



Tuesday, October 2, 2018

Closed Session starts at 2:30 p.m. and Open Session begins at 3 p.m.

Council Chambers

	Pages
1. Call to Order	
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Motion to Convene into Closed Session	
a. Previous Minutes of the September 18, 2018 Closed Session	
b. Labour relations or employee negotiations - Succession Plan	
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Council Minutes
Tuesday, September 18, 2018 6:30 p.m.
Council Chambers

Council Present:

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

Staff Present for all or part of the meeting:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Chris Harrow, Fire Chief	Belinda Wick-Graham, Business & Economic Manager
Terry Kuipers, Chief Building Official	Michelle Brown, Building Assistant
Gordon Duff, Treasurer	Mark Robertson, Wastewater Foreman
Janet Klemp, Tax Collector	

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

RESOLUTION 2018-177

Moved By: Councillor Colwell; 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 September 4, 2018 Closed Session**
- **Personal Matters about an Identifiable Individual, including employees- C.A.O/Clerk**
- **Labour Relations or Employee Negotiations- Succession Plan**

Carried

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

RESOLUTION 2018-178

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

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

Carried

5. Minutes of Previous Meeting

- a. Minutes of the September 4, 2018 Council Meeting

RESOLUTION 2018-179

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

THAT the minutes of the September 4, 2018 Council Meeting be approved

Carried

6. Additional Items Disclosed as Other Business

C.A.O. Clerk White, Councillor Dirksen, Councillor Anderson,

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 2018-180

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Carried

8. Delegations

- a. Mayor's Golf Tournament Cheque Presentation

Mayor Bridge welcomed the groups and thanked them for making the 8th Annual tournament a success. Mayor Bridge and Deputy Mayor Faulkner presented \$4,500 cheques to Dave Mallatt on behalf of Canada Packers Reunion Committee, Belinda Wick-Graham on behalf of Minto Dance Academy and Gabby Ieropoli of North for Youth. The representatives thanked the Mayor, staff and volunteers for the funds which they confirmed would be put to good use.

9. Public Meeting

- a. **ZBA-2018-08 Weber 9134 Wellington Rd 5**

Mayor Bridge Chaired the meeting and called it to order at 7:20 pm. He requested members of the public present to sign the attendance record, and stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Local Planning Appeal Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the property location and the purpose of the proposed amendment to rezone lands to permit 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. He advised notice was mailed to owners within 120 meters of the property and to applicable agencies and posted on the subject property August 29. Comments were received from Town Staff with no concerns, Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, County of Wellington

Chair Bridge called on the applicant George Weber who was in attendance and noted that he wants to expand his business.

Chair Bridge called on anyone who wishes to comment in favour or opposition of the proposed amendment. John Deniet of 5967 7th Line of Minto came forward with concerns with the process of on building permits, taxation, using agricultural land for commercial use and truck repair at this business. Dan Sinclair of 9161 Wellington Rd 5 stated that he has no issues with the Zoning.

Curtis Marshall of the County of Wellington stated prime agricultural, ag businesses deemed to serve agriculture are permitted and the proposed zoning will limit the business to 8,000 sq feet. Any contravention of the By-law will be looked at by the Town on a complaint basis.

The applicant stated that he has no intentions to repair trucks at the property.

Council discussed the application and asked questions of various parties regarding repairs, building permits, taxation and use of the property.

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. and adjourned the meeting at 7:38 pm

b. ZBA-2018-09 Frey 83 Elora St N, Harriston

Mayor Bridge Chaired the meeting and called it to order at 7:38 pm. He requested members of the public present to sign the attendance record, and stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Local Planning Appeal Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the property location and the purpose of the proposed amendment to rezone lands 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. He advised notice was mailed to owners within 120 meters of the property and to applicable agencies and posted on the subject property August 29. Comments were received from Town Staff with no concerns, Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, County of Wellington

Chair Bridge called on the applicant to provide comments. Gerry Frey stated the home was bought in August and wish to bring the property up to the proper zoning for a semi-detached.

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

Curtis Marshall stated that the County has no concerns with the application.

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. and adjourned the meeting at 7:45 p.m.

c. ZBA-2018-10 Sinclair 310 Queen St. Palmerston

Mayor Bridge Chaired the meeting and called it to order at 7:45 pm. He requested members of the public present to sign the attendance record, and stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Local Planning Appeal Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the property location and the purpose of the proposed amendment 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. He advised notice was mailed to owners within 120 meters of the property and to applicable agencies and posted on the subject property August 29. Comments were received from Town Staff with no concerns and the County of Wellington Planning Department. The Upper Grand District School Board had no concerns.

Chair Bridge called on the applicant Dan Sinclair who stated he has been a developer in the area for 20 years and is trying to maximize the use of the available land and is wishing to build seniors living homes and this severed parcel would be bungalows with no basements.

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

Building Assistant Michelle Brown passed on comments in favour of the application. County Senior Planner Curtis Marshall stated that no concerns with the relief requested and includes a provisions in the By-law to restrict to a one story bungalow on the property.

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. and adjourned the meeting at 7:51 p.m.

d. ZBA -2018-12 Source Water Protection

Mayor Bridge Chaired the meeting and called it to order at 7:52 pm. He requested members of the public present to sign the attendance record, and stated that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Local Planning Appeal Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White stated the property subject to the proposed amendment is located within the Town of Minto. 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 August 23. Comments were received from Linda Redmond, Manager of Planning & Environment, County of Wellington.

Kyle Davis Risk Management Official noted the policy requirements in the Maitland Valley and Saugeen Source Water Protection Plans require the Zoning By-law identify Wellhead Protection Areas with vulnerability of 6 or higher.

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

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. and adjourned the meeting at 7:59 p.m.

10. Committee of Adjustment Minor Variance 2018-06

RESOLUTION 2018-181

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

THAT The Committee of the Whole convenes into Committee of Adjustment.

Carried

- a. Minor Variance Application File No.MV-2018-06 Grein (deferred September 4, 2018)**
See Schedule "A" for Minutes

RESOLUTION 2018-182

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

THAT The Committee of Adjustment convenes into Committee of the Whole.

Carried

11. Public Question Period – None

12. Correspondence Received for Information or Requiring Direction of Council

- a. Township of South Glengarry, Resolution 255-18 Paramedics As Essential Service**
b. Canadian Union of Postal Workers, Press Release CUPW Fighting For Good Jobs and Better Services

C.A.O. Clerk White asked Council pull item 12 b) Canadian Union of Postal Workers Press Release suggesting Council may wish to ask both parties to delay any lock out or strike until after the Municipal Election.

MOTION: COW-2018-217

Moved by: Councillor Colwell; Seconded by: Councillor Turton

THAT Council of the Town of Minto receives correspondence item 12 b. from the Canadian Union of Postal Workers (Media Release dated September 11, 2018), and requests Canada Post and CUPW agree that no lock-out or strike action will occur until after the Ontario

Municipal Elections to be held October 22, 2018, and that a copy of this resolution be sent to M.P. John Nater Perth-Wellington.

Carried

MOTION: COW-2018-218

Moved by: Councillor Anderson; Seconded by: Councillor Dirksen
THAT Council receive remaining correspondence for 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
 - 1. Jamesway Board Minutes of June 14, 2018Councillor Anderson summarized the minutes.

MOTION: COW 2018-219

Moved by: Councillor Anderson; Seconded by: Councillor Turton
THAT Council receives the Jamesway Manor Board Meeting Minutes of June 14, 2018 for information.

Carried

- b. Committee Minutes for Approval
 - 1. Cultural Roundtable Minutes of August 27, 2018The Business & Economic Manager highlighted upcoming events such as Cultural Days, Sessions on Board Roles and Responsibilities, SPARC and holiday promotions.

MOTION: COW 2018-220

Moved by: Councillor Anderson; Seconded by: Deputy Mayor Faulkner
THAT Council receives the Cultural Roundtable Committee Minutes of August 27, 2018 and approves any recommendations contained therein.

Carried

- 2. Economic Development and Planning Committee Minutes of September 13, 2018
- The Business & Economic Manager advised of initiatives in the Department such as the successful newcomer evening in Palmerston. She noted Committee supported a structural grant application and for \$2,500, and requested the next Council consider maintaining the Community Improvement Fund in the 2019 Budget. Committee also supports additional street sweeping in downtown Palmerston.

MOTION: COW 2018-221

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

THAT Council receives the Economic Development and Planning Committee Minutes of September 13, 2018 and approves any recommendations contained therein.

Carried

Deputy Mayor Faulkner assumed the Chair

c. Staff Reports

1. Fire Chief, Minto Fire Recruitment

Chief Harrow noted great interest in the recruitment open house Monday September 24 at the Harriston Station.

MOTION: COW 2018-222

Moved by: Councillor Turton; Seconded by: Councillor Dirksen

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

Carried

Mayor Bridge resumed the Chair

2. Building Assistant, Bray/Taylor Severance 22 Ann St. S, Clifford

Building Assistant Brown noted that this is the final step in the proposal to separate ownership of the semi-detached dwellings.

MOTION: COW 2018-223

Moved by: Councillor Turton; Seconded by: Councillor Colwell

THAT the Council recommends the County of Wellington Land Division Committee approve Severance Application B89/18 Bray/Taylor, PLAN CLIFFORD PT LOT 304 61R21110 PART 1, 22 Ann Street South, Clifford, Town of Minto that the following conditions be considered:

1. **THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.**

2. **THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.**

Carried

3. Building Assistant, Cherry/Sinclair Severance 570 Lowe St

County Manager of Planning Linda Redmond stated that Council should provide comments to the Land Division Committee as County staff continues to work with the applicant on revision to the severance application.

MOTION: COW 2018-224

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

THAT the Council supports County Planning Staff and the applicant meeting to discuss revisions to the application and that the following conditions be sent to County of Wellington Land Division Committee regarding 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:

- 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**

Subject to the Town having opportunity to comment on major revision to the application.

Carried

Councillor Turton assumed the Chair

4. Wastewater Foreman, Tender Sanitary Maintenance Hole Rehabilitation Harriston Contract 6630-18-RFQ

Wastewater Foreman Robertson noted that eleven structures were identified by staff for rehabilitation and one bid was received.

MOTION: COW 2018-225

Moved by: Councillor Anderson; Seconded by: Councillor Dirksen

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.

Carried

Mayor Bridge reassumed the Chair

5. C.A.O. Clerk Site Plan Approval, Jeremy Metzger, Noble Family Road
The C.A.O. Clerk noted an updated site plan will be included in the site plan agreement.

MOTION: COW 2018-226

Moved by: Councillor Turton; Seconded by: Councillor Elliott

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.

Carried

6. C.A.O. Clerk Request for Extension Krosinski Enterprises
C.A.O. Clerk White stated the agreement of purchase and sale required Krosinski Enterprises get a building permit in October but Health Canada has delayed his application.

MOTION: COW 2018-227

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

THAT 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 as follows:

That Council of the Town of Minto request the Cannabis Directorate of Health Canada immediately issue the required license to Krosinski Enterprises Ltd. for their production facility in the Palmerston Industrial Park in the Town of Minto Province of Ontario so that the development of this facility can proceed as soon as possible, and that a copy of this resolution be provided to MP John Nater Perth Wellington.

Carried

Councillor Colwell assumed the Chair

7. Treasurer, July 31, 2018 Financial Review

Councillor Colwell thanked Treasurer Duff for an excellent summary report. Treasurer Duff noted the midyear budget update shows expenditures and revenue generally on track.

MOTION: COW 2018-228

Moved by: Mayor Bridge; Seconded by: Councillor Turton

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

Carried

8. Treasurer, Approval of Accounts

The Treasurer noted large tax share payments to County and School Board plus expenses for Harriston Pool, Palmerston Arena, George Street Harriston, and pedestrian crossings.

MOTION: COW 2018-229

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

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

Administration \$ 2,165,745.39, 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, Water \$9,372.95, Recreation \$5,443.11, Clifford \$366.36, Harriston \$78,623.12, Palmerston \$48,723.79, Norgan \$1,555.16 for a total of \$ 2,761,280.14.

Carried

d. Other Business Disclosed as Additional Items

Councillor Anderson noted that her team of four raised \$1,000 during the Terry Fox Run.

Councillor Dirksen stated the inaugural meeting of 100 Women who Care North Wellington last night had great Minto representation and three charities were nominated with the Children's Foundation of Guelph and Wellington Charity benefiting this quarter.

Councillor Colwell congratulated the Harriston-Minto Agricultural Society on a great Fall Fair.

C.A.O. Clerk White asked for Council direction as the Owner who proposed sidewalk patios in Palmerston at the September 4 meeting may do a short trial this fall yet the resolution was for 2019.

MOTION: COW 2018-230

Moved by: Councillor Dirksen; Seconded by: Councillor Turton

That Council allow a short term trial for sidewalk patios in Palmerston this year if the Owner obtains all Town and County approvals.

Carried

C.A.O. Clerk Bill White announced his retirement from the Town after nearly 35 years in the profession. His last day of work is December 14th with Annual Chili dinner. On behalf of himself and wife Teri thanked all of the staff, Council and ratepayers for their support.

MOTION: COW 2018-231

Moved by: Deputy Mayor Faulkner; Seconded by Councillor Elliott

THAT the Council of the Town of Minto accepts the C.A.O. Clerks letter of retirement.

Carried

14. Motion to Return To Regular Council

RESOLUTION 2018-183

Moved By: Councillor Elliott; Seconded By: Councillor Colwell

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

Carried

15. Notices of Motion- None

16. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-184

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

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

Carried

17. By-laws

a. 2018-74, Amend Zoning By-law Source Water Protection

RESOLUTION 2018-185

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

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

Carried

- b. 2018-75, Amend Zoning By-law 310 Queen St S Palmerston Sinclair

RESOLUTION 2018-186

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT By-law 2018-75; To amend Zoning By-law 01-86, as amended regarding 310 Queen Street South, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2018-76, Amend Zoning By-law 83 Elora St N Harriston Frey

RESOLUTION 2018-187

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT By-law 2018-76; To amend Zoning By-law 01-86 for 83 Elora St N., Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- d. 2018-77, Amend Zoning By-law 9134 Wellington Rd 5 Weber

RESOLUTION 2018-188

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

THAT By-law 2018-77; To amend Zoning By-law 01-86 as amended regarding 9134 Wellington Rd 5; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. 2018-78, Site Plan Agreement Noble Road Metzger Heating Ltd

RESOLUTION 2018-189

Moved By: Councillor Elliott; Seconded By: Councillor Turton

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

Carried

- f. 2018-79, Confirming Proceedings of September 18, 2018 Committee of the Whole/Council Meeting

RESOLUTION 2018-190

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT By-law 2018-79; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held September 18, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment 9:32 p.m.

RESOLUTION 2018-191

Moved By: Councillor Turton; 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-2018-06 Grein**

Chair Bridge called the meeting to order at 7:59 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.

The meeting is to further consider Minor Variance Application File No. MV-2018-06 after the matter was deferred at the September 4 Committee meeting. The Secretary Treasurer advised notice of further proceedings was given to Katherine Lawrence of 167 Webb Street who had attended the September 4 meeting and signed the attendance record.

Applicant Nigel Grein was in attendance advised changes have been made to the proposal in discussion with the County.

Wellington Senior Planner, Curtis Marshall presented his report noting planning staff concerns were addressed by the revised plan.

The Chair recognized Katherine Lawrence of 167 Webb Street who spoke about concerns regarding setbacks, drainage, safety, daylight triangle and the variance not being minor.

Committee discussed the concerns raised including the size of the daylight triangle and drainage issues. Building Assistant Brown noted a drainage plan would come through the building permit process. The applicant advised he could comply with an 8 metre site triangle instead of the 7.5 metre requested.

Chair Bridge allowed Crystal Newman of 154 Webb Street to speak who also had concerns with drainage and child safety at the nearby bus stop.

The Secretary -Treasurer provided a resolution for the Committee to deny the application on and a resolution to approve the application which could be amended to require an 8 metre site triangle and require a grading and drainage plan as a condition of the variance. Upon a resolution being carried or defeated; the Notice of Decision is to be signed by all members of the Committee in favour of the decision.

MOTION: COA 2018-07

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

THAT the Town of Minto Committee of Adjustment 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 8m x 8m (24.6'x24.6') subject to the applicant providing a grading and drainage plan to the satisfaction of the Town.

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 8:25 p.m.

George A. Bridge, Chair

Bill White, Secretary Treasurer



Ontario Provincial Police
Wellington County Detachment



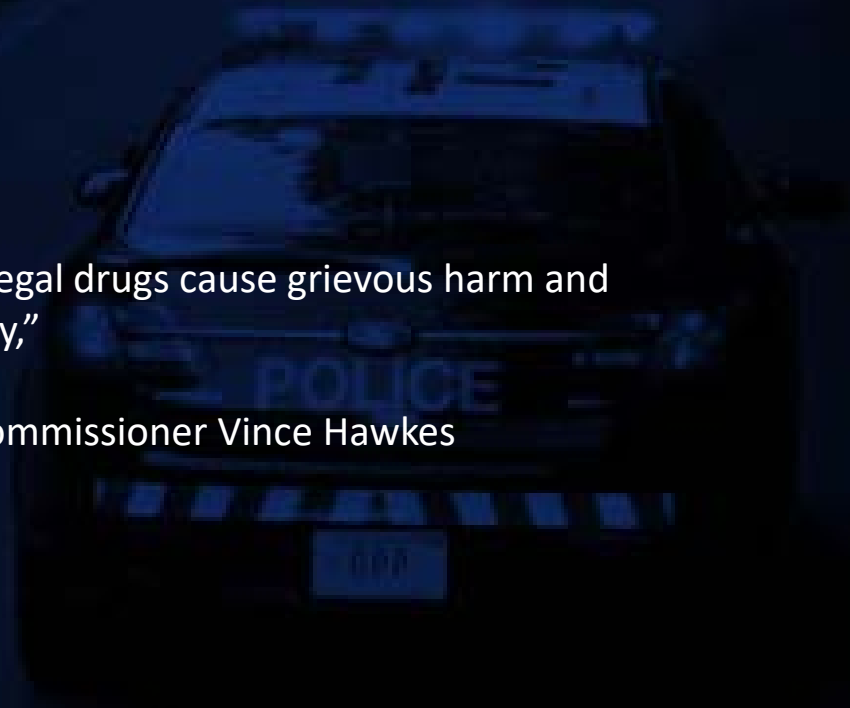
**Inspector Scott Lawson
Ontario Provincial Police
Detachment Commander**



**Town of Minto Council Meeting
02 October 2018**

“The OPP recognize that illegal drugs cause grievous harm and threatens community safety,”

- OPP Commissioner Vince Hawkes



Quarter Million Dollar Drug Bust in Wellington

A tip on a stolen vehicle ended up in a major drug bust in Guelph on New Year's Eve.

The investigation led officers to a hotel, where officers uncovered a significant amount of illicit drugs, cash and drug trafficking paraphernalia. Officers arrested three people, including a man wanted on an outstanding warrant and a 17 year-old girl. All three are facing a long list of drug possession and drug trafficking charges.

The approximate value of the seized drugs and cash was approximately \$250,000.



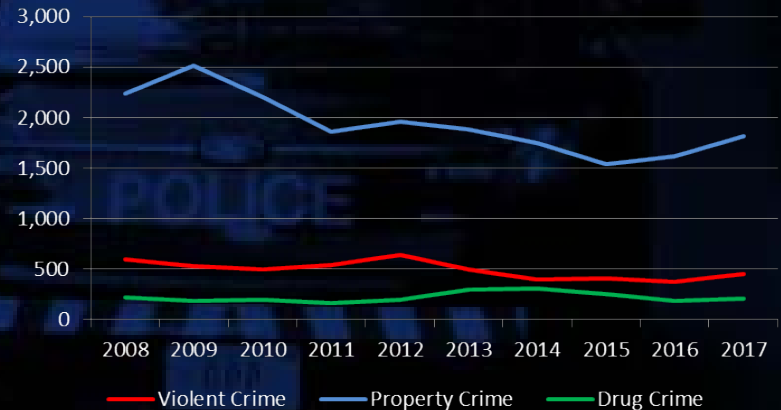
By the numbers....

Over the past 10 years the County of Wellington OPP have responded to over 249,000 occurrences in the County.

Violent crime, property crime, and drug offences account for 11% of all occurrences.

Drug offences account for less than 1% of all occurrences in the County (0.010%).

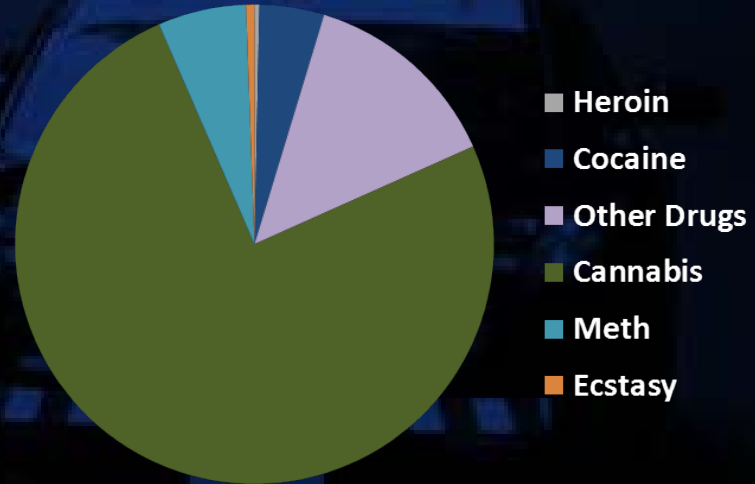
Wellington County 2008-2017 Crime Levels



What type of illicit drugs are involved ?

All of Wellington County
Average Annual Possession Incidents

Heroin	1	0%
Cocaine	9	4%
Other Drugs		
Prescription	29	14%
Cannabis	160	75%
Meth	13	6%
Ecstasy	1	1%



Fentanyl and Carfentanyl is here

What is Wellington County OPP doing ?

Community Street Crime Units

Community Mobilization & Engagement

Drug Recognition Experts

Dedicated School Officers/Youth Resiliency Officer (Human trafficking)

Federal Drug Prosecutor/Courts

Wellington Canine – “Timber”

Technology – UAV, ION Scanners, PPE

Partnerships:

- Wellington Guelph Drug Strategy
- Safe Communities
- Crime Stoppers
- I.M.P.A.C.T. Team
- Fire Services, Municipalities (CBO)
- Health Services
- School Boards

Research & Analytical Support

Crime Abatement Program

Confidential Informant Program

Community Street Crime Units

Wellington County Detachment has a Community Street Crime Unit (CSCU) to target community level drug and property crime. This Unit represents a partnership between the Detachment and the Organized Crime Enforcement Bureau (OCEB) and consists of number of plain clothes (undercover) officers deployed strategically across the County.

Property and drug crimes have a tremendous impact on our communities. High crime rates create a sense of fear within society; causing social and economic damage, which in turn leads to more incidents of crime. CSCUs play a key role in the OPP's community-based enforcement strategy by utilizing a targeted, intelligence-led approach that emphasizes harm reduction and community safety.

Integrated Mobile Police and Crisis Team (I.M.P.A.C.T)

In December 2015 the Wellington County OPP IMPACT Team became a fully operational co-response model partnering clinicians with police officers on “live” calls to provide support/assessment for those suffering from Mental Health or **Addiction**. This successful program represents a partnership between the Wellington County OPP and the Canadian Mental Health Association.

People who are experiencing significant mental health and addiction challenges are able to get immediate assessment and support where and when they need it. This has led to very positive health outcomes for the people involved.



Community Mobilization & Engagement

The program emphasizes that crime prevention, citizen engagement and public education are key roles of the Police and it is the cornerstone of any potential success in keeping our communities safe.

Partnership, partnership, partnership!



Drug Recognition Experts (DRE)

With the upcoming decriminalization of cannabis under Bill C-45 the Ontario Provincial Police is working diligently to train additional Drug Recognition Expert (DRE) officers.

Currently OPP has over 100 DRE officers and 480 Standardized Field Sobriety Test, or SFST trained officers.

Wellington County Detachment has two DRE's (one is a provincial instructor) and a number of SFST trained members.



School Resource Officers

Wellington County OPP has a strong and successful School Officer Program.

The program is designed for police to connect with elementary and high school age youth, in the school setting, in an effort to build rapport, reduce stigma, educate, reduce victimization and proactively prevent crimes committed by and amongst young persons.

The program includes officers delivering drug and alcohol awareness lectures. Cannabis legalization education is planned.



Crime Stoppers

Incorporated in 1988 (30 year Anniversary), Crime Stoppers Guelph Wellington is a non-profit charitable program which combines the best efforts of the media, the community and the police in the fight against crime.

The goal is to promote awareness within the community and to educate students and the public in making communities safer.

Police act on anonymous tip information provided to them by Crime Stoppers.

\$166,490

Rewards Paid

2,258

Cases Cleared

\$37,487,583

Monies Recovered

1,544

Arrests Made

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

Wellington Guelph Drug Strategy

Mission:

We take action to prevent and respond to local substance use and addiction issues.

Vision:

We envision communities in Guelph-Wellington free from harm related to substance use.

Partnership:

Dedicated Wellington OPP Detective Sergeant on Steering Committee.



Research & Analytic Support

The OPP's use of sophisticated data analytics enables the organization to use an evidence-based, measurable approach to deploying resources.

Data assists the organization with taking a "strategic patrol" approach to public safety, which places police officers in locations where the needs for enforcement and other services are greatest.

ANALYTICS



Cannabis 'Legalization'

Canada

Ontario

Cannabis will be regulated by the Federal Bill C-45 also known as "The Cannabis Act" as well as Bill 174 known as the "Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act, 2017" and comes into force on October 17th, 2018.

In Ontario cannabis rules are a combination of federal and provincial legislation:

- Age limit is 19 years or older (adult) to use, buy, possess, distribute and cultivate in Ontario
- Adult can possess up to 30g of legal dried cannabis or equivalent in public
- Adult can share up to 30g of cannabis or equivalent with another adult
- Adult can grow up to 4 plants for personal use (per residence/not per person)
- Adult can make cannabis products (e.g Edibles) at home, no organic solvents (oils)
- No limit on how much cannabis can be possessed in the home
- Provincially-authorized retailers can sell dried or fresh cannabis, cannabis oil and cannabis seeds
- Some rules are different for medical cannabis
- When transporting cannabis in a vehicle or boat, unless otherwise exempt, the cannabis must be packaged in a way that it is fastened closed or is not otherwise readily available to any person in the vehicle or boat.

Cannabis 'Legalization'

Canada

Ontario

Criminal Offences for enforcement (penalty ranges from a fine to 14 years imprisonment):

- Distribution over a certain limit by an adult, young person and organization
- Possession for the purpose of distribution /purpose of selling
- Possession of anything intended to be used for production or distributing
- No import/export
- Currently no ticketing – the Ontario Government continues to discuss options available regarding the implementation of “ticketable” offences for cannabis

Cannabis 'Legalization'



Designed to better regulate cannabis to discourage its use by minors and to disrupt our country's massive illegal cannabis market.

Legalizes and regulates the production, distribution and consumption of recreational cannabis in Canada.

Personal Cultivation

Provinces, territories or municipalities, acting on their own authorities, would be able to impose further restrictions related to personal cultivation, including with respect to plant height. They will be in a better position to assess the necessity and feasibility of such measures and their enforcement.

Cannabis 'Legalization'

Provinces Territories and Municipalities

Provinces and territories, acting on their own authorities, would also have the ability to:

- increase but not lower the minimum age,
- lower the possession limit, and
- impose additional requirements on personal cultivation.

Municipalities, if they do not already have, will be able to set additional restrictions and local requirements related to cannabis:

- setting zoning restrictions for cannabis-related businesses and
- restricting where cannabis can be consumed in public.

Cannabis 'Legalization'

You will only be able to use recreational cannabis in:

- a private residence, including the outdoor space of a home (for example, a porch or back yard)
- your unit or on your balcony, if you live in a multi-unit building like an apartment or condo, but that depends on your building's rules or your lease agreement

You will not be allowed to use recreational cannabis in:

- any public place
- workplaces
- motorized vehicles

These rules will be in place to protect people from second-hand cannabis smoke, and reduce youth and young adult exposure to cannabis. Using cannabis in public can result in a fine of up to \$1,000 for a first offence and up to \$5,000 for subsequent offences.

Cannabis 'Legalization'



Purchasing Cannabis - Ontario Cannabis Store

As of October 17, 2018, the Ontario Cannabis Store website will be the only legal option for purchasing recreational cannabis. It will follow strict rules set by the federal government. You will also be able to purchase legal seeds from the online government store.

The government will also introduce legislation that, if passed, would open up a tightly regulated private retail model for cannabis that would launch by April 1, 2019. Private stores would be regulated, with the protection of youth and children as a top priority, and will help the province combat the illegal market.

<https://www.ontario.ca/page/cannabis-legalization>

Cannabis 'Legalization'

What can Municipalities consider ?

- Liaise with community groups and law enforcement regarding issues surrounding drug activity in the community.
- Encourage reporting of illegal drug activity to the proper authorities/Crime Stoppers.
- As necessary, develop by-laws and enforcement strategies to regulate production, sale and distribution of legal cannabis within the municipality.
- Utilize existing municipal by-laws to deter illegal drug activity in the community (ie noise, trespassing, public area restrictions, derelict properties, etc).

Drug Impaired Driving

Amendments to the Highway Traffic Act (in force)

- Zero tolerance sanctions for young, novice and commercial drivers where the presence of drugs are detected by the approved screening equipment
- Zero tolerance sanctions do not apply if the individual (young/novice/commercial) is authorized to use cannabis for a medical purpose

August 27th, 2018 – Drager Drug Test 5000 listed by the Attorney General;

- Ability to detect THC (cannabis) and cocaine using saliva swab sample
- Standards being developed
- Federal funding to purchase
- Training being developed
- Ont Gov't, OPP and other police services discussing the use of this particular Drager screener

Illicit Markets

Grow operations under the medical cannabis:

- Users /applications may increase (speculative)
- Illegal or non-conforming medical grows may rise as result – increase organized crime footprint
- Health Canada very aware and working towards solutions with police

Illegal Cannabis Store:

- Approx. 232 illegal cannabis storefronts operating in Ontario
- 88% are located in municipally policed communities
- 10% are located on First Nations Lands, and
- 2% are in communities policed by the OPP

Enforcement Challenges

Need for standard policies, procedures and practices to deal with:

- Determining quantity of 30g of cannabis vs over 50g of cannabis (illegal)— field methods being developed to determine this without handling product
- Identification of medical cannabis users and their possession limits – work with Ministry to propose reverse onus proof
- Storage of seized cannabis at police facilities – new rules around disposal that need to be formalized
- Home cultivation – part of the public awareness campaign
 - Yield amount
 - Exposure to youth
 - Mould and fire hazard
 - Making concentrates – eg. Shatter
 - Calls for service – eg. Smell
 - Prosecution – lack of awareness

Human Resource Challenges

Considerations include:

- Employees operating vehicles / machinery
- Detection and testing
- Decreased work performance
- Disciplinary procedures
- Attendance
- Medical cannabis use



Questions / Discussion

Inspector Scott Lawson
Detachment Commander

County of Wellington OPP
470 Wellington Road 18
Fergus, Ontario

519-846-5930





Wellington County Training Officer

Centre Wellington Fire & Rescue
250 Queen Street West • Fergus, Ontario N1M 1S8
Tel: (519) 846-9691 ext. 397 • Cell (226) 820-4907
Email: Chamilton@centrewellington.ca

To: Wellington County Councils
Date: Wednesday, September 12, 2018
Subject: Wellington County Fire Training Officer's Report – Jan to Sept 2018

SUMMARY:

This report will detail the County Fire Department training activities.

- Fire Lesson Plan Library
- Changing Firefighter Certifications
- 2018 Recruit Firefighter Class update
- County Training Officers' website update
- Locally Training & Development
- Future Training ventures – MTO Driver Certification Program (DCP)
- WCTO Activities Log for major projects

REPORT:

a) Fire Lesson Plan Library Rework

With the shift by the Ontario Fire Marshal & Emergency Management (OFMEM) to National Fire Protection Association (NFPA) guidelines, the current lesson plans library needs to be updated to reflect the new requirements. Revamping these basic lesson plans will harmonize the training documents across the County and will help reduce lesson preparation time for the department Training Officers. This task is in progress and should be completed by the end of October and is included within the 2018 budget.

b) Changing Firefighter Certifications in Ontario

With proposed changes to the Fire Protection & Prevention Act (FPPA), the mandatory certification requirements for a Firefighter consists of:

- NFPA 1001 Firefighter Level I & II (Firefighters)
- NFPA 472 Hazardous Materials to an Operation level (Firefighters)
- NFPA 1002 Fire Apparatus Driver/Operator (Firefighter operating the equipment)
- NFPA 1041 Fire Service Instructor Level I (Company Officers)
- NFPA 1020 Fire Service Officer Level I (Company Officers)

Grandfathering to the mandatory certifications was extended to Sept-30-18 and the County Fire Departments have received positive confirmation for those applications already made. Going forward, those that were ineligible for grandfathering will have to complete written and practical skills testing. The County Recruit Firefighter Training Program has and will continue to reflect the mandatory certification requirements. Testing of those ineligible firefighters can be accommodated for within the Fire Recruit Academy program.



Wellington County Training Officer

Centre Wellington Fire & Rescue
250 Queen Street West • Fergus, Ontario N1M 1S8
Tel: (519) 846-9691 ext. 397 • Cell (226) 820-4907
Email: Chamilton@centrewellington.ca

c) 2018 Recruit Firefighter Class Update

This class had 24 recruits representing: North Wellington; Mapleton; Minto; Puslinch; Guelph-Eramosa; and Erin. Each recruit completes approximately 100 hours of self-study time, and received a 100 hours of practical instruction. Without sharing the practical training tasks and resources between County Training Officers, it would be highly unlikely that an individual department would have their recruits fully certified to the mandatory requirements in less than 2 years. This represents a significant saving in: time to produce qualified Firefighters; department trainer/instructor costs and administration/recordkeeping tasks to each department. The initial written and practical exams were completed on July 7th and the remaining will be conducted on November 3rd.

A new component of the recruit academy curriculum is the addition of a Level 1 PTSD Awareness seminar. This year a spousal PTSD seminar was added so that those closest to our new Firefighters also receive a primer on recognizing PTSD signs/symptoms and acquire some basic personal coping skills.

In all, the County recruit training program is meeting the goal of providing a consistent level of initial firefighting learning and skill development all in a cost and time efficient manner.

d) County Training Officers Website – www.WCTOA.com

With the number of training/education groups active within the County Fire Departments, a suggestion was made to combine Fire, Public Education/Fire Prevention, Critical Incident Stress Management (CISM) peer team training and Mutual Aid resources into a single website. Presently the website is dedicated to County Fire Training Officers. It can however be easily expanded to encompass each of the other groups requirements. Plans are in-place to develop this multi-group website utilizing internal county resources with no cost impacts to the 2018 budget.

e) Local Training & Development

The County will continue to offer higher level training courses as “night school” opportunities with the training staggered over several weeks or weekends. This provides County Firefighters the opportunity to improve their knowledge locally and for them to gain certifications that will help improve themselves professionally. Doing so increases their value within their own departments and the County.

NFPA level Company Officer, Incident Safety Officer, Fire Instructor and Fire Apparatus Driver/Operator are the primary training courses to be offered. However, fire prevention, fire inspection and public education training courses could be offered in the future if we can develop qualified instructors locally.



Wellington County Training Officer

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Email: Chamilton@centrewellington.ca

f) Driver Certification Program (DCP)

To drive most County fire apparatus a “DZ” licence is needed due to the air brake system and the load rating of the vehicle. To assist with the licencing process, a new training initiative is currently under review that would bring truck driver licensing to County. This is an MTO program that is available to groups that meet specific training delivery, educational and recordkeeping criteria. Once approved, our group is able to train and test new drivers and if they’re successful grant a license to operate any fire apparatus. The Wellington County DCP would be aimed at providing DZ licensing to Fire departments only.

The MTO will need to approve the DCP application and the County would need to train a number of driver instructors to a newly established OFM/NFPA 1041 Fire Instructor-Driver Trainer course offered by the Fire College. There are still a number of factors that need to be worked out for the DCP and the County Fire Departments are not obligated to be a part of it should they chose to continue on another path. This is projected to be up and running in late 2019.

g) WCTO Activity Log – Major Projects

- Administer/Manage the County Recruit Program
- Update County Training Website
- Create 2019 Recruit Training Calendar
- Develop Driver Certification Program (DCP) – DZ licencing
- Develop 2 year County Training Projection – Ghant chart (See Appendix A)
- Develop County NFPA 1020 Company Officer courses, Level I & II
- Develop County NFPA 1002 Fire Apparatus Driver/Operator course for recruit program
- Develop County NFPA 1015 Incident Safety Officer course
- Develop County NFPA 1041 Fire Service Instructor courses, Level I & II
- Develop training content for County Mutual Aid Seminars
- Review 2018 County Training budget and prepare invoices for each department
- Develop 2019 County Training Budget Items

h) Recommendation

Council receives the Wellington County Fire Training Officer’s report for Jan to Sept 2018 for information.

Respectfully Yours,

Charles Hamilton | **Wellington County Fire Training Officer**



Wellington County Training Officer

Centre Wellington Fire & Rescue
 250 Queen Street West • Fergus, Ontario N1M 1S8
 Tel: (519) 846-9691 ext. 397 • Cell (226) 820-4907
 Email: Chamilton@centrewellington.ca

Appendix A - County Training 2 Yr Projection

	Name	Duration	Start	Finish	Percent Co...
1	<input checked="" type="checkbox"/> County Recruit Training Schedule	565 days	07/05/18 8:00...	03/07/20 5:0...	26%
2	2018 Recruit Testing - FF I & Haz Mat Awareness	0 days	02/07/18 8:00 AM	02/07/18 8:00 AM	100%
3	2018 Recruit Testing - FF II & Haz Mat Ops	0 days	03/11/18 8:00 AM	05/11/18 5:00 PM	0%
4	2018 Recruit Class - NFPA 1002 Pump Ops, 2 sessions	60 days	13/04/19 8:00 AM	05/07/19 5:00 PM	0%
5	2019 County Recruiting Drive - All Departments	120 days	01/10/18 8:00 AM	15/03/19 5:00 PM	10%
6	2019 Recruit Training Academy - FF I & II, Haz Mat Awareness	75 days	16/03/19 8:00 AM	28/06/19 5:00 PM	0%
7	2019 Recruit Testing - FF I & Haz Mat Awareness	0 days	06/07/19 8:00 AM	08/07/19 5:00 PM	0%
8	2019 Recruit Testing FF II & Haz Mat Ops	0 days	02/11/19 8:00 AM	04/11/19 5:00 PM	0%
9	2019 Recruit Training - NFPA 1002 Pump Op, 2 sessions	60 days	11/04/20 8:00 AM	03/07/20 5:00 PM	0%
10	<input checked="" type="checkbox"/> Mutual Aid/County Firefighter/Officer Training	351 days	07/05/18 8:00...	09/09/19 5:0...	35%
11	County Mutual Aid Training Day - Fall session	0 days	27/10/18 8:00 AM	29/10/18 5:00 PM	75%
12	County Mutual Aid Training Day - Spring session (Tentative)	0 days	11/03/19 8:00 AM	11/03/19 8:00 AM	5%
13	County Mutual Aid Training Day - Fall session (Tentative)	0 days	07/09/19 8:00 AM	09/09/19 5:00 PM	0%
14	NFPA 1020 Fire Officer I - Northern class @ Minto Fire	60 days	10/12/18 9:00 AM	04/03/19 9:00 AM	0%
15	NFPA 1521 Incident Safety Officer (Tentative)	10 days	18/02/19 9:00 AM	04/03/19 9:00 AM	0%
16	NFPA 1041 Fire Service Instructor (Tentative)	90 days	07/01/19 9:00 AM	13/05/19 9:00 AM	0%
17	<input checked="" type="checkbox"/> Short/Long Term Projects	255 days	07/05/18 8:00...	26/04/19 5:0...	45%
18	County Training Website Revamp	90 days	30/07/18 8:00 AM	30/11/18 5:00 PM	17%
19	County Lesson Plan Library Update	120 days	04/06/18 8:00 AM	16/11/18 5:00 PM	65%
20	2019 County Training Budget	90 days	16/07/18 8:00 AM	16/11/18 5:00 PM	75%
21	Driver Certification Program (DCP) development	180 days	07/05/18 8:00 AM	11/01/19 5:00 PM	50%
22	Submit Recognized Authority request to MTO	30 days	07/05/18 8:00 AM	15/06/18 5:00 PM	0%
23	NFPA 1041 - Driver Instructor #1 (Tentative @ Fire College)	3 days	29/10/18 7:00 AM	31/10/18 5:00 PM	0%
24	NFPA 1041 - Driver Instructor #2 (Tentative @ Fire College)	3 days	05/11/18 8:00 AM	07/11/18 5:00 PM	0%
25	NFPA 1041 - Driver Instructor #3 (Tentative @ Fire College)	3 days	20/02/19 8:00 AM	22/02/19 5:00 PM	0%
26	NFPA 1041 - Driver Instructor #4 (Tentative @ Fire College)	3 days	24/04/19 7:00 AM	26/04/19 5:00 PM	0%
27	Rebuild/Repair County Fire Training Props	30 days	14/01/19 9:00 AM	25/02/19 9:00 AM	0%



Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

August 10, 2018

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

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

Dear Premier:

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

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

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Re: Town of Aurora Motion (b) Greenbelt Protection
August 10, 2018
Page 3 of 3

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

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



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

THE INFORMANT

FALL 2018



YOUR TIP could be the missing piece of the puzzle!



IN THE NEWS

CELEBRATING 30 YEARS



CSGW celebrated 30 years on August 3rd in Mount Forest. Community members were invited to a flag raising downtown, followed by presentations and a free BBQ at Murphy's Park. There were also pictures and balloons for the kids. We **THANK** each and every one of you who attended and to all our **community members** for supporting Crime Stoppers over the years!



Three founding members of the Crime Stoppers Program were presented with a token of appreciation by Board Director John Svensson. Pictured above from the left: Paul Truex, Dick Stewart and Mike Blythe.

BOARD MEMBERS WANTED

Crime Stoppers Guelph Wellington (CSGW) is looking for citizens from Guelph and Wellington County to join the volunteer Board of Directors.

We are looking for individuals who want to get involved in their community and have some spare time to give. Individuals with fundraising experience and connections within the community would be an asset to the Board, as CSGW is a charity which relies on fundraising dollars and donations to not only pay for rewards to anonymous Tipsters, but also for program education and awareness. Volunteering can be rewarding, knowing your efforts are going to a good cause.

Visit www.csgw.tips to learn more and to apply.

PROGRAM STATISTICS

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

Total # of Tips	20,000+
Arrests	1,547
Charges Laid	4,282
Narcotics Seized	\$27,308,087
Property Recovered	\$10,181,196
Authorized Rewards	\$167,435

**The numbers speak for themselves...
Crime Stoppers works!**

FUNDRAISING AND AWARENESS

SHREDDING EVENTS



Thank you to everyone who attended our event in Guelph on September 15th. **We raised \$1,515.00 plus an additional \$191.50 in donations and \$60.00 in CSGW t-shirt sales!**

If you missed it, there is a second event taking place – Saturday October 27th— 10am-12noon

Wellington North Fire Service parking lot, 381 Main Street North, MOUNT FOREST



Help prevent identity theft!

A drive through operation. \$5 donation per banker's box size.

PAPER ONLY ACCEPTED.

CSGW CONTEST WINNERS

The winners of the “Where in Wellington Is Crime Stoppers” social media contest, were announced on August 3rd at the Crime Stoppers 30th Anniversary celebration event in Mount Forest.



Congratulations!

Sherry Campbell
Adam Olivero
Cari Greulich Whitelaw



IT TAKES A VILLAGE

Crimes Against Youth

Saturday October 13th—8:30 am until 1:30 pm

**Centre Wellington District High School
905 Scotland Street, Fergus**

A one-day workshop to generate awareness of Crimes Against Youth.

Human Trafficking, Child Pornography, Child Exploitation, Cyber Safety, At Risk Youth and Crime Stoppers.



Pre online registration required :

2018ittakesavillage.eventbrite.ca

Admission is \$20.00—refreshments included

Adults and Youths 14+ welcome!

CSGW HH BUCKET SALE




Join us **Saturday December 1st from 8am until 5pm** at **YOUNGS HOME HARDWARE** located at **525 Main Street north in Mount Forest.**

For \$5 you can purchase a Home Hardware bucket from one of our CSGW representatives. The money raised from the bucket sales is donated by Home Hardware to CSGW.

In addition, HH will give you up to 20% off of most regular ticketed items that you can fit inside the bucket. Now that's a deal!

We **thank Marty Young** for his continued support of our program.



Monday	Tuesday	Wednesday	Thursday	Friday
01 9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC	02 GOOD FOOD BOX -PAYMENT DATE 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club	03 9:00 Palmerston & Harriston Walking-Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 1:00 Games Afternoon - Mt Forest DSP 7:00 Bereavement Group -Birmingham Retirement Community - Creating Your Wheel of Support	04 9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 3:00 SMART Exercise - VON MF Curling Club 6:00 Arthur Writer's Group-Arthur Library	05 9:00 Palmerston & Harriston Walking-Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 2:30 Carnegie Cafe Pintrest Projects - Harriston Library
08	09 GOOD FOOD BOX - DROP OFF DATE 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club	10 9:00 Palmerston & Harriston Walking-Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 10:00 Hooks & Needles Palmerston Lib register @ 519 343 2142 12:00 Palm Dining: Financial Planning 1:00 Games Afternoon - Mt Forest DSP	11 9:00 Palmerston Walking - Arena 10:00 Coffee Morning - Clifford Hall 11:00 Tastes for Life - MFPC 11:00 Harriston Exercise- KPC 1:00 Shuffleboard PMD 3:00 SMART Exercise - VON MF CC 7:00 Pickle Ball - Harriston Arena \$2.00	12 9:00 Palmerston & Harriston Walking-Arena 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Drayton Dining: 10 Warning Signs of Dementia with Alzheimer's Society Robin Smart
 15 9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga - PUC - \$5. per class	16 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club	17 9:00 Palmerston & Harriston Walking 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 11:30 Cooking Matters- register 519 638 2110 2:00 Cards & Games \$2.00 - CNRA 2:30 Cyber Safety Month - Clifford Lib 519 327 8328	18 9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 12:00 Clifford Dining: New Date - Travel to the Land Down Under - with Photographer Sharon Grose 1:00 Shuffleboard PMD	19 9:00 Palmerston & Harriston Walking 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 2:30 Author Brad Smith - Harriston Library register 519 338 2396
22 9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise Drayton Reformed Church 10:00 Yoga - PUC - \$5. per class	23 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club 7:00 Pickle Ball- Harriston Arena \$2.00	24 9:00 Palmerston & Harriston Walking- Arena 9:00 SMART Exercise CUC 12:00 Arthur Dining New Date: Medical Marijuana- with Pharmacist Robin Brown 1:00 Games Afternoon - Mt Forest District Sports Complex	25 9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard - PMD 3:00 Smart Exercise VON - MF Curling Club 7:00 Pickle Ball - Harriston Arena \$2.00	26 9:00 Palmerston Walking - Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 7:00 Cards - Drayton Legion \$5
29 9:00 Palmerston & Harriston Walking - Arena 9:00 SMART Exercise CUC 9:00 Euchre DUC 9:30 SMART Exercise DRC 10:00 Yoga - PUC - \$5.00 per class 2:00 Drayton Library - Carnegie Cafe:The Poor House register 519 638 3788	30 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON - MF Curling Club 7:00 Pickle Ball- Harriston Arena \$2.00	31 9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 10:00 Friendship Circle - PUC 1:00 Games Afternoon - Mt Forest & DSC 12:00 Harriston Dining: "Witches aren't That Bad" Janna Dodds	01 ASH - Arthur Seniors Hall BRC - Birmingham Retirement Community CUC - Clifford United Church CNRA -Palmerston DRC - Drayton Reformed Church	02 DUC - Drayton United Church KPC - Knox Presbyterian Church MFPC- Mount Forest Pentecostal Church PUC - Palmerston United Church VON - SMART Exercise MF Curling Club

Minds in Motion – every Tuesday starting Oct 2 to Nov 20 @ 10 am in the Drayton Reformed Church with the Alzheimer Society. This is a community-based social program that incorporates physical activity and mental stimulation for people with early to mid-stage dementia and their care partners. Please bring a filled refillable water bottle. Registration required 519 742 1422 Suggested Donation \$60.

Care Partner Support Group - Alzheimer Society, Tuesday October 2nd from 10-11:30 offered in Mount Forest and Palmerston. This support group is an opportunity to connect with other caregivers, enhance your understanding of dementia and provide practical strategies to support a person living with dementia. To register please call 519.742.1422 ext 2090

****Living with Loss: Wednesday, October 3rd @ 7 p.m. Birmingham Retirement Community, Mount Forest** This free peer-support group is for adults grieving the death of a loved one. This is an opportunity to share your thoughts and feelings, hear new perspectives, and coping strategies. Registration is suggested but not required, please call 519.603.0196.

****Arthur Writer's Group: Thursday, October 4th @ 6 p.m. Arthur Public Library, lower level.** Doris Cassan will facilitate this writing group. If you would like to write fiction, short stories, poems or memoirs and don't know how to start, this is the group for you. Please email Arthur.writers@outlook.com or call Doris @ 519.848.2019 for more information or to register. FREE!

Tastes for Life: Thursday, October 4th @ 11a.m. Mount Forest Pentecostal Church. Each month will have a different theme with a healthy twist, encouraging you to experiment with quick nutritious recipes. Facilitated by the MFFHT dietitian. Please call 519.323.0255 ext.5085 to register FREE!

Better Sleep Workshop: Tuesday Oct 9 6:30 pm register @ 519 638 2110 or 519 323 0255

Yoga: Palmerston United Church, Mondays 10:00 a.m. October 15, 22nd & 29th \$5 per class

****Shuffleboard Drayton Arena Thursdays til November 29th 1 p.m. FREE** Shuffleboard is back for its second 10 week session. For more information please call the office at 519.638.1000.

Pickle ball: Harriston Arena every Tuesday and Thursday, at 7:00 pm, Curling Club Area \$2 per game night. Equipment: Clean indoor shoes. Call Matt Lubbers 519.338.2511 ext. 240 for information

Low Back Pain Program Thursday, Oct 11 and 18 for more information contact Karin 519.323.0255

Fibromyalgia every Monday Oct 15 to Nov 19 Mt Forest register and more information at 1 800 321 1433

Cooking Matters! Wednesday, 11:30 a.m. October 17th Harriston Arena Led by Paula, dietitian from the Minto-Mapleton Family Health Team, this cooking class will feature simple, easy, healthy and most importantly, tasty recipes that you will enjoy during this cooking class. Get inspired to get back into the kitchen. Register by calling 519.638.2110 FREE!

Cards and Games Afternoon: Wednesday 2p.m. Oct. 17th CNRA building. Join this friendly group that meets on the 3rd Wednesday of each month with a cost of just \$2.

Friendship Circle: each Tuesday at the Mount Forest Pentecostal Church from 10:30-11:30 a.m. this coffee group runs every Tuesday morning @ 259 Fergus Street South **FREE** On the 3rd Tuesday is the Golden Hearts Luncheon with entertainment. A donation towards the meal is appreciated.

Friendship Circle: Wednesday, Oct 31st, Palmerston United Church @ 10:00 a.m. FREE—Last Wednesday of the month; the coffee and conversation flow with this group, please plan to attend.

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

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

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

1) Palmerston United Church, Wednesday, Oct 10th 12 p.m. "Financial Planning for Seniors including Income Tax Tips and Estate Planning" Jason from Jack Financial will explain the pros and cons of reverse mortgages, share tax tips, as well as estate planning decisions and the potential financial implications to your beneficiaries.

2) Drayton Reformed Church, Friday, October 12th 12 p.m. "Ten Warning Signs of Dementia" Join Robin Smart from the Alzheimer Society as she discusses the top ten warning signs. Robin will also be showing a short film of people living with the disease and coping strategies that help them to continue to live full and meaningful lives.

3) Clifford United Church, New DateThursday**, Oct 18th 12 p.m. "Travel to the land Down Under"** Join Photographer Sharon Grose as she offers picture perfect views of Australia, New Zealand and Tasmania. Sharon is renowned for her beautiful photography, so this is sure to be a beautiful presentation to watch.

4) Arthur United Church, New DateWednesday** Oct 24th 12 p.m. "Medical Marijuana"** join local Pharmacist Robin Brown as he shares interesting information on medical marijuana and the latest research on this medication. Bring your questions and Robin will have the answers! Lunch \$6.00 and catered by AUCW.

5) Harriston United Church, Wednesday, Oct 31st 12 p. m. "Witches aren't that Bad" Join Janna Dodds as she shares the history of wickens and a fun look at the history of this group of women. If Janna refers to herself as a wicken then we know that the title of this presentation is true. ☺ Wear a halloween colour and you will be entered for a prize draw. A great way to spend the early part of Halloween!

August 24, 2018

Bill White, CAO/Clerk
Town of Minto
5941 Highway 89
Harriston, ON
N0G 1Z0

Dear Bill White,

I am pleased to share with you an **Interim Guide to Services and Eligibility** for the new Local Planning Appeal Support Centre. Since our new agency began operation in April, we have been working to develop a full complement of services to support the Ontario public with information, advice and representation in planning matters.

We are conducting a consultation on our interim plan for services and would appreciate receiving feedback from your municipality on our services outlined in the enclosed brochure. We are inviting comments through our online form at www.lpasc.ca/consultation until October 31, 2018.

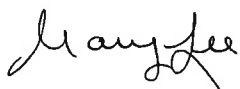
We have also included copies of two new posters:

- **Do you need help with a planning matter?** which can be displayed in the public areas of your municipal offices to let your community know about our services.
- **Thinking about an appeal?** is an insert that your municipality can include in any mailing of a Notice of Decision going out to your community.

We would appreciate your assistance in bringing our services to the attention of your community. You can obtain additional copies of our brochure and posters, in both English and French, and in colour or black and white, on our website at www.lpasc.ca, or by emailing us at info@lpasc.ca.

Please do not hesitate to contact us if you have any questions.

Yours sincerely,



Mary Lee
Executive Director

Do you need help with a planning matter?



Ontario's new **Local Planning Appeal Support Centre** helps people navigate the planning approval and appeal process for projects underway in their local community.

We can help you:

- Understand the land use planning and appeals process in Ontario
- Participate in early engagement and resolution
- Express your concerns in land use planning terms
- Prepare to present at a public meeting, mediation or hearing
- Complete appeal forms and other documentation required by the Local Planning Appeal Tribunal
- By providing planning and legal assistance at a hearing

Contact Us:

Monday to Friday, 8:30 am to 5 pm

☎ 647-499-1646

✉ info@lpasc.ca

📍 www.lpasc.ca

Toll-free: 1-800-993-8410

TTY: 647-499-1648

TTY Toll-free: 1-800-993-8411

lpasc.ca



Local Planning Appeal Support Centre

700 Bay Street, 12th Floor, Toronto, Ontario M5G 1Z6

Thinking about an appeal?

You have just received a **Notice of Decision** from your local municipality concerning a planning matter in your community. If you are thinking about appealing this decision, we can help.

We are Ontario's new **Local Planning Appeal Support Centre**. Our role is to help people navigate the land use planning approval and appeal process.

We can help you:

- Understand the land use planning and appeals process in Ontario
- Participate in early engagement and resolution
- Express your concerns in land use planning terms
- Prepare to present at a public meeting, mediation or hearing
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lpasc.ca



Local Planning Appeal Support Centre

700 Bay Street, 12th Floor, Toronto, Ontario M5G 1Z6



Local Planning Appeal Support Centre

Interim Guide to Services and Eligibility

An agency of the Government of Ontario

August 2018

To the clients and stakeholders of LPASC,

Since opening its doors in April 2018, LPASC has been moving quickly to offer a full complement of services to support the Ontario public in planning matters. In only a few short months, clients from over 80 different communities across Ontario have sought advice and assistance from our legal and planning teams.

Growth and development are vital for Ontario's prosperity, yet our public often don't have the information or means to participate in the planning process and, potentially, to influence decisions that affect their communities. LPASC services are designed to help the public engage early in the planning process and, if necessary, navigate the appeal process effectively. Our goal is to help parties find a path to resolution as quickly as possible because we believe that is good for everyone—the municipality, the developer, the public and the Ontario taxpayer.

As a new agency of the Government of Ontario, it is imperative that we listen to our stakeholders and clients and adapt our services according to their needs. To this end, we have produced this brochure outlining our interim plan for services and their eligibility criteria. We are inviting our clients and stakeholders to provide feedback to help us further refine our plan. Please visit www.lpasc.ca/consultation to complete our feedback form.

We look forward to hearing from you.

Yours sincerely,

Anna Pace
Chair, Local Planning Appeal Support Centre

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- 04 II. Information Services
- 05 III. Professional Services
- 06 IV. Eligibility Criteria
- 07 V. Service Agreement
- 07 VI. Contact us

I. INTRODUCTION

The Local Planning Appeal Support Centre ('LPASC' or 'Centre') provides free services for individuals and groups who are, or wish to become, engaged in planning matters under the *Planning Act* and within the jurisdiction of the Local Planning Appeal Tribunal ('LPAT').

The Centre provides two categories of services to individuals and groups:



Information Services include free information and guidance for all individuals and groups interested in understanding or participating in the land use planning and appeal process. We encourage you to consult our free Information Services before requesting Professional Services.



Professional Services include free professional planning and/or legal services in response to a development application, policy amendment or in support of an LPAT appeal. This will be assessed on a case-by-case basis, according to the eligibility criteria set out in section IV below. As a publicly funded organization with limited resources, the Centre gives priority to cases with strong legal or planning merits, or that raise issues of public interest, or that may have a broad impact on land use planning matters in Ontario.



II. INFORMATION SERVICES

The Centre offers free information resources and general planning guidance that can help you understand how to get involved in land use planning matters and the appeal process. Visit our [website](#) or contact us by phone or email for information on:

Land Use Planning

- Overview of the land use planning system and processes in Ontario;
- How to participate in land use planning matters;
- Legislation, provincial policies, or local official plans.

Local Planning Appeal Tribunal

- Overview of the appeal process through the Local Planning Appeal Tribunal;
- Self-help guides, including 'How to appeal a land planning decision' and 'How to complete an appeal form.'
- Information on transition appeals.

Local Planning Appeal Support Centre

- FAQs, case studies;
- News, articles and updates on the Centre and current developments in land use planning;
- Resource referrals.



III. PROFESSIONAL SERVICES

If, after using our free information services, you would like more in-depth assistance regarding a planning matter or appeal, you may request free professional services. These services include planning or legal advice, legal representation, or a combination of services. We offer services province-wide from our Toronto office via email, in-person, phone, or video conferencing. If your case meets the eligibility criteria set out in section IV below, the Centre would support you at various stages of the planning approval and/or appeal process.

Before an appeal has been filed with LPAT, we can:

- Provide planning opinion(s) about your concerns with the planning application;
- Review the applicable legislation and planning policy considerations;
- Research and provide strategies on a best course of action;
- Represent or assist you in preparing for public meetings, such as mediation or negotiation;
- Review documents for the appeal.

After an appeal has been filed with LPAT, we can:

- Review and analyze the case to address your concerns;
- Review materials related to the appeal, including planning decisions, appeal records, and any other relevant evidence;
- Discuss planning and/or legal opinions about your concerns as it relates to the appeal;
- Draft documents for the appeal or responses to requests from LPAT;
- Correspond with opposing parties, including negotiate or initiate settlement on some or all issues;
- Represent or assist you in alternative dispute resolution, such as mediation or negotiation;
- Represent or assist you in preparation for hearing events, such as a prehearing or case management conference or a hearing;
- Provide expert planning evidence to support your appeal.

After an LPAT decision has been made, we can:

- Provide case-specific advice regarding:
 - Status of the appeal and/or research as it applies to your concerns;
 - Options for next steps.



IV. ELIGIBILITY CRITERIA FOR PROFESSIONAL SERVICES

When assessing the type and level of professional services you may be eligible for, the Centre will consider:

- A** **The context of the planning application or appeal:** Does your case fall under the jurisdiction of the *Planning Act* and the *Local Planning Appeal Tribunal Act*?
- B** **The circumstances of the individual or group:** Do you, or your group, have the capacity to file an appeal? What is your direct interest in the matter?
- C** **The nature and extent of public interest in the matter:** Could your case lead to considerations by LPAT of an issue of broad interest or concern or guide future decisions?

A The Context of the Planning Application or Appeal

1. Which legislation applies to your concerns about the application or appeal?
2. Are the issues you raise aligned with, consistent with, or conform with the Provincial and/or Regional Interests set out in the *Planning Act*, the Provincial Policy Statement, Provincial Land Use plans or regulations, or the applicable local plans?
 - For certain types of appeals, the new legislation says that only matters that do not comply with existing laws, approved planning policies, or regulations can be appealed. Making a good planning case, on its own, is not sufficient.
3. Does your case have strong legal and/or planning merits?
 - For instance, is the outcome that you are seeking possible based on the merits of the case?
4. Is the planning matter or your appeal limited by any of the following:
 - Procedural issues that cannot be met (for example, imminent deadlines),
 - Arguments that LPAT would dismiss as frivolous, for purpose of delay, not made in good faith, or pursuant to subsection 17(45) of the *Planning Act*,
 - Issues that have been or could be addressed or resolved through other avenues?
5. Does the appeal require resources or staff that are available and financially accessible by the Centre?
 - The goal of LPASC is to target its limited resources in a way that supports as many cases as possible.

B The Circumstances of the Individual or Group

1. Do you/your group have appeal rights?
2. Is there any potential conflict of interest that would prevent the Centre from assisting you?

3. Did you/your group participate in the public meeting(s) that considered the issue in question prior to the municipal council decision?
4. Are you acting reasonably?
 - For example, are you willing to explore alternative dispute resolution, such as mediation, where possible?
5. Can you contribute to the cost of technical experts, if needed?
6. What is the nature and extent of your interest in the outcome?
7. Will you make any financial gains from the outcome?

C The Nature and Extent of Public Interest

1. What is the nature and extent of public interest in the eventual outcome?
2. What are the implications for public policy issues raised by facts of the case?
3. Does this case help raise public awareness of one or more important or emerging land use planning issues?
4. Would the eventual outcome of the case affect a greater number of members of the public?
 - For example, would a decision on your appeal set a standard for others dealing with similar issues?
5. Are there other factors in the case that make it a good candidate for assistance and for the use of limited public funds?

Can decisions on eligibility be changed?

If we assessed that your case does not meet the eligibility criteria listed above and your circumstances change or you receive new information, please contact the Centre as soon as possible. The Centre will reassess your case under the new circumstances or with the new information.

If you do not agree with a decision from the Centre regarding your eligibility, you may request a review of the decision through the Centre's complaints process.

V. SERVICE AGREEMENT

Everyone is entitled to information services from the Centre. Beyond that, if your case meets the eligibility criteria for professional services, the Centre will enter into a service agreement with you that outlines the services that you will receive.

VI. CONTACT US

If you have questions or would like further information on the Centre or LPAT processes, please contact us at:



1-800-993-8410 info@lpasc.ca www.lpasc.ca

Local Planning Appeal Support Centre

700 Bay St. 12th floor
Toronto, ON M5G 1Z6
info@lpasc.ca

Toll-free: 1-800-993-8410
Local: 647-499-1646

www.lpasc.ca



**2018
MOUNT
FOREST**

SHREDDING EVENT



Saturday Oct 27, 2018

10 a.m. - noon

Wellington North Fire Service - parking lot

Main Street, Mount Forest

\$5 per box

Protect yourself from
Identity Theft!

Shredding by FileBank

For more information go to

www.csgw.tips⁶⁷

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



**Cultural Roundtable Committee Minutes
Monday, September 24, 2018 6:00 p.m.
LaunchIt Minto**

Attendance: Councillor May Lou Colwell, Gordon Duff, Brooke McLean.

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

Regrets: Mayor George Bridge, Andrew Gowan, Jean Anderson Raissa Rogers

1. Call to Order by Belinda Wick-Graham at 6:04 pm

2. Minutes of Previous Meeting

- a. Minutes of August 27, 2018

The Committee reviewed the minutes but did not approve due to lack of quorum.

Wick-Graham provided an update for the following holiday events taking place in Minto in November:

- Clifford Light up the Street – Thursday November 15, 2018
 - The Street Re-Opening Celebration now set to take place in June 2019 with funds split between Light up the Street and held over for the 2019 event
- Palmerston Light up the Park – Friday November 16, 2018
 - Spreading out events between the Clubhouse (hot beverages), the Railway Museum (photos with Santa) and the Palmerston Library Branch (tech activities and cookie decorating)
- Harriston Light up the Town – Saturday November 17, 2018
 - Harriston Library Branch open until 7:00 pm with crafts, green screen photos, button-making and stories
 - Hot beverages served before the parade
 - Carollers at 6:45 pm in Tannery Park before the parade at 7:00 pm
- Harriston Men’s Night – Thursday December 20, 2018

3. Committee Minutes for Approval - None

4. Roundtable Discussion

a. Culture Days

The Committee reviewed the printed Culture Days Schedule attached as Schedule "A". McLean suggested ordering appetizers for the Books and Brews Event at Harry Stones. Keunen shared that there would be 14 vendors in attendance at the Palmerston Farmers Market and she will follow up regarding booking the Harriston Community Centre for square dancing.

b. SPARC

Duff updated the Committee with the SPARC Mini Summit progress, noting approximately 19 confirmed for the event with a goal of 60 people. He highlighted swag bags would be given with donations from local businesses, a radio interview is coming up and another email blast will be sent before Thanksgiving weekend. Wick-Graham suggested sending brochures to neighbouring municipalities for their Cultural Roundtable Committees.

5. Reports

Duff stated that the Minto Arts Council's "Dana Savard" exhibit will end next weekend; a new exhibit starts in October and the Silent Auction in November. The Basement Café will take place on October 12 featuring TANTRIX and Hayley Goreski. Duff noted the first film for Film Fest had poor attendance, the next film, Puzzle, is October 15. The Crown Theatre will host a Rocky Horror Picture Show event on October 24.

Wick-Graham reminded everyone that the third annual Live2Lead event will take place Friday October 12 at the Norgan Theatre; tickets are available for purchase through Eventbrite. Two other viewings will take place in Hanover and Mount Forest.

McLean stated that Robin Smart from the Alzheimer's Society spoke at a training session for the Wellington County Library Branches about becoming designated dementia friendly centres.

Keunen reminded the Committee of the Northern Wellington Young Professionals' Network launch event, Business and Brews, at Harry Stones on October 4 and noted that over 20 people registered on Eventbrite with 70 interested in the event on Facebook.

6. Adjournment at 6:47 pm

Schedule "A"

culture days

All Events
are FREE
to attend!

CREATE, PARTICIPATE & SHARE
September 28, 29 & 30, 2018

Friday September 28

Breakout Box 10:30 AM and 2:30 PM Wellington County Library - Harriston Branch All Ages	Got Rhythm? 2:00 PM - 3:00 PM Wellington County Library - Palmerston Branch Grades JK-6	World Music 2:30 PM - 3:30 PM Wellington County Library - Clifford Branch Grades JK-6
	Light Painting Photography 6:45 PM - 9:00 PM Palmerston Lions Heritage Park Instructor: Jennifer Frayne	Books & Brews 8:00 PM Harry Stones Social House Age of Majority

Minto Farmers' Market
9:00 AM - 12:00 PM
Palmerston Railway
Heritage Museum

Yoga for Warriors
11:00 AM - 1:00 PM
Minto Arts Gallery
(Harriston Library Branch)
Instructor: Dana Savard

Musical Make-and-Take
10:00 AM - 2:30 PM
Wellington County Library -
Clifford Branch
All Ages

Masquerade Make-and-Take
1:00 PM - 3:00 PM
Wellington County Library -
Harriston Branch
All Ages

Saturday September 29

Family Friendly Fun
at the Railway Museum
10:00 AM - 3:00 PM
164 William St, Palmerston

Theatre Live: Radio Show
7:30 PM
Grey-Wellington Theatre Guild
Harriston

Sunday September 30

Family Friendly Fun
at the Railway Museum
10:00 AM - 3:00 PM
164 William St, Palmerston

Learn to Square Dance
2:00 PM - 4:00 PM
Harriston-Minto
Community Centre

Apple Picking, Baking
& Campfire
4:00 PM - 7:00 PM
Star-Gazing
6:00 PM - 9:00 PM
David & Jean
Anderson's Property
6362 3rd Line, RR #3,
Palmerston

Pre-registration
is required for all events by
one of the following:
Eventbrite - Minto Culture Days

☎ 519-338-2511

✉ taylor@town.minto.on.ca

For more details surrounding
Culture Days in Minto,

Visit treasuresofminto.ca



f Minto Culture Days

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, June 25, 2018
Meeting Location: Clifford Rotary Pavilion

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

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

Review of Minutes:

P.R.A.C. minutes from May 28th, 2018 were reviewed.

MOTION:

Moved by: Ryan Fisk and Seconded by: Bob McEachern

THAT:

The P.R.A.C. minutes of May 28th, 2018 be approved as circulated.

CARRIED

Services Manager's Reports:

Program Progress Report

Services Manager Lubbers reported that summer programs have started. Grassroots Soccer has a full roster and Hometown Ball has one full t-ball team and one full junior team. Both pools have received several registration requests for private and session lessons. Adventure Camp registration is busy with Session 4 and Session 6 full.

Facility Manager's Reports:

Facilities Maintenance

Facilities Manager Carr reported that concerns have been brought to his attention regarding the safety of people climbing on the Old 81 train located in Palmerston. Carr suggested PRAC look into options which include putting up a fence around the engine. The cost of a wrought iron fence would be approximately \$11,000. Members of P.R.A.C. suggested waiting until the engine is finished being restored.

At the railway museum in Palmerston, benches have been exchanged with Komoka facilitating the return of original benches to Palmerston. Two bumpers were also picked up for the end of the tracks.

Facilities staff have been busy getting the pools ready for the season. Both pools are open and operational.

Tree pruning has been done in the parks and the fair grounds. Rotten maple trees were removed from around the Old 81 in Palmerston with plans to replace them next year. In Harriston the fencing was replaced and the old batting cage was removed.

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, June 25, 2018
Meeting Location: Clifford Rotary Pavilion

A slide replacement has been ordered for the playground at Lion's Heritage Park.

Carr also reported that a memorial umbrella tree and a bench have been installed in Harriston at the entrance of the Harriston Arena in memory of Derril Hoover.

TSSA inspections have been done and seasonal work is completed on refrigeration equipment at the arenas.

Members of the Jeff Davie Memorial Foundation and the Harriston Kinsmen have taken the steel off of the dugouts at the Harriston Ball Diamond and will have it replaced for the Kinsmen Ball Tournament.

Facility and Sports Field Usage

The 2018-19 ice schedule is continuing to be worked on. All of the baseball diamonds are seeing lots of use and tournaments have begun. Soccer pitches in Palmerston are busy with Minto United usage and the Clifford Soccer Pitch is once again busy with Grassroots Soccer. The walking groups continue to operate out of the facilities and pickleball is taking place in the Harriston Curling Club. Several youth programs have been utilizing both the park and facilities as well as special events such as the 91Run, Party in the Park, Touch a Truck and the Hand Car Races. The Provincial election in June also kept the facilities busy as well as numerous other private and public events.

MOTION:

Moved by: Dave Turton and Seconded by: Bob McEachern

THAT: The Recreation Services Manager and Facilities Manager's reports be received.

CARRIED

Sponsorship Proposal

The Jeff Davie Memorial Foundation has come forward with a sponsorship plan for the Harriston Ball Diamond that would help the foundation raise more funds for local groups and charities. The plan would consist of placing 2'x4' company logo signs that would be displayed on the dugouts year round at the ball park. The cost will be \$300 for the first year, which would cover the cost of the sign as well as contribution to the tournament. After the first year the cost would be \$150 a year, which would go towards the cost of maintaining the sign.

MOTION:

Moved by: Ryan Fisk and Seconded by: Bob McEachern

P.R.A.C. approve the Jeff Davie Memorial Foundation's sponsorship plan for signage on the dugouts at the Harriston Ball Diamond.

Emergency Procedures for Rental Contracts

Facilities Manager Carr reported that all arenas have a plan and evacuation site in place for an emergency situation. If an emergency occurs and Town staff deem it as a threat to the public an evacuation of the facility will take place so emergency personnel can access the

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, June 25, 2018
Meeting Location: Clifford Rotary Pavilion

site. Patrons of the facilities will proceed to the following locations as long as it is deemed safe to do so.

Clifford - Evacuate to the Clifford Public Works Building – 3 Brown St. South
Harriston - Evacuate to the Harriston Public Works Building – 117 King St. South
Palmerston - Evacuate to the Agriculture Barn – facing Yonge St.

Admittance back into the facility will be at the approval of the Facilities Manager or designate. These locations will be added to all rental documents and facility contracts.

Use of Chemical Application

Facilities Manager Carr has requested that P.R.A.C consider the spraying of chemical application over the railway tracks and the fencing around the ball diamonds. Taking this action will help with weed growth as opposed to weed eating on a regular basis. Public Works Town Landscape Coordinator Paul Judge has a license to spray. P.R.A.C. endorsed Carr looking into this option with Judge.

MOTION:

Moved by: Dave Turton

THAT:

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

The next meeting is September 24th, 2018 at 5:00 p.m. in Harriston.

Grace Wilson
Recreation Facilities Assistant
Parks & Recreation Advisory Committee

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, September 24, 2018
Meeting Location: Harriston Arena

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

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

Review of Minutes:

P.R.A.C. minutes from June 25th, 2018 were reviewed.

MOTION:

Moved by: Bill Raynard and Seconded by: Geoff Gunson

THAT:

The P.R.A.C. minutes of June 25th, 2018 be approved as circulated.

CARRIED

Services Manager's Reports:

Presentation

Services Manager Lubbers presented a 2018 Year in Review and a Fall / Winter Preview PowerPoint. The presentation detailed spring and summer programs, day camp, pools, after school program and Norgan Theatre. All members of the P.R.A.C. committee appreciated the presentation and all the information it showcased.

NTB Minutes

Services Manager Lubbers reported that the Norgan had a good spring and summer. School rentals in June increased and Party in the Park was a success. Lubbers also reported that "Mamma Mia: Here We Go Again" ran successfully for three weeks straight.

MOTION:

Moved by: Bob McEachern and Seconded by: Dave Turton

THAT:

The NTB minutes of June 25th, 2018 be approved as circulated.

CARRIED

Facility Manager's Reports:

Parks Maintenance

Facilities Manager Allan Carr reported that a project to erect fencing around the Old 81 in Palmerston will be budgeted for in 2019 for safety purposes. The Old 81 has been painted. Carr has requested that P.R.A.C review the proposal to maintain the pedestrian bridge and rolling stock that was included in the agenda package. Councillor Elliott requested that Carr get a recommendation from the painter on whether or not the entire bridge should be

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, September 24, 2018
Meeting Location: Harriston Arena

painted or only certain areas such as the stairs and rails as they get the most use. A platform was installed between the Cook Car and Caboose at the Railway Museum. Upwards of 700 books were catalogued by summer students in the Railway Museum library.

A new slide for the playground in Palmerston Lions Heritage Park has been ordered and will be donated by the Palmerston Lions and a spring toy has been repaired. Trees in all the parks have been pruned and wood chips added to extra areas. Carr also reported that grading has been done by the CNRA Clubhouse and Palmerston Fairgrounds and new waste/recycling receptacles have been distributed in all parks.

Pools are now winterized for the season. A new chlorinator is installed in Palmerston and a safety cover was installed in Harriston. Carr also reported that the renovation to the Harriston Pool came under budget by approximately \$25,000. Carr would like to carryover these funds into the 2019 capital budget for a water feature if a community partner for this project be found.

The water feature would be installed where the old wading pool was located at the side of the pool facing the park area.

MOTION:

Moved by: Bob McEachern and Seconded by: Bill Raynard

THAT:

The remaining 2018 capital budget funds from the Harriston Pool renovation be carried over to the 2019 capital budget and be used to install a water feature.

CARRIED

Sheds and storage areas have been cleaned out and organized. Ball diamond bleachers in Harriston have new boards and paint. The siding on the Harriston dugouts and concession booth has been replaced and the dugouts have been painted and fixed up. Infields at the Kinsmen diamond in Palmerston and the Clifford Ball Diamond were topped up. Restoration work was also done by the old batting cage and trailer park area in Harriston.

Drainage improvements have been made to the Clifford Ball Diamond.

Carr reported that after speaking with Roads and Drainage Manager Mike McIsaac, he would like to recommend the Town of Minto renew the grass cutting contract with Culp's Lawn Care for 2019.

MOTION:

Moved by: Dave Turton and Seconded by: Bob McEachern

THAT:

P.R.A.C. endorse the grass cutting contract with Culp's Lawn Care being renewed for 2019.

CARRIED

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, September 24, 2018
Meeting Location: Harriston Arena

Facilities Maintenance

At the arenas, part time staff have been hired and trained with a majority returning from 2017. Job hazard analysis has been started for recreation facilities. Lots of work has been done: a new floor in the auditorium in Palmerston, annual work on the fire systems and kitchen exhaust hoods was completed; new accessible hardware was added to the doors at the entrance to the Clifford Arena and Hall.

Front doors have been repaired at the Palmerston Curling Club, a new heat system installed in the ref room in Harriston, new safety netting installed in Harriston, some doors in the Harriston Arena dressing rooms and auditorium have been replaced, all hockey nets have been painted and new mesh put on, a new compressor was installed in Clifford and the replica Old Mill that was built for Clifford Homecoming event has now been moved and is on display at the Clifford Arena. New arena lights have been installed at the Palmerston Arena.

The first day of the ice season was September 11th in Palmerston and the first day of rentals are scheduled for Harriston on October 10th and for Clifford on October 11th. The Clifford Recreation Association will be hosting a kickoff party in Clifford on Saturday October 13th.

There was a brine leak at the Harriston Arena in the floor in late spring. The floor was hammered out and Jim Doig was able to fix the problem.

Another water leak was detected under the dressing room floors in Palmerston. We will be budgeting to replace the water lines in this area in 2019 as this is the third problem we have had in this area in four years.

A leak in the roof at the CNRA Clubhouse has been repaired.

Facility and Sports Field Usage

Summer was busy at all sports fields and facilities. Several ball tournaments took place as well as weekly games. Minto United Soccer Club played 8 games per week. Pavilions and facilities were busy on weekends with family reunions, buck and does and weddings. Seniors cards, luncheons, meetings and parties filled the smaller halls and satellite facilities through the week and on the weekends. Other annual special events such as the truck show, tractor pull, Tuff Truck, fall fairs, flower show, craft sale, a rod and gun show, blood donor clinics, Ag Awareness, and ambassador competitions utilize many parts of the facilities and parks. The Canada Packers reunion was another large event that worked alongside the Harriston Street Dance and Savour the Street.

Carr also reported to P.R.A.C that the terms of reference for a Recreation Master Plan is being prepared and will be presented at the next meeting. Carr would like to budget to have the master plan done in 2019.

All facility files that existed on the Town's server F-drive have been transferred into TOMRMS.

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, September 24, 2018
Meeting Location: Harriston Arena

MOTION:

Moved by: Bill Raynard and Seconded by: Bob McEachern

THAT: The Services Manager's and Facilities Manager's reports be received.

CARRIED

Councillor Turton and Bob McEachern excused themselves from the meeting at 6:30 p.m.

With 3 of 7 voting members remaining, a quorum was not present, but the meeting proceeded as members of the delegation had arrived.

Delegation – Clifford Ball Diamond Concerns

Roger Manto, Vicki Manto, Carl Norris, Tamara Norris and Sharon Prieb joined the meeting at 6:30 p.m. to discuss some of the concerns they have regarding the Clifford Ball Diamond. Their main concern was the proximity of the ball diamond to their property lines and houses. They suggested that staff look into costs to move the diamond. It was also suggested that given its current location, no weekly games continue or be scheduled past 9:00 p.m.

Members of P.R.A.C. thanked the delegation for attending. Staff will gather further information and will follow-up.

MOTION:

Moved by: Bill Raynard

THAT:

P.R.A.C. adjourns at 7:15 p.m.

The next meeting is October 29, 2018 at 5:00 p.m. at the Palmerston Arena.

Grace Wilson
Recreation Facilities Assistant
Parks & Recreation Advisory Committee



Town of Minto Recreation Department

2018 Review Fall / Winter Preview





2018 Review

- Online Calendar
- Central Booking
- Online Program Registration

- Pools and Day Camp
- Recreation Programs

- Norgan Theatre





Online Calendar

- The calendar launched in September 2016
- Transition back to Keystone's Facility Scheduler
- [Online Calendar](#) updates in real time
- Built in booking request feature
- Has also led to increased invoicing efficiencies
- Over 90% of recreation invoices are emailed



Online Calendar


Town of
Minto
Where Your Family Belongs

Select a Facility

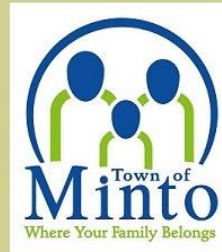
Select Complex:

Select Facility:

Select Language Powered by 



Online Calendar



Facility Calendar


Harriston Train Station - Train Station

<- View April	May 2018						View June -->
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1 1:00PM- 4:00PM Tuesday Afternoon Cards	2 7:30PM- 8:30PM Executive Meeting	3 1:00PM- 4:00PM Executive Meeting 7:00PM-10:00PM Thursday Night Cards	4 9:30AM-11:00AM Playgroup	5 10:00AM-11:00AM Photo Shoot	
6	7 1:00PM- 4:00PM Monday Afternoon Cards	8 1:00PM- 4:00PM Tuesday Afternoon Cards	9 7:30PM- 8:30PM AGM	10 7:00PM-10:00PM Thursday Night Cards	11 9:30AM-11:00AM Playgroup	12	
13	14 1:00PM- 4:00PM Monday Afternoon Cards	15 1:00PM- 4:00PM Tuesday Afternoon Cards	16	17 7:00PM-10:00PM Thursday Night Cards	18 9:30AM-11:00AM Playgroup	19	
20	21 1:00PM- 4:00PM Monday Afternoon Cards	22 1:00PM- 4:00PM Tuesday Afternoon Cards 8:30PM- 9:00PM Shuffle Board	23	24 7:00PM-10:00PM Thursday Night Cards	25 9:30AM-11:00AM Playgroup	26	
27 8:00AM-11:00PM Family Gathering	28 1:00PM- 4:00PM Monday Afternoon Cards	29 1:00PM- 4:00PM Tuesday Afternoon Cards 7:00PM- 9:00PM Shuffle Board	30	31 1:00PM- 4:00PM Executive Meeting 7:00PM-10:00PM Thursday Night Cards		June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
<- View April	Jump to month: <input type="text" value="May 2018"/>				Select a Different Facility Facility Booking Request	View June -->	

Select Language Powered by [Google Translate](#)



Online Calendar




Facility Booking Request


* indicates a required field

* Complex:

* Facility:

* Start Date: 

* Start Time:

* End Date: 

* End Time:

* Event Type:

* First Name:

* Last Name:

* Address 1:

Address 2:

Address 3:

* City:

* Province:

* Postal Code:

* Country:

* Telephone:

Fax:

Cell:

* Email:



Central Booking

- Effective January 1st, 2017 (mid ice season)
- Facility users receptive, positive response internally
- 2017-18 ice season schedule was the first to be prepared centrally across all 3 arenas
- Helps maximize revenue and reduce cancellations of regular bookings due to special events



Central Booking

- Via Facilities and Recreation Coordinator (Greg)
- Assisted by recreation staff at admin office





Online Registration

- New online registration forms for 2018
- Utilize email feature from Keystone A/R
- Helped to get info out regarding new swim lessons

Info@town.minto.on.ca 519.338.2511 Search

RESIDENTS BUSINESS VISITORS GOVERNMENT EVENTS

PA Day Program

Please select the dates that you require as well as the other fields.

For multiple participants from the same family, we ask that you complete this form again.

2018-19 PA Day Dates

- Fri Sep 28
- Fri Nov 2
- Fri Nov 30
- Fri Feb 1
- Fri Apr 5
- Fri Jun 7

Participant Information

First and Last Name

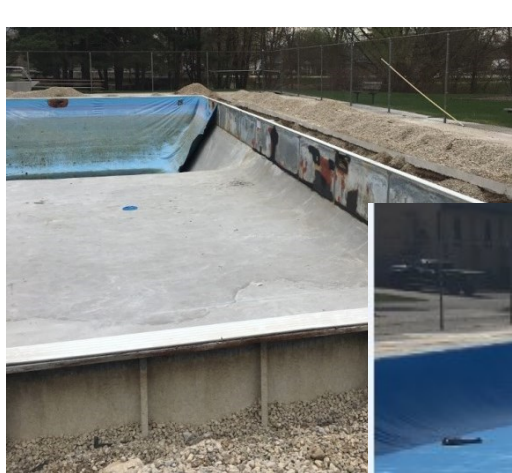
Parent / Guardian Information

First and Last Name



Pools

- Major renovations in Harriston
- Swim to Survive and S2S+ (year 4, since 2015)
- 73 Grade 3's and 53 Grade 7's





Pools

- Shift in demand from group lessons to privates
- From 121 in 2014 to 263 in 2018
- Session 1 group lessons still popular in late June
- Hosted 1st swim meet of season on July 14th





Day Camp

- Another good year in terms of registrations
- Streamlined pricing and registration process
- Daily swimming, 3 out of town trips and 2 to Norgan
- Summer exchange student in Palmerston





Programs

- Spring programs

Grassroots Hockey, Ball Hockey League, Grassroots Basketball, Try It Sports, Pickleball, Shuffleboard, Tennis

- Summer programs (excluding pool and day camp)

Hometown Ball, Grassroots Soccer, Youth Drop In, Olympics





Norgan Theatre

- Busy and successful 2018
- Busier on weekdays including encore showings of: ‘I Can Only Imagine’ and ‘Mamma Mia: Here we go again’
- New digital sign installed
- Increased school rentals
- Annual Live Christmas Show





Norgan Theatre



Photo Courtesy of the Minto Express



Fall / Winter Preview

- After School and PA Day Programs
- Grassroots Basketball and Grassroots Hockey
- Skating and Shinny





After School and PA Day Programs

- Started Tue Sep 04 at Palmerston Public
- Donation from Blessings to You for supplies
- October average is 11 children / day
- Jessica Dettman and Michael Manto both qualified





Grassroots Basketball and Grassroots Hockey

- Basketball on Tuesdays at Norwell with Coach Aaron
- Hockey on Sundays in Clifford with Coach Bill





Skating and Shinny

- Looking for corporate and community sponsors
- All sessions sponsored in 2017-18
- Weekday and weekend public skating
- Weekday shinny
- PA Day and holiday skating and shinny
- To be posted on website (plus Facebook Fridays)





Conclusion

- Looking to increase efficiency and convenience for all through use of technology at our disposal
Continue to provide or assist with the offering of programs and activities of interest to the community
- Increase and improve our presence in child care





TOWN OF MINTO

DATE: September 11, 2018
REPORT TO: Mayor and Council
FROM: Mark Robertson, Wastewater Foreman
SUBJECT: Results of Sanitary Sewer CCTV Inspection, Harriston

STRATEGIC PLAN

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.

BACKGROUND

At the April 10 Council meeting Council passed the following resolution regarding camera work for the sanitary sewer system in Harriston:

MOTION: COW 2018-99

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

This report describes results of the work implementing recommendation five outlined in the 2007 Harriston Sewage Collection System Infiltration and Inflow Study. The following summarizes progress on these recommendations:

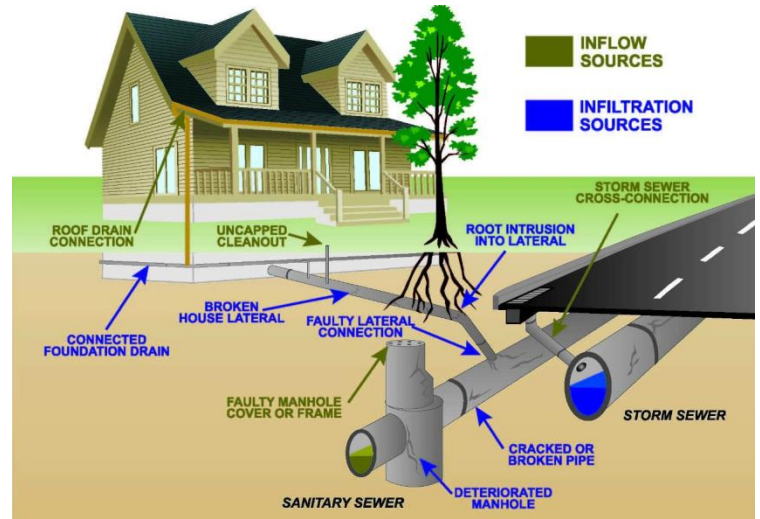
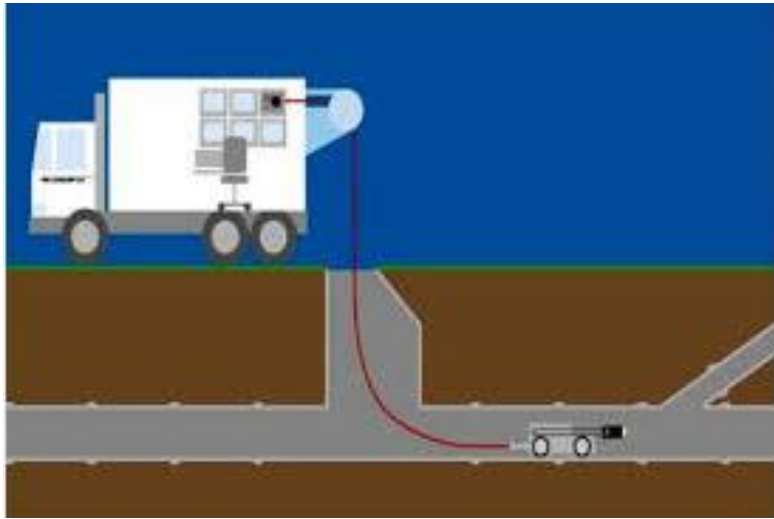
1. Monitor flows in the field during peak events to identify sources of Inflow. **(In Progress)**
2. Upgrade William St., Young St. SPS, force mains and gravity sewers downstream. **(Complete)**
3. Update Municipal Bylaw to help protect the sanitary system from extraneous flows. **(Complete)**
4. Repair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

DM Robichaud with assistance of Triton Engineering flushed and camera inspected about 15 000 meters of main sewer line and about 900 lateral services. This identifies main sources of inflow and infiltration within the system. Information from the analysis was submitted to the Town in a format that is easily transferable into our CITYWIDE asset management program. This includes attaching a “quality based assessment” to the sanitary sewer for each road segment to assist with capital planning for the system. A final report from the engineer outlining a program to reduce inflow and infiltration is pending.

Preliminary results show 80 sources of infiltration, 30 in the mainline sewer and 50 in the lateral sewers. The severity of infiltration ranges from Gushers as shown in the two images

below to Drippers. 20 of the 80 identified infiltration location are classified as gushers and should be addressed in future capital projects through lining, grouting or open trench repairs.

The following pictures illustrate how the work was completed.



Staff will present some short videos showing interesting areas in the system where problems were identified.



Structural assessments have been completed on the 15 km network of sanitary mainline and submitted to the Towns asset management program. 15 significant structural deficiencies were identified and should be addressed through future Capital projects. A number of service laterals were found to be in disrepair on the homeowner portion of the pipe. This will be useful information when conducting future road reconstruction.

COMMENTS:

The Harriston Waste Water Treatment Lagoon System Environmental Compliance Approval is for a design capacity of 2,378 cubic metres per day. In October 2017 Triton reported hydraulic reserve capacity of 786 cubic metres based on average usage of 1,592 cubic metres per day. At the end of 2016 there were 907 units connected serving a population of about 2095 persons.

Based on average flow per person of 0.76 cubic metres per day and 2.31 persons per household it is estimate that another 448 units can be services by the system. According to the 2016 growth projection by the County an estimated 400 new units will be required in Harriston in the next 25 years. This does not recognize the amount of non-residential development that may occur in Harriston. Council will recall the Class EA for the Harriston Industrial Park identifies a program to service a first phase of 11 acres of industrial land followed by further improvements to service an additional 55 acres.

	2016	2036	2041
CLIFFORD			
Total Population ¹	875	1,270	1,350
Households	355	490	520
HARRISTON			
Total Population ¹	2,095	3,260	3,240
Households	795	1,195	1,195
PALMERSTON			
Total Population ¹	2,875	4,310	4,660
Households	1,080	1,590	1,715
OUTSIDE URBAN CENTRES			
Total Population ¹	3,220	3,530	3,560
Households	1,050	1,160	1,180

While there is sewage capacity in the system, the Town must continue to reduce inflow and infiltration in the system to ensure capacity remains available in the long term. The Town continues to work with the Ministry of Environment regarding the quality of system output post treatment allowed in the Environmental Compliance Approval. While the lagoons are meeting current ECA requirements, Federal requirement are reducing the levels of un-ionized ammonia concentrations allowed to be discharged to the environment.

The Ministry is suggesting the Town increase treatment options in the facility to address more stringent criteria for water quality leaving the plant. Staff and Triton Engineering are working with the Ministry on programs to increase capacity and improve the plant. The Town will be conducting extra sampling and increased monitoring at the Lagoon compiling a detailed data set to help determine if increased treatment is needed now or in the near future. More information will follow as the work program for the lagoon system is developed.

FINANCIAL CONSIDERATIONS

2018 Capital Budget identifies \$170,000 for inflow and infiltration. The intent was to complete the camera work identified with \$50,000 remaining for maintenance hole rehabilitation. Council received a separate report on the request for quotation at the September 18th meeting. The rehabilitation on 11 structures in Harriston was confirmed by the camera work and Town staff as a priority will be completed for \$25,000. Six years ago the Town sole sourced this work. The request for quotation prepared by Triton Engineering allowed qualified contractors to bid on specific work at specific locations to ensure competitive pricing, improved quality control and guarantees on work completed

.

RECOMMENDATION

That Council receives the October 2nd, 2018 report from the Wastewater Foreman regarding Results Sanitary Sewer CCTV Inspection, Harriston.

Mark Robertson
Wastewater Foreman



TOWN OF MINTO

DATE: September 27, 2018

REPORT TO: Mayor Bridge and Members of Council

FROM: Todd Rogers, DWQMS Coordinator, Lead Hand

SUBJECT: Minto Water System Sampling Update

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:

Since the Walkerton Inquiry of 2002 the Province has implemented an ever increasing regiment of programs to improve water systems. The Town and other Ontario municipalities have implemented Drinking Water Quality Management Systems through the years. Sampling and testing requirements became more and more stringent over time and continue to increase.

January 2018 the standard for arsenic was lowered from 0.025 mg/L to 0.01mg/L for arsenic in drink water. Under Reg. 170/03 section 13-5 if a test result exceeds half of the standard prescribed for the parameters in Schedule 2 of the Ontario Drinking Water Quality Standard, the frequency of sampling and testing for that parameter under that section shall be increased so that at least one water sample is taken and tested every three months

Health Canada is considering instituting limits on Strontium in drinking water, the proposed maximum acceptable concentration (MAC) is 7mg/L. Currently Strontium in not a required substance to be tested for in Ontario, however during the upgrades to well 2 Harriston in 2016 samples showed concentrations exceeding that level. Please see the link below provides further information on Health Canada's strontium initiative in drinking water including limits, effects and possible treatment options.

<https://www.canada.ca/en/health-canada/programs/consultation-strontium-drinking-water/document.html>

September 5, 2017, weekly bacteriological samples for all systems were collected but did not make it to the Laboratory for analysis.

COMMENTS:

Health Canada closed public consultation July of 2018, and there has yet to be any direction from the province, but Minto Water is going to undertake sampling of all wells to develop a baseline and will advise council of any finding or updates from the MOECP.

Historic sample results for Clifford wells #1 and #4 both showed arsenic levels above the half of the newly set criteria. As a result quarterly samples are being collected at all three Clifford wells. To date the results for Well #1 range from 5.4ug/L to 6.5ug/L and Well #4 range from 7.4ug/L to 8.1ug/L. Sampling will continue and results monitored for any increasing trends.

September 5, 2017 samples did not make it to the laboratory. When discovered CAO Clerk and Acting Public Works Director Bill White and the MOECP were notified, and it is a requirement that Council be advised. Immediately corrective actions were put in place to ensure this could not happen again. System Inspection scores for 2018 will reflect the missed samples.

FINANCIAL CONSIDERATIONS:

At this time there is no financial consideration. In the future it is possible that there could be costs associated with sampling and treatment.

RECOMMENDATION:

That the Council of the Town of Minto receives the Compliance Coordinators September 27, 2018 report Minto Water System Sampling Update.

Todd Rogers
Compliance Coordinator



TOWN OF MINTO

DATE: September 24, 2018
REPORT TO: Mayor & Council
FROM: Bill White C.A.O. Clerk
SUBJECT: Extension Request Shrimp Canada

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:

September 20, 2018 the request below was received from Ranjan Pradhan from Shrimp Canada requesting an extension to September 19, 2019 respecting the covenant 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 closed July 10, 2017.

From: Ranjan Pradhan <ranjanpradhan22@gmail.com> Sent: Thu 20/09/2018 12:20 PM
To: Bill White
Cc: Ranjan Pradhan; Belinda Wick; Terry Kuipers
Subject: Extension of construction at 340 Minto Rd, Shrimp Canada

Dear Bill,

Due to unavoidable circumstances, we could not initiate any construction on the land at 340 Minto Road, Palmerston for Shrimp Canada.

We have made significant amount of down payment to the builder, and are committed to proceed with the construction. However we are hoping to have some clarity for the time line on possible supply lines of waste water and fresh water to the site so as to avoid any unnecessary expenses for facilitating alternate arrangements for our purpose.

We hope to be able to initiate the work by summer of 2019 and therefore, may we seek an extension of our permit and all other necessary approvals till September of 2019?

I also would like to understand about any requirements for an entry permit to proceed for installing a culvert at the site.

We look forward to your valuable support and guidance,

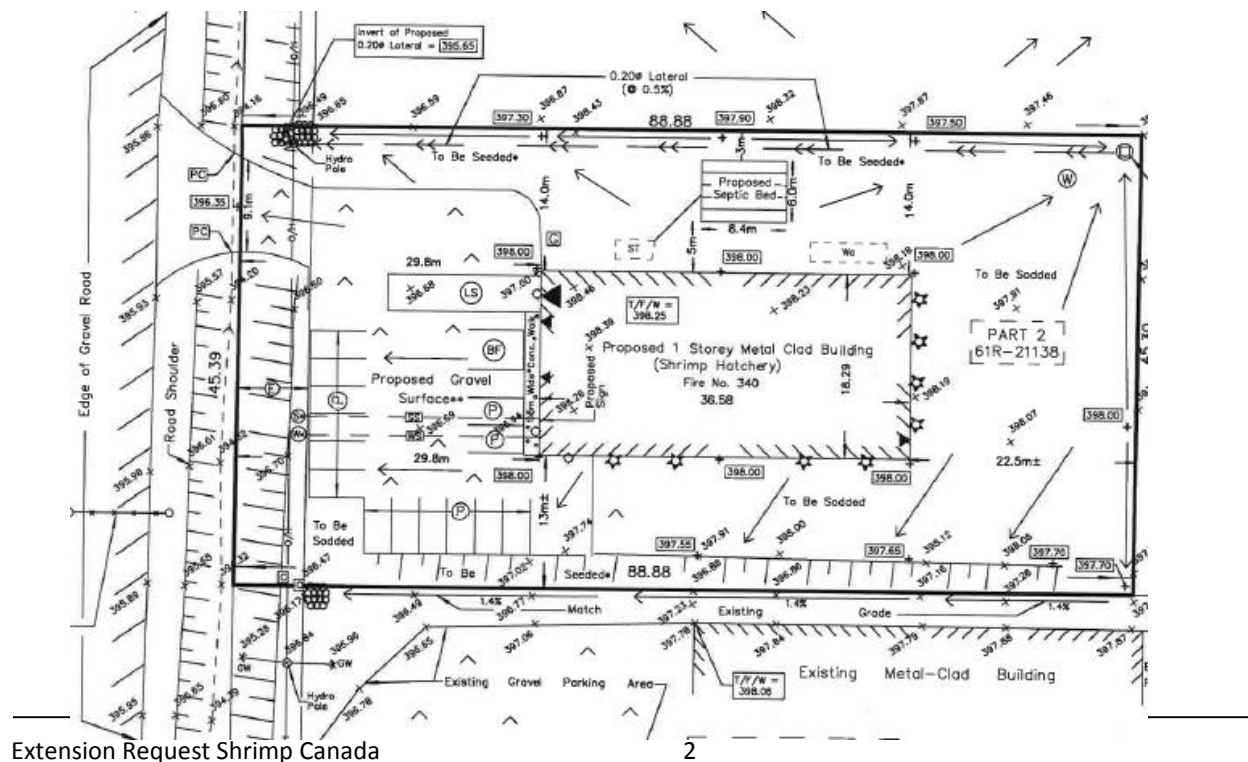
Best regards,
Ranjan Pradhan
Shrimp Canada

Shrimp Canada also had an option to switch lots before July 18, 2018 which was not exercised. As this option was not exercised prior to July 18, 2018 it is not recommended this date be re-considered. Shrimp Canada's purchase also has a covenant to complete the building by July 10, 2019 which is two years after the purchase.

First right of refusal on the abutting lands as shown in the drawing below is to July 10, 2019:



One option to extend municipal serviced including roadway into the future development lands in the West Palmerston Secondary Plan could include part of the “first right of refusal lands”. The Town will need to consider this as lift station engineering drawings are completed and before considering sale of the lands under first right of refusal. Council approved the site plan shown below at the April 18, 2018 meeting.



A site plan agreement was signed requiring the work to be completed July 3, 2020. It is not recommended the completion date in the site plan agreement change.

COMMENTS:

Shrimp Canada worked to start construction since Council approved the site plan in April. Mr. Pradhan made regular contact with the Business & Economic Development Manager and Chief Building Official who assisted him with the building process. The site plan approved by Council was for development of a lot on private services with future connection to water and sewer when available. The lot was purchased at the Town's un-serviced rate.

At 2019 budget deliberations in the New Year Council will make a determination on water and sewer extension into this section of Minto Road. Council will recall a sewage lift station is needed due to building elevations in the area. Water could be made available earlier if it were beneficial to the project subject to budget considerations.

FINANCIAL CONSIDERATIONS:

If the project ends up proceeding with connection to municipal sewer and water part of the cost of connecting should include payment of an additional \$5,000 for serviced land even though the new going rate for industrial land is \$35,000 per acre.

RECOMMENDATION:

That Council receives the September 24, 2018 report from the C.A.O. Clerk regarding the extension request from Shrimp Canada and approves an extension to the covenant for First Right of Refusal and the covenant for obtaining a building permit to September 19, 2019 only, and that the completion date for the building under the covenant be changed from July 10, 2019 to the same completion date as is in the site plan agreement being July 2, 2020.

Bill White
C.A.O. Clerk



Hilton Landmarks Design Options

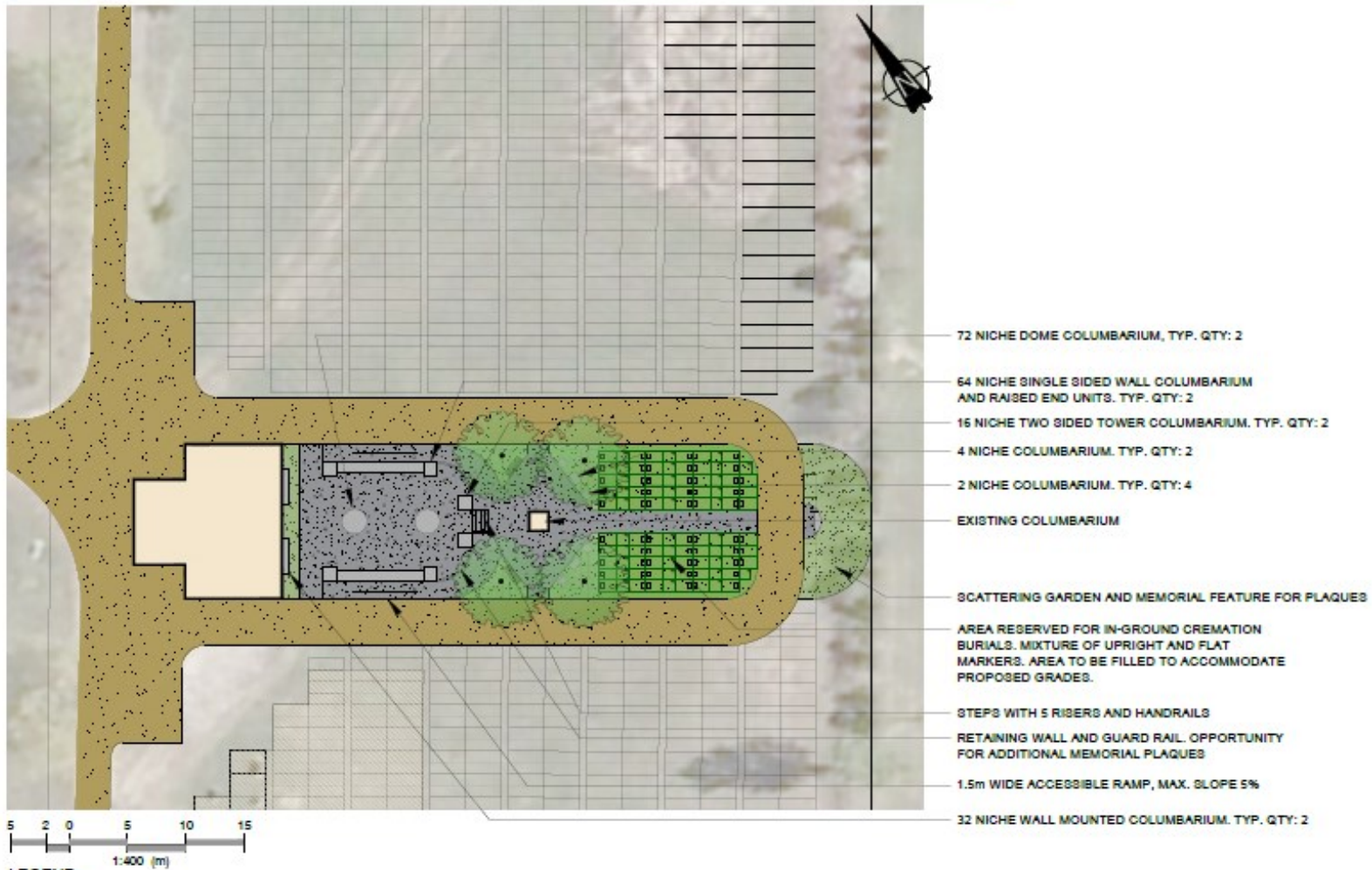
Interring Cremated Remains

Clifford, Harriston, Palmerston Cemeteries

Council Direction

- 2018 Capital Budget \$55,000 for cremation options in Minto cemeteries
- May 22 Council discusses cemetery maintenance issues raised by members of the public
- June 19 Council receives 1st draft Cemetery Master Plan proposes summer document review and public meeting this fall
- July 3 Council awards design work to Hilton Landmarks
- July 5 Initial Staff Meeting with Corey Blanquiere of Hilton Landmarks
- August 23 design options Clifford, Harriston, Palmerston site received for staff review
- September 17 meeting reviewing options

TOWN OF MINTO - CREMATION GARDEN CONCEPTS



LEGEND

	CONCRETE		COLUMBARIA
	ROAD		LIMESTONE
	BUILDING		TURF AREA
	PROPOSED TREE		PLANT BED

INTERMENTS	QTY	MEMORIALS	QTY
COLUMBARIA NICHES	368	MEMORIAL BENCH	2
FAMILY COLUMBARIA NICHES	16	MEMORIAL TREE	4
IN-GROUND CREMATION LOT WITH FLAT MARKER	32		
IN-GROUND CREMATION LOT WITH UPRIGHT MARKER	66		

TOWN OF MINTO - CREMATION GARDEN CONCEPTS



COLUMBARIUM AT RETAINING WALL AND RAMP



CURVED COLUMBARIUM WITH RAISED END UNITS



DOMED COLUMBARIUM



MEMORIAL PLAQUES AT RETAINING WALL



TOWER COLUMBARIA AND WALL
COLUMBARIA AT RETAINING WALL

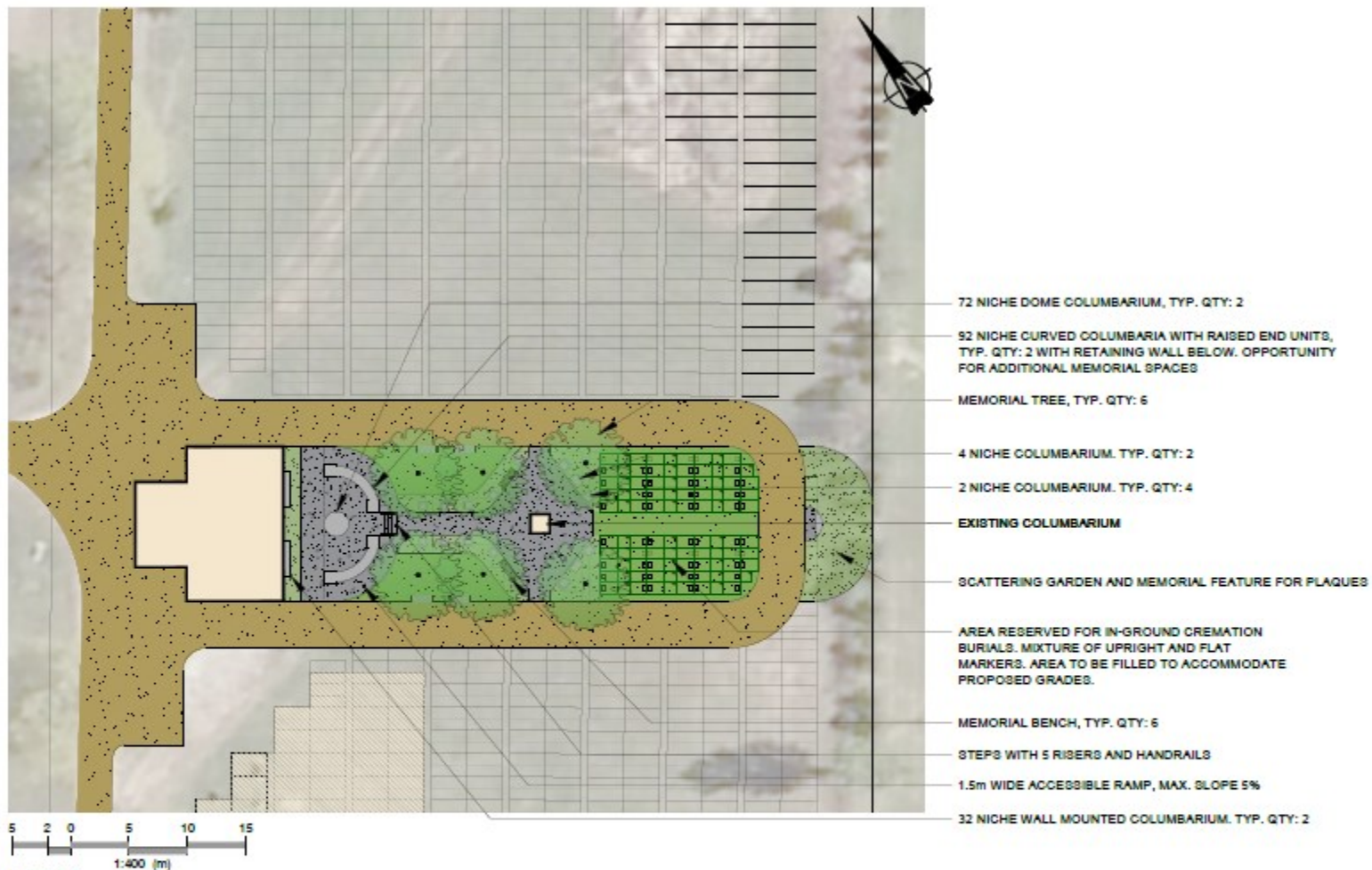


SCATTERING GARDEN MEMORIAL FEATURE



SCATTERING GARDEN MEMORIAL FEATURE

TOWN OF MINTO - CREMATION GARDEN CONCEPTS

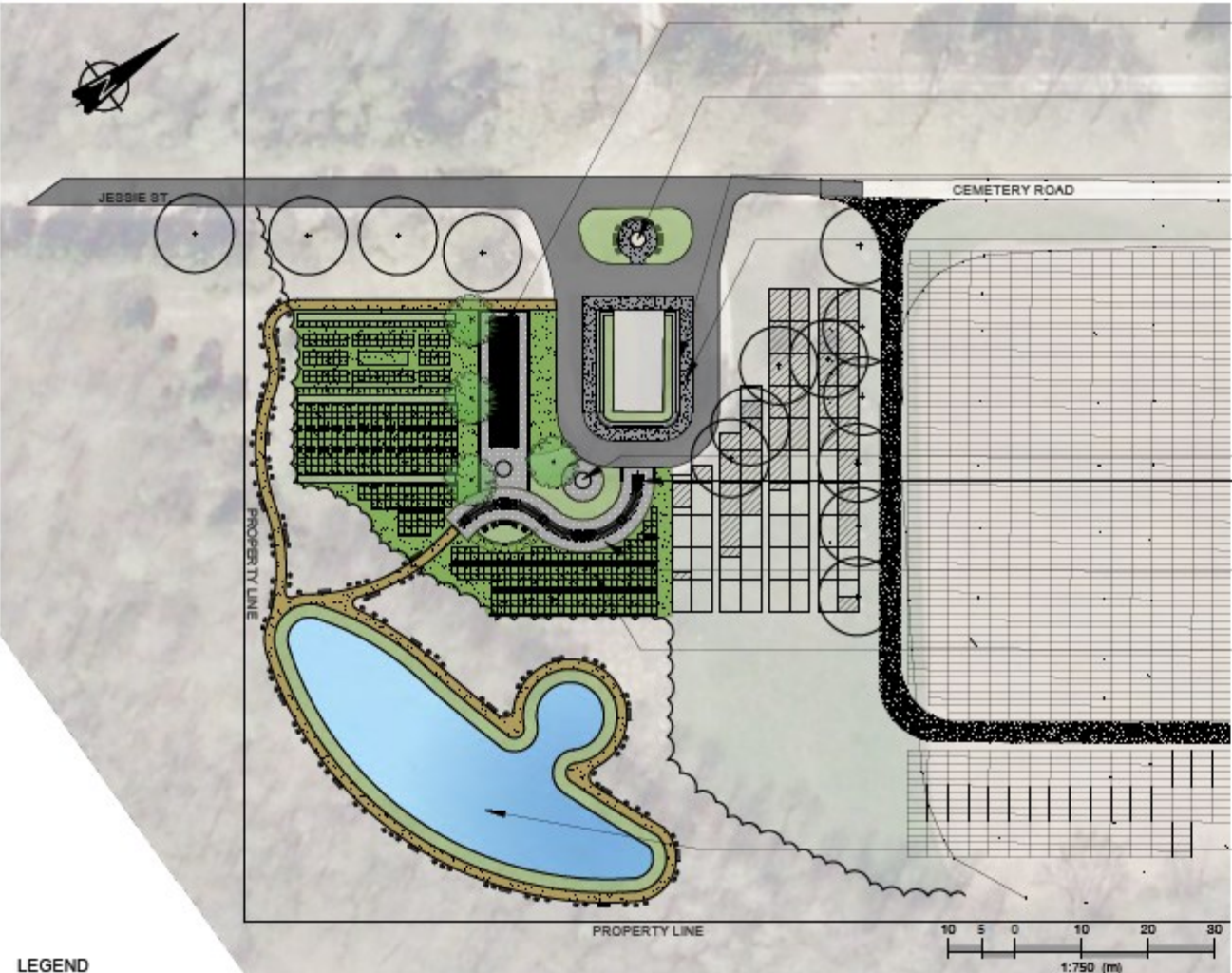


LEGEND

	CONCRETE		COLUMBARIA
	ROAD		LIMESTONE
	BUILDING		TURF AREA
	PROPOSED TREE		PLANT BED

INTERMENTS	QTY	MEMORIALS	QTY
COLUMBARIA NICHES	352	MEMORIAL BENCH	6
FAMILY COLUMBARIA NICHES	88	MEMORIAL TREE	6
IN-GROUND CREMATION LOT WITH FLAT MARKER	32		
IN-GROUND CREMATION LOT WITH UPRIGHT MARKER	66		
SCATTERINGS			

TOWN OF MINTO - CREMATION GARDEN CONCEPTS



- RECTANGULAR WALL COLUMBARIA WITH CANTED NICHE AT GROUND LEVEL AND ARBOUR ABOVE AND PLANTERS BETWEEN.
- CREMATION GARDEN WITH 72 NICHE DOME COLUMBARIA, MEMORIAL BENCHES AND 2 NICHE FAMILY COLUMBARIA (QTY: 4). RETAINING WALL RECOMMENDED TO ACCOMMODATE EXISTING GRADING. POTENTIAL FOR ADDITIONAL MEMORIALIZATION AND/OR IN-GROUND CREMATION OPTIONS.
- LOW COLUMBARIA/RETAINING WALL WITH CANTED NICHE AT GROUND LEVEL.
- 2.0m WIDE CONCRETE SIDEWALK AROUND EXISTING CHAPEL.
- 72 NICHE DOME COLUMBARIA
- TWO-SIDED, 24 NICHE OBELISK COLUMBARIA (QTY: 6) WITH CURVED TRELLIS ABOVE
- PRECAST, PERMEABLE PAVERS
- AREA RESERVED FOR IN-GROUND CREMATION. MIXTURE OF UPRIGHT AND FLAT MARKERS.
- PROPOSED STORM WATER MANAGEMENT POND TO MITIGATE FLOODING AND DRAINAGE ISSUES. TREE CLEARING REQUIRED. POTENTIAL FOR NATURALIZATION AND LOW IMPACT MEMORIALIZATION. ADDITIONAL POTENTIAL TO TIE INTO EXISTING GREENWAY TRAIL. STORMWATER POND VOLUME REQUIREMENTS AND GRADING PLANS TO BE CONFIRMED AND DESIGNED BY A CIVIL ENGINEER

LEGEND

- CONCRETE
- ROAD
- PRECAST PAVERS
- BUILDING
- COLUMBARIA
- LIMESTONE
- TURF AREA
- PLANT BED
- SWM POND WATER
- PROPOSED TREE
- EXISTING TREE TO REMAIN

INTERMENTS	QTY
COLUMBARIA NICHE	864
FAMILY COLUMBARIA NICHE	16
IN-GROUND CREMATION LOT WITH FLAT MARKER	147
IN-GROUND CREMATION LOT WITH UPRIGHT MARKER	323
MEMORY STONES	96

MEMORIALS	QTY
MEMORIAL BENCH	24
MEMORIAL TREE	4



Harriston Cemetery - Concept 2

Jessie St., Harriston, Ontario

TOWN OF MINTO - CREMATION GARDEN CONCEPTS



DOME COLUMBARIUM



CURVED COLUMBARIA WITH CANTED NICHES



COLUMBARIUM RETAINING WALL



LOW IMPACT MEMORIALIZATION



SWM POND WITH MEMORY STONES



TOWER COLUMBARIA



TOWER COLUMBARIA WITH ARBOUR ABOVE

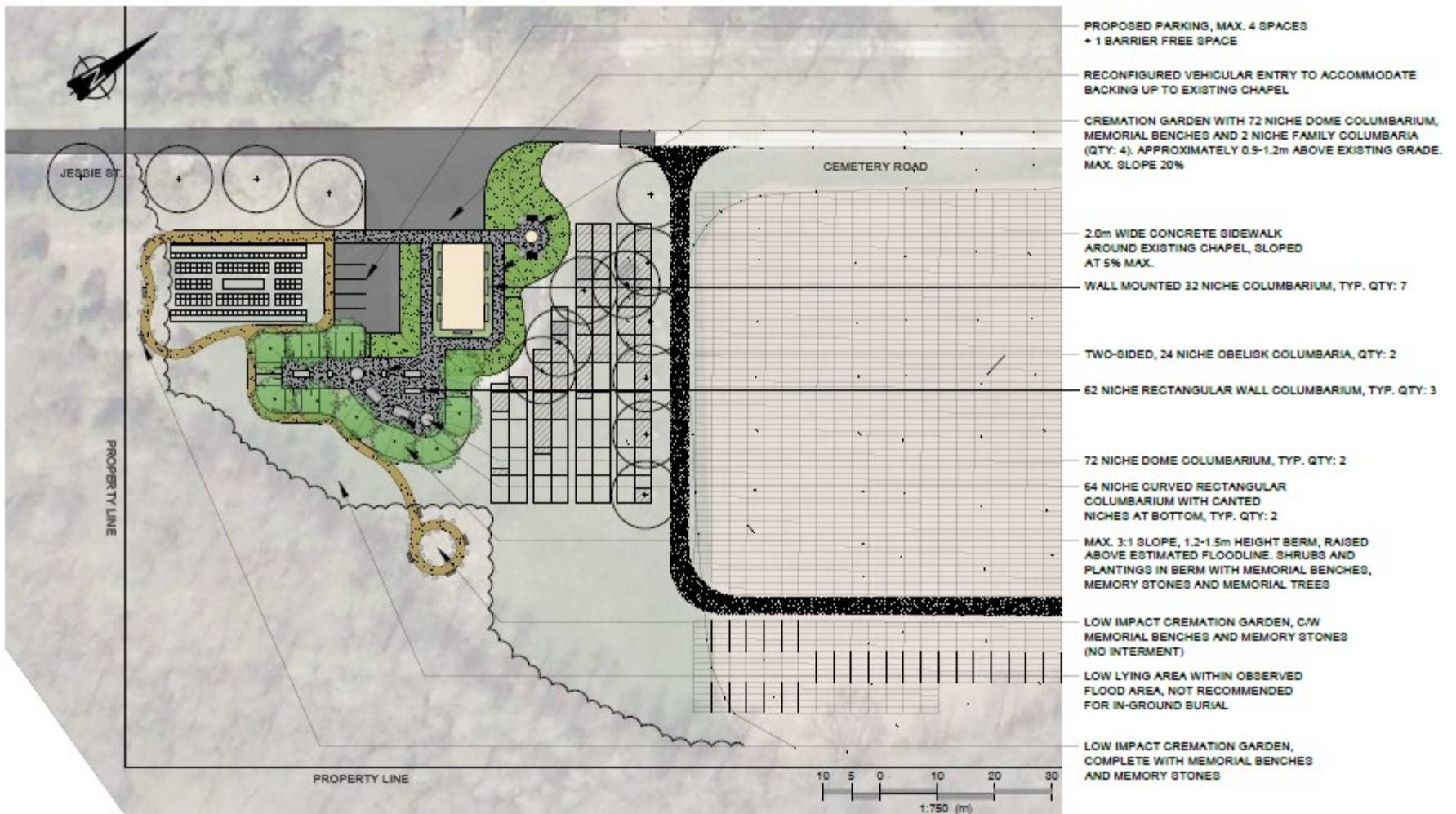


WALL MOUNTED COLUMBARIUM



2 NICHE COLUMBARIUM

TOWN OF MINTO - CREMATION GARDEN CONCEPTS

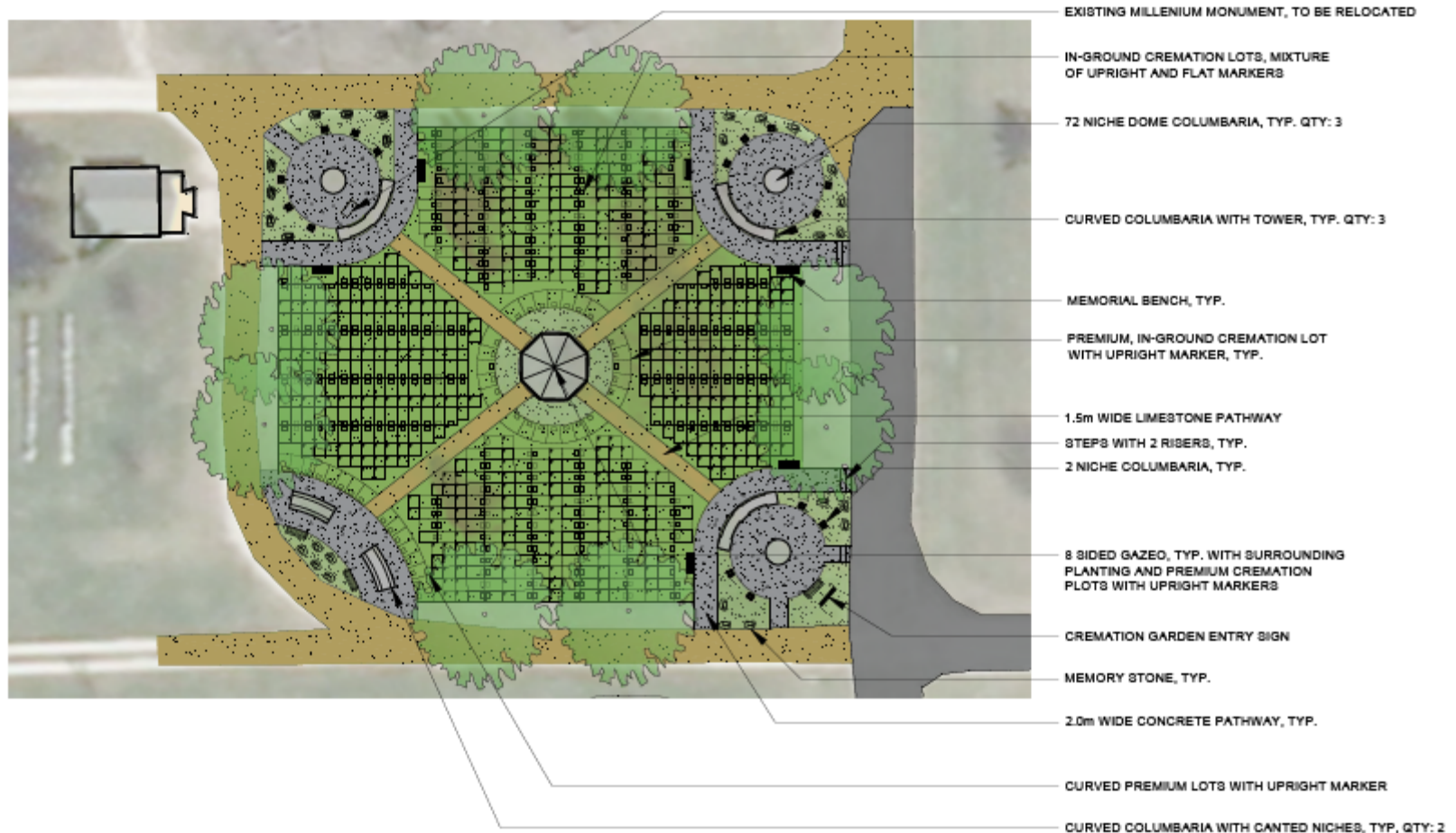


LEGEND

	CONCRETE		COLUMBARIA
	ROAD		LIMESTONE
	BUILDING		TURF AREA
			PLANT BED
			PROPOSED TREE
			EXISTING TREE TO REMAIN

INTERMENTS	QTY	MEMORIALS	QTY
COLUMBARIA NICHE	752	MEMORIAL BENCH	11
FAMILY COLUMBARIA NICHE	8	MEMORIAL TREE	10
		MEMORY STONES	47

TOWN OF MINTO - CREMATION GARDEN CONCEPTS



LEGEND

	CONCRETE		LIMESTONE		PROPOSED TREE
	ROAD		TURF AREA		EXISTING TREE TO REMAIN
	BUILDING		PLANT BED		
	COLUMBARIA				

INTERMENTS	QTY
COLUMBARIA NICHEs	752
FAMILY COLUMBARIA NICHEs	32
IN-GROUND CREMATION LOT WITH FLAT MARKER	279
IN-GROUND CREMATION LOT WITH UPRIGHT MARKER	480
PREMIUM IN-GROUND CREMATION LOT	40
MEMORY STONES	27

MEMORIALS	QTY
MEMORIAL BENCH	9
MEMORIAL TREE	8



TOWN OF MINTO - CREMATION GARDEN CONCEPTS



CURVED COLUMBARIA WITH CANTED NICHES



CURVED COLUMBARIUM WITH RAISED END UNITS



DOMED COLUMBARIUM



CREMATION GARDEN ENTRY SIGNAGE



GAZEBO FEATURE



RECTANGULAR COLUMBARIUM WITH RAISED ENDS



RECTANGULAR COLUMBARIUM

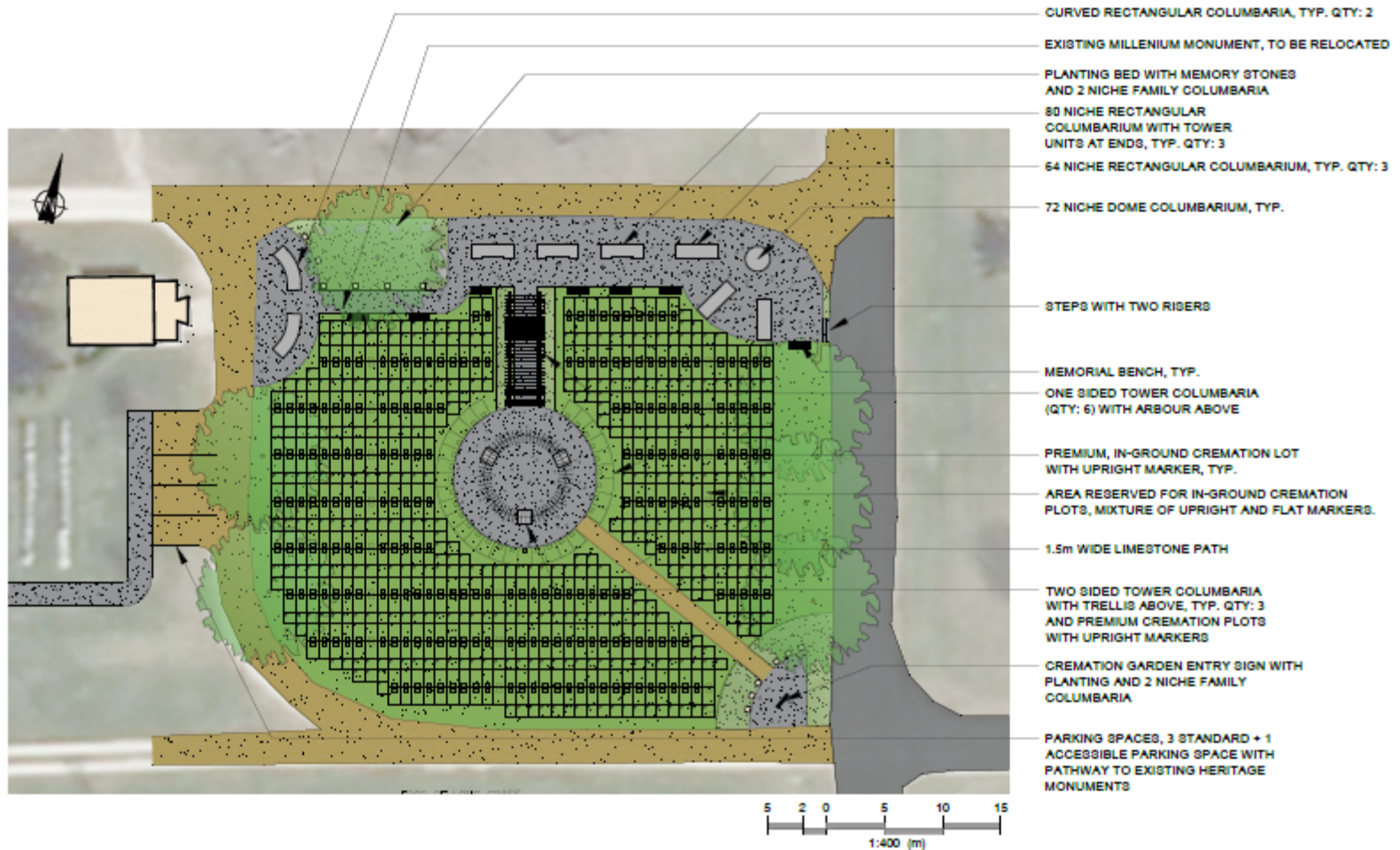


TOWER COLUMBARIUM WITH ARBOUR ABOVE AND CURVED COLUMBARIUM



2 NICHE COLUMBARIUM

TOWN OF MINTO - CREMATION GARDEN CONCEPTS



LEGEND

	CONCRETE		LIMESTONE		PROPOSED TREE
	ROAD		TURF AREA		EXISTING TREE TO REMAIN
	BUILDING		PLANT BED		
	COLUMBARIA				

INTERMENTS

	QTY
COLUMBARIA NICHE	728
FAMILY COLUMBARIA NICHE	22
IN-GROUND CREMATION LOT WITH FLAT MARKER	332
IN-GROUND CREMATION LOT WITH UPRIGHT MARKER	496
PREMIUM IN-GROUND CREMATION LOT	29
MEMORY STONES	5

MEMORIALS	QTY
MEMORIAL BENCH	7
MEMORIAL TREE	6

Cost and Phasing

- Depending on option total cost to do all installation in three cemeteries +/- \$2 million for +/- 3300 niches which could provide for over 6,000 interments
- Quality installations last 50 to 100 years or more with proper maintenance
- Work can be phased into many different sections in each cemetery over several years
- Seek out public comments in fall public meetings late October early November
- Full day of public open houses with Hilton Landmarks designer to obtain feedback in Palmerston, Clifford and Harriston 10am - noon; 1pm - 3pm 3:30pm - 5:30pm



Cemetery Master Plan

- Sending to area Funeral Home Operators along with preferred design for review and comment
- Receive public comment on design options this fall and on Draft Cemetery Master Plan
- Consolidate all comments into Final Cemetery Master Plan for presentation to next Council for budget allocation in 2019 and beyond
- Cremation design options fits with Master Plan Action #20 to establish a benevolence program to help fund “new columbarium, niches or other features, chapel upgrades or similar improvements”

Recommendation

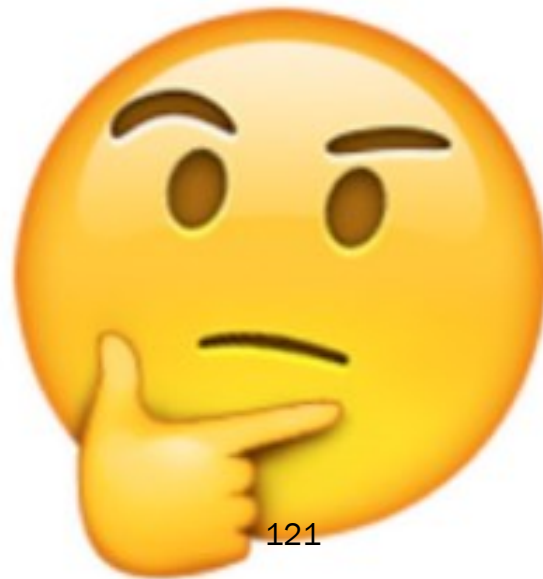
That Council receive the presentation from the CAO Clerk and Roads & Drainage Manager regarding Hilton Landmarks Design Options; Interring Cremated Remains Clifford, Harriston, Palmerston Cemeteries, and that Council direct staff to proceed to public comment on the proposed designs presented.





Hilton Landmarks Design Options

Questions?





Town of Minto Sidewalk Policy

Implementing New Minimum
Maintenance Standard OREG 366/18



New Standards for Sidewalks

- May 3/18 Province approves Ontario Regulation 366/18
- Section 16.3 snow cannot exceed 8cm within 48 hours of event; maintain width at least 1.0 metre wide.
- Maintenance required “substantial probability” of ice formation within 48 hours “if practicable”.
- Section 16.7 patrols required on "representative" sidewalks at interval “deemed necessary” by Town.
- Section 16.2(1) encroachments obstructions or features not installed by the Town that constitute a significant hazard to pedestrians must be removed within 28 days.

Council Direction

- August 7/18 Council passed the following resolution:

MOTION: COW 2018-198

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



Current Maintenance

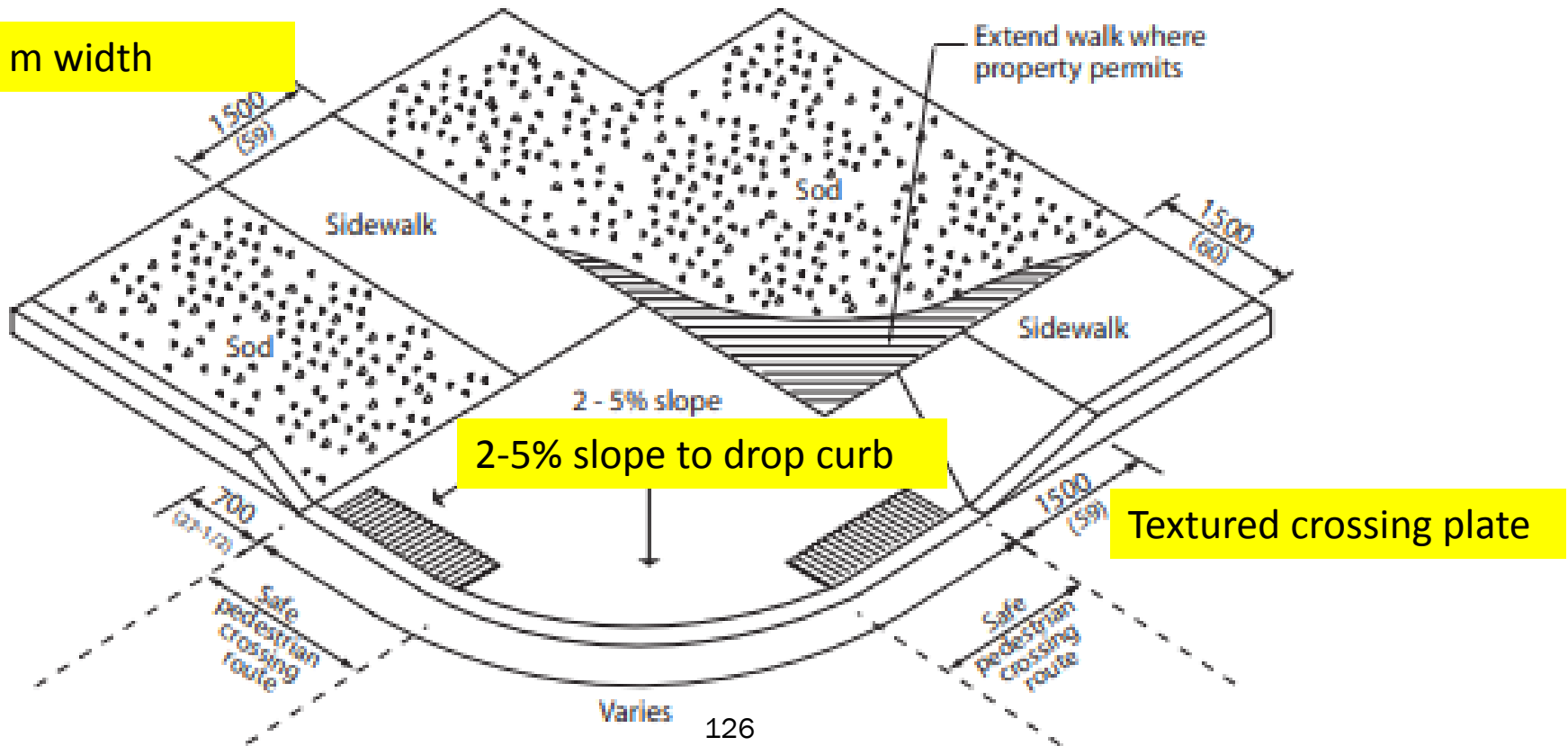
- 43 km of sidewalks; WALK Friendly Bronze Designation
- +/-65% not up to current 1.5 metre width standard;
Town budget \$60,000 capital and \$120,000
maintenance repairs +/-1 to 1.5km annually
- Winter Maintenance Policy 2.5 cm depth with salt/sand
within 12 hours of event on major routes; weekday
mornings leading to schools priority
- Town does not maintain all sidewalks in winter to new
Provincial Standard (8.0cm with 48 hours of event)
- Need to show plan and progress toward sidewalks that
meet standards and are cleared in winter

County Accessibility Standard

- Adopted by Town for persons of all abilities

Curb Ramp at Sidewalks with Narrow Boulevards

1.5 m width



Accessibility Standard



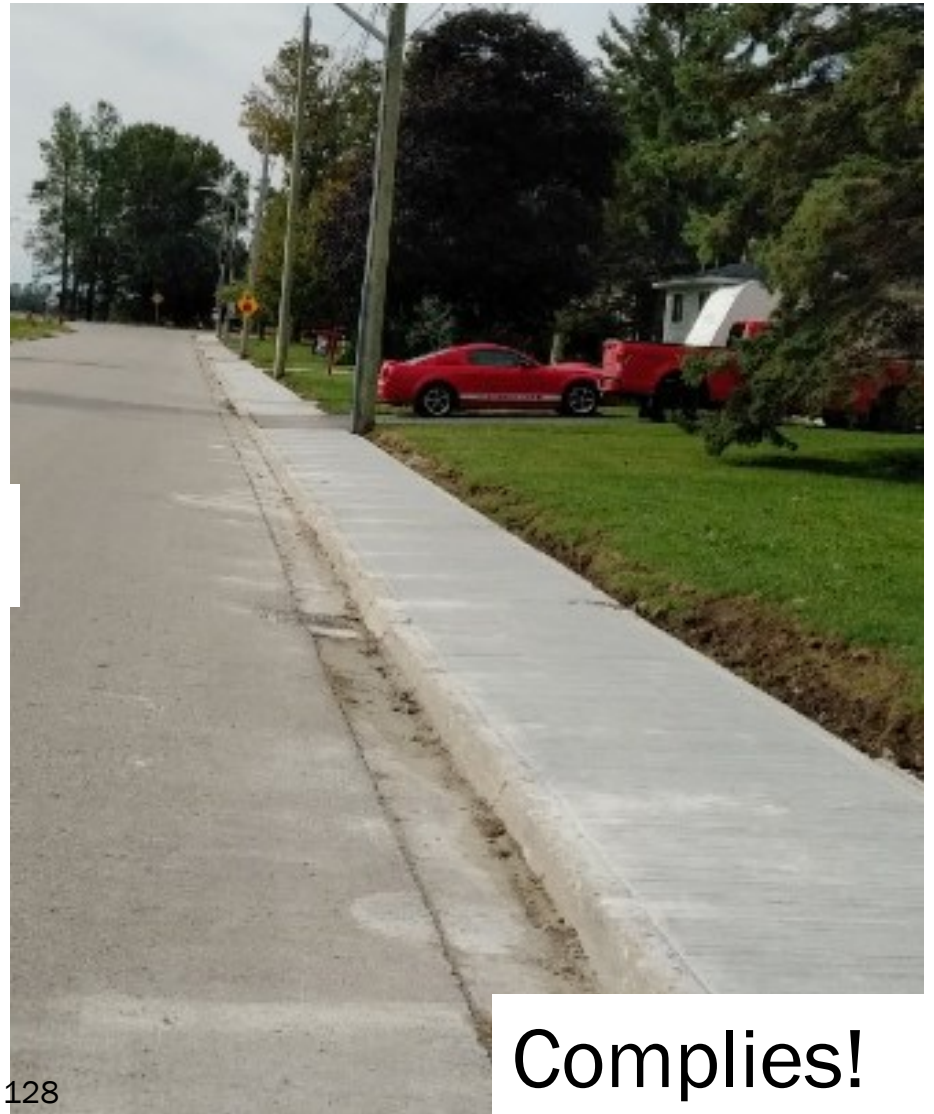
Does not comply



Accessibility Standard



Do not comply



Complies!

Trails

- Important part of active transportation
- Town trail system in Clifford, Harriston, Palmerston and links between augment sidewalk system
- Join neighbourhoods or increase pedestrian options, but not as accessible
- Ann St Clifford trail behind new homes Park to Queen instead of sidewalk on the street?



Proposed Policies

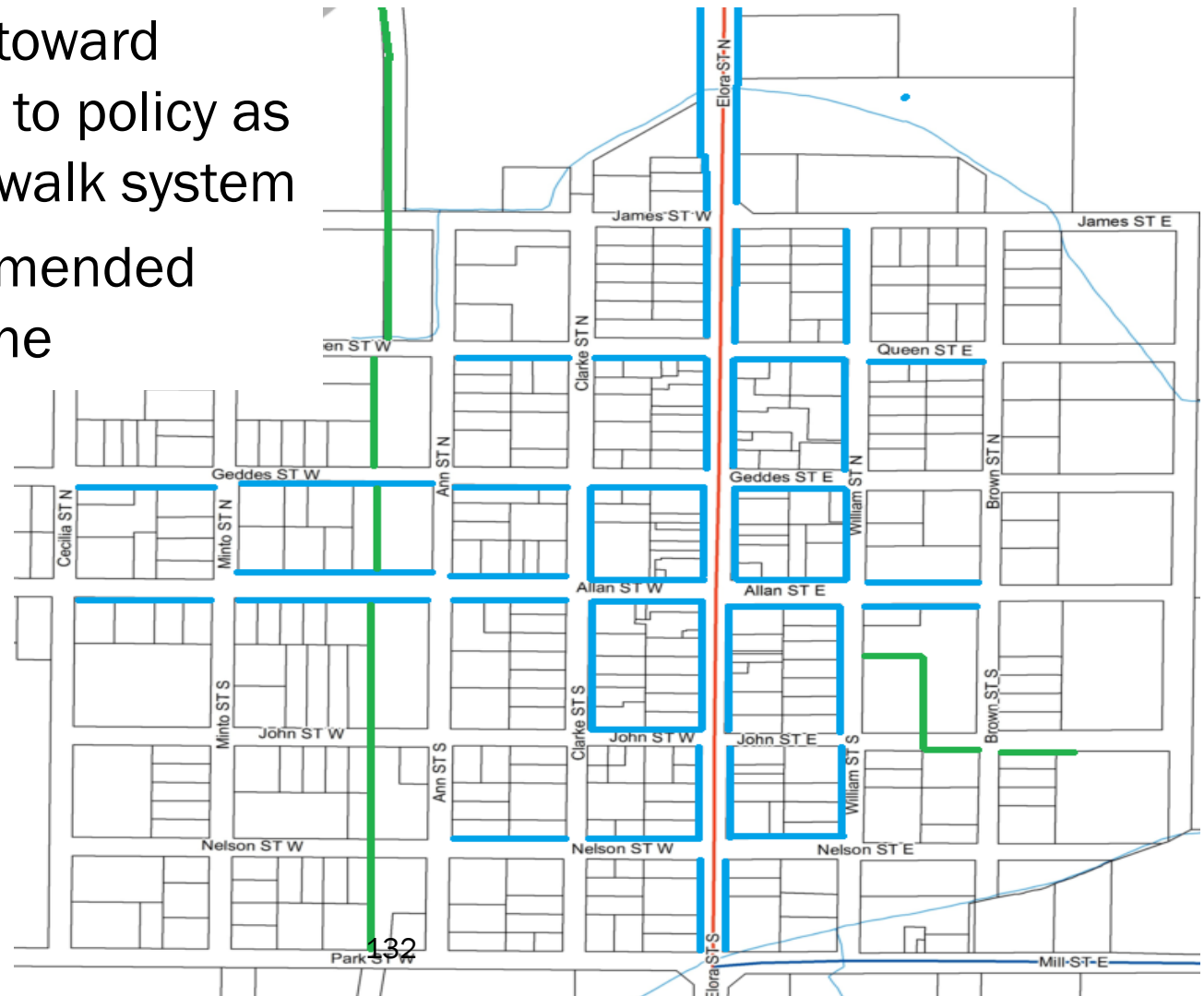
- 1.5 metre width; no more 1.2 metre wide
- Arterial Roads sidewalks both sides (Elora St Harriston, Clifford; Main St Palmerston, Toronto St ?)
- Collector Road sidewalks 1 side; continuous travel pattern to arterial roads, community features
- Local Roads sidewalks if needed to schools. Churches, local convenience
- Council enhance or reduce standard due to physical conditions, budget, engineer/staff recommendation
- Replace substandard sidewalks arterial roads high priority over collector roads priority over local roads

Proposed Policies continued

- High pedestrian use sidewalks priority over lower use
- Sidewalks in poor condition removed may not be replaced at Council's discretion; proposed to reduce total sidewalk from 43 km to 33 km
- Town will work toward winter maintenance of all sidewalks within 10 years
- Meet or exceed MMS for sidewalk winter maintenance; 2.5 cm inside 12 hours; main routes
- Patrol shall occur at the same time as road patrol
- At least 1 “north-west” sidewalk & 1 “east-west” sidewalk each urban area representative of winter conditions

Proposed Policies continued

- Town will work toward maps attached to policy as “ultimate” sidewalk system
- Maps can be amended from time to time



Implementation

Fund construction and maintenance of sidewalks:

1. Developers of subdivisions construct sidewalks at their cost to comply with this policy. Town assumes maintenance with rest of the infrastructure.
2. Capital budget minimum of \$60,000/year (2018 budget amount) increasing \$10,000/ year for 10 years.
3. Operating budget \$120,000 for winter/summer sidewalk maintenance.
4. Budget figures may be adjusted annually by Council upwards or downwards depending on priorities.
5. Policy review annually at budget & new term of Council.



Proposed Sidewalk Policy

Questions?



Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

Minto Sidewalk Policy

1.0 Purpose

Establish policy and practice regarding maintaining and improving Minto’s sidewalk infrastructure.

2.0 Context

Sidewalks are an important part of a municipality’s transportation infrastructure. Pedestrian movement as a means of active transportation is integral to building community.

The Strategic Plan 2018 update has numerous references to active community, maintaining infrastructure and includes the following two specific actions

- 6.8 Implement planning standards for healthy community development including such tools as physical activity plans, walkable communities, remediation of contaminated sites, active transportation and similar.

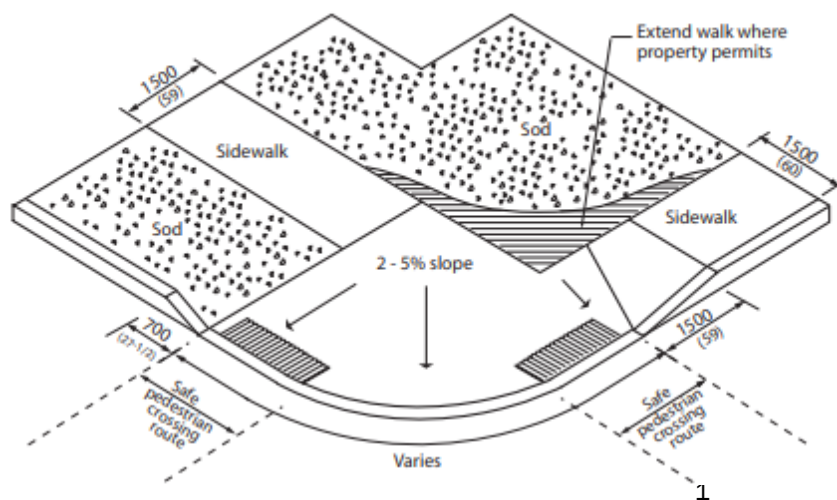
- 7.1 Create a supportive pedestrian and cycling environment by pursuing active transportation and walkable community initiatives in accordance with County and local plans and in cooperation with local groups and organizations.

The Town of Minto was received a WALK Friendly Community designations of bronze at ACT Canada's Sustainable Mobility and Healthy Communities Summit in 2014. The WALK Friendly Communities designations encourage “practical steps to make walking safe, convenient and enjoyable. Walk friendly environments are linked to higher rates of everyday walking, helping to create vibrant neighbourhoods, and increased retail sales”. Walking helps people improve their health and fitness.

2.1 Accessibility

Sidewalks are important to community accessibility for persons of all abilities. The Town adopted accessibility standards in the Wellington County Design Manual. Elements of the County standard for accessible sidewalks are included in the appendices of this policy. Some basic design requirements such as minimum 1.5 met width, 2-5% curb

Curb Ramp at Sidewalks with Narrow Boulevards



Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

drops to roadway and tactile strips at crossing points are shown.

2.2 Minimum Maintenance Standards

May 3rd, 2018 the former Minister of Transportation approved Ontario Regulation 366/18 enhancing Minimum Maintenance Standards for Municipal Highways. Section 16.3 requires snow accumulation on sidewalks not exceed 8cm within 48 hours of a snow event. Standard winter maintenance width shall be no less than one metre. This means that maintenance must occur where snow on sidewalks exceeds 8cm or where there is a “substantial probability” of ice formation on a sidewalk within 48 hours of an a event “if practicable”.

Section 16.7 states that there is a substantial probability of snow or ice accumulation on sidewalks patrols are to be conducted. The municipality can select sidewalks it deems "as representative” and the intervals for patrols “deemed necessary by the municipality."

Section 16.2(1) requires areas beside sidewalks are to be inspected for encroachments each year with no less than 16 months between. Encroachments are obstructions or features the Town does not install and constitute a significant hazard to pedestrians and must be removed within 28 days.

The Minimum Maintenance Standard does not provide for a municipality maintaining some sidewalks in the winter while not maintaining others. Currently the Town does not maintain a number of sidewalk sections due to their substandard width of 1.2 metres and their location. This policy will ensure over time the Town provides winter maintenance on all sidewalks that are of an appropriate standard.

2.3 Current Maintenance Standards

The Town has about 43 km of sidewalks of a variety of widths and conditions. Some older sidewalks are 1.2 metres wide do not meet accessibility standards. Cracks or broken sidewalk sections 1.2 metres wide are maintained and repaired where possible. Every spring boulevard restoration is required as present-day snow removal equipment can damage grass along sidewalk edges. Since 2012 the Town has replaced substandard sidewalks with 1.5 metre wide installations with accessible features.

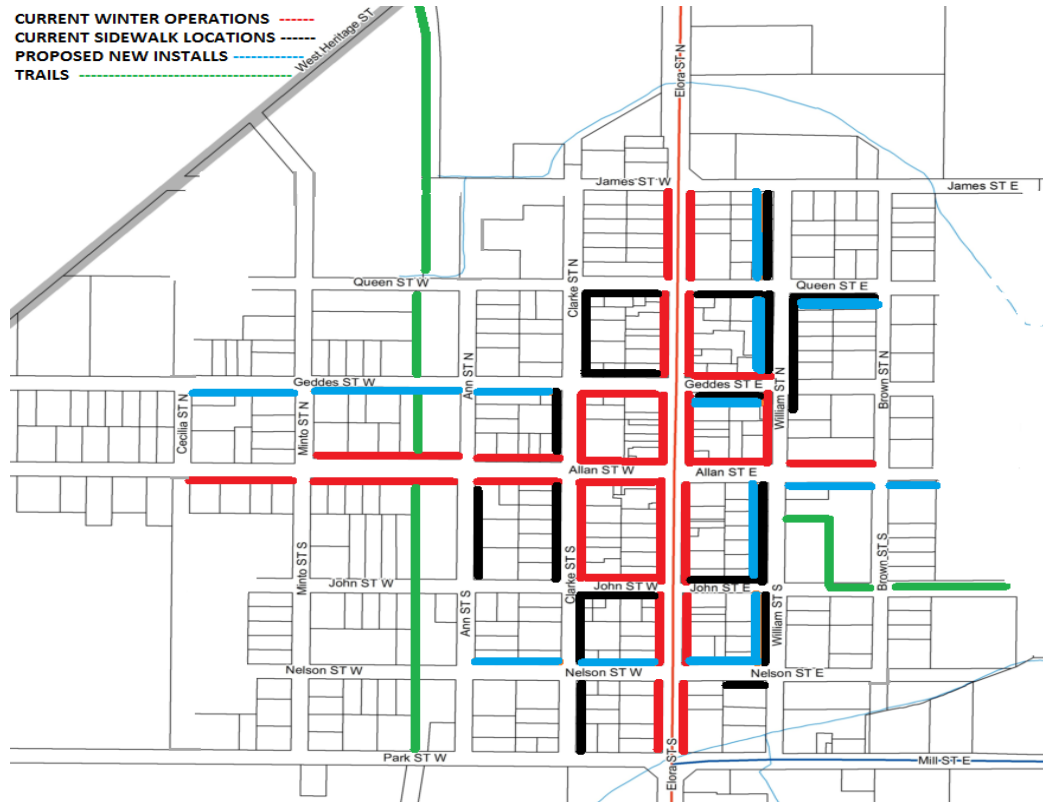
For winter maintenance the Town has plowed sidewalks on main routes leading to major institutions regardless of the width or standard. The Town’s 2015 Snow Removal Policy includes designated sidewalk routes for winter control. During weekdays Town staff currently clears to less than 2.5 cm depth with sand and salt within 12 hours of an event particularly on direct routes to schools and on main roads. In almost all cases sidewalks the Town maintains in winter are completed to less than 2.5 cm before noon when there is an overnight event. The Town does not maintain sidewalks in the winter that are off main

Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
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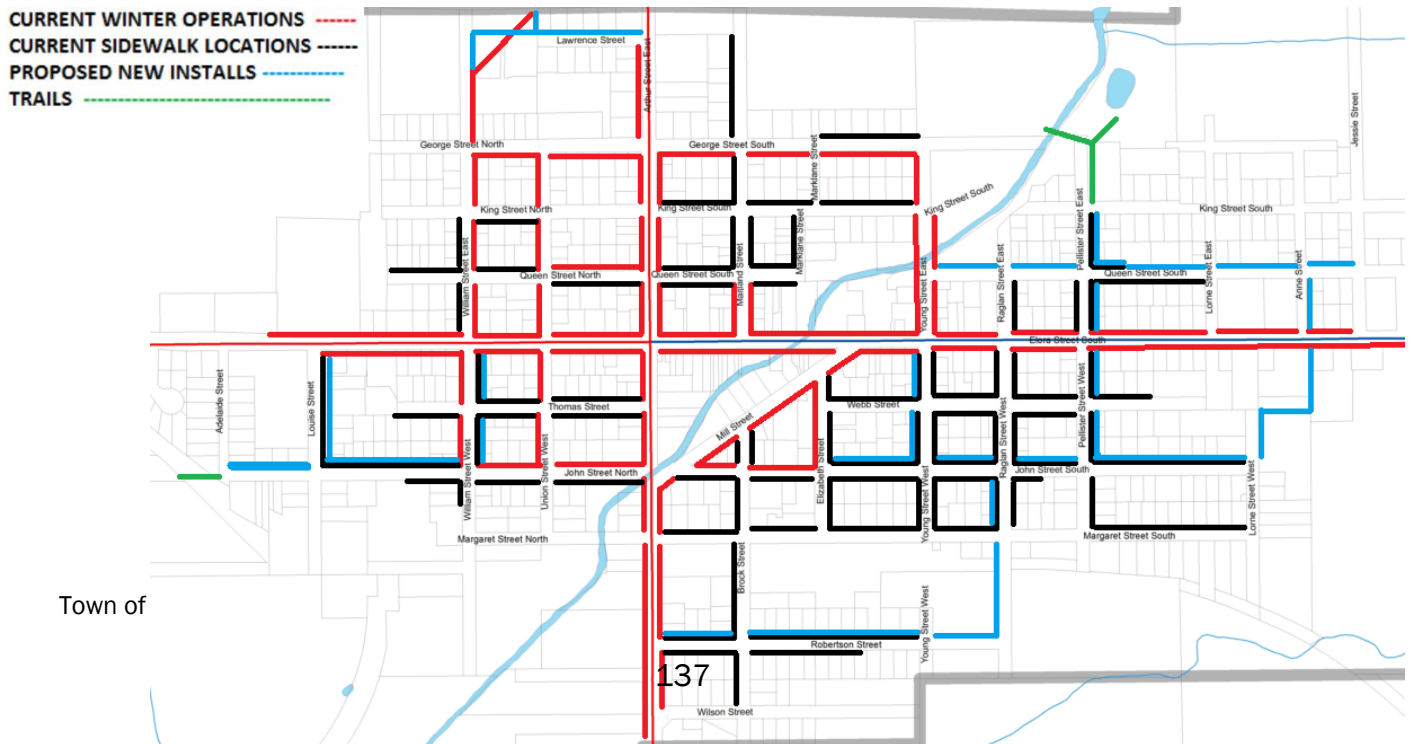
roads, infrequently used or not direct routes to school. As a result of the new minimum maintenance standards the Town will need to move toward winter maintenance of all sidewalks to a lower standard.

2.4 Sidewalk Inventory

The following is an inventory of existing and proposed sidewalks in Minto urban areas
Clifford



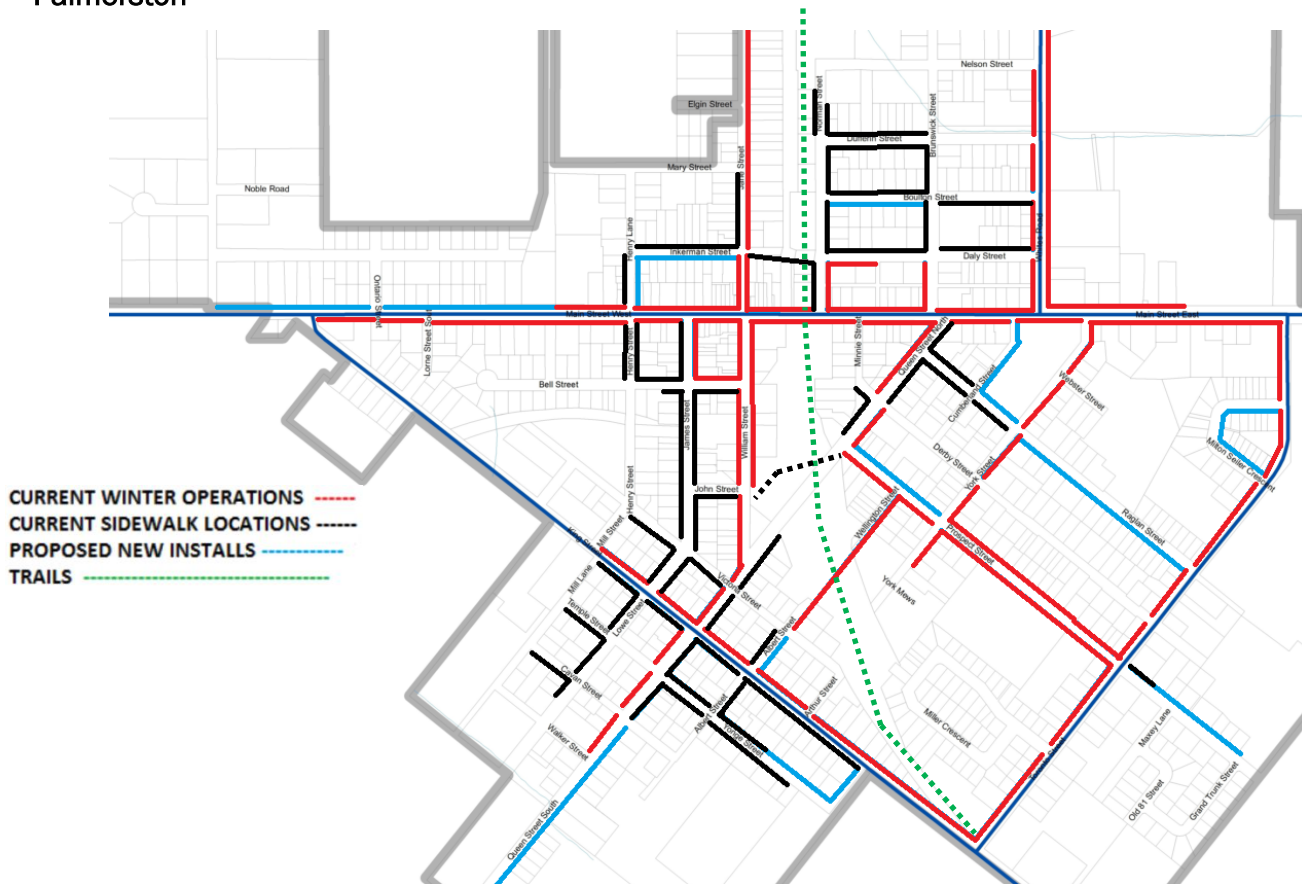
Harriston



Town of

Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

Palmerston



2.4 Trails

Trails are part of an integrated active transportation plan providing alternative pedestrian routes through communities. The Town has an active trail system within or adjacent to its urban areas, and sections of rural trail that link communities. Trails can act as an alternative to sidewalks depending on location and design, and can be used to join neighbourhoods through parkland or open space systems. Examples of trails include White’s Junction Trail Palmerston, Greenway Trail Harriston and the Clifford Trail System.

3.0 Sidewalk Policies

The following are policies respecting Town of Minto sidewalks

- a. New sidewalks installed in urban areas shall be a minimum 1.5 metres wide and shall include all required accessibility elements as outlined in the County Design Manual and any other applicable standard (excerpt attached as Appendix “A” to this policy).
- b. Arterial roads such as Main Streets, Connecting Links and County roads through urban areas that carry high volumes of traffic will be designed or reconstructed with sidewalks on both sides.

Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

- c. Collector roads carrying traffic from neighbourhoods to arterial roads will be designed or constructed with a minimum one sidewalk on one side. Where sidewalks are on one side of a street the Town shall ensure a contiguous travel pattern through a neighbourhood to arterial roads or main community features such as schools, churches, retail areas
- d. Local roads carrying relatively low amounts of traffic to collector roads may have no sidewalk or may have a sidewalk on one or both sides if necessary to provide a continuous travel pattern through a neighbourhood or to link with community features such as schools, arenas, churches or neighbourhood commercial uses.
- e. Council may choose to enhance or reduce the standard of sidewalk installation for arterial, collector and local roads depending on physical conditions, changing land use, and community need based recommendations of Town staff or other qualified professionals.
- f. Existing substandard sidewalks according to County Design Standards located on arterial, collector or local roadways where the Town proposes to maintain a sidewalk shall be identified for replacement based on a condition and need assessment considering the following:
 - i) Substandard sidewalks on arterial roads shall be replaced before collector roads which shall be replaced before sidewalks on local roads.
 - ii) Sidewalks serving public institutions where there is heavy pedestrian use shall take priority over sidewalk sections that have less use and provide limited accessibility to community features.
 - ii) Substandard sidewalks in poor physical condition should be removed if they are unsafe for use or provide limited service benefit. The Town as its sole discretion may choose to remove an unsafe sidewalk and not replace it if the area would not normally be considered for sidewalk under this policy.
- g. In addition to moving forward removing and/or replacing substandard sidewalks where possible and practical, the Town shall work toward winter patrol and snow removal on all sidewalks on a phased and scheduled basis so that within 10 years all sidewalks in the Town comply with the standards in this policy and are maintained in the winter.
- h. The Town shall meet or exceed minimum maintenance standards for patrol, snow and ice accumulation, and encroachments on sidewalks, and in particular shall attempt to ensure snow accumulation does not exceed 2.5 cm depth with sand and salt within 12 hours of an event on direct routes to schools and on main roads.
- i. Town sidewalk patrol during the winter season shall occur at the same time road patrols occur and will include examination of no less than one sidewalk generally travelling north and south and one sidewalk generally travelling east west in all three urban areas.
- j. Trails may augment the sidewalk system in some cases and where this occurs the Town shall maintain the trail in accordance with this policy.

Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

- k. The maps attached as Appendix “B” to this policy as may be amended from time to time shall represent the desired sidewalk system in the Town.

4.0 Implementation

The Town shall fund the construction and maintenance of sidewalks in the following ways:

1. Developers of new subdivisions shall construct sidewalks at their sole cost as may be required within the subdivision agreement to comply with this policy. The Town shall assume maintenance responsibility of the sidewalk when it assumes the rest of the infrastructure within the project.
2. Within its capital budget the Town should include a minimum of \$60,000 annually for sidewalk repair and replacement beginning in the year of adoption of the policy increasing a minimum \$10,000 per year for the next 10 years.
3. Within its operating budget the Town should include a minimum of \$120,000 for winter and summer sidewalk maintenance.
4. Budget figures identified in this policy may be adjusted annually by Council upwards or downwards depending on infrastructure priorities.
5. This policy shall be considered annually during budget deliberations and shall be re-considered within every new term of Council.

Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

Appendix County Accessibility Standard for Sidewalks

4.1.10 CURB RAMPS

4.1 ACCESS AND CIRCULATION

RATIONALE

In the interest of moving people safely and efficiently off a roadway, the design of curb ramps is very important. The same issues related to the slopes of ramps apply equally to slopes of curb ramps. A well-designed curb ramp can be spoiled by an uneven or gapped transition between the road surface and curb ramp. Flared sides on the curb ramp eliminate the hazard of pedestrians stepping off of an edge. While a smooth transition and minimal slope are ideal for someone in a wheelchair, they are a potential hazard to an individual with a visual impairment who may not notice the transition from sidewalk to street. Textured surfaces become an important safety feature in this scenario.

APPLICATION

Curb ramps complying with this section shall be provided wherever any path of travel crosses a curb.

DESIGN REQUIREMENTS

Accessible curb ramps shall be on an accessible route complying with 4.1.4.

The running slope shall be between 1:50 and 1:20 (2%-5%). In a retrofit situation where it is impractical to achieve these slopes, a running slope no steeper than 1:12 (8.3%) may be used.

The minimum width of curb ramps, exclusive of flared sides, shall be 1500 mm (59 in.).

Curb ramp configuration shall be as illustrated in Figures 4.1.10.1 to 4.1.10.6.

The maximum counter slope of gutters and road surfaces immediately adjacent to curb ramps shall be 1:20.

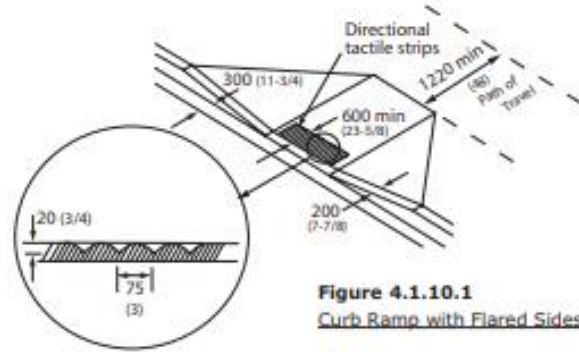


Figure 4.1.10.1
Curb Ramp with Flared Sides



Figure 4.1.10.2
Curb Ramp where Sidewalks are adjacent to Curb

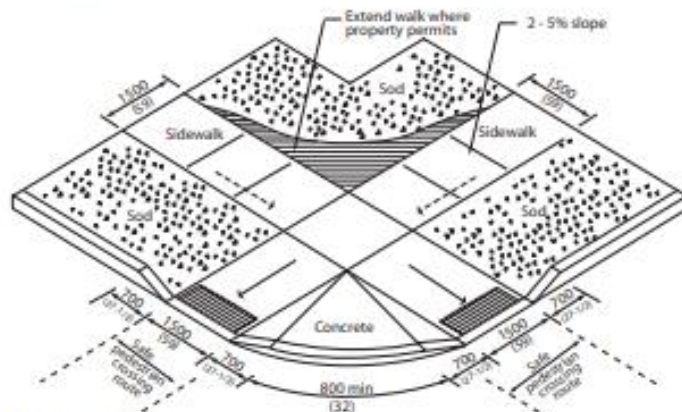


Figure 4.1.10.3
Curb Ramp at Sidewalks with Wide Boulevards

Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

4.1 ACCESS AND CIRCULATION

4.1.10 CURB RAMPS

DESIGN REQUIREMENTS (Continued)

Surfaces of curb ramps shall

- be slip-resistant;
- have a smooth transition from the curb ramp to adjacent surfaces; and
- incorporate a detectable warning surface comprised of directional tactile strips that
 - are configured as shown in 4.1.10.1;
 - are minimum 600 mm (23-5/8 in.) long, commencing 200 mm (7-7/8 in.) back from the edge of the vehicular roadway;
 - are parallel to the primary direction of pedestrian travel; and
 - guide pedestrians directly into a safe pedestrian crossing route across the roadway.

Where two sidewalks meet and the intersection is too narrow to incorporate tactile strips in both directions, tactile strips shall be located along the primary path of travel.

Curb ramps at pedestrian crosswalks shall be wholly contained within the area designated for pedestrian use.

Raised islands in crossings shall

- be cut through level with the street; or
- have curb ramps at both sides and a level area not less than 1370 long (54 in.) in the middle.

Islands level with the street shall have within the area designated for pedestrian use, detectable warning surfaces in compliance with Figure 4.1.10.1.

RELATED SECTIONS

- 4.1.1 Space and Reach Requirements
- 4.1.2 Ground and Floor Surfaces
- 4.4.8 Detectable Warning Surfaces
- 4.4.12 Glare and Light Sources
- 4.4.14 Materials and Finishes
- 4.4.15 Texture and Colour

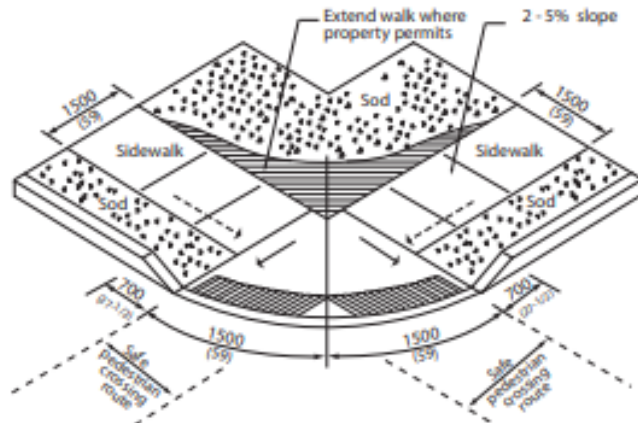


Figure 4.1.10.4
Curb Ramp at Sidewalks with Narrow Boulevards

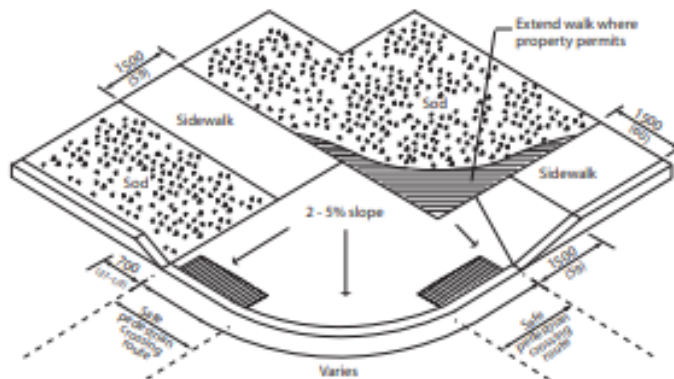


Figure 4.1.10.5
Curb Ramp where Sidewalk at Curb meets Sidewalk with Wide Boulevard

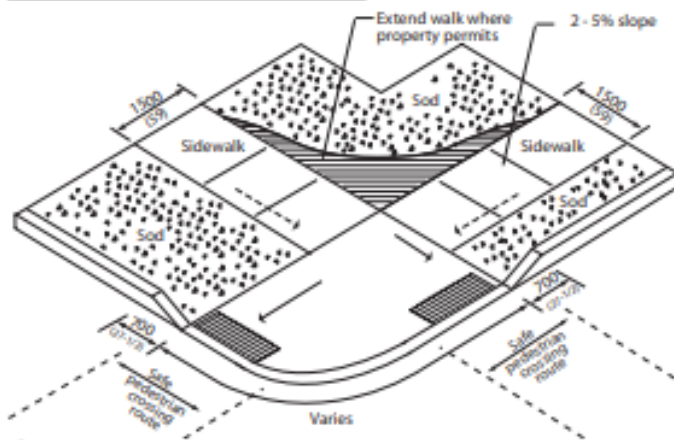
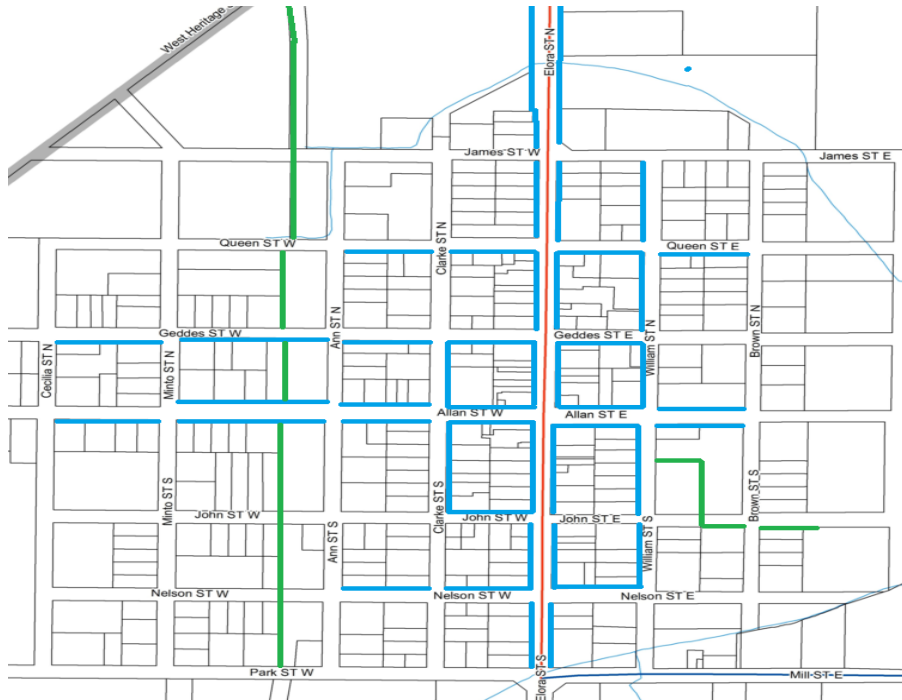


Figure 4.1.10.6
Curb Ramp where Sidewalk with Narrow Boulevard meets Sidewalk with Wide Boulevard

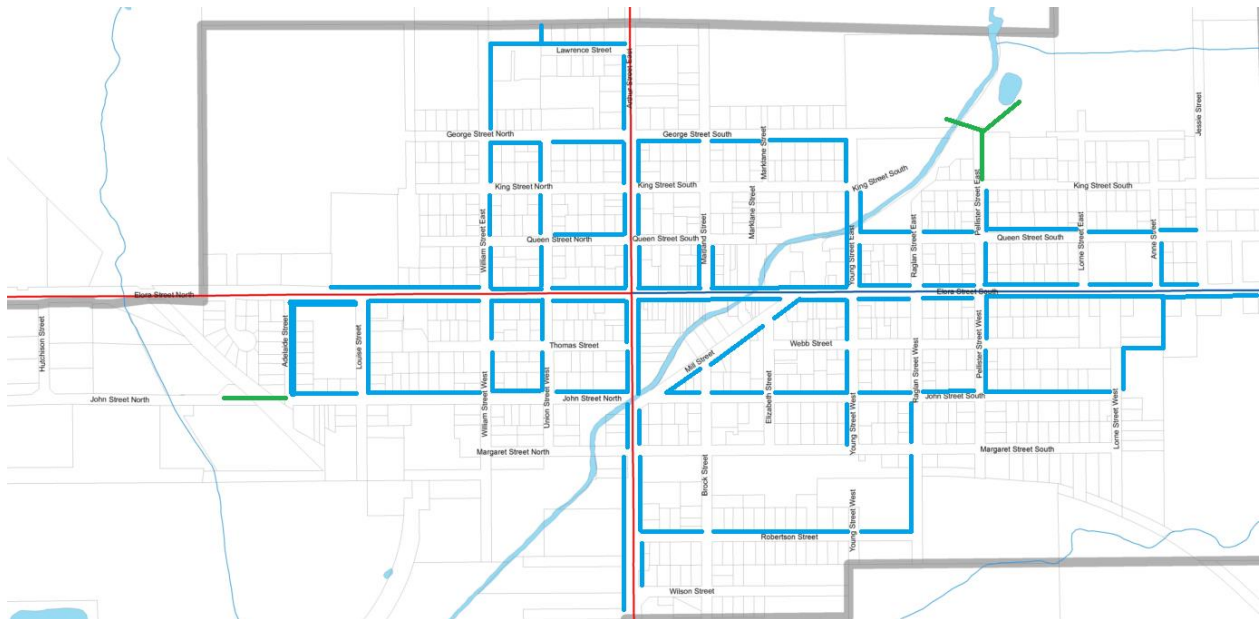
Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

Appendix "B"

Clifford Future Sidewalk System

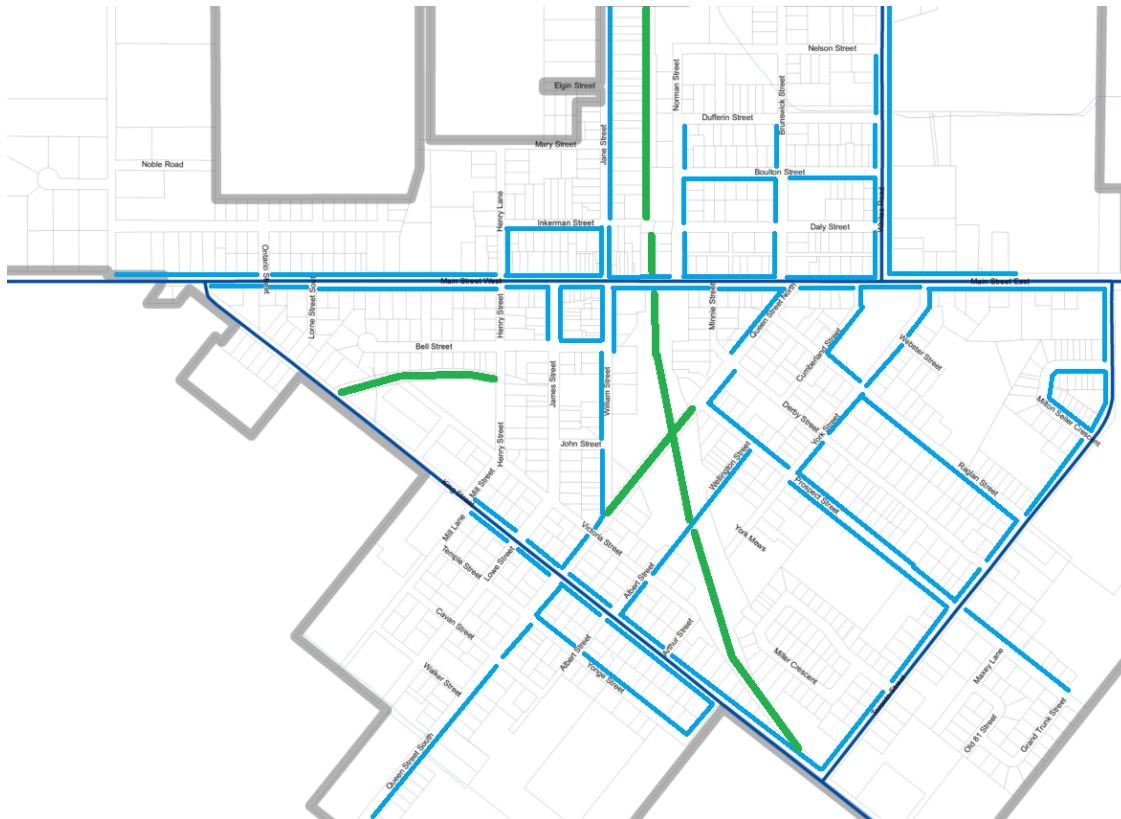


Harriston Future Sidewalk System



Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018

Palmerston Future Sidewalk System



Section: Public Works	Policy Number: 4.14
Policy: Sidewalks	Effective Date: 11/16/2005
Date Last Revised:	Current Revision Date: 10/02/2018



TOWN OF MINTO

DATE: September 26, 2018
REPORT TO: Mayor Bridge & Members of Council
FROM: Gordon Duff, Treasurer; Janet Klemp, Tax Collector
SUBJECT: Tax Sale Process

STRATEGIC PLAN:

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

BACKGROUND:

Previously, a tax arrears certificate could be registered if there were arrears owing on January 1 of the third year following that in which the taxes became owing (*Municipal Act, 2001*, s. 373(1)). In other words, if there were arrears owing from 2015 or earlier, a tax arrears certificate could be registered after January 1, 2018.

Extension Agreements previously required the passage of a By-Law by Council. Also in the past, municipalities had the option to apply to receive excess proceeds from a tax sale that were greater than the Cancellation Price.

Bill 68 Modernizing Ontario's Municipal Legislation Act of 2017 revised Municipal Tax Sale legislation incorporated into the Municipal Act. Best practices were also changed as a result of the new legislation. The following attachment from RealTax summarizes the changes:

<https://www.realtax.ca/wordpress/wp-content/uploads/2017/06/Changes-to-Tax-Registrations-and-Sales-Under-Bill-68.pdf>

These changes impact the Town as follows:

- A tax arrears certificate can now be registered in the second year of arrears instead of the third year. In other words, if there are arrears owing from 2017 or earlier, a tax arrears certificate could be registered after January 1, 2019. Previously, a property needed to be three years in arrears.
- Extension Agreements do not have to be passed by by-law anymore, the Treasurer can decide to enter into one without council's approval.
- Municipalities will no longer be able to apply for payments out of court.

Property taxation is the most significant source of revenue for municipalities and currently pays for approximately 51 per cent of the tax supported services the Town provides.

Tax registration should be only considered after all reasonable means of collection have been exhausted. Staff will make every effort to work with the taxpayer to make suitable arrangement prior to this step. The Town will follow the procedures as set out in Part XI of the Municipal Act, 2001 when the decision is made to implement the Tax Sale process.

The update to the policy takes these changes into consideration, ensuring staff has policies and procedures in place to deliver service that is fair and equitable to all property owners in Minto.

COMMENTS:

The Town has held relatively few tax sales since its inception in 1999. Taxpayers who are delinquent beyond three years tend to pay the balance within the one year waiting period after the registration process begins.

However, despite the interest accrued on overdue balances, when taxes are unpaid for several years, it has a negative impact on the municipality's working cash flow. If tax arrears grow, the Town is forced to borrow on a short term basis to carry these larger receivables.

Transition to a two year period for the start of tax registration will effectively reduce the holding period for collection of unpaid tax receivables from four years to three. It will encourage taxpayers to address these problems when the total amount owing is less and it may be easier for them to refinance or sell their properties. Lower outstanding balances reduce the risk to the municipality of having the outstanding tax balances exceed the proceeds of any subsequent tax sale resulting in a write off borne by the rest of the tax base.

FINANCIAL CONSIDERATIONS:

There may be slightly less interest accrued on outstanding receivables, but this change will have a positive effect on liquid cash balances.

RECOMMENDATION:

THAT Council of receives the Tax Collector and Treasurer's report dated September 26, 2018, and endorses this improved cash management policy change.

Gordon Duff, CPA, CGA
Treasurer

Janet Klemp, AMCT
Tax Collector



TOWN OF MINTO

DATE: September 25, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer/Deputy CAO
SUBJECT: Cybersecurity Insurance

STRATEGIC PLAN:

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.

BACKGROUND:

Cybersecurity has been of increasing concern in smaller municipalities especially in the past few months. Several municipalities and small to medium-sized businesses have been attacked through viruses in e-mails. This causes data bases to be seized and encrypted with demands for payment before they can be unlocked (ransomware) and fraudulent transfers of funds out of business bank accounts. Many of these organizations had good back-ups of their data, but these back-ups were also lost to ransomware. In 2018, the City of Cambridge, City of Hamilton, Wasaga Beach and Midland have been hacked with losses of data, privacy and cash and there may be more which have not been made public.

While the Town has up to date firewall and anti-virus protection and uses other cyber security controls, our systems are still vulnerable to sophisticated attacks. The Town utilizes both on premises and off-site back-ups with data being saved on an hourly basis. It is often perceived that smartphones and the use of social media have increased the risk of cyberattacks, but a recent study has found that desktops and laptops are far more susceptible to these attacks than smartphones. 59% of infections are transmitted through malicious e-mails or attachments with a further 24% resulting from interactions with suspect web-sites. Our insurance representatives have said that 65% of claims were triggered by human error.

COMMENTS:

Our insurance carrier, JLT, offers additional insurance which covers certain cybersecurity losses. The underwriter for this policy is CFC Underwriting Ltd which is headquartered in London, England and provides service to over 50,000 businesses in over 60 countries. Broadly speaking, this policy covers cyber incident response, cyber-crimes, system damage and business interruption, network security and other related costs. The policy covers the costs for legal and IT consulting to respond to a cyber incident, direct costs associated with the security breach, extortion, restoration of data and other business continuity expense. There are detailed limits and exclusions outlined in the policy.

Staff attended seminars on risk management in the past, however, with this increased threat, more education regarding potential hazards and safe data handling is required. Frequently these training opportunities are offered by insurance companies at little or no cost. The proposed policy includes a cyber risk management portal with webinars, tools and tips which would be available to Council and staff.

FINANCIAL CONSIDERATION:

On an annual basis, the premium for \$5 million per claim coverage is \$10,250 while that for \$2 million per claim coverage is \$4,000, all with no deductible for cyber incident response and a \$10,000 deductible for internal cybercrimes.

RECOMMENDATION:

That Council receives the report dated September 25, 2018 from the Treasurer/Deputy CAO and provide direction to staff as to which, if any, additional insurance policy should be purchased.

Gordon Duff, Treasurer/Deputy CAO



TOWN OF MINTO
DATE: September 28, 2018
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

BACKGROUND

The following is a summary of accounts by Department paid for September 28, 2018

Administration	\$ 93,806.01
People & Property	
Health & Safety	
Health Services	
Building	\$ 4,037.23
Economic Development	\$ 6,359.30
Incubator	\$ 1,102.27
Tourism	
Fire	\$ 17,981.05
Drains	
Roads	\$ 58,516.41
Cemetery	
Waste Water	\$ 15,657.47
Streetlights	\$ 2,588.70
Water	\$ 14,414.03
Town Landscaping Care	\$ 429.08
Recreation	\$ 12,141.10
Clifford	\$ 3,103.52
Harriston	\$ 27,121.83
Palmerston	\$ 21,156.10
Norgan	\$ 2,705.86
	\$ 281,119.96

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 28, 2018 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for August/September 2018.

Gordon Duff, Treasurer

The Corporation of the Town of Minto
By-law No. 2018-80

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held October 2, 2018

WHEREAS the Council of the Town of Minto met on October 2, 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 October 2, 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 2nd day of October 2018.

Mayor George A. Bridge

C.A.O. Clerk Bill White