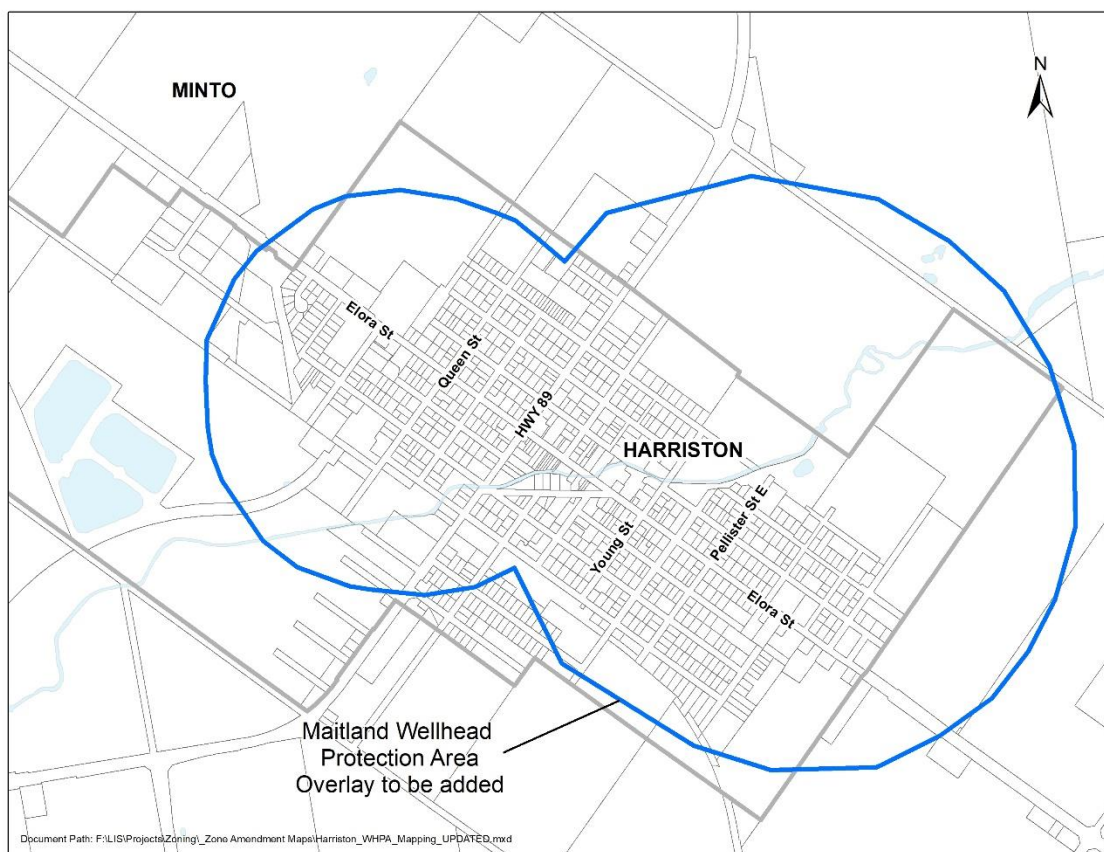
BACKGROUND

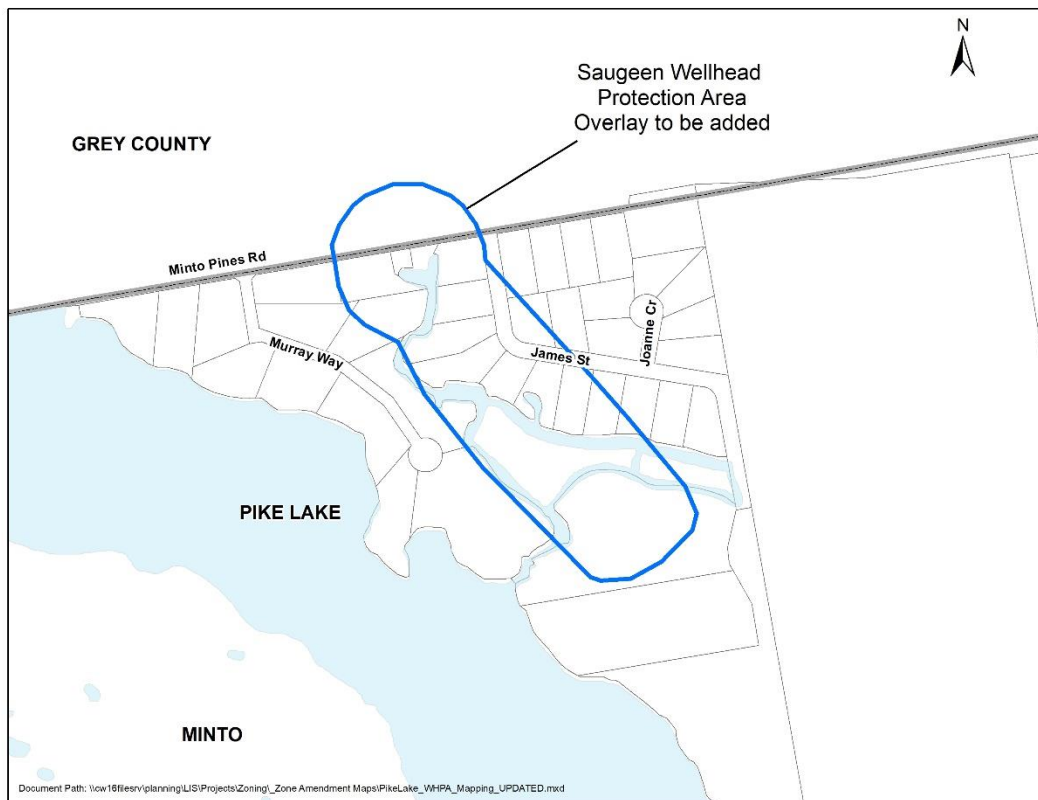
The *Clean Water Act*, 2006 introduced a new level of protection for Ontario's drinking water resources and new requirements for protecting vulnerable drinking water resources at-source. One requirement is that each Source Protection Area (based on watersheds) must produce a Source Protection Plan.

The Harriston and Palmerston municipal wells are in the Maitland Valley Source Protection Plan and the Clifford and Pike Lake municipal wells are in the Saugeen Valley Source Protection Plan. County Council amended the Official Plan to conform with all of the Source Protection Plans in Wellington through Official Plan Amendment No. 98 (OPA 98). OPA 98 was Adopted in May, 2016.

SUBJECT LANDS

The lands subject to the amendment are the lands within the Wellhead Protection Areas shown on the maps below.





The lands subject to the Saugeen Valley (SVCA) Wellhead Protection Overlay is in the Clifford Urban Centre and are mostly zoned: Central Commercial (C1); Mixed Use (MU1 and MU2); Highway Commercial (C2); Shopping Centre Commercial (C4); Industrial (M1); the full range of Residential Zones; Institutional (IN); Future Development (FD); and Natural Environment (NE). Pike Lake (Minto Pines) is also subject to the SVCA overlay and include lands zoned Estate Residential (ER).

The lands subject to the Maitland Valley Wellhead Protection Overlay are in the Harriston and Palmerston Urban Centres and are zoned mostly: Central Commercial (C1); Mixed Use (MU1 and MU2); Highway Commercial (C2); Shopping Centre Commercial (C4); Industrial (M1); the full range of Residential Zones; Institutional (IN); Future Development (FD); and Natural Environment (NE).

SOURCE PROTECTION PLANS

Source Protection Plans identify tools for implementing each policy for each specific threat. The implementation tools can include: prescribed instruments (such as Ministry of Environment Certificates of Approval); prohibition or risk management by the Risk Management Official under the *Clean Water Act*; and land use policy or regulation under the *Planning Act*.

Saugeen Valley Source Protection Plan

The Saugeen Valley Source Protection Plan relies on land use policy and regulation to prohibit land disposal of waste in vulnerable areas.

The Saugeen Valley Plan also contains policies to be addressed related to: sewer requirements for new lots; stormwater management review requirements; separation of combined sewers; and prevention of infiltration of waste water into groundwater aquifers. These policies are already in the Official Plan where they are more appropriately addressed, and are outside the scope of Zoning By-Law powers in our view.

The Saugeen Valley Source Protection Plan also requires the Official Plan and Zoning By-Law to include:

- mapping that identifies the vulnerable areas (in Minto these are Wellhead Protection Areas A through C) where activities would be significant threats (future activities);
- text that identifies that policies within the Source Protection Plan may apply to activities in these areas.

COUNTY OFFICIAL PLAN

The County Official Plan shows the relevant Wellhead Protection Areas in Minto on Schedule B6 and the main policies that relate to these areas are excerpted below:

Section 4.9.5.3 Land Use and Activity Prohibitions, Regulations and Restrictions within Vulnerable Areas

Notwithstanding the land uses permitted by the underlying land use designation in this Official Plan:

- Permitted land uses that involve a significant drinking water threat within a vulnerable area identified in Schedule B to this Plan may be either prohibited or regulated by the applicable Source Protection Plan;
- The County's Risk Management Official shall determine whether a new land use or activity is, or involves, a significant drinking water threat in accordance with the *Clean Water Act*, 2006 and whether the use or activity is prohibited or regulated through a Risk Management Plan in accordance with the applicable Source Protection Plan; and

Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan Area

The following policies shall apply to lands within the County that are located within the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan Area as identified in Appendix 4:

- a) The following waste disposal facilities shall be prohibited within WHPAs with a vulnerability score of 8 or 10, and IPZs with a vulnerability score of 10, where they would be considered a significant drinking water threat:
 - i. Land disposal of petroleum refining waste within the meaning of clause (d) of the definition of "land disposal" in section 1 of Regulation 347 (General – Waste Management) R.R.O. 1990 made under the *Environmental Protection Act*;
 - ii. Land disposal of municipal waste, hazardous waste, liquid industrial waste, or processed liquid industrial waste, within the meaning of clauses a) and b) of the definition of "land disposal" in section 1 of Regulation 347 (General – Waste Management) R.R.O. 1990 made under the *Environmental Protection Act*; and
 - iii. Land disposal of liquid industrial waste, industrial waste, or commercial waste within the meaning of clause (c) of the definition of "land disposal" in section 1 of Regulation 347 (General – Waste Management) R.R.O. 1990 made under the *Environmental Protection Act*.
- b) Where the establishment, operation or maintenance of a septic system within WHPAs and IPZs with a vulnerability score of 10 would be considered a significant drinking water threat, new lots created through severance or subdivision under the Planning Act shall only be permitted by the approval authority where the lots will be serviced by a municipal sewage system.
- c) The local area municipality shall consider establishing or continuing programs that reduce infiltration of waste water into groundwater aquifers from sanitary sewers and

related pipes or discharge from a stormwater management facility within a WHPA with a vulnerability score of 10.

PLANNING DISCUSSION

When a building permit or planning application is submitted, it is screened at the Town (or County for consents) as to whether it is in a Wellhead Protection Area. If the subject lands are in a Wellhead Protection Area and it meets other screening criteria, the application is forwarded to the Risk Management Official for review. The Risk Management Official then determines what requirements, if any, need to be addressed by the applicant. The forms and procedures for this process, which are already in place at the Town and the County, will not need to change as a result of the proposed amendment.

When dealing with drinking water source protection it is helpful to recognize that there is a difference between a "land use" and an "activity that would be a significant drinking water threat". Depending on the specific nature of the business, a "land use", such as Industrial, may or may not include a significant threat activity. For example, while manufacturing may be a permitted industrial *use*, a risk management plan detailing measures on chemical handling and storage *activities* may be required prior to *Planning Act* approval or Building Permit issuance. Equally, if the proposed industrial use will not involve any significant drinking water threat activities, then there would be no additional requirements.

The Zoning By-Law currently has provisions that prohibit a landfill/waste disposal site across the Town; the wording of these provisions is somewhat dated. The Saugeen Valley Source Protection Plan also has policies that prohibit land disposal of waste in the vulnerable areas. The terminology related to waste disposal was reviewed and is proposed to be changed to: bring the terminology up to date; and, to conform with the Saugeen Valley Source Protection Plan. The amended By-Law would exceed the Saugeen Plan requirements in our view because the provisions would apply Town-wide.

DRAFT ZONING BY-LAW

The Draft Zoning By-Law Amendment that has been circulated for comments would:

- i) Add the Saugeen Valley and Maitland Valley Wellhead Protection Area Overlays to Maps 2, 3, 4 and 6;
- ii) Add provisions that any use that is, or would be, a significant drinking water threat is required to conform with all policies of the applicable Source Protection Plan and, as such, may be prohibited, restricted, or otherwise regulated by the applicable Source Protection Plan;
- iii) Revise Section 6.35.2 Restricted Uses to update the wording and to conform with Saugeen Source Protection Plan significant threat policies on waste disposal; and

iv) Include new definitions as needed.

A draft Zoning By-law Amendment has been prepared for public and agency review and Council's consideration, and is attached to this report.

Respectfully submitted

County of Wellington Planning and Development Department

A handwritten signature in cursive script, appearing to read "L. Redmond".

Linda Redmond

Manager of Planning and Environment



Further Proceedings Committee of Adjustment
Tuesday September 18, 2018 at 7:00 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 further consider Minor Variance Application File No. MV-2018-06 Grein.
 - Report Wellington Senior Planner, Curtis Marshall
3. Chair Bridge calls upon the applicant or agent followed by comments by County or Town Staff. With consent of Committee the Chair may recognize person who received notice of further proceedings if they wish to speak.
4. 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.
5. 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.**
6. Chair Bridge to officially adjourn the Public Hearing.



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

September 13, 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 (Revised)
Part Lot 6, S/S, Webb St. (Corner)
31 Pellister Street W, Harriston
Nigel Grein

We have reviewed the revised application for minor variance and provide the following comments:

Revised Application:

The applicant has proposed to relocate the garage/shed structure to the north-east side of the house. The new garage/shed will be located within the exterior side yard on the property. The following variances are now being requested:

	Zoning By-law (01-86)		
	Permitted	Requested	Difference
2 Storey Addition to Dwelling Rear Yard Setback Section 10.2.6	7.6 m (24.9 ft)	5.8 m (19.0 ft)	1.8 m (5.9 ft)
1 Storey Garage/Shed Addition Exterior Side Yard Setback Section 10.2.5	6.0 m (19.7 ft)	2.74 m (9.0 ft)	3.26 m (10.7 ft)
Parking in Front Yard Reduction to Size of Day Light Triangle Section 6.7 a)	9.0 m x 9.0 m (29.5 ft x 29.5 ft)	7.5 m x 7.5 m (24.6 ft x 24.6 ft)	1.5 m (4.9 ft)

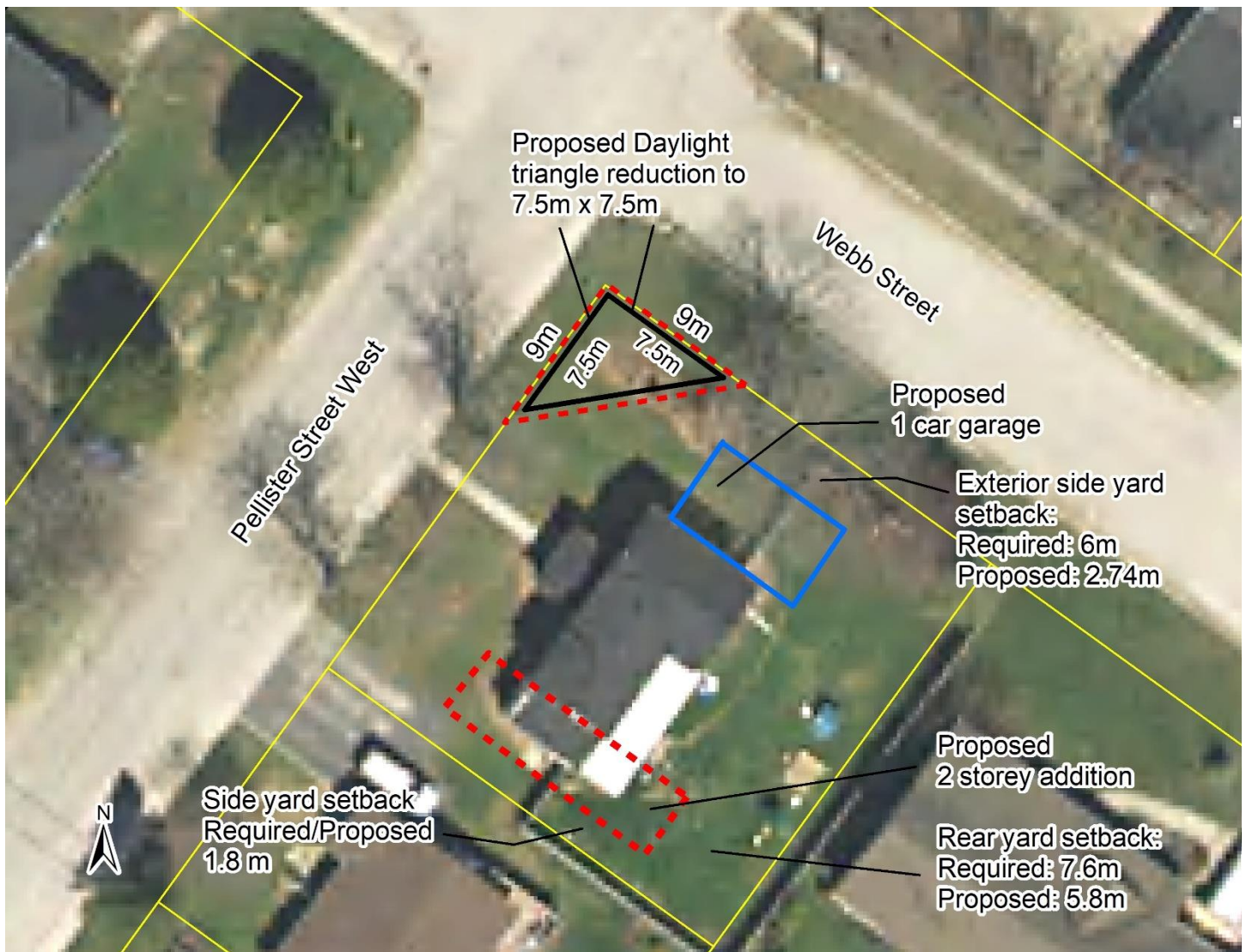


Figure 1: Air Photo Showing Requested Relief

Planning Comments:

Planning Staff note that the proposed relocation of the garage/shed alleviates concerns regarding the massing of the addition and impacts to neighbouring property owners. Planning Staff have no concerns with the proposed reduced rear yard setback for the 2 storey addition to the house and the reduction to the day light triangle. We note that the applicant has indicated that there is sufficient room to locate a parking space between the garage and the property line outside of the reduced day light triangle.

In regard to the reduced exterior side yard setback, Council should be satisfied that the proposed reduction is appropriate and minor.

Grading & Drainage:

Grading and drainage will be reviewed as part of the Building Permit process.

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

C Marshall

Curtis Marshall, MCIP, RPP
Senior Planner

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 5.8m (19'-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'); exterior side yard setback of 2.74m (9.0'), whereas Section 10.2.5 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7'); and a reduction to size of day light triangle of 7.5m x 7.5m (24.6'x24.6')), whereas Section 6.7a) of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits 9.0mx9.0m (29.5'x29.5').

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 18th 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 residential addition with a rear yard setback of 5.8m (19'-0'); an exterior side yard setback of 2.74m (9.0'); and a reduction to size of day light triangle of 7.5m x 7.5m (24.6'x24.6').

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.

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 October 7th, 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 18th 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)

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 5.8m (19'-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'); exterior side yard setback of 2.74m (9.0'), whereas Section 10.2.5 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7'); and a reduction to size of day light triangle of 7.5m x 7.5m (24.6'x24.6')), whereas Section 6.7a) of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits 9.0mx9.0m (29.5'x29.5').

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 18th 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 residential addition with a rear yard setback of 5.8m (19'-0'); an exterior side yard setback of 2.74m (9.0'); and a reduction to size of day light triangle of 7.5m x 7.5m (24.6'x24.6').

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.

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 October 7th, 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 18th 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.



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Trevor Bougie

RESOLUTION NO 255-18

SECONDED BY Frank Prevost

DATE September 4, 2018

WHEREAS Paramedic Services in Ontario are not considered an Essential Service like Fire and Police services;

AND WHEREAS Paramedic Services across Ontario operate under The Ambulance Services Collective Bargaining Act, 2001, allowing a reduction in paramedic services to 75% (The Essential Services Act).

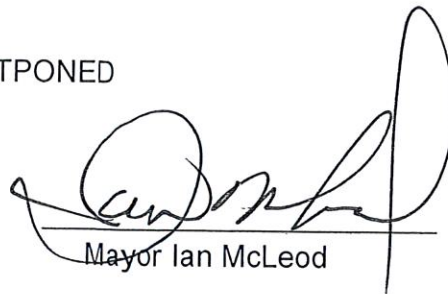
THEREFORE, BE IT RESOLVED THAT the Township of South Glengarry petition the Province of Ontario to list Paramedic Services as a full Essential Service;

AND FURTHERMORE, that this resolution be forwarded to Premier Doug Ford, local MPP Jim McDonell, the Ministry of Labour, the Association of Municipalities Ontario and all Ontario municipalities.

☒ CARRIED

☐ DEFEATED

☐ POSTPONED


Mayor Ian McLeod

Recorded Vote:	Yes	No
Mayor McLeod	___	___
Deputy Mayor Prevost	___	___
Councillor McKenzie	___	___
Councillor Bougie	___	___
Councillor Warden	___	___

CERTIFIED A TRUE COPY


Kelli Campeau, Clerk

2018-09-06
Date

CUPW Fighting For Good Jobs and Better Services

Members overwhelmingly vote in favour of strike mandate

For immediate release

September 11, 2018

OTTAWA – Members of the Canadian Union of Postal Workers (CUPW) — both the Urban Postal Operations unit and the Rural and Suburban Mail Carriers (RSMC) unit — have voted overwhelmingly in favour of strike action.

Strike votes were held across the country between August 7 and September 9, and provisional numbers show 93.8 percent of urban workers and 95.9 percent of rural workers support their bargaining committee and are ready to take action if necessary. Final audited results may vary slightly. CUPW will be in a legal strike position as of September 26 if the parties cannot reach an agreement.

“Over the last decade, the working conditions of all our members has deteriorated, leaving many overburdened, with little time for their home life,” says Mike Palecek, National President, CUPW. “This ends now. Our members have spoken — this is the time to address serious workplace problems.”

It’s also time to look at renewing the post office with expanded services that include postal banking, grocery delivery and greening the postal fleet and the post office. “Postal workers are also bargaining for the future – future employees and everyone who relies on the postal service,” says Palecek. “Expanded public services at the post office will help our communities thrive, which is why we have put new services for all at the front and centre of our negotiations.”

This round of bargaining has been both difficult and complex. Negotiators have had to address new issues arising from the changing nature of postal work, including the continued explosion of parcel volumes, which has placed huge burdens on members. There are also outstanding issues from previous bargaining rounds as well as equality for RSMCs.

The RSMC pay equity process that is nearing completion addresses their wages and benefits, but to be truly equally treated at work, RSMCs need pay for all hours they work, guaranteed minimum hours and job security, among other issues.

On September 7, after months of negotiations, Canada Post presented global offers to the union, the first time the Corporation has offered any position on the issues, and these offers “simply weren’t good enough,” says Palecek.

“Our negotiators will continue to work with Canada Post to develop a fair agreement for all our workers, and we will not settle for less,” says Palecek. “Our membership has given us a clear mandate to take job action if Canada Post doesn’t come to the bargaining table ready to make some changes to give our workers fair working conditions and expanded services benefitting everyone.”

-30-

For more information, please contact Emilie Tobin, CUPW Communications, at 613-882-2742 or at media@cupw-sttp.org.

June 14th, 2018

Jamesway Board Meeting

The meeting of the Jamesway Board was held on June 14th at 9a.m. in the board room of Jamesway Manor with the following in attendance: Larry Grummett, Randy Ruetz, Jean Anderson, Dianne Lawless and Karen Dowler.

Absent was Marion Wylie.

Minutes from April 18th, 2018 –Motion from Larry Grummett seconded by Jean Anderson Carried

Conflict of Interest – no conflict was declared

Business Arising from the Minutes

- Matthew's Tree service will be here on June d. 22nd to trim trees
- The new flag pole has been installed by T. D. Concrete Forming for a cost of \$1,878.06
- We have received a cheque from Larry Litt for \$1,407.44 for the cost of the flag pole
- The GOSH application has been submitted to the County of Wellington asking for funding for makeup unit, interior lighting and cladding.

NW BUSINESS

A new patio door has been installed in apartment #122 due to rot and the screen door not closing at an approximate cost of \$1000.

Tenant Keith Diebel is moving out on Friday.

A discuss was held on the need for casual workers doing work for Jamesway Manor to have workers compensation. Jean Anderson will look into the matter.

The annual tenant BBQ will be held on July 23th. As this is the 30 year anniversary Mayor Bridge and the press will be invited. Karen will look into some decorations and Randy will look after helium balloons.

We have been invited to Belle Haven Apartment in Belmore for their 30th anniversary open house on June 16th. No one was available to attend.

Review of Profit and Loss Statement

Accounts Payable - May \$29,149.29
- June \$17,335.94

Motion by Larry Grummett and seconded by Jean Anderson

Meeting adjourned by Randy Ruetz

Next Meeting – August 9th at 9a.m.

President – Randy Ruetz

Acting Secretary – Dianne Lawless



**Cultural Roundtable Committee Minutes
Monday, August 27, 2018 6:00 p.m.
LaunchIt Minto**

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

Staff Present: Economic Development Manager Belinda Wick-Graham and Marketing & Community Development Coordinator Taylor Keunen

Regrets: Mayor George Bridge, Raissa Rogers

1. Call to Order by Chair Peggy Raftis at 6:03 pm
2. Minutes of Previous Meeting
 - a. Minutes of June 18, 2018

MOTION

Moved By: Jean Anderson; Seconded By: Andrew Gowan

THAT The Cultural Roundtable approve the minutes of the June 18, 2018 meeting.

CARRIED

3. Committee Minutes for Approval
 - a. MYAC Minutes of July 9, 2018
 - b. MYAC Minutes of August 1, 2018

MOTION

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

THAT The Cultural Roundtable approve the minutes of the July 9, 2018 and August 1, 2018 Minto Youth Action Council meeting.

CARRIED

- c. Railway Minutes of August 23, 2018

MOTION

Moved By: Megan Raftis; Seconded By: Brooke McLean

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

CARRIED

4. Roundtable Discussion

a. Culture Days Update

The Committee reviewed and updated the Culture Days Schedule attached as Schedule “A”. Keunen informed the Committee that local resident and photographer Jennifer Frayne had reached out offering to host a Light Painting Photography workshop on the Friday evening in the Palmerston Lions’ Heritage Park. The Committee noted that it was great to get participation from the public to host workshops, Keunen will follow up with Jennifer.

b. Board Roles & Responsibilities Training

Wick-Graham informed the Committee that the Board Roles and Responsibilities workshop is scheduled for October 10, 2018 at the Wellington County Library – Harriston branch in partnership with the Wellington North Cultural Roundtable. Poster attached as Schedule “B”. Invitations will be sent out to all community groups in Minto.

c. Cool Cones Project Recap

Wick-Graham stated the Cool Cones public art project was a great success with a lot of positive feedback from both the artists and the public. Keunen stated that the Cool Cones album was the best performing post that the Town of Minto social media has achieved reaching 6,900 thousand people with 4,000 people engaging in the posts by commenting or sharing, and 947 reactions to the album. Andy Pridham was the winner of the People’s Choice Award followed by Tony Hale and Peggy Raftis. Wick-Graham shared that the cones would be stored in the Agricultural Society barn at the arena and would be returned to the street in the spring.

d. SPARC Update

Duff reminded the Committee that the SPARC Mini Summit will be taking place October 20, 2018 and had received a \$2,500.00 grant from SPARC. Invitations would be emailed soon and the event will run from 9:30 am – 4:00 pm with hopes for sixty people in attendance. Duff noted that they are searching for a presenter on grant writing.

e. Holiday Events

Wick-Graham informed the Committee of the following holiday events taking place in Minto in November:

- Harriston Ladies’ Night – Wednesday November 14, 2018
- Clifford Light up the Street – Thursday November 15, 2018
- Palmerston Light up the Park – Friday November 16, 2018
- Harriston Light up the Town – Saturday November 17, 2018

- Palmerston Merchants' Christmas Open House – Wednesday November 28, 2018
- Harriston Men's Night – To be determined

Wick-Graham informed the Committee that further planning is taking place with Clifford merchants and the Downtown Revitalization Committee as this would be the first holiday event. Harriston Ladies' Night was originally set for Wednesday November 22, 2018 however, due to Black Friday on November 24, 2018 the business owners felt it would be best to have the event on Wednesday November 14, 2018. Wick-Graham noted that the event would take place before Light up the Town, but the lights would be turned on to add to the evening's ambiance. Keunen informed the Committee that there would be another Minto holiday Shopping & Event Guide with 8,000 copies printed and mailed out to Minto residents, containing all of the Town of Minto holiday events, along with community events and opportunities for businesses to purchase ads.

MOTION

Moved By: Jean Anderson; Seconded By: Megan Raftis

THAT the Cultural Roundtable approve the amount of \$1,000.00 from the Event Development Fund be allocated to the Clifford Light up the Street event.

CARRIED

f. Budget Review

The Committee reviewed the 2018 Budget attached as Schedule "D".

5. Reports

Duff stated that the Minto Arts Council is featuring Dana Savard's exhibit starting on September 6, 2018. He announced that the Basement Café will take place on October 12, 2018 featuring TANTRIX and Hayley Goreski. The Film Fest schedule is ready, and films will be played at the Norgan Theatre every third Monday.

Megan shared that the youth's summer theatre production was a success.

John Cox disclosed that the Chamber's Summer BBQ in July was a success with a good number of businesses in attendance. He also highlighted that it was a busy summer with many ribbon cuttings for new businesses in Minto.

Anderson informed the Committee that there were twelve planters prepared by the Horticultural Society purchased by downtown businesses in both Harriston and Palmerston. She announced that the Secret Gardens program received four nominations and that pictures are posted on the Horticultural Society's Facebook Page. The Society is working with the Town of Minto TLC department to clear bushes and add flower beds and benches in the Mill Street and I.O.D.E parks in Harriston.

Keunen announced that a Northern Wellington young Professionals' Network has been formed and the launch event, Business and Brews, is set to take place at Harry Stones on October 4, 2018. Gabby Ieropoli, Megan Raftis and Trish Wake from Mapleton will be

attending the Parks and Recreation Ontario MBA Symposium in Hamilton on October 24-25, 2018 and presenting a session on rural youth action councils.

Wick-Graham informed the Committee that the Harriston Street Party was successful with 140 cars in the car show, sold-out Savour in the Street with 200 people, and over 230 people attending the Street Dance. She highlighted that the Minto Youth Action Council were extremely helpful in the set up, deliverance and clean up of the dinner.

A survey on the Town of Minto Facebook Page regarding a fitness centre created 500 responses within 24 hours. As a result, a fitness/wellness centre would be opening in Palmerston. Wick-Graham also announced that the Minto Dance Academy has hired a new teacher from Hanover, they will be receiving funds from the Mayor's Gold Tournament.

Chair Peggy Raftis announced that the Grey-Wellington Theatre Guild's (GWTG) production would take place on November 16, 2018 with 10 shows and two Sunday matinees taking place and the Mudmen will be performing at the theatre on Friday September 28, 2018. The GWTG had their AGM with 25 people in attendance and received a new board member and secretary.

6. Adjournment at 7:47 pm

Schedule “A”

DATE	EVENT	DETAILS	TIME	LOCATION	COORDINATOR
FRIDAY	Breakout Box	Breakout of boredom at the library! Work together to solve intriguing puzzles and unlock the Breakout Box. Can you do it before time runs out? Please register - All Ages	10:30 AM - 2:30 PM	Wellington County Library - Harriston Branch	Brooke
FRIDAY	Got Rhythm?	Celebrate Culture Days by exploring rhythm in poetry, music and art! Join us for an hour of creative fun. Please register. Grades JK-6	2:00 PM - 3:00 PM	Wellington County Library - Palmerston Branch	Brooke
FRIDAY	World Music	Celebrate Culture Days by learning about instruments played in different cultures around the world. Plus, make an instrument of your own! Please register. Grade JK-6	2:30 PM - 3:30 PM	Wellington County Library - Clifford Branch	Brooke
FRIDAY	Light Painting Photography	Paint the park with light using flashlights and long exposure photography. Learn and try different light painting techniques to capture creative night images of Lion's Park. Painters and photographers welcome! Please bring a flashlight. Photographers should also bring a camera with manual mode and tripod.	6:45 PM - 9:00 PM	Palmerston Lions Heritage Park	Jennifer Frayne
FRIDAY	Books & Brews	Quench your thirst for great reads and cool beer! Sample a trio of craft beers from MacLean's Ales and discover some new books to go with them. The Minto Cultural Roundtable is excited to team up with MacLean's Ales and Harry Stones for this FREE night out.	8:00 PM	Harry Stone's-downtown Harriston	Brooke
SATURDAY	Farmers' Market	Come to the market to enjoy some live entertainment and browse through local produce and artisan products at the peak of harvest time.	9:00 am – 12:00 pm	Museum (P)	Taylor
SATURDAY	Railway Museum	Train & Handcar Rides, Model Railway Set, Tours, Scavenger Hunt, Trivia & Snacks	9:00 am – 3:00 pm	Museum (P)	Belinda
SATURDAY	Musical Make-and-Take	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 Ages	10:00 AM - 2:30 PM	Wellington County Library - Clifford Branch	Brooke
SATURDAY	Yoga for Warriors	Dana is a trained yoga instructor who specializes in post traumatic disorders and spiritual yoga. The workshop will take place in the Minto Arts Gallery located in the top floor of the historic Harriston Carnegie Library. Participants will be surrounded by paintings and sculptures created by Dana. There will be a power point presentation on PTSD, brain injuries, yoga and meditation and its benefits to all aspects of our health followed by a yoga practice session. Participants are required to bring their own mat (or pre-order with Dana), wear comfortable loose clothing and bring a yoga block or pillow.	11:00 AM – 1:00 PM	Art Gallery (H)	Dana Savard
SATURDAY	Masquerade Make-and-Take	Celebrate Culture Days by making a theatrical mask. Drop in - All Ages	1:00 PM – 3:00 PM	Wellington County Library - Harriston Branch	Brooke
SATURDAY	Theatre Live Radio Show	The Grey Wellington Theatre Guild has partnered with 88.7 The River, to present good old fashioned Radio Shows for their listening audience. The GWTG has taken it a step further and put this to stage and invite you to enjoy a live taping! This is a rare opportunity to see what happens behind the closed doors of a 1950s-style radio program. Come and see the hilarity and chaos that occurs behind the scenes when a group of "voice actors" work with old fashioned sound technicians and live commercial performers...anything can happen! This event will take place at the Town Hall Theatre, 68 Elora Street S. Harriston on Saturday, September 28th at 7:30 pm. Admission is free, doors open at 7 pm.	7:30 PM	Theatre (H)	Peggy
SUNDAY	Railway Museum	Train & Handcar Rides, Model Railway Set, Tours, Scavenger Hunt, Trivia & Snacks	9:00 am – 3:00 pm	Museum (P)	Belinda
SUNDAY	Learn to Square Dance	Square Dancing is friendship set to music! Join us for a fun-filled afternoon of dancing, friendship and laughter as long time square dancers, Doug & Dorelene Anderson, teach us all to square dance! If you don't know how to dance, don't worry, square dancing is great easy exercise and mental stimulation meant for all to enjoy and is something to do as a couple, individually or with a friend. Wear comfortable shoes and be prepared for fun!	2:00 PM - 4:00 PM	Community Centre (H)	Peggy
SUNDAY	Apple Picking, Baking & Campfire	We are having a culture days event at our small rural property. We have an organic apple orchard, free range chickens, a few horses and a jersey cow. We are inviting people to come and pick a couple of apples, observe fresh applesauce and pie making if they choose, a bonfire and some star gazing later in the evening. It offers a taste of the pleasures of owning a small rural property, as well as the pleasures of raising your own food.	4:00 PM	Jean's Home (H) 6362 3rd Line, RR #3, Palmerston	Jean
SUNDAY	Star-Gazing	After the apple-picking and baking, stay at Jean Anderson's for an evening of solar observing and star-gazing. There will be telescopes available as well as astronomical and solar binoculars. A sky tour will take place highlighting objects that you can see right from your own back yard.	8:00 - 9 PM	Jean's Home (H) 6362 3rd Line, RR #3, Palmerston	Gord

Schedule "B"

BOARD ROLES AND RESPONSIBILITIES

6:00 PM Light Dinner

6:30 PM – 8:30 PM Learning Session

Harriston Library Basement

88 Mill St, Harriston

Cost \$5 per person
includes materials
and dinner.

**Wednesday
October 10,
2018**



New to the role of Board member, interested in a Board role or looking for a refresher?

By the end of the session participants will be able to define the role of the board, the role and responsibility of individual board members, and identify and describe the five primary areas of Board responsibility.

Sponsored By



Register by Friday October 5, 2018
Contact belinda@town.minto.on.ca

Schedule "C"

MINTO CULTURAL ROUNDTABLE BUDGET 2018

BUDGET: \$10,000.00

EXPENSES	2017 ACTUAL	2018
Additional Bookmarks Printed	\$102.52	\$0
Belinda Expenses	\$46.80	\$0
Bookmarks Mailed	\$578.32	\$0
Clifford Holiday Event	\$0	\$250.00
Clifford Homecoming Wall	\$296.40	\$0
Cool Cones Public Art Project	\$0	\$2,750.00
Event Development Fund	\$3,000.00	\$2,000.00
Culture Days	\$563.99	\$1,000.00
Culture Grows Here Conference	\$1,307.54	\$0
Facebook Ads for Events	\$111.23	\$100.00
SPARC Meeting	\$51.99	\$1000.00
Grant to the Palmerston Agricultural Society	\$500.00	\$0
GWTG Season Sponsor	\$250.00	\$250.00
Heritage Plaques (Town Hall & Grist Mill)	\$410.09	\$250.00
Library Basement Rental	\$30.53	\$0
Light Up the Town & Park	\$551.20	\$550.00
Live2Lead Sponsorship	\$1,000.00	\$0
MYAC Expenses	\$61.23	\$0
Norwell Proposal	\$0	\$500.00
Petty Cash Replenish	\$60.00	\$0
Reva Cooper	\$540.00	\$0
Rural Talks to Rural Conference	\$0	\$1,200.00
TOTAL EXPENSES	\$9,461.84	\$9,850.00

Minto Youth Action Council
Meeting Minutes
July 9, 2018
4:00 pm - 6:00 pm
LaunchIt Minto



Members present: Charlotte, Jacob, Samantha, Caitlyn and Erin

Regrets: Sabrina, Krysta, Ian, DJ, Shayla, Tyler, Gabby

Adult Allies Present: Megan & Taylor

Agenda Item	Discussion	Roles and Responsibilities
Welcome and Introductions	<ul style="list-style-type: none"> Everyone recapped the minutes 	
Rural Youth Homelessness- Logo and Tagline Feedback	<ul style="list-style-type: none"> Gabby informed MYAC that the Rural Youth Homelessness committee is working on a marketing campaign to increase awareness of the issue Gabby showed members draft logos and taglines and asked for input Feedback provided: 1) 'RE' - not sure what this stands for, 2) needs to be colourful, 3) rural engagement- too broad, not sure what this is about, 4) like option #1 best, 5) use a house over the logo, 6) not evident that it is about youth, 7) don't know what stigma means; used in mental health campaigns, 8) last logo is too busy/businesslike 	<ul style="list-style-type: none"> Gabby to share this feedback with the committee
Volunteer Opportunities	<ul style="list-style-type: none"> 91 Run: DJ, Ian, Krysta, Erin, and Parker have volunteered to help. Gabby and Megan to also help The museum is looking for volunteers to scoop ice cream on Saturdays- DJ volunteered 	<ul style="list-style-type: none"> Gabby to send out a reminder about the 91 Run MYAC to confirm by Wednesday if they can volunteer
Future Meetings	<ul style="list-style-type: none"> As a group we discussed how meetings have been going and what we would like to change Feedback: 1) bring back icebreakers, 2) enjoy splitting up into smaller groups to work on tasks, 3) introduce a talking stick/ball, 4) need to find ways to keep the group on track 	<ul style="list-style-type: none"> Everyone to think of ideas for icebreakers

Road Hockey Tournament	<ul style="list-style-type: none"> • Split participants into age brackets: 13-16; 17-19 • MYAC to have a booth beside the tournament board • 30 minute games • Players to provide their own equipment • Prize: group pass to Escape the Old Post • Connect with Rec Dept re: date • Need to figure out how to specify fields/courts 	<ul style="list-style-type: none"> • Gabby to connect with Matt about potential dates
Amazing Race	<ul style="list-style-type: none"> • Caitlyn is going to update the poster from last year • Everyone will share on social media and encourage friends/peers to put together a team • We agreed to go and speak to businesses at our meeting on July 4th • In the letter to businesses, we will make it clear that this is a FUN event and for all ages • Prizes: pass to Escape the Old Post, restaurants 	<ul style="list-style-type: none"> • Caitlyn to update poster • Megan to find letter and edit
Art in the Park	<ul style="list-style-type: none"> • Unfortunately no one was clear on what has happened with this project; agreed to speak to Taylor to clarify • Suggested that Zumba is popular at Norwell 	<ul style="list-style-type: none"> • Gabby to follow up with Taylor
SPARC	<ul style="list-style-type: none"> • Supporting Performing Arts in Rural Communities will be hosting a symposium in October. They are looking for youth involvement (in a panel?) 	<ul style="list-style-type: none"> • Megan to bring more information about the youth involvement in the symposium

Next MYAC Meeting: Wednesday, June 20, 2018 from 5:00 pm – 6:30 pm



Minto Youth Action Council
Wednesday, August 1, 2018 Meeting Minutes
4-5:30pm at Launch It Minto

Youth Members Present: Erin, Krysta, Sam, DJ, Ian, and Charlotte

Adult Allies Present: Taylor, Gabby and Megan

Agenda Item	Discussion	Roles and Responsibilities
Welcome and Introductions	<ul style="list-style-type: none"> Recapped minutes from previous meeting 	
Amazing Race	<ul style="list-style-type: none"> We split up into 2 groups and went out to follow up with businesses about their involvement in the Amazing Race. We asked that they confirm their clue and involvement by next Wednesday by emailing Taylor Erin made clues with emojis. Everyone looked at them and agreed to use them Charlotte will make the passport 0 teams have registered; everyone agreed to promote Prizes: gift card to Magic Ice cream and Mailbox Café We will order pizza for lunch for MYAC volunteers (for day of Amazing Race) MYAC members who can volunteer day of: DJ, Sam, Charlotte, Ian, Krysta 	<ul style="list-style-type: none"> Charlotte to create passport DJ to speak to the individuals he knows at Minto Fire about whether they'd like to participate Taylor to follow up with businesses who have not confirmed Taylor to purchase gift cards Everyone to promote Amazing Race and encourage teams to sign up

FICE Survey	<ul style="list-style-type: none"> • Gabby told MYAC about the Municipal Youth Engagement initiative she will be working on come the fall. The focus is on youth retention and attracting youth entrepreneurs • Gabby shared the FICE survey and asked members to provide feedback. The following is what they suggested: <ul style="list-style-type: none"> ○ Have it online not paper copy ○ Use more multiple choice questions to give options ○ Focus on topics that youth are more aware of (ex. recreation options) ○ Can send it to their school emails 	<ul style="list-style-type: none"> • Gabby to make edits to survey
Road Hockey Tournament	<ul style="list-style-type: none"> • Suggested we partner with Norwell to put this on • Could be a buy out day or on a weekend • Can have a sign up booth at lunch • Sam will talk to LINK about it 	<ul style="list-style-type: none"> • Sam to talk to LINK about partnering on this
Mental Health Event/Workshops	<ul style="list-style-type: none"> • Offer workshops on late bus days at Norwell • Emphasize being mentally and physically well • Students are interested in a career in counselling, but don't know how to go about this. Is there ways they can volunteer, speak to someone in the field 	<ul style="list-style-type: none"> • Gabby to connect with Kenzie about late bus days • Gabby to look into Sidewalk Talk
Palmerston Fair	<ul style="list-style-type: none"> • Megan asked if anyone is able to volunteer with the fair. Krysta and Sam volunteered 	<ul style="list-style-type: none"> • Megan to email Crystal
Community Updates	<ul style="list-style-type: none"> • We each completed the Town of Minto Instagram poll on what new business we'd like to see in town. Majority of members responded "gym" • Live2Lead will be happening again in October. Youth tickets will be set aside- sign up through Norwell 	
Team Bonding Activity	<ul style="list-style-type: none"> • We decided to host a social just for MYAC to celebrate our 2nd birthday: Oct 12. We will participate in Butter Tarts and Buggies and then go to Sam's for a campfire 	<ul style="list-style-type: none"> • Sam to confirm we can have a campfire at her house

Next meeting: September 19th from 5-6:30pm at Launch It



Railway Heritage Museum Committee

Thursday, August 23, 2018

1:00 p.m.

Palmerston Railway Heritage Museum

Committee Members Present: Mayor George Bridge, Councillor Judy Dirksen, Delanie Toner, Bob McEachern, Chad Martin, Susan Welsh, Wayne Martin

Staff Present: Belinda Wick-Graham, Taylor Keunen, Al Carr

County of Wellington Staff Present: Sandu Sindile

Guests: Student Felix Weber and Lions Club member Bob Lacombe

Regrets: Hailey Johnston

1. **Call to Order at 1:03 pm by Mayor Bridge**
2. **Minutes of Previous Meeting**
 - a. Minutes of May 23, 2018

MOTION

Moved by: Wayne Martin and Seconded by: Judy Dirksen

THAT the minutes of the May 23, 2018 Railway Heritage Museum Meeting be approved.

Carried

3. **Roundtable Discussion**
 - a. 2018 Summer Student Presentation

Museum Summer Student Felix Weber presented a thorough presentation recapping the daily and overall tasks completed over the course of the summer months. The presentation is attached as Schedule "A". Felix included instructional manuals for future students along with a past perfect instructional manual.

- b. 2019 Summer Student Staffing

Al recommended that two staff be hired for the summer of 2019 and that the Committee apply for the Young Canada Workers Grant again. Felix added that during the quieter month in May, most maintenance around the Museum is completed which frees up more time for

the busier months. Mayor Bridge suggested connecting with younger youth to provide them with volunteering opportunities around the museum for future job experience.

c. Fall Volunteer Schedule

Wick-Graham reminded the Committee that volunteers would be needed to staff the museum to stay open on weekends until Thanksgiving. Wayne offered to volunteer the weekend of September 22-23 and on September 29-30. Wick-Graham noted that she would send out a schedule to the Committee to fill the other weekend. Mayor Bridge suggested doing a call-out on social media for volunteers.

d. Old 81

Al shared that the Old 81 was prepped and welded and that they were now waiting for paint due to rain. Wayne shared that trees would also be planted to replace the curbing.

e. Railway Clock

Wayne shared that on a trip to Manitoulin Island, he and Chad found an old oak clock from the early 1900s from an old Railway Station in Alberta and the current owners were willing to sell it for \$300.00 with no cost to ship. He suggested that the Town of Minto purchase the clock for the Museum. Al noted that there was room in the budget for the clock. Bob raised concern about the validity and “clean” history surrounding the clock. Sandu offered to send a disclaimer form from the County of Wellington. Wayne said that he would arrange a meeting to follow up with the owner. A photo of the clock is attached as Schedule “B”.

f. Wayfinding Signage

Wick-Graham shared that she planned to follow up with the County of Wellington regarding the Railway Heritage Museum’s spot on the wayfinding signage. Mayor Bridge noted that the signs were very small and difficult to read and that should be taken into consideration. Wayne asked about placing a sign directing to the Museum on the corner of Main Street and William Street, making the current street sign triple tiered. He shared that he had spoken to Mike McIsaac and he said it would cost approximately \$30.00. Mayor Bridge added that the new electronic sign would also be helpful in the promotion of the Museum.

g. 2019 Capital Budget

Al reported on the current 2018 capital budget and noted suggestions for the 2019 Capital Budget which is attached as Schedule “C”. He made note of the following: decking and parking, storage trailer removal, roofing, furnace, box car, a handcar for kids, wagon wheels and a fence around Old 81. Judy added that the Minto Farmers’ market was interested in partnering to invest in a sound system at the museum. Al suggested that it would be more cost effective to invest in smaller speakers to that can be used to play music from a cellphone or device.

h. Baggage Shed

Al suggested going through the items in the baggage shed and making decisions regarding what items would remain and which could be donated. Mayor Bridge suggested that the Committee go through the shed briefly after the meeting adjourned.

i. Replacement Tires

Al shared that new trees would be planted by Old 81 and that they were working with the Palmerston Lions Club on the project. Bob Lacombe shared that the Lions Club would be building a new shed and driveway in the Heritage Park. Al suggested that he and Bob discuss the project further.

j. Culture Days – September 30

Wick-Graham announced that Culture Days would be taking place again this year from Friday September 28th until Sunday September 30th. She shared that any suggestions for free events to bring people into the museum would be appreciated. Keunen also shared that the Minto Farmers' Market vendors would be having an additional market on Saturday September 29th.

4. Reports

Mayor Bridge shared that he had connected with an individual with several artifacts from the old Alma railway station that he was considering donating to the County of Wellington museum and potentially any duplicated for the Palmerston heritage Railway Museum.

Sandu shared that the Wellington County museum announced a new permanent display featuring the theatre seats that were in the old Palmerston Library building pre-renovations. He shared that ten seats were refurbished and used to create a small theatre featuring older films in the museum. Sandu highlighted that individuals can select various films shown behind the original curtains as well.

5. Adjournment at 2:19 PM by Mayor Bridge

Schedule "B"

7/29/2018

IMG_1124.jpg



<https://mail.google.com/mail/#inbox/164e3dc4ad9f878e?projector=1&messagePartId=0.1>

1/1

2019-Operations - looking to implement a painting plan for the bridge
+ rolling stock

2018 CAPITAL BUDGET - PALMERSTON TRAIN MUSEUM

CN Outbuildings	(20-8703-6400)	\$5,000.00	\$1,415.93	\$3,584.07	stairs & platform for rolling stock
CN Equipment	(20-8703-6720)	\$5,000.00	\$3,090.88	\$1,909.12	past perfect
CN Rolling Stock	(20-8703-6740)	\$10,000.00	\$8,650.00	\$1,350.00	tree removal and komoka expenses
CN 81	(20-8703-6760)	\$10,000.00	\$892.20	\$9,107.80	81 welding
		<u>\$30,000.00</u>	<u>\$14,049.01</u>	<u>\$15,950.99</u>	

REMAINING ITEMS

Paint 81		<u>COST</u>
Bench Repairs/Wagon Wheels		\$8,500.00 being done now
Wig Wag		\$300.00 Andy has picked items up for repair
Baggage Shed Floor/Windows		\$500.00 Dobson's fee to pick up
Box Car Floor		\$3,800.00 being done by school students this school year
Kids Handcars		\$400.00 being done by school students this school year
		<u>\$500.00</u> being done by school students this school year
		<u>\$14,000.00</u>

2019 thoughts - decking + parking
(Capital)
- storage trailer removal
- roofing
- furnace
- box car
- fence for 81



Economic Development and Planning Committee Minutes
Thursday, September 13, 2018 3:00 p.m.
Council Chambers

Attendance: Councillor Jean Anderson, Councillor Mary Lou Colwell, Councillor Ron Elliott, Jamie Doherty, Kirk Brownell, Gerry Horst

Staff Present: CAO/Clerk Bill White, Economic Development Manager Belinda Wick-Graham, Marketing & Community Development Coordinator Taylor Keunen and Business Coordinator Somer Antonopoulos

Regrets: Mayor George Bridge, Chair Jonathan Zettler Glen Hall, Gord Duff, Alison Armstrong, Hope Reidt

1. Call to Order by Wick-Graham at 3:02 pm

2. Minutes of Previous Meeting

a. Minutes of May 17, 2018

MOTION:

Moved By: Jean Anderson; Seconded By: Gerry Horst

THAT the Economic Development Planning Committee Minutes of May 17, 2018 be approved.

Carried

3. Committee Minutes for Approval

a. Harriston Downtown Revitalization Minutes, June 11, 2018

b. Palmerston Downtown Revitalization Minutes, June 20, 2018

c. Clifford Downtown Revitalization Minutes, June 25, 2018

d. Palmerston Downtown Revitalization Minutes, September 6, 2018

e. Clifford Downtown Revitalization Minutes, September 10, 2018

f. Harriston Downtown Revitalization Minutes, September 10, 2018

MOTION:

Moved By: Mary Lou Colwell; Seconded By: Ron Elliott

THAT the Harriston Downtown Revitalization Minutes of June 11, 2018 and September 10, 2018, the Palmerston Downtown Revitalization Minutes of June 20, 2018 and September 6,

2018, and the Clifford Downtown Revitalization Minutes of June 25 2018, and September 10, 2018, be approved.

Carried

4. Roundtable Discussion

a. Economic Development Year in Review 2017/2018

Wick-Graham shared that she and Keunen presented the Economic Development Year in Review for 2017/2018 to Council in July and that Councillor Mary Lou Colwell encouraged them to publish a booklet and have it mailed to the public to spread the word on the good work being done. She noted that printing and mailing booklets would be too costly, however the booklets would be available on the Town of Minto website, available upon request at the Town of Minto office and a copy would be placed at the Minto Wellington County Library Branches. The Committee reviewed the booklet.

b. Regional Forum - Rural Newcomer Integration

Wick-Graham encouraged the committee to attend a Regional Forum would take place at Blue Mountain on November 30, 2018 highlighting expanding workforce and affordable housing.

c. Project Updates

Filipino Association

Wick-Graham informed the committee that the Filipino Association had created a Facebook Page, Tom Lusi from the County of Wellington wrote an article that would be distributed in Filipino newspapers in the GTA and that targeted ads would be purchased. She shared that the Committee identified two major issues: housing and transportation. Wick-Graham noted that housing was always a forefront on the Economic Development Planning Committee and that steps were being made to help the issue, the County of Wellington's Rideshare Program set to launch in 2019.

Resident Attraction

Wick-Graham shared that the Economic Development Department was working with local realtors to place a large ad in the Guelph Real Estate Book to highlight the community. She shared that they would also be investing in a billboard and setting up a booth at the Kitchener Home & Garden Show in 2019.

d. Chamber Update

Gerber noted the Chamber BBQ held at the Palmerston Lions' Park Pavilion in July was a success with good attendance. She also informed the Committee of the All Candidates Meeting taking place at the Palmerston Community Complex on Tuesday September 25, 2018 from 7:00 pm – 9:00 pm with John Burgess moderating the event.

e. LaunchIt Minto Update

Gerber informed the Committee of the Roger Brooks Webinar Lunch & Learn Series: The Ultimate Marketing Series for your Community & Business taking place until October 2, 2018. As well Show Me the Money would take place on September 26, 2018 at the Harriston-Minto Community Centre from 5:30 pm – 8:30 pm with OMAFRA, Agilec, Second Chance and others in attendance. Gerber noted that on September 19, 2018 Kristel from the Guelph-Wellington Business Centre would host a session on How to Develop a Business Plan from 6:30 pm – 8:30 pm. She reminded the Committee of Live2Lead that is set to take place at the Norgan theatre on October 12, 2018 from 8:30 am – 1:00 pm with speakers John C. Maxwell, Carly Fiorina, Daniel Pink, Debra Searle and Tyler Perry for \$50.00, two more showing would take place in Hanover on November 9, 2018 and in Mount Forest at Viking Cives for thirty employees on October 23, 2018.

f. Committee Terms of Reference

Wick-Graham announced that Chair Jonathan Zettler would be stepping down from the Committee to pursue a new job and familial duties. She informed the Committee that they could step down from the Committee if they wished but all members expressed their intent to remain on the Committee. The Committee reviewed the Terms of Reference and made notes to update staff roles, added a finance role and made updates as needed. The Committee also agreed to connect with potential agricultural sector representatives.

g. General Roundtable

5. Reports

a. Structural Grant Application - Brent Lavellee

Wick-Graham shared that Brent Lavellee had begun the process of renovating his downtown property in Palmerston and that the project would take well over \$200,000.00 to repair and update the building as there was brick deterioration that would need completely redone and most of the building needed to be gutted and started from scratch. She noted that only \$2,500.00 remains for 2018 but that he qualified.

RECOMMENDATION:

Moved By: Jean Anderson; Seconded by: Kirk Brownell

THAT the Structural Grant for Brent Lavellee for \$2,500 be paid in full.

Carried

Wick-Graham stated she informed Lavellee that due to an election year, she could not guarantee the funds would be available for an intake in 2019. Lavellee expressed disappointment surrounding the lack of funds as it was a huge incentive and benefit for owners to revitalize buildings. The Committee decided to make a motion to Council for the consideration to maintain the funding post-election.

MOTION:

Moved By: Jean Anderson; Seconded by: Kirk Brownell

THAT Council consider maintaining the Community Improvement Plan (CIP) funding in 2019.

Carried

b. West Palmerston Master Plan – 1st Draft Secondary Plan

CAO/Clerk Bill White stated that the West Palmerston Master Plan – 1st Draft Secondary Plan was available to the public on the Town of Minto website and that there would be a public meeting on Tuesday September 18, 2018 at 5:00 pm. The Committee reviewed the plan.

c. General Roundtable

Councillor Jean Anderson shared that the garden plaques from the horticultural Society were very well-received and that information pertaining to the plaques and backyard gardens would be available at the Harriston-Minto Fall Fair the following weekend from September 14-16, 2018. The Horticultural Society is looking into working with the Town of Minto to provide seasonal planters for the businesses again and that she and David Anderson would be hosting their Annual Christmas Dinner again.

Gerry informed the Committee that the last Rural Economic Development (RED) funding intake was taking place and stressed the importance of providing metrics from the funded projects that Minto has received due to the approaching election. Gerry also shared that the Municipal Agriculture Economic Development and Planning Forum: Navigating Agricultural Economies would take place on October 3 - 4, 2018 at the Wellington County Museum and Archives which is hosted by the County of Wellington and the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Wick-Graham added that Jack from Krasinski Enterprises would be sitting on the Cannabis panel at the event.

Jamie noted that the Saugeen Economic Development Corporation (SEDC) was accepting intakes in investment portfolios, highlighting that Saugeen Connects had their successful launch of Succession Matching and that there would be a bus tour on October 30, 2018 showcasing businesses to sell and that there would be a second tour to follow to showcase employers.

Keunen highlighted that the Northern Wellington Young Professionals' Network (NWYPN) would be launching and hosting their first event, Business and Brews, at Harry Stones on October 4, 2018. She also stated that Culture Days would be taking place on September 29-30, 2018 and that Butter Tarts and Buggies' Fall Frolic would take place on October 12-14, 2018.

6. Adjournment at 4:47 pm



**Harriston Downtown Revitalization Minutes
Monday June 11, 2018 6:00 pm
LaunchIt Minto**

Attendance: Randy Martin, Ken Rogers, Cheryl Bell, Raissa Rogers, John Mock, Tony Tsotros and Jackie Harris

Staff Present: Belinda Wick-Graham

Regrets: Councillor David Turton, Andy Pridham, Lisa Leslie and Geoff Gunson

1. Call to Order by Belinda Wick-Graham at 6:05 pm

2. Minutes of Previous Meeting

a. Minutes of May 7, 2018

The Committee reviewed the previous meeting minutes. Wick-Graham thanked the CELP students for their work in assisting the businesses cleaning their windows and sweeping the storefronts. She also thanked Jean Anderson from the Harriston & District Horticultural Society and Paul Judge for assisting with the planter project. 3 planters were distributed in Harriston at a cost of \$85 each. We hope to grow the program next year

3. Roundtable Discussion

a. Review EDAC Year 1 Presentation

The Committee reviewed the First Impressions presentation provided by the Year 1 University of Waterloo Economic Development Program students. The key negative points in the presentation were the sense that the students didn't know where the downtown was, vacant buildings and the cleanliness of those buildings, poorly done hand written signs and window displays and lack of restaurant establishments. The key positive points were Tannery Park, streetscape, and heritage murals.

b. Review Downtown Walking Tour Results

The Committee reviewed the Power Point of photos collected from the Downtown Walking Tour and Wick-Graham pointed out that since the last meeting many of the issues identified have been corrected.

Based on two tours the following suggestions were made:

- Host a seminar on window displays/merchandising
- Painting parking lines
- Sign on 89 pointing downtown
- Providing façade sketches for interested businesses
- Promoting façade, signage and structural grant with professionally produced materials

c. Cool Cones Update

Wick-Graham reported that the launch of the Cool Cones went very well. The response on social media has been very good with the highest engagement we have ever had on a Town of Minto post.

d. Saugeen Connects - Succession Matching

Wick-Graham informed the Committee about the launch of Saugeen Connects and the new Succession Matching resource available for businesses looking to develop a succession plan and sell their business. The launch will take place on May 26, 2018 at 8:30 at the Neustadt Community Hall.

4. Reports

a. Signage Grant - Dr. Shawn McDonald

MOTION:

Moved By: John Mock ; Seconded By: Raissa Rogers

THAT The Council of the Town of Minto approves the Signage Grant Application for Dr. Shawn McDonald for the amount of \$240.

CARRIED

5. Adjournment at 7:30 pm



Harriston Downtown Revitalization Minutes

Monday, September 10, 2018

6:00 p.m.

LaunchIt Minto

Attendance: Councillor David Turton, Geoff Gunson, Jonathan Harvey, Randy Martin, John Mock and Jackie Harris

Staff Present: Belinda Wick-Graham and Taylor Keunen

Regrets: Glen Hall, Tony Tsotros

1. Call to Order by Belinda at 6:05 pm
2. Minutes of Previous Meeting
 - a. Minutes of June 11, 2018
3. Roundtable Discussion
 - a. Roger Brooks Lunch n Learn Series

Wick-Graham informed the Committee that there would be four Roger Brooks webinars focused on the ultimate marketing series for your community and business to held at LaunchIt in September with the first webinar starting the following day on Tuesday September 11, 2018. See poster attached as Schedule "A".

- b. Cool Cones Recap

Wick-Graham highlighted that the Cool Cones public art project was a great success with a lot of positive feedback from both the artists and the public. Keunen highlighted that the Cool Cones album was the best performing post that the Town of Minto social media had achieved reaching 6,900 thousand people with 4,000 people engaging in the posts by commenting or sharing, and 947 reactions to the album. She also announced that Andy Pridham was the winner of the People's Choice Award followed by tony hale and Peggy Raftis. Wick-Graham shared that the cones would be stores in the Agricultural Society barn at the arena and that they would be returned to the street in the spring.

c. Light up the Town

Wick-Graham reminded the Committee that the Light up the Town event was to take place on Friday November 17, 2018. She reminded the Committee that the change in date from previous years was to line up with the Harriston parade taking place at 7:00 pm that evening and due to Remembrance Day falling on a Sunday leaving minimal time to have the lights placed and checked. Wick-Graham invited the Committee to help place lights on the trees on Saturday November 10, 2018 at 8:00 am and shared that the lights would be placed on the poles on Monday November 12, 2018. She also shared that the Library may not be able to extend their hours for activities, but hot chocolate and hot apple cider would be served in Tannery Park prior to the parade.

d. Ladies Night

Wick-Graham informed the Committee that the date for Ladies' Night has been changed from November 24, 2018 to November 14, 2018 due to Black Friday falling on November 26, 2018. Keunen shared that there would be 8,000 copies of the Minto Holiday Shopping & Event Guide printed this year and that there would be opportunities for advertising this year. She reminded the Committee that the deadline to send in promotions by would be September 24, 2018.

e. Mens' Night

The Committee decided that Men's Night should take place on Thursday December 20, 2018. Geoff suggested a poker style activity rather than a passport program to engage the men. Keunen noted that she would contact the businesses to inform them of the event and collect event details.

f. Business/Property Update

Wick-Graham updated the Committee on the following businesses and properties:

- Don Hamilton – Royal Le Page office grand Opening on Tuesday September 11, 2018 at 11:30 am followed by a donation BBQ with proceeds going towards the Minto Youth Action Council and Minto Retiree Committee
- Quality Homes sales office opened at Launch It with seven home reservations made for far
- Old Miller Insurance/Sunny's on Main and South Street Café buildings still for sale
- Mailbox Coffee opened in the Old Post

Wick-Graham shared that a realtor's breakfast was held at Launch It in late August to discuss the demographics of people looking to move to Minto and what they are looking for in terms of homes. She shared that action items that came from the meetings were: to purchase a booth at the Kitchener Home & Garden Show in Spring 2019 to promote the move to Minto campaign, put up a billboard on Highway 9, purchase a spread in the Guelph

Real Estate Book for Minto and allow several listings for local realtors to sell the community rather than just homes, along with social media and Google AdWords campaigns.

4. Reports

Councillor Turton shared that the Canada Packers Reunion was very successful, and that the Committee was pleased with the collaboration with the Town of Minto's Street Party, the Minto Chamber of Commerce and Savour in the Street, along with the Mayor's Golf Tournament. He shared that there was discussion surrounding another reunion in potentially five years.

Councillor Turton informed the Committee of the Flooding Public Meeting scheduled for November 27, 2018. Wick-Graham added that CAO Bill White had completed the Clifford and Palmerston Secondary Plans and that the Harriston plan was in the works.

Wick-Graham noted that she would be meeting with the Committee to discuss the 2019 Planters for Minto and that if anyone had suggestions to forward them along to her.

5. Adjournment at 6:53 pm

BACK BY **LAUNCHit**
Business Solutions Centre
POPULAR DEMAND

BROWN BAG WEBINAR LUNCH & LEARN SERIES

ROGER BROOKS DESTINATION
DEVELOPMENT:
THE ULTIMATE MARKETING
SERIES FOR YOUR
COMMUNITY & BUSINESS



12:00-1:00PM

SEPTEMBER

11TH - PLACE BRANDING, HOW TO
IDENTIFY YOUR UNIQUE SELLING
PROPOSITION.

18TH - LEVERAGING TRIP ADVISOR, HOW
TO USE IT TO YOUR ADVANTAGE

25TH - INCREASE YOUR ONLINE
EXPOSURE, SOCIAL MEDIA, SEO & WEB
TOOLS FOR BEGINNERS

OCTOBER

2ND - OVER VIEW, HOW TO IMPLEMENT &
DEVELOP A PLAN TO MAKE YOUR
COMMUNITY OR BUSINESS A
DESTINATION.

1 ELORA ST. N HARRISTON
519-510-7400
INFO@LAUNCHITMINTO.COM





Clifford Downtown Revitalization Committee
Monday, June 25, 2018 9:00 a.m.
Gramma Jo's, Clifford

Attendance: Isabel Senek, Don Senek, Karen Dowler, Wendy Albrecht, Craig Thompson, Harsimran Rajput and Councillor Jean Anderson

Staff Present: Belinda Wick-Graham

- 1. Call to Order by Belinda Wick-Graham at 9:05 am**
- 2. Roundtable Discussion**
 - a. Construction Update

Wick-Graham provided an update on the construction project.

The Storm Main Line has been completed in the south block (Section 2A). Catch basins begin this week. A second crew is coming in June 26th to begin road work in the south block (Section 2A). The first crew will move to Section 2B at the lights. TM3 (Electrical) will move in on Tuesday July 3rd and begin work on the hydro ducts. Section 3 of the project is scheduled to begin late July/early August.

Wick-Graham reported that the first month of construction has been a struggle for businesses and it is not a surprise as a lot of the merchants depend on through traffic. In terms of the marketing program, radio ads, newspaper stories, social media, videos and web are in full effect. The first draw for the passport prizing will be held on July 3rd. Committee members were concerned that merchants were not promoting the passport program to their customers so it was suggested we provide merchants with little signs to post on the till asking "Do you have your Diggin'it passport?". \$225 in gift certificates was purchased from each of the retail merchants to use as prizing for the program. Additional signage is constantly being added at the request of the businesses to help drive traffic.

The Committee will consider ideas for the public space at the corner of Allan and Elora at a future meeting.

The Committee will also need to think about ideas for a street re-opening celebration. It is difficult to plan an event like this as we don't know until late when it will be ready to open.

For this reason it might be best to have our planned Holiday event and then host an official street opening event in the spring when we have more time to book and promote events.

b. Capital Budget

At the meeting the Committee discussed ways they would like to spend the \$1,000 donated by the Clifford Homecoming and also how they would want to spend the \$5,000 capital fund in 2019. The 2018 capital fund is all going towards the streetscape renewal project. Ideas suggested included banners and lights for the trees.

c. Holiday Event

Plans should begin to be developed for a holiday event in downtown Clifford. Wick-Graham will reach out to the Rotary to start the planning.

3. Adjournment at 9:45 am



Council Minutes

Monday, September 10, 2018

9:00 a.m.

Gramma Jo's

3 Elora St

Clifford

Attendance: Isabel Senek, Don Senek, Karen Dowler, Harsimran Rajput, Joanne Weltz, Tracey Rae and Councillor Jean Anderson

Staff Present: Belinda Wick-Graham and Taylor Keunen

- 1. Call to Order by Belinda Wick-Graham at 9:00 am**
- 2. Minutes of Previous Meeting**
 - a. Minutes of June 25, 2018
- 3. Roundtable Discussion**
 - a. Construction Update

Wick-Graham provided an update on the construction project.

Park Street to James Street: TM3 and Westario Power have completed the underground hydro switch over between John Street and Geddes Street. Westario power has started the removal of the overhead hydro lines and poles between John Street and Geddes Street. TM3 will continue with the installation of the new streetlights and bollards this week between John Street and Geddes Street. Excavation for sidewalks started last week, forming and pouring of sidewalks will start this week, and paving of the side streets should be completed this week.

James Street to West Heritage Street: Sanitary Sewers are complete with excavation and installation of storm sewers is approximately 65% complete. Excavation of the existing road base and placement of new granular "B" is approximately 65% complete.

- b. Diggin It Campaign Update

Wick-Graham shared that Larry Newton was the August Winner and that the Grand Prize draws would take place on Tuesday October 9, 2018 and that there would be three winners.

c. **Light Up the Street - Street Reopening Party Planning**

Wick-Graham announced that the Light up the Street and Street Reopening would take place on Thursday November 15, 2018 from 5:00 pm until 8:00 pm downtown Clifford. She noted that there was a tentative list made for the event. See Schedule "A" attached.

Wick-Graham noted that WC Smith was working on receiving sponsorship towards a firework display and that there would also be schlocky boards, live music by Juanita and her bandmates, fire pits and library activities. Joanne shared that Gramma Jo's had twelve vendors and counting for a pop-up shop and would be serving appetizers. Wick-Graham noted that there was discussion to close the main street for the event but would need to be further discussed due to part of the road being owned by the MTO. Keunen noted that the promotion would include boosting social media posts, a Facebook event, Wightman TV, the Minto Holiday Shopping and Event Guide, the CRA newsletter and that they would contact the school to put details in the school newsletter. Wick-Graham added that the total budget for the event was \$2,500.00 with some potential donations from service clubs.

4. Reports


Don shared that the Redwood would be opening on September 28, 2018 under new management. He also suggested saving some gift certificates to hand out to cars driving by the downtown closer to the event.

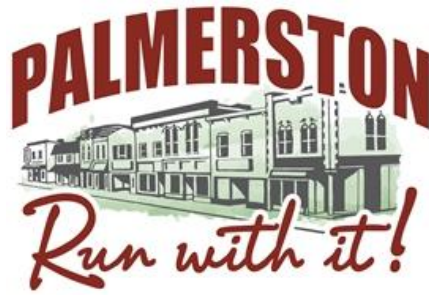
Wick-Graham asked the Committee if they had noticed any issues with street cleanliness prior to construction. The Committee noted that there were no pressing issues with street cleanliness.

Karen noted that it would be beneficial to have a sign in the window of the old RBC building to direct residents to the new bank machine. Harsimran noted that she would put up a sign in the building the next day.

5. Adjournment at 9:43 am

Schedule "A"

	Marketing/Promotions:				
	Facebook Event (boost) + social media (Town & MYAC)				Decorating Kits - Horticultural Society (for business etc) fundraiser
	Newspaper Insert				
	Rural Route				
	Radio Ads (The River, 101.1 The One, Classic Rock, cknx)				
	Wightman TV				
November 15, 2018	5:00 pm - 8:00 pm	*close the street			
ACTIVITY/EVENT	WHO	TIME	LOCATION	COST	NOTES
Appetizers			Gramma Jo's		
Pop Up Vendors			Gramma Jo's		12 vendors
					Taylor will contact Fire Fighters re: 3 people to man them
Fire Pits			Downtown		
Shlockey Boards			Downtown		
Live Music (Carols)	Juanita		Downtown		Belinda emailed Juanita on Aug. 29
					Taylor to contact - perhaps have teh dinner a different night so the restaurants benefit this night
Community Christmas Dinner	Bott's				Waiting for quote from WC Smith
Fireworks					Taylor via Hort Society
Wreath Workshop	Northern Flora / Sam Gibson				Belinda emailed Library Aug. 29th to ask about activities
Cookie Decorating Contest	Library		Library		Taylor to contact Clifford Rec Association & Rotary
Rotary Winter Carnival events?	CRA				Belinda emailed Saugeen Conservation Aug 29th
					Belinda emailed Businesses on Aug. 29
Horse & Sleigh					again maybe not as part of this event, drive to restaurants
Retailer Promotions					Belinda emailed Clifford Lions regarding activities and/or sponsorship
Chili Cook - Off					
TBD					



Palmerston Downtown Revitalization Committee
Friday, June 20, 2018 at 6:30 pm
CNRA Clubhouse

Attendance: Councillor Ron Elliott, Buzz Beier, Susan Forbes, JoAnne Caughill, Lisa Shantz, Paul Brown, Connie Robinson, Brent Lavallee, Ron McTaggart and Heather McTaggart

Staff Present: Belinda Wick-Graham

Regrets: Angie Christensen and Wayne Martin

- 1. Call to Order by Belinda Wick-Graham at 6:30 pm**
- 2. Minutes of Previous Meeting**
 - a. Minutes of May 2, 2018

The Committee reviewed the previous meeting minutes. Wick-Graham thanked the CELP students for their work in assisting the businesses cleaning their windows and sweeping the storefronts. She also thanked Jean Anderson from the Harriston & District Horticultural Society and Paul Judge for assisting with the planter project. 7 planters were distributed in Palmerston at a cost of \$85 each. We hope to grow the program next year.

Wick-Graham noted that the Realtors/Developers Breakfast was scheduled for June 27th and the purpose of the meeting was to present the realtors and developers with the tools that the Town of Minto has that can assist them in selling their properties, as well as to gain feedback on the types of people moving to Minto and where they are from. This information will help us direct our 2019 marketing efforts.

The Committee discussed the Newcomer's Welcome Reception and determined the event would be held September 13, 2018 from 6:30 pm – 8:00 pm at the Palmerston Lions Park Pavilion with the rain location being the CNRA Clubhouse. JoAnne, Susan, Connie and Paul offered to assist with the event. Wick-Graham will have invites prepared and distributed to the realtors and Town office for new people moving to Palmerston. There will be a cash bar and we will need to hire a caterer for appetizers. Welcome bags will be provided at the

event. The Chamber summer student will approach the Palmerston businesses to contribute items to the bags.

3. Roundtable Discussion

a. Review of EDAC Year 1 Presentation

The Committee reviewed the First Impressions presentation provided by the Year 1 University of Waterloo Economic Development Program students. The key negative points in the presentation were the vacant buildings and the cleanliness of those buildings, poorly done hand written signs and window displays and lack of retail and restaurant establishments. The key positive points were the Lions Heritage Park, streetscape, and murals.

b. Review Feedback from Downtown Walk-About

The Committee reviewed the photos submitted by Susan Forbes highlighting the dirty vacant windows, peeling trim and the used-item donation bin in front of Foodland. Ron offered to look into having the used-item bin removed. Other concerns raised included stucco and litter being left on streets. Wick-Graham offered to follow up with the appropriate people.

c. Finalize Action Plan

The Committee reviewed the 2018 Action Plan. Attached as Schedule A.

The Committee discussed the possibility of a family-friendly railway festival. It was suggested we speak to other BIAs about the types of activities that they host as well as look at having sponsors pay for certain elements of the event (similar to Clifford Homecoming) so that it could be free to families. It was also suggested that we could bring in Food Trucks for the event considering we have a limited number of food establishments.

d. LED Sign Update

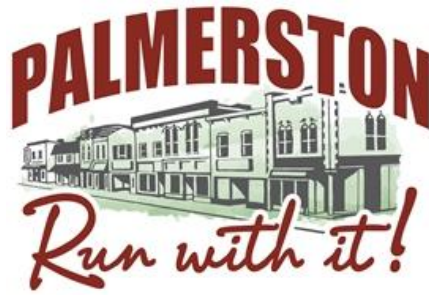
Councillor Elliott and Wick-Graham reported that the Request for Quotes for the LED sign was out and the deadline for submissions is Monday June 25th at noon. The Committee wants to ensure that we focus more on the LED component of the sign versus the overall structure and making sure that we get the best sign possible for an appropriate price.

5. Adjournment at 7:45 pm

Schedule "A"

ACTION	RESPONSIBLE	TIMELINE	NOTES
Cleaning Windows/Sweeping Streets	Belinda – CELP	Completed	
Planters	Belinda – Hort. Society/TLC	Urns - Completed – Tiny Tots, Blessings, Family Home Health Care, Home Hardware Window Boxes – Pending – Brown's Insurance	
Real Estate/Developers Meeting	Belinda	June 27 th	
Quarterly Welcome Event	Belinda Connie Susan JoAnne Paul	September December March June	
Fall Store Hour Extension (Thursdays till 8:00 pm)	Belinda	September	Chamber of Commerce is contributing \$1,000 towards promotion of this.
First Impressions Exchange to St. Thomas	Belinda	October Visit	
Thomas the Train Festival or Downtown Main Street Station Festival	Belinda	2019/2020	
Railway Ice Cream Cart	Belinda		Currently have the Mapleton's Ice Cream Cart for the summer at the station.
Incorporating Railway			

theme into signage			
Train Silhouette Public Art (similar to Cool Cones)	Cultural Roundtable DRC	Summer 2019	
Roger Brooks – Lunch N Learns		September	LaunchIt is coordinating brown bag lunch n learn sessions to be held every other week at CNRA Clubhouse
Blade Signs			By-law has been updated CIP to be re-opened with incentives included for blade signs



Palmerston Downtown Revitalization Committee

Thursday, September 6, 2018

6:30 p.m.

CNRA Clubhouse

Attendance: Councillor Ron Elliott, Lisa Shantz, Paul Brown, Connie Robinson, Ron McTaggart, Wayne Martin, Trish Norman, Scott Norman, Terry Cormack and Durgesh Upadhyaya

Staff Present: Belinda Wick-Graham and Taylor Keunen

Guest: Dave Wilson

Regrets: Angie Christensen, Susan Forbes, JoAnne Caughill, Bob McEachern and Brent Lavallee

1. **Call to Order by Belinda Wick-Graham at 6:33 pm**
2. **Minutes of Previous Meeting**
 - a. Minutes of June 20, 2018
3. **Roundtable Discussion**
 - a. Newcomers' Reception

Wick-Graham announced that the Newcomers' Welcome Reception would take place on Thursday September 13, 2018 at the Pavilion in the Lions Heritage Park. She shared that the planning committee had been connecting with businesses and new residents about the event. The Committee discussed potentially moving the rain location to the community centre in case of more people showing up than previously anticipated but found that it was booked, so they decided to carry on with their rain location of the clubhouse or under the pavilion. She highlighted that fruit trays and beverages were ordered, the bar would be open, and businesses and groups would set up display tables. Wick-Graham also shared that the Norgan Theatre planned to donate a free pass to each family.

- b. **LED Sign Update**

Wick-Graham updated the Committee that Raynbow Signs received the tender for the LED sign and that it was set to be completed by the end of September.

c. Light up the Park

Wick-Graham announced that the second annual Light up the Park would take place on Friday November 16, 2018. She noted that due to a large attendance, more venues would be included with activities on that night. Keunen suggested having hot chocolate in the CNRA Clubhouse, followed by carolling and opening remarks outside the clubhouse, photos with Santa in the museum and then activities in the Library to keep a flow of people moving throughout the park with minimal lines. Dave suggested investigating the possibility of having a flatbed trailer for the carollers so that everyone would be able to see them. Wayne noted that a better sound system would be needed for a large group of people and suggested using the Lions' sound system. He also agreed to notify the legion about the event. Keunen suggested making use of the six firepits from Fire and Ice and positioning them in the park. Councillor Elliott said that he would make sure the snow would be blown out of the pavilion for the fire pits. Dave shared that the lighting would be minimal, low technology compared to last year due to theft of the lighting systems.

d. Merchants' Open House

Wick-Graham announced that the Merchants' Christmas Open house would take place on Wednesday November 28, 2018. The Committee agreed to change the times of the event to 10:00 AM until 8:00 PM. Connie noted the importance of making the cover eye-catching and making it known that it is free. Trish shared that she would connect with the Kinettes about having their fry truck in front of their building for the event. Wick-graham shared that she would take care of getting the sound system and connect with Josh about being Santa again. Keunen reminded the Committee of the September 24, 2018 deadline to send in promotions for the events. The Committee decided to do the Bingo card again, but have it run from the Open House until December 24, 2018.

e. Business/Property Update

Wick-Graham updated the Committee regarding new businesses and industrial park news:

- Bombayhub Sports Bar and Tandoori Grill opening soon and a café opening in October, both downtown Palmerston in Gurmit Singh's building. It will be open from 10:00 AM – 10:00 PM and they are now hiring. Patio seating beside building with the sidewalk built out around it has been approved by Council and will be going to County Council
- Fitness centre survey received 500 responses within a week
 - Gurmit opening a fitness centre in his Norma Street building with a gym, a dance studio and Jeffrey Wagler (Osteopath) moving into the building
 - Joe Heenan opening a gym in the industrial park in Jeremey Metzger's building (5000 sqf)
 - Shawn Wells' building on William Street making good progress and still searching for potential businesses

- Brent Lavalee's building facing a complete renovation. Bricks deteriorating on side of building and he will be replacing. Will need to find a new location for the mural and will store in arena for the time being.
- Wraithaven Homes holding Grand Opening on September 21 at 4:00 PM. Eight home sold so far.
- TG Minto now has 1000 employees
- Any and Grant Habermehl adding two storage units
- Felix and Bernice Weber's industrial park building fully rented
- Ranjan Pradhan of Shrimp Canada waiting on a building permit and receiving mentoring from Joel Koops of MSW Plastics

Wick-Graham added that there was a Real Estate agent meeting at LaunchIt in June which resulted in a marketing campaign for "Come Home to Minto" and looking into setting up a the Home Show in Kitchener in the Spring of 2019.

f. Roger Brooks Lunch 'n Learn Series

Wick-Graham informed the Committee that there would be four Roger Brooks webinars held at LaunchIt in September. See poster attached as Schedule "A". Paul noted that it is crucial that Minto Council stands in support of downtown revitalization and what Roger Brooks stands for. He added that to have successful downtown, the streets need to be kept clean. The Committee agreed that a recommendation be made to Council to sweep the streets once a month and on an as needed basis. Photos of the streets included as Schedule "B".

RECOMMENDATION:

Moved By: Paul Brown; Seconded By: Terry Cormack

THAT the Town of Minto Public Works Department sweep downtown Palmerston on both sides from Jay's Variety to Norsco Sports, Norman Street to Main Street, and from Main Street to the Post Office on William Street.

Carried

4. Reports

Wick-Graham notified the Committee that the Town of Minto prepared a Palmerston Secondary Plan which she would send to the Committee. She informed them that an Open house would take place on Tuesday September 15, 2018 at 10:00 am to discuss the plan.

Councillor Elliott shared that the Norgan Theatre's Christmas Show would take place on Saturday December 5th, 2018 and that the Moore Family would be performing. He also added that the Lions' Golf Tournament was looking for hole sponsors.

Wick-Graham added that due to an injury, her colleague from St. Thomas would be unable to partake in the First Impressions Community Exchange in the Fall, and that it would be postponed until the Spring.

Wick-Graham informed the Committee that the Minto Chamber of Commerce's All Candidates Meeting would take place on Tuesday September 25, 2018 at the Palmerston Community Centre.

Schedule “A”

Schedule "B"





TOWN OF MINTO

DATE: September 13, 2018
REPORT TO: Mayor and Council
FROM: Chris Harrow
SUBJECT: Minto Fire Recruitment

STRATEGIC PLAN:

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

BACKGROUND:

Council has approved a roster of up to 85 Volunteer Firefighters for Minto Fire. This includes 20 Firefighters and 5 Auxiliaries for Clifford, 25 Firefighters and 5 Auxiliaries for both Harriston and Palmerston. We strive to keep all Firefighter positions filled and allow the Auxiliary positions to fluctuate depending on the anticipated number of retirements from the department. A large recruitment last took place in 2015.

COMMENTS:

Over the past three years some members have retired after long careers in the fire service. A couple of Firefighters have had to move out of town due to family or work commitments. Overall, we are fortunate to have had our numbers hold steady. This is a testament to the Firefighters and the long term commitment they have given the Department.

At this time Minto Fire would like to hire between 12 and 15 recruits to fill current and upcoming vacancies. Advertising has begun for a Recruitment Information night on Monday, September 24 at 7:00 pm at the Harriston Station. This night will be used to explain to potential recruits what is involved with being a member of the Minto Fire Department. Numerous Firefighters will be on hand to field questions and demonstrate some of the equipment the Town owns. It is a great opportunity for members of the public to get information to decide whether a role as a Firefighter is something they would consider.

After the Recruitment night resumes can be submitted over the next two weeks. The hiring will cover all three stations and will all be completed at the same time. Once the resumes are received and reviewed, interviews will be conducted followed by in-house Firefighter agility testing as well as a final discussion of expectations of training. Each recruit is expected to attend the joint County training program which begins in March and runs until July. They will also be expected to complete all of the certifications to become a Firefighter Level 2 under the newly adopted NFPA standards. This includes writing exams and demonstrating practical skills to an acceptable level.

Minto Fire is excited to bring on a new group of Firefighters. So far over 30 participants have registered to attend Recruitment Night. The support and enthusiasm we have received from the community is overwhelming. There seems to be a great deal of interest in being part of the organization.

FINANCIAL CONSIDERATIONS:

Costs for training and equipment have been included in the budget. Any additional costs will be brought forward in the 2019 Budget.

RECOMMENDATION:

The Council of the Town of Minto receives the Fire Chief's report on Minto Fire Recruitment dated September 13, 2018.

Chris Harrow
Fire Chief



Town of Minto

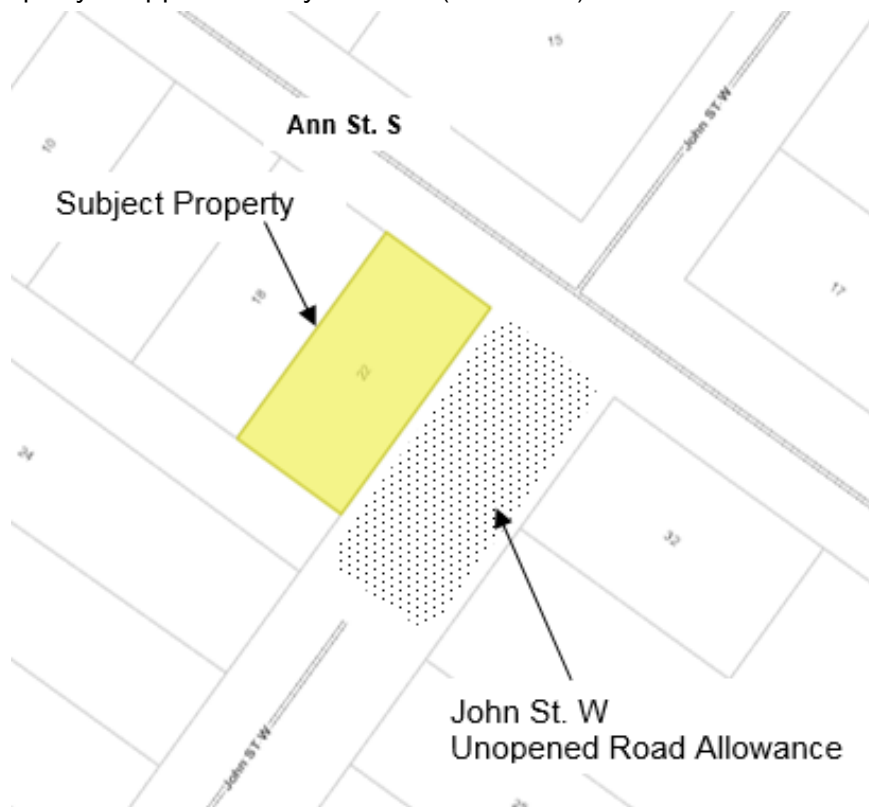
DATE: September 14, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown Building Assistant
RE: B89-18 - Bray/Taylor,
PLAN CLIFFORD PT LOT 304, 61R21110 PART 1
22 Ann Street South, Clifford, Town of Minto

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 property is located on the corner of Ann Street South and John Street West. The John Street West portion is currently an unopened road allowance with a municipal address of 22 Ann Street South, Clifford. The lot is zoned R1B-28 Low Density Residential Exception. The subject property is approximately 0.08 ha (0.2 acres) in size.



LANDS TO BE SEVERED
AREA=393m²

LANDS TO BE RETAINED
AREA=404m²

PLAN OF THE VILLAGE OF CLIFFORD

PART 2, 61R- 21110
PIN 71002 - 0331

PART 1, 61R - 21110
PIN 71002 - 0326

PROPOSED DWELLING AREA = 138m²

PROPOSED DWELLING AREA = 138m²

PROPOSED DRIVE

PROPOSED DRIVE

PORCH

GARAGE

GARAGE

LANDING

LANDING

URBAN CENTRE

RESIDENTIAL

ZONING: LOW DENSITY RESIDENTIAL (R1B-28)

305

304

JOHN STREET
(ESTABLISHED BY VILLAGE PLAN OF CLIFFORD)
(20.12 METRES WIDE)

PIN 71002 - 0126

COMMENTS

RECOMMENDATION

B89-18 Bray/Taylor 22 Ann St. S

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.

ATTACHMENTS

County of Wellington Senior Planner, Michelle Innocente comments

Michelle Brown,
Building Assistant



Application	B89/18
Location	Part Lot 304
	TOWN OF MINTO (Clifford)
Applicant/Owner	Jordan Taylor & Benjamin Bray

PRELIMINARY PLANNING OPINION: This application would sever a 393 square metre urban residential lot and retain a 404 square metre lot for semi-detached dwelling currently under construction in the Residential Area.

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

- a) That driveway access can be provided to the severed and retained lands to the satisfaction of the of the local municipality; and,
- b) That servicing can be accommodated on the site to the satisfaction of the local municipality.

PLACES TO GROW: No Issues.

PROVINCIAL POLICY STATEMENT (PPS): No Issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL and is located within the Urban Centre of Clifford. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lots.

The matters under section 10.1.3 were also considered including l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA B with a Vulnerability Scores of 8.

LOCAL ZONING BY-LAW: The subject property is zoned Low Density Residential (R1B-28). Permitted uses include semi-detached dwellings. The proposed severed and retained lots appear to meet the minimum lot area and frontage requirements.

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


Michelle Innocente
Senior Planner
September 5, 2018



Town of Minto

DATE: September 14, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Inspector
RE: B87/18 and B88/18 Cherry C/O Dan Sinclair
 Part Lots 50 & 51, w/s Queen St., Lot 52, e/s Lowe St,
 Palmerston, Town of Minto

STRATEGIC PLAN

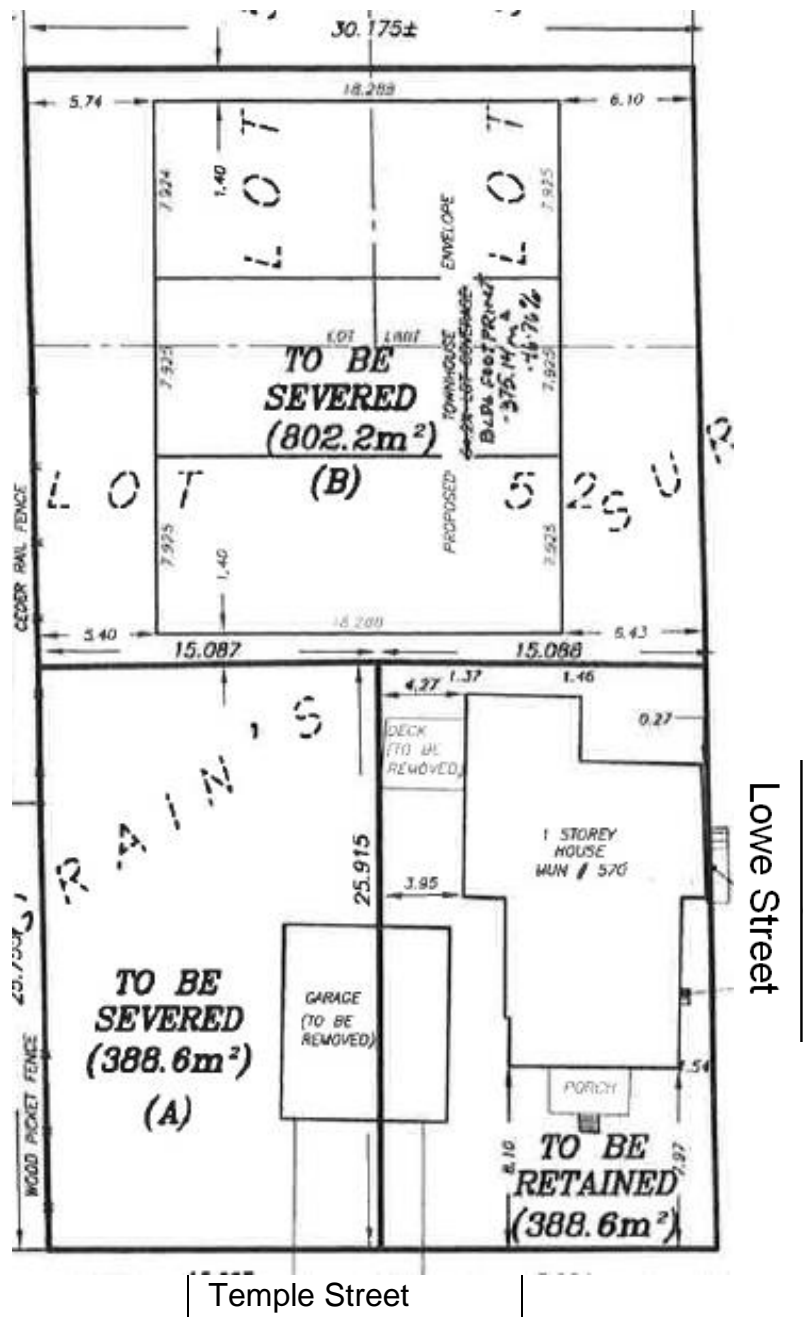
Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial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

BACKGROUND

There are two consent applications to the County of Wellington Land Division for properties located at Part Lots 50 & 51, w/s Queen St., Lot 52, e/s Lowe St, Town of Palmerston, Town of Minto.

The intent of application B87-18 is to sever a 388.6 square metre residential lot fronting on Temple Street with existing garage to be removed in the Residential Area. A 388.6 square metre residential lot would be retained with existing dwelling. Application B88-18 would sever an 804.7 square metre residential lot with existing shed to be removed. The intent of the retained and severed parcels is to be developed for proposed street townhouse development as shown on sketch on the following page.

Since the time of the application the applicant has submitted a zoning by-law amendment application with proposed townhouse design. The revised sketch proposes a reduced lot for severed parcel B of 302.2 square meters, as shown in the (revised) adjacent sketch.





Based on the updated severance sketch, zoning relief will be required to permit max lot coverage of 46.8% on severed lot B, as well as reduced lot area, rear yard and side yard setbacks for proposed retained and severed lots

COMMENT

Town of Minto staff and Town Engineer reviewed the application and provide the following comments;

Clerks

Standard financial conditions are recommended.

Public Works

Standard conditions in relation to servicing and frontage fees are recommended. An entrance permit must be obtained prior to construction.

Building

Standard building permit fees and development charges will be required prior to the issuance of a building permit. The requirement of an engineered grading and drainage plan is also recommended for all parcels to the satisfaction of the Town's engineer. Rezoning will be required for the altered lots and any potential drainage easements created shall be maintained by the owner and registered on title to the benefit of the contributing land owners.

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

RECOMMENDATION

THAT the Council recommends County of Wellington Land Division Committee approve Severance Applications B87/18, and B88/18, Cherry C/O Dan Sinclair Severance Part Lots 50 & 51, w/s Queen St., Lot 52, e/s Lowe St. Palmerston, Town of Minto and that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.
3. THAT the applicant prepares and submit a grading and drainage plan 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.
4. THAT the applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.
5. 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.
6. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made including payment of applicable fees.
7. THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent

ATTACHMENTS

County of Wellington Senior Planner, Michelle Innocente

Michelle Brown
Building Assistant

B87-18 and B88-18 Severance



Application	B87/18 & B88/18
Location	Part Lots 50 & 51, w/s Queen St., Lot 52, e/s Lowe St.
Applicant/Owner	TOWN OF MINTO (Palmerston) William Cherry

PRELIMINARY PLANNING OPINION: Application B87/18 would sever a 388.6 square metre urban residential lot with existing garage to be removed in the Residential Area. A 388.6 square metre urban residential lot would be retained with existing dwelling. Application B88/18 would sever an 804.7 square metre urban residential lot with existing shed to be removed for a proposed townhouse development.

Since the time of the filing of the consent applications, the applicant has filed applications to amend the zoning by-law to permit the following:

- to permit max lot coverage of 46.8% on triplex lot
- to permit the severed and retained lot to have a lot area of 388.6 m²
- to permit a rear yard setback of 1.25 m to the existing house
- to permit a reduced rear yard setback to proposed Triplex from 7.6 m to 5.4 m
- to permit an interior side yard setback of 1.22 m for a proposed triplex on the severed lot

Note the application to rezone proposes a triplex whereas the consent requests a lot for townhouse development.

Planning staff is recommending the application be deferred. This deferral will allow the applicant to meet with Planning staff to discuss the proposal in detail and staff's concerns related to density, building form, lot layout, and setbacks.

PLACES TO GROW: No Issues.

PROVINCIAL POLICY STATEMENT (PPS): No Issues.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL and is located within the Urban Centre of Palmerston. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lots.

The matters under section 10.1.3 were also considered including l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use. Planning staff recognize there is development potential on the subject lands for infill development. We recommend deferral of the application at this time to allow the applicant time to consider an alternative configuration that would align more closely with the zoning regulations of the Residential (R2) Zone.

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

LOCAL ZONING BY-LAW: The subject property is zoned Residential (R2). Permitted uses include single detached dwellings, and townhouse dwellings. A zoning by-law amendment has been submitted that proposes the following changes:

- to permit max lot coverage of 46.8% on triplex lot
- to permit the severed and retained lot to have a lot area of 388.6 m²
- to permit a rear yard setback of 1.25 m to the existing house
- to permit a reduced rear yard setback to proposed Triplex from 7.6 m to 5.4 m
- to permit an interior side yard setback of 1.22 m for a proposed triplex on the severed lot



Additional zoning deficiencies may be identified when detailed plans have been reviewed by planning staff.

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

A handwritten signature in blue ink, appearing to read "Michelle Innocente", written over a white rectangular background.

Michelle Innocente
Senior Planner
September 12, 2018



TOWN OF MINTO

DATE: September 18th 2018

REPORT TO: Mayor and Council

FROM: Mark Robertson Wastewater Foreman

SUBJECT: Sanitary Maintenance Hole Repair Program

STRATEGIC PLAN:

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

BACKGROUND

The 2018 Capital budget includes \$170,000 for Harriston Inflow and Infiltration. \$50,000 of that budget is to be allocated to sanitary maintenance hole repair including benching in the base, ensuring lining of the structure is sealed and repairing and patching covers. The work prevents surface water and groundwater from entering the sewage system creating unnecessarily high flows. Council has been involved with this program dating back to 2012.



The required work was sent out for bid with the assistance of Triton Engineering to repair 11 structures identified by staff. Triton notified specialized contractors that preform this work of the Request for Quotation. Based on similar previous works completed the estimated cost was \$50,000. The remaining Harriston I&I budget was used on the CCTV contract which was released in the spring and successfully completed. A report on the results is scheduled for October 2 Council.

COMMENTS:

One bid was received from DM Robichaud Associates Ltd. for \$25,000. The quote includes repair for the 11 selected structures with a 12 month warranty on materials and workmanship. While only one bid was received Town staff believes the bid represents good value for the work being completed, and Triton Engineering agrees with this approach.

DM Robichaud is proposing to use 7 different types of repairs on the structures ranging from chemical grouting, which is the method previously used in the rehabilitation program to riser adjustment and sealing. Each manhole has been reviewed individually and assessed for which type of repair is required and a cost breakdown per structure is available.

The sanitary maintenance hole repair program is an important part of Town Inflow and Infiltration efforts to help decrease flows in Palmerston and Harriston treatment facilities. The bid process allows clearly identifies the work to be completed on each structure so that the Town can control costs and ensure the work is completed appropriately with a proper warranty.

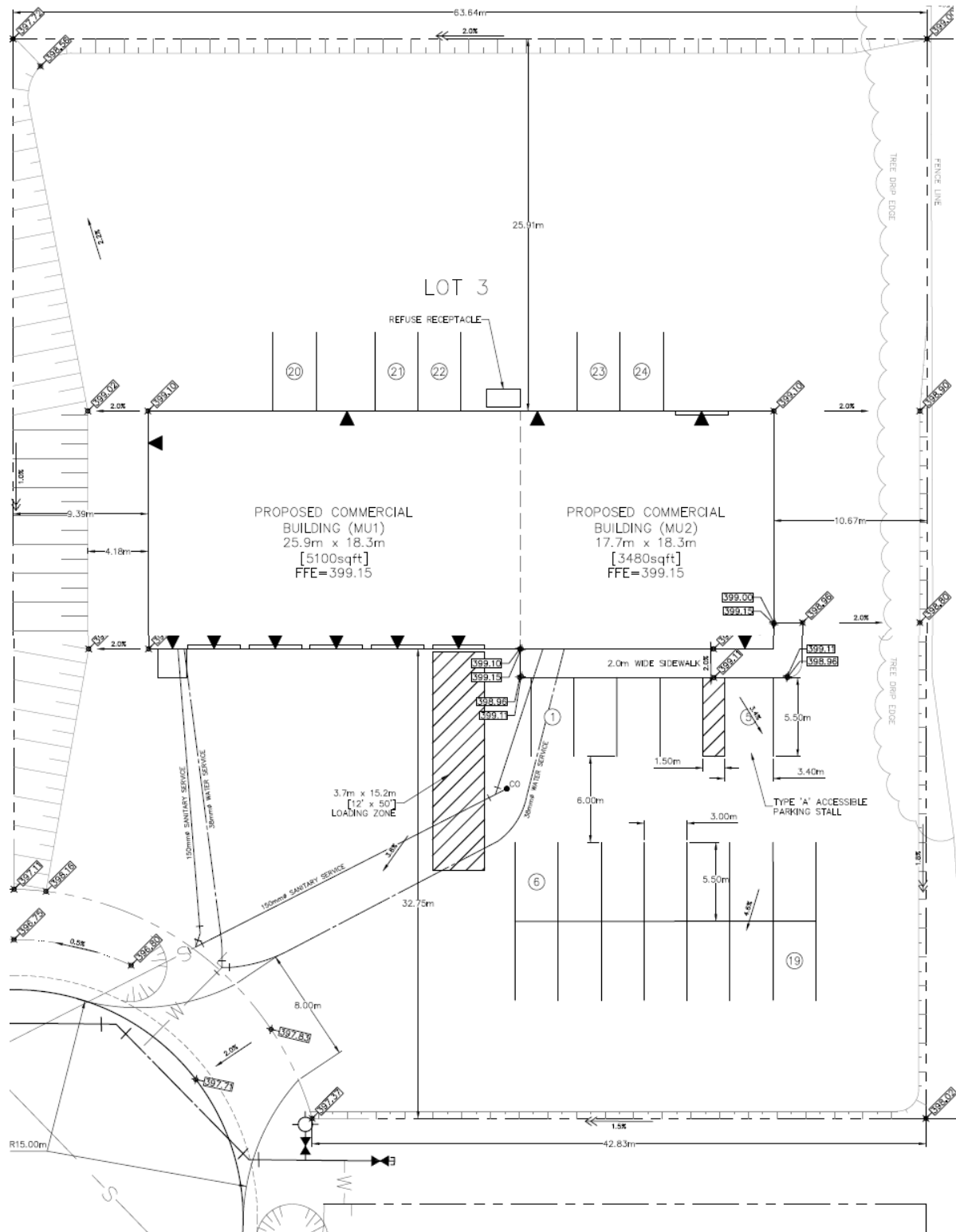
FINANCIAL CONSIDERATIONS:

The sanitary maintenance hole repair program is funded from the annual capital budget.

RECOMMENDATION:

That Council receives the Wastewater Foreman's September 18th, 2018 report Sanitary Maintenance Hole Repair Program and accepts the quotation provided by DM Robichaud Ltd. for \$25,000 plus HST.

Mark Robertson, Wastewater Foreman



The proposed site layout incorporates the following:

- A single paved entrance to Noble Family Road; subject to final details a culvert installation may not be required as the area is high and grades split at this location
- 24 lined parking spaced including, one accessible parking space and one loading area is proposed as required by zoning

- Front building entrance accessed by 2.0 metre wide sidewalk with unloading area for accessible vehicles
- Proposed site complies with the Industrial Zone including building setback, lot coverage parking and other applicable zoning requirements.
- Sanitary sewer and water connections to the lot line were provided at the time of constructing Noble Family Road; owner to specify the size of connections to be installed and insulated as per Town standards
- In previous plans for the industrial park minimal landscaping has been required by Council; under the Town Tree Planting Policy a landscaped strip around the perimeter of the site between parking area and the lot lines should be planted with a mixture of autumn blaze maples, honey locusts or spruce which are recommended species used



COMMENTS

The information supplied on the site plan is sufficient to issue a conditional approval pending final servicing, grading and drainage, lighting and landscaping details. Paving part of front parking area and entrance with some landscaping around the site periphery will present the property well to the public street without adding significant cost. Paving could be linked to within two years of the Town paving Noble Family Road.

FINANCIAL CONSIDERATIONS

Site plan agreements confirm construction to occur according to final approved drawing. Security for industrial projects has normally been the application deposit of \$2,850.

RECOMMENDATION:

In consideration of the C.A.O. Clerk's September 14, 2018 report Council approves the Site Plan entitled J & J Metzger prepared by Triton Engineering for property on Noble Family Road Palmerston Industrial Park subject to a final site plan providing grading, drainage, servicing, and landscaping details being submitted for approval by Town staff, including paving of the entrance part of the front parking area between the building and the street, and that the final site plan is included in the development agreement pertaining to the lands.

Bill White, C.A.O. Clerk



TOWN OF MINTO

DATE: September 14, 2018

REPORT TO: Mayor & Council

FROM: Bill White C.A.O. Clerk

SUBJECT: Extension Request Krosinski Enterprises

STRATEGIC PLAN:

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

BACKGROUND:

On September 12, 2018 the attached request was received from Jack Krosinski from Krosinski Enterprises Inc. requesting a one year extension to the covenants on his land sale that require him to obtain a building permit for a structure covering 15% of the lot within one year of the closing of the lot sale. The transaction was closed October 3, 2018. He also has first right of refusal on the abutting lands as shown in the drawing below:



The initial building is proposed to include a 5,000 sq. ft. processing head house and three 5,000 sq. ft. cultivation greenhouses. Mr. Krosinski initially he expects to employ eight people with future employment upwards of 100 employees. The CBO and Manager of Economic Development and Business agree with the extension.

COMMENTS:

Mr. Krosinski has been working with Health Canada since 2013. His initial application was for a distribution license but due to legislative and marketplace changes he amended the application to a distribution and cultivation license was in stage 5 of 7 of the review stage when the Town sold the lot to him.

Since then he has been in regular contact with the Town regarding his approvals. He brought his investors to Minto and met with the Chief Building Official and Manager of Economic Development and Business. Earlier in the summer he was in contact with MP John Nater's office and they made inquiries with Health Canada on this license. At that time Mr. Krosinski was assured the approval was on the Minister's desk and that there were no other submissions required. There is concern that with some 300 licenses to be issued those decisions may be tied up in political matters.

FINANCIAL CONSIDERATIONS:

Krosinski Enterprises Inc. paid the full asking price for the lands.

RECOMMENDATION:

That the Council receives the September 14, 2018 report from the C.A.O. Clerk regarding the extension request from Krosinski Enterprises and approves a one year extension to the terms of the original sale and first right of refusal, and that Council pass a resolution requesting Health Canada issue the requested license to Krosinski Enterprises so that the development of this facility can proceed in the Town of Minto as soon as possible, and that MP John Nater receives a copy of the resolution.

Bill White
C.A.O. Clerk

The Corporation of the Town of Minto
5941 Highway 89
Harriston, Ontario
N0G1Z0

Re: Part of Lot 24, Concession 1 being Part 5 on Plan 61R-9419

To Whom It May Concern,

As you may be aware we have been waiting for a letter of compliance to be issued to us by Health Canada to begin construction of our facility on the lot in question.

Despite our complete and timely submission of all required documentation to the Cannabis Directorate of Health Canada, we have yet to receive the sought letter of compliance. The delay is entirely the result of the extremely slow pace Health Canada is handling our file.

We remain absolutely committed to this project and will continue to apply maximum pressure to obtain the required documentation to proceed with the build in as timely fashion as possible.

We would like to ask the Town of Minto to permit us to extend the time we have to meet condition 1 (a) in the agreement of purchase and sale that stipulates the commencement of construction on the lot in question within 1 year of its purchase. We believe a 6 month extension will be sufficient.

Thank you for your continued support of our efforts,

Jack Krosinski



Director

**TOWN OF MINTO**

DATE: September 5, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: July 31, 2018 Financial Review

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 construction and road maintenance season is in high gear. All budgeted reserve transfers are entered. Annual insurance premiums were allocated to various departments. There more debt servicing payments to be made during the second half of the year. Most online payments such as hydro bills are entered covering the bills paid by July 31st. The operating budget shows a positive variance of \$79,550 while the capital budget shows a positive variance of \$3,599,739. This is primarily due to the timing of construction progress payments, transfers from internal reserves and receipt of grant funding.

COMMENTS:***Operating - Admin***

- budgeted reserve transfers have been entered;
- the first three quarters OMPF payments has been received;
- Council expenses are running very close to budget;
- total budgeted cash and facility donations are \$47,000 with approximately \$29,200 granted to date;
- annual insurance premium of \$278,000 paid and allocated to other departments; the net figure remaining in administration was just over \$29,000;
- higher postage rates are being reflected in postage and courier costs;
- tax write-offs were reasonable as at July 31st, however there continue to be a small number of large appeals under consideration which if approved would greatly exceed the budgeted allocation;
- other interdepartmental allocations to be made later in the year;

Fire

- inter-municipal services fees have not yet been received;
- most wages to firefighters have not yet been paid as at July 31, 2018;
- most expenses in line with forecasts;
- several public education activities have taken place;

People and Property

- approximately half of the budgeted expenses under the flood mapping project incurred by July 31, 2017;
- Conservation Authority levies paid and this leads to the usual up front YTD variance;

Public Works

- gravel pit royalties and fees for service are generally not received until later in the year so YTD revenue variances are still yet to be realized;
- overall public works wages are about 4% under budget to date;
- year to date winter control expenses should be about 67% of total now approaching 90%, some wage re-allocations could reduce year to date by 10%; Salt and sand almost \$30,000 under budget will change depending on billing date as domes are filled in preparation for winter; late April storm cost added 10% to expenses; snow bank removal costs down due to new approach; County snow removal revenue \$9,000 above budget
- equipment & vehicle repairs and fuel & maintenance costs are in line;
- the work on the Asset Management Road-Map project continues per budget;

Sewers

- sewer revenue is running close to targeted amounts;
- the bulk of the debt payments are not be paid until the last quarter of the year;
- annual reserve transfers have been entered;
- other expenses running close to forecasts;

Water

- as with sewers, water revenue has recovered with charges closer to cost recovery;
- reserve transfers entered and other operating expenses have been in line to date;

Cemeteries

- cemetery revenue difficult to forecast; July 31st figures slightly below budget;
- groundskeeping expenses in line to date; grass cutting contractor committed to improved service

Recreation

- recreation revenues are running as expected with another busy winter season;
- most hall rentals are usually booked for later in the year, although year to date figures are close to budget;
- overall recreation YTD wages are almost right on budget;
- the pools and day programs are still only partly completed at July 31st;
- annual debt servicing costs incurred later in the year;
- Norgan Theatre is on track for another good year, with room rentals and special events adding to the normal admission revenue;

- both adult and children's programming continue to increase in popularity;
- other small facilities running as expected;

Building

- once again this year, the building activity has exceeded expectations with permits on track for a record year;
- staffing inspections has been covered during maternity leave well through cross-training and contracted resources now extended through to September 2019 as the department coped with increased demands for service in planning and building;
- other expenses reflect the increase level of activity

Economic Development

- \$25,000 in Wellington County funding was dedicated to LaunchIt! this year;
- the full reserve transfer from Capital has been entered;
- half of the annual debt servicing payments have been made;
- support for the Clifford Diggin'It project has been ongoing;

Tourism

- handcar event at the museum occurred in June;
- the Palmerston Farmers' Market had another successful season;
- full slate of community activities has been planned for the rest of the year;

Capital-A dmin

- there was only one small flooring upgrade completed by July 31st;
- annual computer replacements and network connectivity enhancements to do;

Fire

- pumper truck chassis, thermal camera and protective gear purchased to date;

Emergency Measures

- no capital expenditures budgeted for 2018:

Public Works

- Connecting Link funding of \$493,833 was received early in the year;
- formula-based OCIF funding of \$210,137 and \$132,733 in Federal Gas Tax funding also in place;
- \$1,250,000 in long term debt proceeds entered as well as budgeted reserve transfers;
- to date \$935,526 spent on the Clifford Elora Street Connecting Link project with +-\$3 million to come; major over-expenditures not expected as project heads to completion
- \$216,934 spent on George Street South in Harriston;

- Harriston Legion parking lot paving completed for \$37,000;
- other projects include pedestrian crossovers at \$31,324; James Street Palmerston paving for \$50,536; beginning 12th Line upgrades for \$25,569;
- -portable speed signs purchased for \$11,000;

Sewers

- capital revenue includes long term debt proceeds of \$350,000 and internal reserve transfers;
- \$219,000 in Harriston lift station and plant upgrades completed to date;
- \$113,000 in camera work to better assess the condition of infrastructure spent;
- other smaller projects in progress;

Waterworks

- \$148,825 in Clean Water Wastewater funding received for George Street Harriston project as well as internal reserve transfers completed;
- work on Clifford Elora Street and Ann Street just underway at July 31st;
- \$56,600 in well and pumphouse upgrades at Minto Pines spent to date;

Cemeteries

- Consultant submitted preliminary layout and information for staff review in August; future expenditures will be well within budget depending on public meeting approach for cemetery cremated remains options;

Recreation and Facilities

- budgeted reserve transfers entered;
- Clifford arena compressor expenditures of \$46,000 spent to date;
- arena flooring at the Palmerston Arena replaced at a cost of \$13,000;
- \$7,500 of the budgeted \$100,000 for Harriston Pool upgrades paid to date;
- the electronic sign at the Norgan theatre installed at a cost of \$11,000, which will be entirely financed through reserves;
- the final portion of the old Clifford Ball Diamond sold for \$80,000; \$36,000 payment for servicing invoiced for April 2019 payment by Schwindt & Sons
- expenditures on spectator area Clifford Ball Diamond totaled \$27,000 to date;
- clean-up and improvements to the park adjoining the Harriston Community Complex at a cost of \$16,000 paid;
- railway museum \$8,600 purchased to date;

Economic Development

- posted revenue includes \$400,000 in long term debt proceeds for the Clifford Connecting Link streetscape components, Main Street Revitalization funding of \$45,000 and sale of Clifford Ann Street lots for \$45,900;
- some engineering and design work on industrial park upgrades and small streetscape purchases incurred;

FINANCIAL CONSIDERATIONS:

Budget variances will continue to be monitored during the rest of the year.

RECOMMENDATION:

THAT Council receives as information the Treasurers July 31, 2018 Financial Review report.

Gordon Duff
Treasurer

**Town of Minto
July 31/18**

Department		Previous YTD Actual	Previous YTD Budget	Variance	YTD Actual	YTD Budget	Variance	Total Budget
Monthly Operating YTD Financial Summary								
COUNCIL								
	Revenue	\$17,500	\$17,500	\$0	\$15,250	\$17,792	-\$2,542	\$30,500
	Expenditure	<u>100,303</u>	<u>92,283</u>	<u>-8,020</u>	<u>93,850</u>	<u>93,450</u>	<u>-400</u>	<u>160,200</u>
	Dept Total	<u>-82,803</u>	<u>-74,783</u>	<u>-8,020</u>	<u>-78,600</u>	<u>-75,658</u>	<u>-2,942</u>	<u>-129,700</u>
ADMIN & GENERAL								
	Revenue	1,539,676	1,267,798	271,878	1,485,237	1,208,821	276,416	\$2,072,265
	Expenditure	<u>738,365</u>	<u>735,250</u>	<u>-3,115</u>	<u>772,125</u>	<u>786,742</u>	<u>14,617</u>	<u>1,348,701</u>
	Dept Total	<u>801,311</u>	<u>532,548</u>	<u>268,763</u>	<u>713,112</u>	<u>422,079</u>	<u>291,033</u>	<u>723,564</u>
MINTO FIRE DEPT								
	Revenue	16,878	78,270	-61,392	10,666	73,312	-62,646	\$125,678
	Expenditure	<u>574,918</u>	<u>608,011</u>	<u>33,093</u>	<u>562,524</u>	<u>609,095</u>	<u>46,571</u>	<u>1,044,163</u>
	Dept Total	<u>-558,040</u>	<u>-529,741</u>	<u>-28,299</u>	<u>-551,858</u>	<u>-535,783</u>	<u>-16,075</u>	<u>-918,485</u>
PROTECTION								
	Revenue	29,976	13,358	16,618	26,112	94,733	-68,621	\$162,399
	Expenditure	<u>254,844</u>	<u>105,409</u>	<u>-149,435</u>	<u>257,646</u>	<u>186,431</u>	<u>-71,215</u>	<u>319,596</u>
	Dept Total	<u>-224,868</u>	<u>-92,051</u>	<u>-132,817</u>	<u>-231,534</u>	<u>-91,698</u>	<u>-139,836</u>	<u>-157,197</u>
ROADWAYS								
	Revenue	617,967	522,617	95,350	656,090	654,716	1,374	\$1,122,370
	Expenditure	<u>1,890,346</u>	<u>1,831,597</u>	<u>-58,749</u>	<u>1,968,761</u>	<u>1,808,805</u>	<u>-159,956</u>	<u>3,100,809</u>
	Dept Total	<u>-1,272,379</u>	<u>-1,308,980</u>	<u>36,601</u>	<u>-1,312,671</u>	<u>-1,154,089</u>	<u>-158,582</u>	<u>-1,978,438</u>
SEWERS								
	Revenue	1,096,132	1,181,717	-85,585	1,142,614	1,194,550	-51,936	\$2,047,800
	Expenditure	<u>1,133,029</u>	<u>1,181,717</u>	<u>48,688</u>	<u>1,092,759</u>	<u>1,194,550</u>	<u>101,791</u>	<u>2,047,800</u>
	Dept Total	<u>-36,897</u>	<u>0</u>	<u>-36,897</u>	<u>49,855</u>	<u>0</u>	<u>49,855</u>	<u>0</u>

WATERWORKS								
	Revenue	1,199,619	1,167,880	31,739	1,252,833	1,187,423	65,410	\$2,035,582
	Expenditure	<u>1,200,893</u>	<u>1,167,880</u>	<u>-33,013</u>	<u>1,249,645</u>	<u>1,187,423</u>	<u>-62,222</u>	<u>2,035,582</u>
	Dept Total	<u>-1,274</u>	<u>0</u>	<u>-1,274</u>	<u>3,188</u>	<u>0</u>	<u>3,188</u>	<u>0</u>
CEMETERIES								
	Revenue	35,449	40,542	-5,093	33,229	40,542	-7,313	\$69,501
	Expenditure	<u>64,033</u>	<u>52,512</u>	<u>-11,521</u>	<u>66,338</u>	<u>52,512</u>	<u>-13,826</u>	<u>90,021</u>
	Dept Total	<u>-28,584</u>	<u>-11,970</u>	<u>-16,614</u>	<u>-33,109</u>	<u>-11,970</u>	<u>-21,139</u>	<u>-20,520</u>
HEALTH SERVICES								
	Revenue	21,392	17,850	3,542	21,592	16,508	5,084	\$28,299
	Expenditure	<u>49,305</u>	<u>37,538</u>	<u>-11,767</u>	<u>35,704</u>	<u>45,967</u>	<u>10,263</u>	<u>78,801</u>
	Dept Total	<u>-27,913</u>	<u>-19,688</u>	<u>-8,225</u>	<u>-14,112</u>	<u>-29,459</u>	<u>15,347</u>	<u>-50,501</u>
RECREATION								
	Revenue	552,329	637,880	-85,551	610,047	616,647	-6,600	\$1,057,109
	Expenditure	<u>1,452,188</u>	<u>1,379,432</u>	<u>-72,756</u>	<u>1,492,730</u>	<u>1,378,421</u>	<u>-114,309</u>	<u>2,363,007</u>
	Dept Total	<u>-899,859</u>	<u>-741,552</u>	<u>-158,307</u>	<u>-882,683</u>	<u>-761,774</u>	<u>-120,909</u>	<u>-1,305,898</u>
BUILDING & ZONING								
	Revenue	217,611	114,917	102,694	210,730	116,083	94,647	\$198,999
	Expenditure	<u>186,946</u>	<u>202,519</u>	<u>15,573</u>	<u>163,835</u>	<u>201,644</u>	<u>37,809</u>	<u>345,675</u>
	Dept Total	<u>30,665</u>	<u>-87,602</u>	<u>118,267</u>	<u>46,895</u>	<u>-85,561</u>	<u>132,456</u>	<u>-146,676</u>
ECON DEV & TOURISM								
	Revenue	121,325	92,633	28,692	122,777	88,783	33,994	\$152,199
	Expenditure	<u>312,332</u>	<u>362,679</u>	<u>50,347</u>	<u>344,733</u>	<u>357,893</u>	<u>13,160</u>	<u>613,531</u>
	Dept Total	<u>-191,007</u>	<u>-270,046</u>	<u>79,039</u>	<u>-221,956</u>	<u>-269,110</u>	<u>47,154</u>	<u>-461,331</u>
ALL DEPARTMENTS								
	Revenue	5,465,854	5,152,962	312,892	5,587,177	5,309,910	277,267	9,102,702
	Expenditure	<u>7,957,502</u>	<u>7,756,827</u>	<u>-200,675</u>	<u>8,100,650</u>	<u>7,902,933</u>	<u>-197,717</u>	<u>13,547,885</u>
		<u>-2,491,648</u>	<u>-2,603,865</u>	<u>112,217</u>	<u>-2,513,473</u>	<u>-2,593,023</u>	<u>79,550</u>	<u>-4,445,183</u>
YTD TAXATION		<u>2,749,002</u>	<u>2,749,002</u>	<u>0</u>	<u>2,885,986</u>	<u>2,885,986</u>	<u>0</u>	<u>4,947,405</u>
NET OPERATING RESULTS		<u>\$257,354</u>	<u>\$145,137</u>	<u>\$112,217</u>	<u>\$372,513</u>	<u>\$292,963</u>	<u>\$79,550</u>	<u>\$502,221</u>

Capital Monthly YTD Financial Summary

COUNCIL

Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Dept Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ADMIN & GENERAL

Revenue	15,000	8,750	6,250	20,000	11,667	8,333	15,000
Expenditure	<u>28,493</u>	<u>58,333</u>	<u>29,840</u>	<u>2,529</u>	<u>30,333</u>	<u>27,804</u>	<u>100,000</u>
Dept Total	<u>-13,493</u>	<u>-49,583</u>	<u>36,090</u>	<u>17,471</u>	<u>-18,666</u>	<u>36,137</u>	<u>-85,000</u>

MINTO FIRE DEPT

Revenue	179,667	99,167	80,500	251,205	145,833	105,372	170,000
Expenditure	<u>311,430</u>	<u>198,333</u>	<u>-113,097</u>	<u>136,786</u>	<u>303,333</u>	<u>166,547</u>	<u>340,000</u>
Dept Total	<u>-131,763</u>	<u>-99,166</u>	<u>-32,597</u>	<u>114,419</u>	<u>-157,500</u>	<u>271,919</u>	<u>-170,000</u>

PROTECTION

Revenue	30,000	17,500	12,500	0	0	0	30,000
Expenditure	<u>6,669</u>	<u>18,667</u>	<u>11,998</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,000</u>
Dept Total	<u>23,331</u>	<u>-1,167</u>	<u>24,498</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-2,000</u>

ROADWAYS

Revenue	1,367,852	1,012,023	355,829	2,452,693	2,255,839	196,854	1,734,896
Expenditure	<u>525,695</u>	<u>1,537,667</u>	<u>1,011,972</u>	<u>1,339,441</u>	<u>2,093,000</u>	<u>753,559</u>	<u>2,636,000</u>
Dept Total	<u>842,157</u>	<u>-525,644</u>	<u>1,367,801</u>	<u>1,113,252</u>	<u>162,839</u>	<u>950,413</u>	<u>-901,104</u>

SEWERS

Revenue	475,000	521,850	-46,850	1,236,432	729,167	507,265	894,600
Expenditure	<u>190,760</u>	<u>847,146</u>	<u>656,386</u>	<u>408,473</u>	<u>910,000</u>	<u>501,527</u>	<u>1,452,250</u>
Dept Total	<u>284,240</u>	<u>-325,296</u>	<u>609,536</u>	<u>827,959</u>	<u>-180,833</u>	<u>1,008,792</u>	<u>-557,650</u>

WATERWORKS

Revenue	250,000	465,815	-215,815	406,824	227,500	179,324	798,540
Expenditure	<u>106,714</u>	<u>594,854</u>	<u>488,140</u>	<u>128,506</u>	<u>457,917</u>	<u>329,411</u>	<u>1,019,750</u>
Dept Total	<u>143,286</u>	<u>-129,039</u>	<u>272,325</u>	<u>278,318</u>	<u>-230,417</u>	<u>508,735</u>	<u>-221,210</u>

CEMETERIES								
	Revenue	10,000	5,833	4,167	0	0	0	10,000
	Expenditure	<u>899</u>	<u>32,083</u>	<u>31,184</u>	<u>0</u>	<u>32,083</u>	<u>32,083</u>	<u>55,000</u>
	Dept Total	<u>9,101</u>	<u>-26,250</u>	<u>35,351</u>	<u>0</u>	<u>-32,083</u>	<u>32,083</u>	<u>-45,000</u>
HEALTH SERVICES								
	Revenue	0	0	0	0	0	0	0
	Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Dept Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
RECREATION								
	Revenue	338,854	216,125	122,729	247,826	108,500	139,326	370,500
	Expenditure	<u>247,144</u>	<u>294,292</u>	<u>47,148</u>	<u>171,552</u>	<u>274,167</u>	<u>102,615</u>	<u>504,500</u>
	Dept Total	<u>91,710</u>	<u>-78,167</u>	<u>169,877</u>	<u>76,274</u>	<u>-165,667</u>	<u>241,941</u>	<u>-134,000</u>
BUILDING & ZONING								
	Revenue	0	0	0	15,000	8,750	6,250	0
	Expenditure	<u>0</u>	<u>1,167</u>	<u>1,167</u>	<u>0</u>	<u>17,500</u>	<u>17,500</u>	<u>2,000</u>
	Dept Total	<u>0</u>	<u>-1,167</u>	<u>1,167</u>	<u>15,000</u>	<u>-8,750</u>	<u>23,750</u>	<u>-2,000</u>
ECON DEV & TOURISM								
	Revenue	174,326	8,750	165,576	493,800	262,500	231,300	15,000
	Expenditure	<u>118,246</u>	<u>113,750</u>	<u>-4,496</u>	<u>204,081</u>	<u>498,750</u>	<u>294,669</u>	<u>195,000</u>
	Dept Total	<u>56,080</u>	<u>-105,000</u>	<u>161,080</u>	<u>289,719</u>	<u>-236,250</u>	<u>525,969</u>	<u>-180,000</u>
ALL DEPARTMENTS								
	Revenue	2,840,699	2,355,813	484,886	5,123,780	3,749,756	1,374,024	4,038,536
	Expenditure	<u>1,536,050</u>	<u>3,696,292</u>	<u>2,160,242</u>	<u>2,391,368</u>	<u>4,617,083</u>	<u>2,225,715</u>	<u>6,336,500</u>
NET CAPITAL RESULTS		<u>1,304,649</u>	<u>-1,340,479</u>	<u>2,645,128</u>	<u>2,732,412</u>	<u>-867,327</u>	<u>3,599,739</u>	<u>-2,297,964</u>

**TOWN OF MINTO**

DATE: September 14, 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 September 14, 2018

Administration	\$ 2,165,745.39
People & Property	
Health & Safety	
Health Services	
Building	\$ 8,168.18
Economic Development	\$ 11,936.82
Incubator	\$ 329.93
Tourism	\$ 1,159.64
Fire	\$ 5,924.61
Drains	\$ 132,153.67
Roads	\$ 285,038.11
Cemetery	
Waste Water	\$ 6,739.30
Streetlights	
Water	\$ 9,372.95
Town Landscaping Care	
Recreation	\$ 5,443.11
Clifford	\$ 366.36
Harriston	\$ 78,623.12
Palmerston	\$ 48,723.79
Norgan	\$ 1,555.16
Total	\$ 2,761,280.14

COMMENTS:

The above information is provided to provide an update on monthly spending by Department as public information. Council also receives three budget update reports per year outlining the status of budget to actual for the capital plan and operating budgets.

Council receives by email a detailed summary of accounts including personal information about identifiable individuals that is protected under the Municipal Freedom of Information Act. The auditor supports Council approving the accounts in this fashion.

FINANCIAL CONSIDERATIONS:

Council's approval of the accounts increases transparency by disclosing monthly spending by Department.

RECOMMENDATION:

That Council receives the Treasurer's report dated September 14, 2018 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for August 2018.

Gordon Duff, Treasurer

The Corporation of the Town of Minto

By-Law 2018-74

To amend By-law 01-86 to bring the Minto Zoning By-law into conformity with the Maitland Valley and Saugeen Valley Source Protection Plans

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;

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 **Section 5 Definitions**, is amended by adding the following new definitions in alphabetical order:

DUMP means a waste disposal site where waste is deposited without cover material being applied at regular intervals.

LAND DISPOSAL within the meaning of Section 1 of Regulation 347 (General – Waste Management) made under the *Environmental Protection Act* means, with respect to waste, the deposit or disposal of the waste upon, into, in or through land, including,
(a) the deposit of the waste at a dump,
(b) the landfilling of the waste,
(c) the discharge of the waste into a geological formation by means of a well, and
(d) the landfarming of the waste, in the case of a petroleum refining waste.

LANDFARMING means the biodegradation of petroleum refining wastes by naturally occurring soil bacteria by means of controlled application of the wastes to land followed by periodic tilling;

LANDFILLING means the disposal of waste by deposit, under controlled conditions, on land or on land covered by water, and includes compaction of the waste into a cell and covering the waste with cover materials at regular intervals;

SIGNIFICANT DRINKING WATER THREAT means a drinking water threat that, according to a risk assessment, poses or has the potential to pose a significant risk (Clean Water Act).

SOURCE PROTECTION PLAN means a drinking water source protection plan prepared under the Clean Water Act (Clean Water Act).

WELLHEAD PROTECTION AREA means an area that is related to a wellhead and within which it is desirable to regulate or monitor drinking water threats (Ontario Regulation 287/07)”

2. THAT **Section 6.35.2 Restricted Uses** is amended by deleting the fourth bullet and replacing it with the following two bullets:

- Land disposal of:
 - Petroleum refining waste
 - Hazardous waste, liquid industrial waste or processed liquid industrial waste
 - Liquid industrial waste

- Industrial waste or commercial waste
- Municipal waste
- a waste transfer station or a waste separating station”

3. THAT **Section 6 General Provisions**, is amended by adding the following new subsection and renumbering subsequent sections:

“6.36 WELLHEAD PROTECTION

The purpose of the provisions in this section is to prevent the inadvertent approval of Planning Act applications or the issuance of building permits that may result in the establishment of activities that are significant drinking water threats.

Explanatory Notes:

1. An application for development, redevelopment, or site alteration within a Wellhead Protection Area, where a drinking water threat could be significant, shall only be deemed complete under the *Planning Act* if submitted with a Section 59 Notice issued by the Risk Management Official, as appointed by the Town, in accordance with the *Clean Water Act, 2006* and where applicable in accordance with the applicable Source Protection Plan.
2. The Risk Management Official, as appointed by the Town, shall determine whether a new land use or activity is, or involves, a significant drinking water threat in accordance with the *Clean Water Act, 2006* and whether the use or activity is prohibited or regulated in accordance with the applicable Source Protection Plan.

6.36.1 MAITLAND VALLEY WELLHEAD PROTECTION AREA OVERLAY

Within the Maitland Wellhead Protection Area Overlay shown on Schedule ‘A’, any use that is, or would be, a *significant drinking water threat* is required to conform with all applicable Maitland Valley Source Protection Plan policies and, as such, may be prohibited, restricted, or otherwise regulated by that Source Protection Plan.

6.36.2 SAUGEEN VALLEY WELLHEAD PROTECTION AREA OVERLAY

Within the Saugeen Wellhead Protection Area Overlay shown on Schedule ‘A’, any use that is, or would be, a *significant drinking water threat* is required to conform with all applicable Saugeen Valley Source Protection Plan policies and, as such, may be prohibited, restricted, or otherwise regulated by that Source Protection Plan.

4. THAT **Maps 1, 2, 3, 4 and 6** are amended as shown on Schedules A-1, A-2, A-3 and A-4 attached to and forming part of this By-law.
5. 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.
6. 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 finally passed in open Council this 18th day of September 2018.

Mayor – George Bridge

C.A.O. Clerk – Bill White

Schedule "A-1" of By-law 2018-74



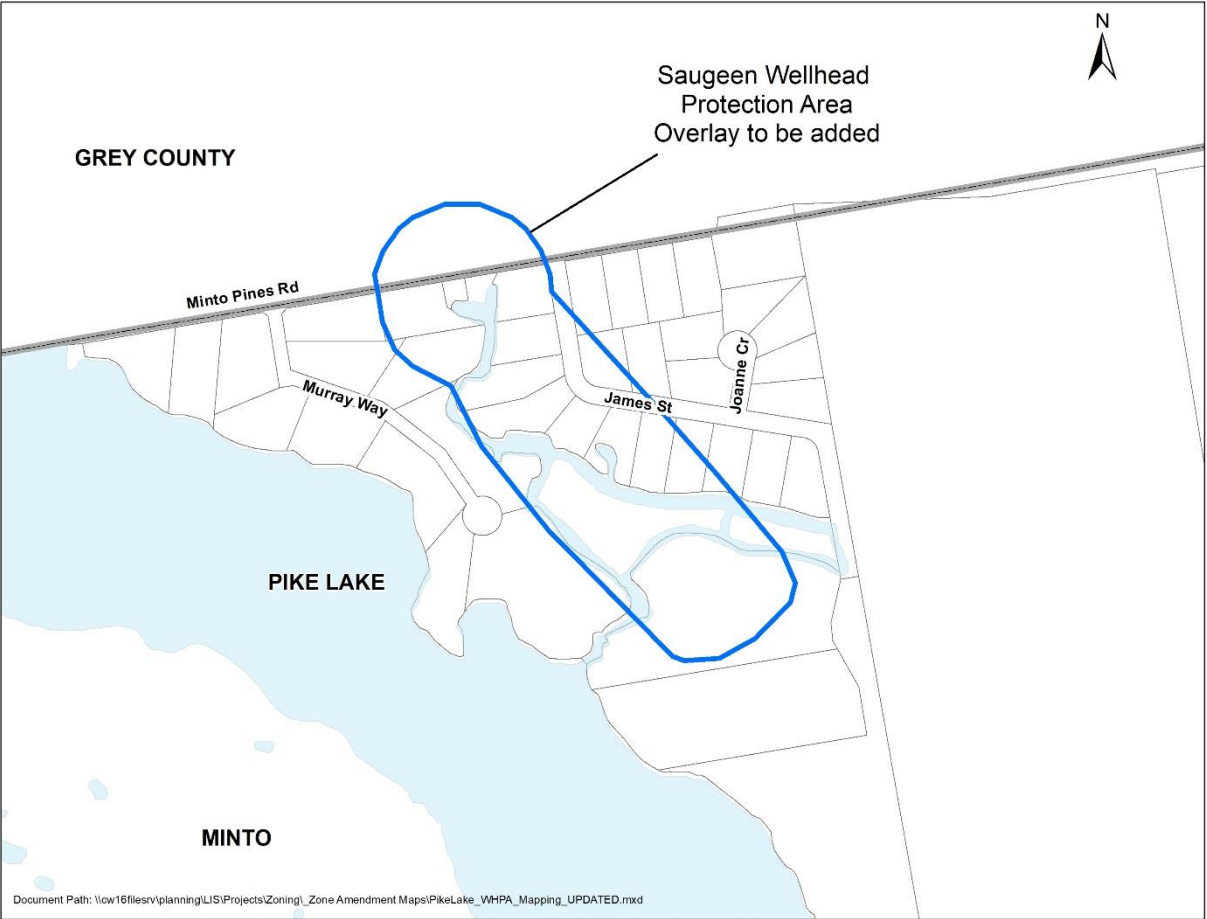
Schedule "A-2" of By-law 2018-74



Schedule "A-3" of By-law 2018-74



Schedule "A-4" of By-law 2018-74



The Corporation of the Town of Minto
By-Law 2018-75

To amend Zoning By-law 01-86, as amended regarding 310 Queen Street South,
Palmerston

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended.

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

1. THAT Schedule “A” - Map 4 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lots 7 & 8, South Side of Victoria Street, Morrison’s Survey, municipally known as 310 Queen Street South, Palmerston as shown on Schedule “A” attached to and forming part of this By-law, from:
 - Medium Density Residential (R2) to Medium Density Residential Exception (R2-37.48)
 - Medium Density Residential (R2) to Medium Density Residential Exception (R2-37.49)
2. THAT Section 36, Palmerston Exception Zones, is hereby amended by adding the following new exceptions:

37.48 Part Lots 7 & 8, South Side of Victoria Street, Morrison’s Survey, 310 Queen Street South, Palmerston	Notwithstanding Section 12.1, only the following uses are permitted: <ul style="list-style-type: none">• a one storey single detached dwelling (bungalow)• Home Occupation• Accessory uses buildings and structures Notwithstanding the provisions of section 12.2.1.1, a minimum lot area of 416.9 m² (4,487.0 ft²) is permitted. Notwithstanding the provisions of section 12.2.1.6, a minimum rear yard of 4.6 m (18.4 ft). is permitted.
37.49 Part Lots 7 & 8, South Side of Victoria Street, Morrison’s Survey, 310 Queen Street South, Palmerston	Notwithstanding the provisions of section 12.2.1.1, a minimum lot area of 392.4 m² (4,223.0 ft²) is permitted. Notwithstanding the provisions of section 12.2.1.6, a minimum rear yard of 4.15 m (13.6 ft) is permitted. Notwithstanding the provisions of 5.139.1 b), the front lot line shall be deemed to be the frontage along Queen Street.

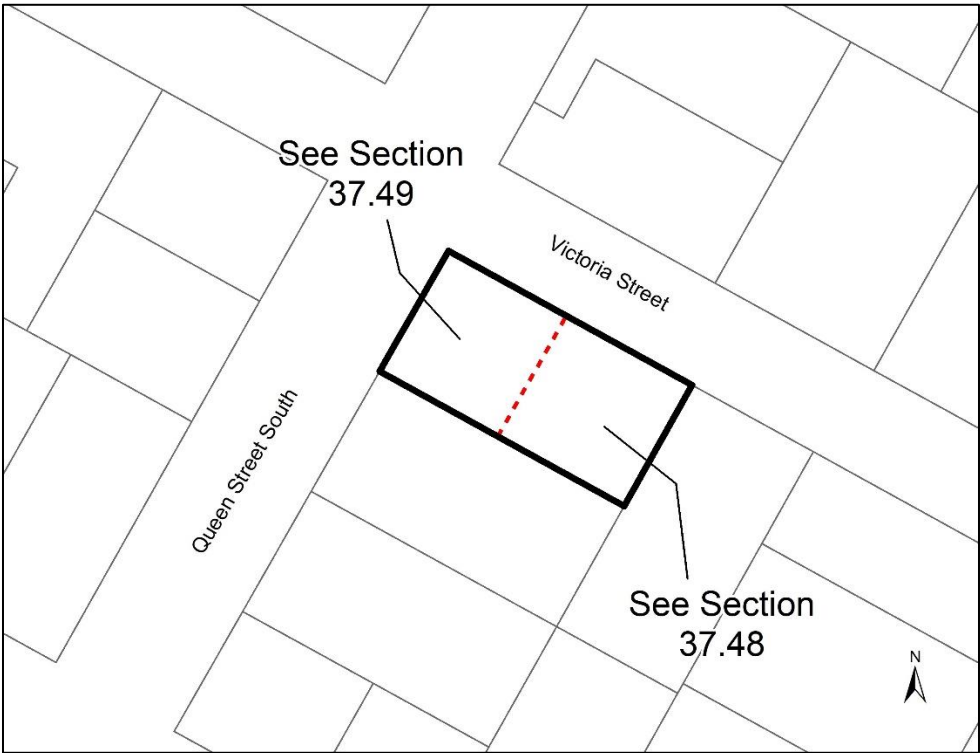
3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended,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

Read a first, second, third time and finally passed in open Council this 18th day of September 2018.

Mayor – George Bridge

THE TOWN OF MINTO
BY-LAW NO_2018-75

Schedule "A"



Passed this 18th day of September 2018.

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 2018-75

THE LOCATION being rezoned is Part Lots 7 & 8, South Side of Victoria Street, Morrison's Survey, 310 Queen Street South, with a civic address of 310 Queen Street South, Palmerston. The lands subject to the amendment is 809.3 m² (8,711 ft²) in size.

THE PURPOSE AND EFFECT the proposed amendment is to rezone the proposed retained portion of property to permit a reduced lot area, reduced rear yard setback (existing single detached dwelling), and recognize the Queen St. frontage as the front lot line. The amendment also rezones the proposed severed parcel to limit the use of the property to a one storey single detached dwelling and permit a reduced lot area, and reduced rear yard setback to facilitate the construction of a future single detached dwelling.

This rezoning is a condition of severance application B57/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a vacant 416.9 m² (4,487 ft²) residential parcel. A 392.4 m² (4,223 ft²) residential parcel is retained.

**The Corporation of the Town of Minto
By-Law 2018-76**

To amend Zoning By-law 01-86 for 83 Elora St N., Harriston

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended.

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

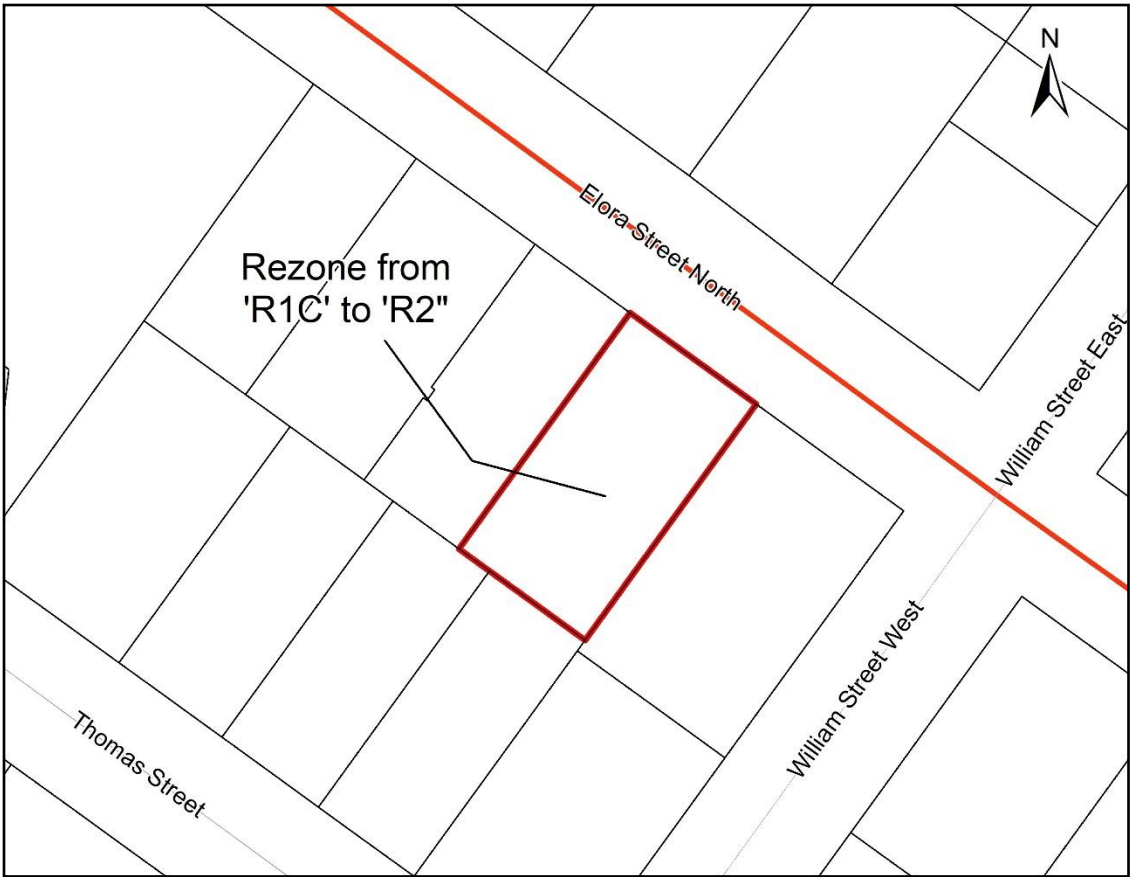
1. THAT Schedule “A” - Map 3 of the Town of Minto Zoning By-law 01-86 is amended by rezoning 83 Elora St. N., Harriston as shown on Schedule “A” attached to and forming part of this By-law, from Low Density Residential (R1C) to Medium Density Residential (R2) Zone.
2. THAT except as amended by this By-law, 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 finally passed in open Council this 18th day of September 2018.

Mayor – George Bridge

C.A.O. Clerk – Bill White

THE TOWN OF MINTO
BY-LAW NO 2018-76
Schedule "A"



Rezone from Low Density Residential (R1C) to Medium Density Residential (R2)

Passed this 18th day of September 2018.

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER_2018-76

THE LOCATION being rezoned has a civic address of 83 Elora Street N., Harriston The land subject to the amendment is 850 m² (0.21 ac) in size and is currently zoned Low Density Residential (R1C)

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to Medium Density Residential (R2) recognize the existing 2 unit semi-detached dwelling on the subject lands.

The Corporation of the Town of Minto
By-Law 2018-77

To amend Zoning By-law 01-86, as amended regarding 9134 Wellington Rd 5.

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

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

1. THAT Schedule “A” - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 21, Concession 7, municipally known as 9134 Wellington Road 5 as shown on Schedule “A” attached to and forming part of this By-law, from:
Agricultural (A) to Agricultural Exception (AC-104)

2. THAT the wording of Site Specific Exception 36.104, Section i) be deleted and replaced with the following:

36.104	A-104	i) That the tractor and farm equipment repair shop not exceed a maximum ground floor area of 2,043 m ² (22,000 ft ²) and shall be subject to the requirements of Section 23.2.
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3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.

4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and finally passed in open Council this 18th day of September 2018.

Mayor – George Bridge

C.A.O. Clerk – Bill White

THE TOWN OF MINTO
BY-LAW NO 2018-77
Schedule "A"



Rezoned from Agricultural (A) to Agricultural Commercial Exception (AC-104)

Passed this 18th day of September 2018.

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 2018-77

THE SUBJECT LAND is located at Part Lot 21, Concession 7, with a municipal address of 9134 Wellington Rd 5. The property is approximately 24.41 ha (60.3 ac) in size. The property contains a dwelling, farm buildings, and an equipment repair shop.

THE PURPOSE AND EFFECT of the amendment is to revise site specific Agricultural Commercial exception to permit a maximum ground floor area of 2,043 m² (22,000 ft²) for the business and revise the AC exception zone boundary to include the existing expanded building.

The Corporation of the Town of Minto
By-Law No. 2018-78

to Authorize the Execution of a Site Plan Agreement
with Metzger Heating Ltd for proposed development on Noble Family Road
Palmerston Industrial Park

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; Metzger Heating Ltd. described as: Part of Lot 24, Concession 1 Minto, Being Parts 3 & 6 on Plan 61R21379; 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 Metzger 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 Part Lot 24 Palmerston; known as Part of Lot 24, Concession 1 Minto, Being Parts 3 & 6 on Plan 61R21379; 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 19th 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-

METZGER HEATING LTD.

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 28th 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 18th 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

I/we have the authority to bind the Corporation

METZGER HEATING LTD.

I/we have the authority to bind the Corporation

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 Part of Lot 24 Concession 1 Minto, being Parts 3 & 6 on Plan 61R-21379; s/t an Easement in gross over Part 6, 61R21379 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 C.A.O. Clerk for the Town of Minto, and on file in the Town office

1. Triton Engineering Services Limited entitled Metzger Commercial Development Site Plan Palmerston Lot 3 Noble Road September 2018, issued for approval September 18, 2018.

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". The Owner agrees to complete the paving within two years of the Town paving Noble Family Road.

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. The Owner acknowledges that the Town is not responsible for any mutual use of the existing driveways accessing the subject lands or adjacent lands as a result of approving this site plan.

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. 2018-79

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held September 18, 2018

WHEREAS the Council of the Town of Minto met on September 18, 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 18, 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 18th day of September 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White