



Tuesday, November 6, 2018

2:45 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 October 2, 2018 Closed Session	
b. Labour Relations	
4. Motion to Convene into Open Session	
5. Minutes of Previous Meeting	
a. Previous Minutes of the October 16, 2018 Council Minutes	1
6. Additional Items Disclosed as Other Business	
7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business	
8. Public Meeting - 5:00 p.m.	
a. ZBA-2018-14 Quality Developments Inc.- 24 George Street N	9
b. ZBA-2018-15 The Incorporated Synod of the Diocese of Huron- 31/35 Young Street W	35
c. ZBA-2018-13 Mahood- 5106 5th Line	43

d.	ZBA-2018-03 Metzger- 401, 411, 417, and 423 Jane Street	49
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9. Delegations

10. Public Question Period

11. Correspondence Received for Information or Requiring Direction of Council

a.	Mapleton Seniors Centre for Excellence, November 2018 Newsletter & Calendar	72
b.	Clifford Recreation Association, November 2018 Newsletter	74
c.	Maitland Valley Conservation Authority, Approved Cost Sharing Policy: MVCA Water and Erosion Control Infrastructure	76
d.	Maitland Valley Conservation Authority, Proposed Changed To Harriston Floodplain Mapping	78

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

a.	Committee Minutes for Receipt	
1.	Maitland Valley Conservation Authority Minutes of September 19, 2018	80
b.	Committee Minutes for Approval	
1.	Parks and Recreation Advisory Committee Minutes of October 29, 2018	86
2.	Cultural Roundtable Committee Minutes of October 29, 2018	90
c.	Staff Reports	
1.	Business & Economic Manager 2019 Downtown Revitalization Committees Capital Budgets	98
2.	Treasurer and Tax Collector, Section 357 Applications	99
3.	Treasurer, Approval of Accounts	101
4.	Roads and Drainage Manager, Tenders for Municipal Drains 24, 39 and 60	103

5.	Roads and Drainage Manager, Winter Maintenance Contract, County Roads 2 & 3	105
6.	Roads and Drainage Manager, Structure N Brunswick St Palmerston	106
7.	Chief Building Official October and Council Term Building Reports	111
8.	C.A.O. Clerk, Final Report 2014-2018 Council Term	128
d.	Other Business Disclosed as Additional Items	
13.	Motion to Return To Regular Council	
14.	Notices of Motion	
15.	Resolution Adopting Proceedings of Committee of the Whole	
16.	By-laws	
a.	2018-83, Amend Zoning By-law 24 George Street North Harriston, Quality Development Inc	135
b.	2018-84, Amend Zoning By-law 31/35 Young St W Harriston- Diocese of Huron	139
c.	2018-85, Amend Zoning By-law 5106 5th Line Minto, Mahood	142
d.	2018-86, Amend Zoning By-law 401,411,417 and 423 Jane St Palmerston, Metzger	145
e.	2018-87, Confirming Proceedings of November 6, 2018 Committee of the Whole/Council Meeting	149
17.	Adjournment	



Council Minutes
Tuesday, October 16, 2018 7:00 p.m.
Council Chambers

Council Present:

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

Staff Present for all or part of the meeting:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer	Terry Kuipers, Chief Building Official
Michelle Brown, Building Assistant	Matt Lubbers, Recreation Service Manager

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

RESOLUTION 2018-200

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT the minutes of the October 2, 2018 Council Meeting be approved.

Carried

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

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

RESOLUTION 2018-201

Moved By: Councillor Elliott; Seconded By: Councillor Turton

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

Carried

6. Public Meeting: None

7. Delegations

a. Palmerston Marlins U12 Girls Provincial C Champions

Mayor Bridge and Councillor Elliott presented a certificate to the Palmerston Marlins U12 Girls softball team for their Provincial C Championship and to Coach Joel Martin who will receive the Ontario Amateur Softball Association 2018 Gil Read Coaches Honour Roll.

b. Blessings to You, 2018 Community Champion Award

Mayor Bridge presented Betty Hovingh and Linda Wright of Blessings-to-You a certificate congratulating them on winning the Children's Foundation of Guelph Wellington's Sandra Weaver Community Championship Award.

8. Public Question Period: None

9. Correspondence Received for Information or Requiring Direction of Council

a. Township of Montague, Request for Consultation

b. Maitland Valley Conservation Authority, Council Correspondence Maitland Valley Conservation Authority Draft Cost Sharing Proposal

c. Township of North Perth, Notice of Public Meeting Proposed Zoning Bylaw Amendment

d. City of Hamilton, NAFTA - Dairy Supply Management Program

e. AMO, The Federal Gas Tax Fund 2017 Annual Report

f. County of Wellington, Mapping of a Natural Heritage System in the County of Wellington

Deputy Mayor Faulkner asked that Item 9 b) Maitland Valley Conservation Authority email be discussed suggesting correspondence be sent MP John Nater and MPP Randy Pettapiece regarding funding for flood control work. Councillor Turton noted that he and Authority representatives meet with MPP Pettapiece on Friday and have already met with MP Nater.

MOTION: COW 2018-247

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT the Mayor write MP John Nater and MPP Randy Pettapiece asking the Federal and Provincial governments to fund new projects under the Provincial Water and Erosion Control Program to help municipalities undertake flood protection work in rural communities.

Carried

MOTION: COW 2018-248

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell
THAT Council receives the correspondence as information.

Carried

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

a. Committee Minutes for Receipt- None

b. Committee Minutes for Approval – None

c. Staff Reports

1. Business and Economic Manager, Electronic Sign Usage Policy

The C.A.O. Clerk summarized the policy noting the maximum number of free messages for sign sponsors is proposed as 4 per week.

MOTION: COW 2018-249

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton
THAT Council receives and accepts the Business and Economic Managers Policy for Electronic Sign Usage.

Carried

2. By-law Enforcement Officer, Municipal Parking Lot in Clifford

The By-law Enforcement Officer suggests 5 spaces be available in the Elora Street lot for apartment residents to rent from the Town as overnight winter parking as in Palmerston.

MOTION: COW 2018-250

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT Council receives the By-law Enforcement Officers' October 16, 2018 report regarding the Municipal parking lot at 3 Elora St. South Clifford and considers amending Schedule D of By-law 5000-05 in open session to permit up to 5 spaces to be used for overnight parking at the same rate and terms as applies in Palmerston.

Carried

3. Building Assistant, Severance Application B87/18, B88/18 Lowe Street Palmerston

The Building Assistant noted changes to the applications since September 18 are supported by the County so that grading and drainage or rezoning conditions are not needed.

MOTION: COW 2018-251

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

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

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.
3. THAT the applicant 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.
4. 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.
5. 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

4. Building Assistant, Severance Application B102/18 730 King Street Palmerston Building Assistant Brown noted a servicing agreement will be required as a condition of severance since there is no sewer or water on Young Street.

MOTION: COW 2018-252

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B102-18, Lyles & Clark C/O Dan Sinclair Part Lot 17, Concession 10, 730 King St. Palmerston, Town of Minto and that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s)

subject of the application at the rate established by Council applicable at time of issuance of the building permit.

3. THAT the applicant 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.
4. 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.
5. 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
6. THAT the applicant provide confirmation from the Town of Minto that servicing arrangements are made as required to provide for, among other matters, extensions of sanitary sewers, water, storm sewers, and surface water management and servicing agreement has to been signed and securities posted to the satisfaction of the Town prior to the issuance of a building permit.

Carried

5. Chief Building Official, September 2018 Permit Statistics

The Chief Building Official noted 174 permits issued in 2018 at \$28 million value including 42 residential units. In the last four years construction value exceeds \$100 million.

MOTION: COW 2018-253

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council receive the Chief Building Officials September Permit Review for information.

Carried

6. C.A.O. Clerk, Service Extension and Connection Policy

The C.A.O. Clerk summarized the policy to standardize developer access to Town services noting the higher frontage fee for Clifford Elora Street is to recover recent pre-servicing costs.

MOTION: COW 2018-254

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT Council receives the C.A.O. Clerk's October 11, 2018 report Proposed Service and Connection Policy and approves the policy.

Carried

Councillor Colwell assumed the Chair

7. Treasurer, 2017 Development Charges Reserve Funds

Treasurer Duff reviewed the report noting development charges can only be used for growth related projects.

MOTION: COW 2018-255

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT Council receives the Treasurer's Report dated October 9, 2018 and accepts the Treasurer's declaration that the Town is in compliance with Section 59.1 (1) of the Development Charges Act, 1997, and that the report and related attachments be posted on the Town's website.

Carried

8. Treasurer, 2017 Parkland Charges Reserve Funds

Treasurer Duff reviewed his report for Council which is a recent Provincial requirement.

MOTION: COW 2018-256

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

THAT Council receives the Treasurer's Report dated October 9, 2018 and associated financial statement regarding Parkland Reserve Fund as required by Provincial Legislation for information only.

Carried

9. Treasurer, Approval of Accounts

Treasurer advised payments included debt servicing, Palmerston ice re-surfacer, arena painting and electrical, community sign in Palmerston, and Clifford Elora Street construction.

MOTION: COW 2018-257

Moved By: Mayor Bridge; Seconded By: Councillor Turton

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for October 12, 2018 as follows:

Administration \$329,880.47, Building \$11,457.25, Economic Development \$33,500.06, Incubator \$512.72, Fire \$12,405.81, Drains \$142,958.00, Roads \$973,302.94, Waste Water \$19,737.60, Streetlights \$12,587.93, Water \$11,161.94, Town Landscaping Care \$16.94, Recreation \$8,374.45, Clifford \$8,348.90, Harriston \$21,413.18, Palmerston\$ 101,512.88, Norgan \$3,988.76 for a total of \$1,691,159.83

Carried

Mayor Bridge reassumed the Chair

d. Other Business Disclosed as Additional Items

Councillor Anderson wished everyone good luck during the election.

Councillor Dirksen advised of the Radiothon is this Saturday for Palmerston District Hospital to raise funds for a digital x-ray machine.

Councillor Elliott and Councillor Colwell encouraged the electors to take the time and effort to vote in next Monday's municipal election.

Councillor Turton noted Cool Cones were put away for the year and thanked those involved in this initiative. He will miss the final Council meeting this term as he is away on his 40th Anniversary. He thanked Councillor Colwell and Deputy Mayor Faulkner for their service.

Deputy Mayor Faulkner wished Councillor Turton the best as Deputy Mayor next term. He noted Minto Fire's Harriston Christmas parade is November 17th 7 pm. Santa will be at the fire hall after and donations to the Foodbank are accepted.

Mayor Bridge advised he attended with Palmerston Lion's the Architectural Conservancy of Ontario Annual Heritage Awards. The Lions Park and Railway Museum finished second. He thanked all the volunteers for their efforts at the park and museum over the years.

11. Motion to Return To Regular Council

RESOLUTION 2018-202

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

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

Carried

12. Notices of Motion: None

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2018-203

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

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

Carried

14. By-laws

a. 2018-81, to Amend Schedule D to Parking By-law 5000-05

RESOLUTION 2018-204

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

THAT By-law 2018-81; For the purpose of amending Schedule D of Parking By-law 5000-05; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2018-82, Confirming Proceedings of October 16, 2018 Committee of the Whole/Council Meeting

RESOLUTION 2018-205

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held October 16, 2018

Carried

15. Adjournment at 8:02 p.m

RESOLUTION 2018-206

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-14
Applicant: Quality Developments Inc.
TUESDAY November 6th 2018,
5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Part Park Lots 4, 5 and 6, with a municipal address of 24 George Street North, Town of Minto.

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

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

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

The property subject to the proposed amendment is located on Part Park Lots 4, 5 and 6, with a municipal address of 24 George Street North, Town of Minto

The Purpose and Effect of the proposed amendment will modify the existing Medium Density Residential Site Specific (R2-46) Zone to address lot area and frontage requirements, front yard, rear yard, interior and exterior side yard setbacks. The amendment will also allow tandem parking as well as access off of a private road onto a public street. The effect of this zone amendment will allow the newly created lots/parcels to conform to the requirements of the zoning by-law.

The original layout of the 23 unit townhouse development will be maintained as approved under site plan approval (May 2018) and no changes are proposed. This amendment to the current zoning is required in order to facilitate the submitted Plan of Condominium application (23CD-18002) to create a common element condominium, permit the units and associated parcels to become freehold ownership and permit frontage for each lot to be accessed by a private road.

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located on Part Park Lots 4, 5 and 6, with a municipal address of 24 George Street North,
Town of Minto
Page 2

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies October 18th, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff, Building Assistant's report attached
 - b) Linda Redmond, Manager of Planning & Environment, County of Wellington, report attached
 - c) Hugh Handy, Senior Associate, GSP Group & Quality Homes – Power Point Presentation
 - d) Brandi Walter, Environmental Planner/Regulations Officer, Maitland Valley Conservation Authority
4. Chair Bridge to call on the County Planner to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
 5. Chair Bridge to call on the Town of Minto Staff member to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
 6. Chair Bridge to call on the applicant or their agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
 7. Chair Bridge to call on anyone who wishes to comment in favor of the proposed Amendment.
 8. Chair Bridge to call on anyone who wishes to comment in opposition of the proposed Amendment.
 9. The applicant or agent is given an opportunity for rebuttal.
 10. Chair Bridge to give members of Council an opportunity to ask questions.
 11. Chair Bridge to state IF YOU WISH TO BE NOTIFIED of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca.
 12. If there are no further comments, Chair Bridge will adjourn this Public Meeting.



Town of Minto

DATE: November 1, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: ZBA-2018-14 Quality Developments INC.
Part Park Lots 4, 5 and 6, municipal address 24 George St. N Town of Minto

STRATEGIC PLAN

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

BACKGROUND

The subject property is 0.86 ha (2.12 ac.) and currently zoned site specific (R2-46). The proposed rezoning is required to implement proposed lot lines to be established in the common element condominium proposed by the developer. The amendment will permit the units and associated parcels to become freehold ownership and permit frontage for each lot to be accessed by a private road. The layout of the 23 unit townhouse development will be maintained as approved under the site plan agreement between the developer and the Town dated May 4, 2018 and minutes of settlement signed by Rolf and Kerri Schuttel and the Town and approved by the Ontario Municipal Board.

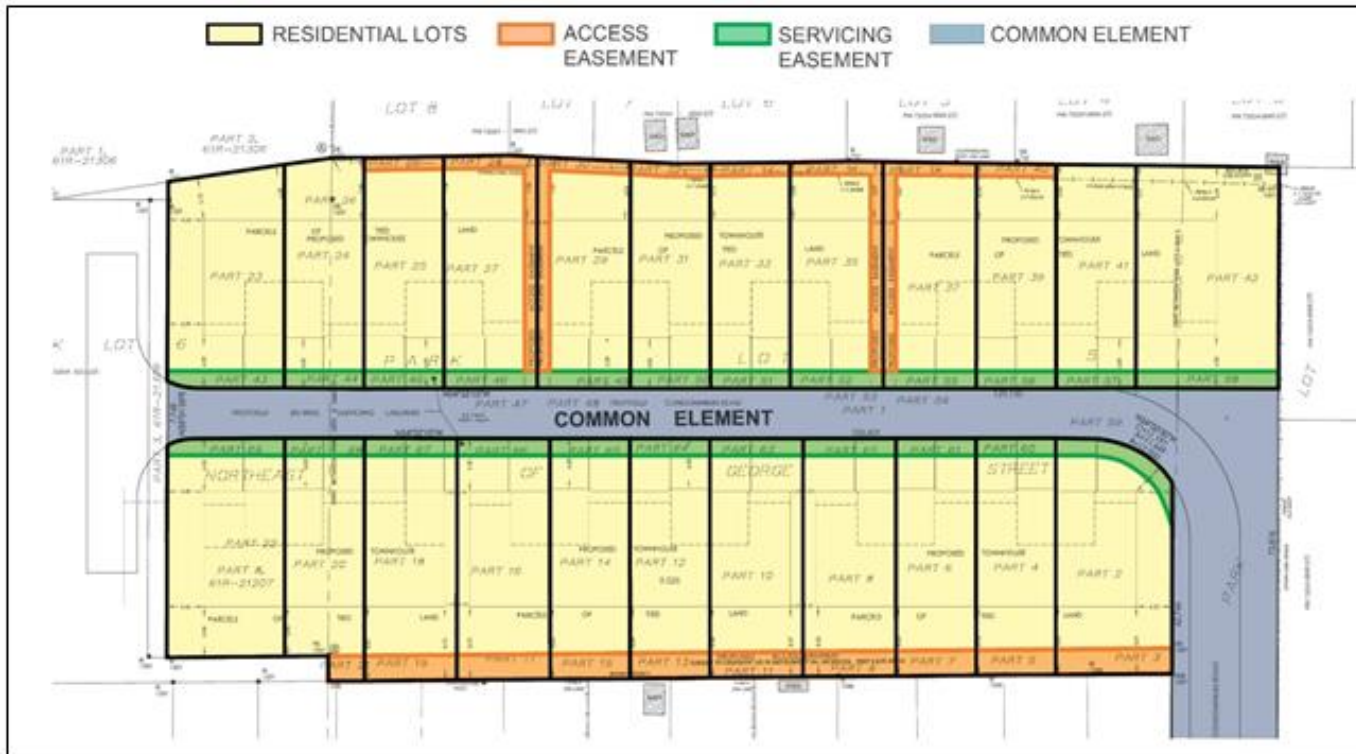
There is a concurrent application for a Plan of Condominium (23CD-18002) to create a common element condominium before the County of Wellington. The County of Wellington is the approval authority for the condominium.

COMMENT

The Town has no concerns with the proposed zoning amendment which is technical in nature only to accommodate the type of ownership the developer would like to provide to purchasers. The zoning amendment does not change the form of development which must comply with Council's previous site plan approval and the minutes of settlement that dealt with the appeal on the original zoning.

Once approved the common element condominium will allow people buying the units to own part of the land as well. A condominium corporation must be formed to maintain those parts of the development not maintained by individual owners. This would include the water, sanitary, storm sewers, roadway, lighting, parking, hammerhead turnaround and such. The condominium corporation will be responsible for ensuring snow is removed, units are properly maintained, waste and recycling is managed according to County requirements.

While the site plan agreement covers how the development is built and maintained it would be in order for the Town to be a party to a subsequent agreement with the condominium corporation as well. The following illustrates the common element condominium.



g By-law Amendment ZBA 2018-14
iber 6th, 2018



The Condominium Agreement will ensure all requirements of the Town are met related to financial, legal, planning and engineering including the provision and maintenance of the road, emergency access and easements, fire hydrants, hammerhead turnaround, grading and drainage, planting of trees, landscaping, fencing; lighting and other amenities; the provision and installation of water and sanitary services; and installation of private utilities and other matters of interest to the Town regarding development of the site.

FINANCIAL CONSIDERATIONS

The Town has access to \$20,000 in security to ensure Quality Developments complies with the site plan agreement. If there are deficiencies during the project the Town can enter upon the land, fix the issue and charge the cost of the work against the land. The Town may require additional deposits or fees under the condominium agreement.

RECOMMENDATION

That Council receives the Building Assistant's report on the proposed rezoning for Part of Park Lot 4,5 & 6, RP 61R-20210, parts 9 & 10, with a municipal address of 24 George Street North, Harriston, Town of Minto and considers the following:

1. Adopting the proposed zoning by-law to establish the appropriate site and building regulations to apply to the units within the common element condominium.
2. That the County be advised the Town of Minto has no objection to the proposed Plan of Condominium (23CD-18002) subject to the following:
 - a) That the condominium development complies with the requirements of the site plan agreement dated May 4, 2018 between the Town and the Owner as well as the minutes of settlement between the Town and Rolf and Kerri Schuttel.
 - b) That the Town be a party to the Condominium Agreement executed respecting this development to ensure all requirements of the Town are met related to financial, legal, planning and engineering including the provision and maintenance of the road, emergency access and easements, fire hydrants, hammerhead turnaround, grading and drainage, planting of trees, landscaping, fencing; lighting and other amenities; the provision and installation of water and sanitary services; and installation of private utilities and other matters of interest to the Town respecting development of the lands.

ATTACHMENTS

Planners Comments, Linda Redmond, Manager, Senior Planner, County of Wellington
 Brandi Walter, Environmental Planner/Regulations Officer Maitland Valley Conservation
 authority

Michelle Brown
 Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: October 31, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Linda Redmond, Manager of Planning & Environment
County of Wellington
SUBJECT: **Quality Homes**
George St. No, Harriston
Zoning By-law Amendment

PLANNING OPINION

This amendment to the current zoning is required in order to facilitate the submitted Plan of Condominium application (23CD-18002) to create a common element condominium, permit the units and associated parcels to become freehold ownership and permit frontage for each lot to be accessed by a private road. The original layout of the 23 unit townhouse development will be maintained as approved under site plan approval (May 2018) and no changes are proposed. This amendment meets the intent of the Official Plan policies, is appropriate and represents good land use planning.

LOCATION

The land subject to the proposed amendment is legally described as Part of Park Lot 4,5 & 6, RP 61R-20210, parts 9 & 10, with a municipal address of 24 George Street North, Harriston. The property is 0.86 ha. (2.12 ac.) and is currently zoned site specific Residential (R2-46) in the Town of Minto Zoning By-law 01-86 and designated Residential by the County of Wellington Official Plan. The lands are located on the east side of George Street (see Figure 1) and are within the built boundary of the Harriston Urban area and the surrounding land uses include residential.



Figure 1

PROPOSAL

The proposed amendment will modify the existing Medium Density Residential Site Specific (R2-46) Zone to address lot area and frontage requirements, front yard, rear yard, interior and exterior side yard setbacks. The amendment will also allow access off of a private road onto a

public street. The effect of this zone amendment will allow the newly created lots/parcels to conform to the requirements of the zoning by-law.

The original layout of the 23 unit townhouse development will be maintained as approved under site plan approval (May 2018) and no changes are proposed. This amendment to the current zoning is required in order to facilitate the submitted Plan of Condominium application (23CD-18002) to create a common element condominium, permit the units and associated parcels to become freehold ownership and permit frontage for each lot to be accessed by a private road (Figure 2).

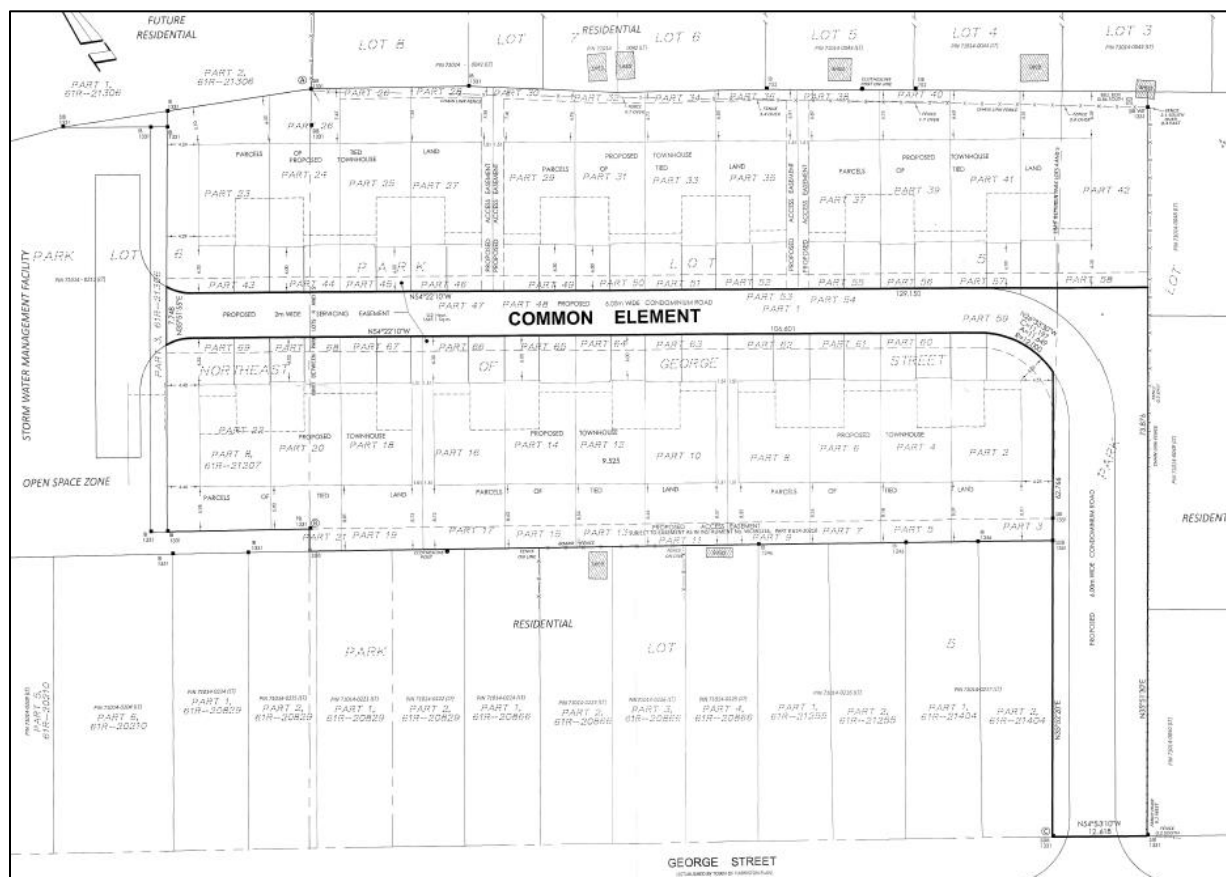


Figure 2 Condominium Plan (Source, Van Harten Surveying Inc.)

POLICY FRAMEWORK

Places to Grow (PTG) and Provincial Policy Statement (PPS)

The proposal is located within the urban boundary of the Harriston Urban area. This area is considered a designated settlement area under both the PTG and PPS. The proposal is in conformity with both the Places to Grow and Provincial Policy Statement.

County Official Plan

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to identify and promote opportunities for growth in the built up areas of urban centres through intensification and redevelopment where this can be accommodated, taking into account small town scale and historic streetscapes.

Section 3.3.1 identifies targets and states “by the year 2015 and for each year thereafter, a minimum of 20 percent of all residential development occurring annually will be within the built-up area”. This application is located within the built boundary of Harriston and contributes and supports this target.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection b) that the plan “supports appropriate intensification in all areas within the built boundary including adaptive re-use or redevelopment of brownfields and greyfields”.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements and ensure that affordable housing is available, e) to ensure that an adequate level of municipal services will be available to all residential area’s and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods”.

The Plan further provides direction that a minimum of 25% of new housing units are affordable. This townhouse development as proposed delivers a 100% affordable unit target.

Further the policies of Section 8.3.5 of the Official Plan sets out a number of objectives for medium density development in areas designated Residential, such as density, size and scale of the development and services. In particular section b) states that “the design of the proposed height, setbacks, landscaping and vehicular circulation, will ensure that it will be compatible with existing or future development on adjacent properties”. Site plan approval was obtained in May 2018 for the development.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

Related Applications

In addition to the zone amendment application, a Plan of Condominium application (23CD-18002) to create a common element condominium, which will permit the units and associated parcels to become freehold ownership and permit frontage for each lot to be accessed by a

private road, has also been submitted to the County of Wellington. This application is currently being circulated to agencies for comment. Once Draft Plan of Condominium has been obtained, lifting of part lot control will be used to create the 23 residential dwelling units. These lots will become "Parcels of Tied Land" (POTL's) to the common element plan of condominium.

DRAFT ZONING BY-LAW

The property is currently zoned Site Specific Residential (R2-46) and is located within the flood fringe 1 zone. The proposal is to rezone the subject land to address lot area, frontage requirements, front yard, rear yard, interior and exterior side yard setbacks. The amendment will also allow access off of a private road onto a public street. The effect of this zone amendment will allow the newly created lots/parcels to conform to the requirements of the street townhouse section of the zoning by-law. A draft by-law is attached.

Respectfully submitted
County of Wellington Planning and Development Department



Linda Redmond
Manager of Planning and Environment

Harriston Heights

Public Meeting – Zoning By-law Amendment (ZBA 2018-14)
November 6th 2018



HARRISTON HEIGHTS

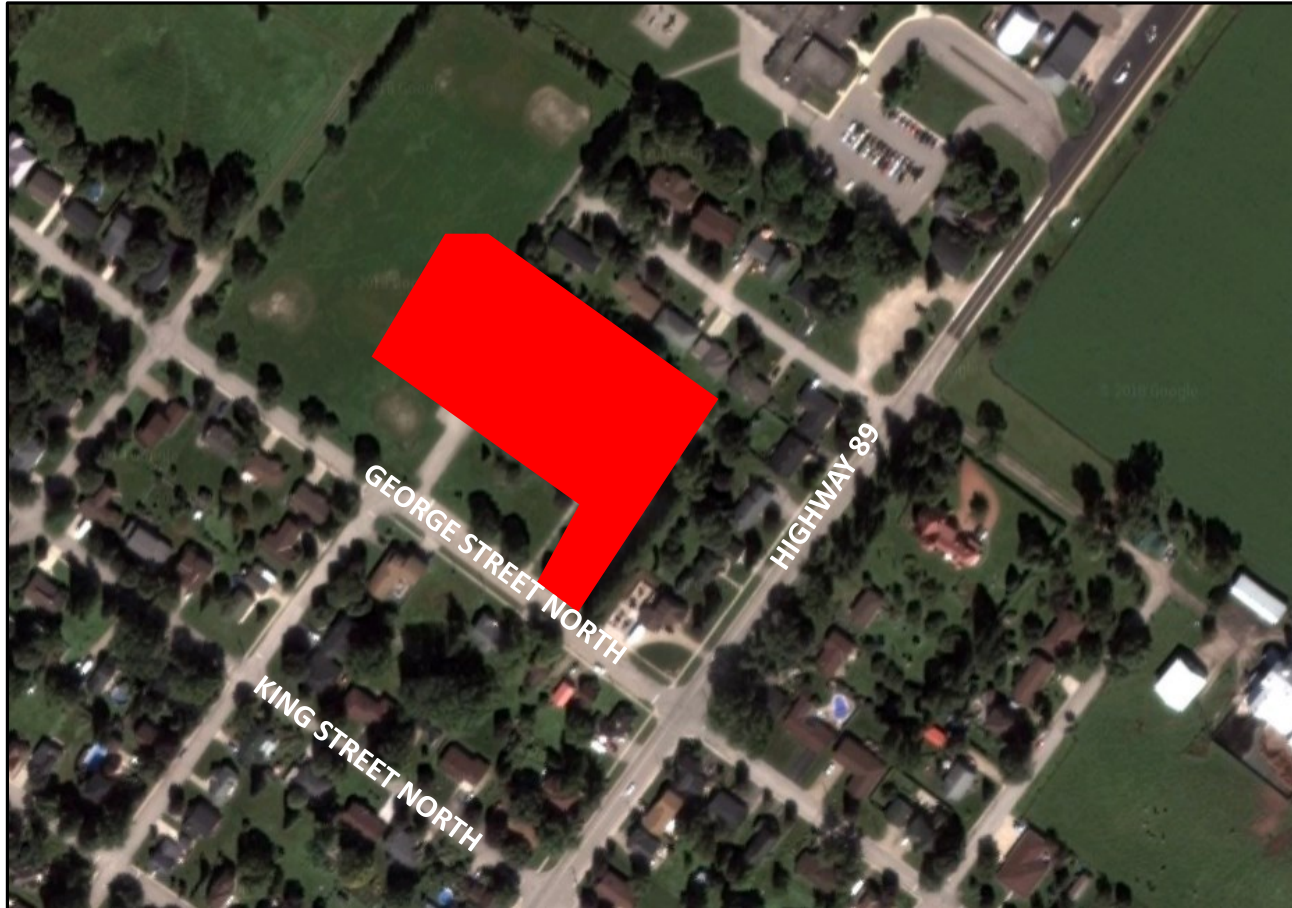
AN ENCLAVE OF 23 HOMES

Quality Homes



- Custom homebuilder since 1987
- Quality Homes have built homes and cottages across Ontario
- Diverse portfolio of homes including bungalows and two-storey designs
- Trusted home builder with affiliations with the Ontario Home Builders Association, Canadian Manufactured Housing Institute, and Tarion Warranty Corporation

24 George Street North



Background



- The site is located at 24 George Street North and was a former Elementary School.
- By-law 2016-48 was approved (as part of an OMB settlement) to rezone the property with site specific provisions to allow a 23-unit condominium townhome development.
- The Site Plan was approved May 4th, 2018.
- Quality Homes is proposing to create 23 freehold lots that will be tied to a private condominium road.
- The original layout of the 23 unit townhome development will be maintained as approved under site plan approval in May 2018.

Townhouse Development



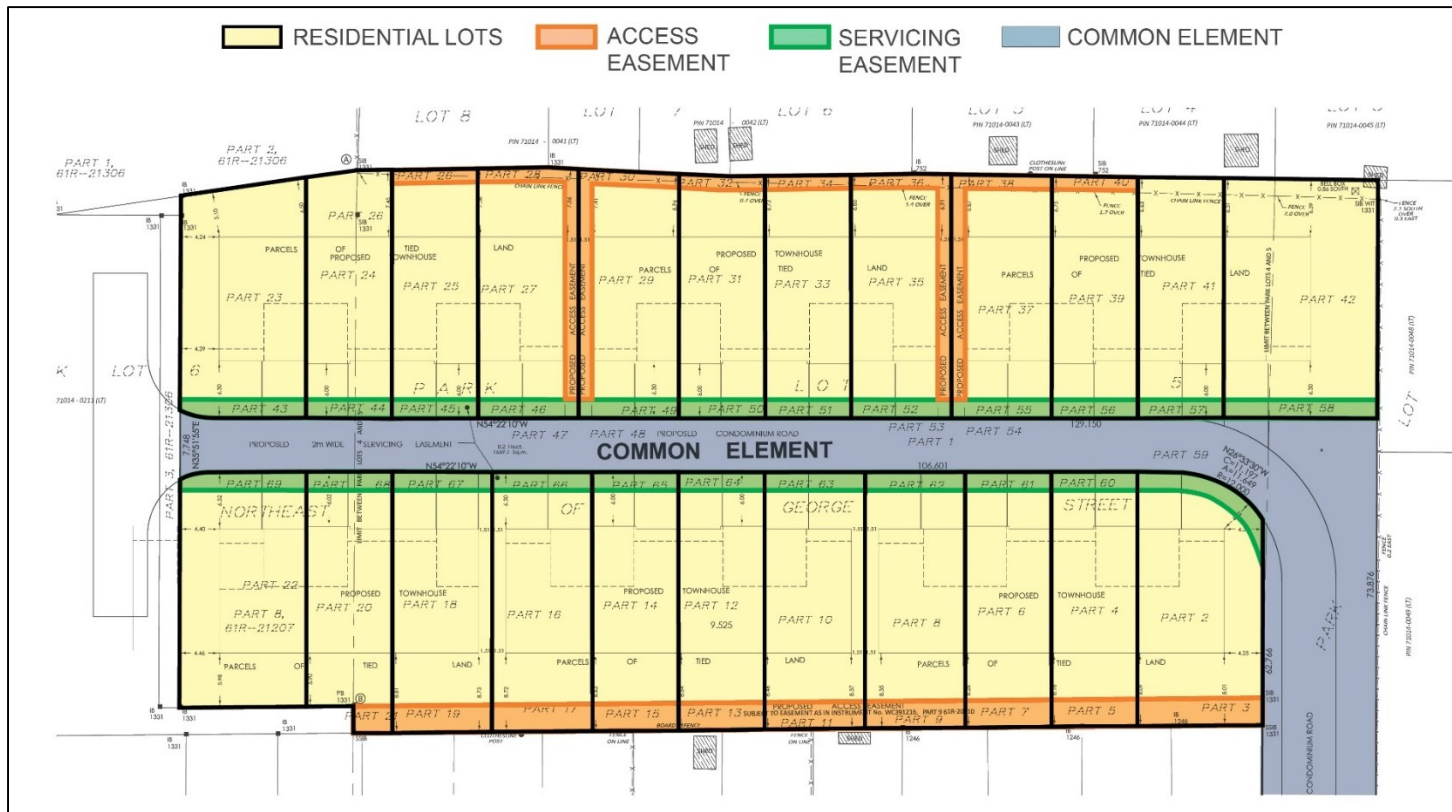
- The site is currently under construction with road base and servicing for the development complete.
- Building permits have been issued for the first phase of the development which consists of two blocks (8 townhouse units).



Condominium Application



- Concurrent Draft Plan of Condominium Application 23CD-18002 has been submitted to create lots for freehold ownership on a private condominium road.



Streetscape



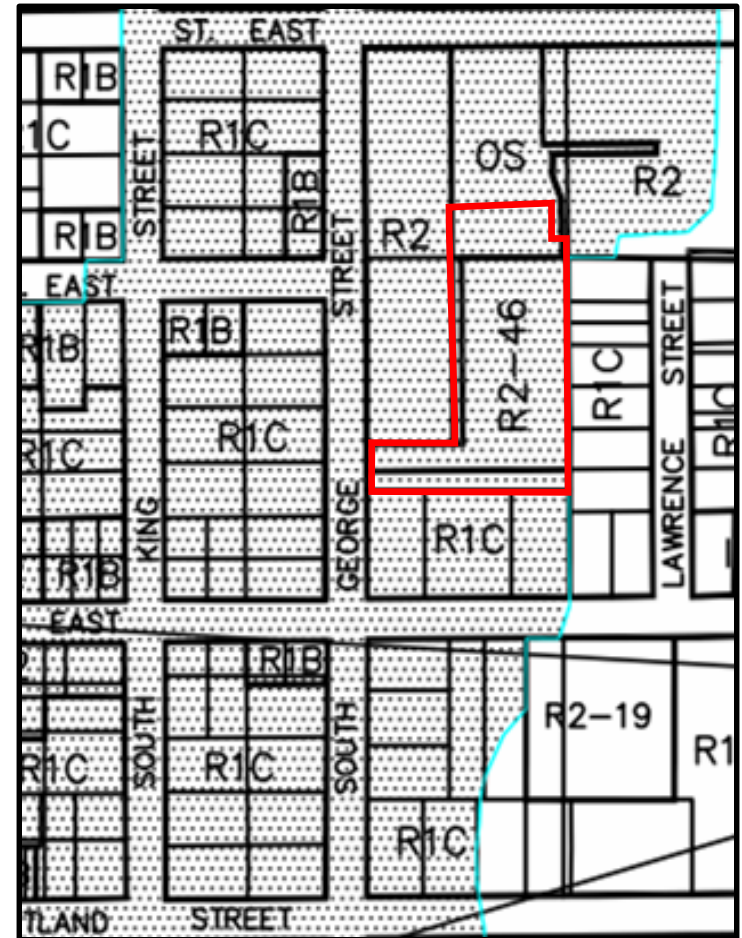
Front Elevation



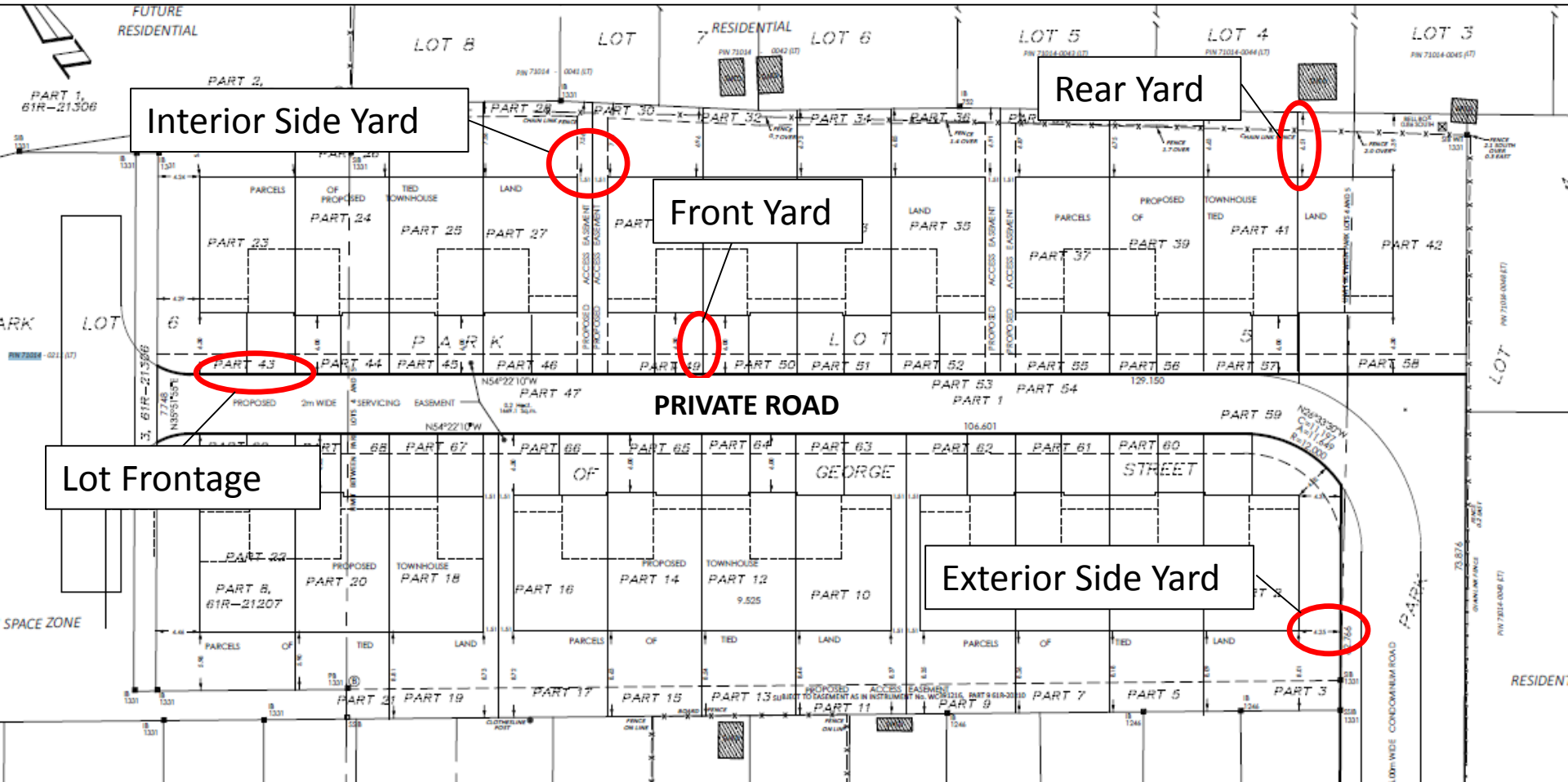
Proposed Zoning

Proposed zoning to modify the existing Medium Density Residential Site Specific (R2-46) Zone to address:

- Lot Area and Frontage Requirements;
- Front, rear, interior and exterior side yard setbacks;
- Permit access off of a private road onto a public street



Proposed Zoning



Proposed Zoning



Regulation	Residential (R2) Street Townhouse	Proposed Development	Complies
Minimum Lot Area/Dwelling Unit	280.0 sq.m	252 sq. m	No
Minimum Lot Frontage/Dwelling Unit	6.5 m	9.52 m	Yes
Minimum Front Yard	6.0 m	5.9 m	No
Exterior Side Yard	6.0 m	4.25 m	No
Interior Side Yard – End Unit Minimum	3.0 m	1.5 m	No
Minimum Rear Yard	7.6 m	5.0 m	No
Building Height Maximum	10.5 metres	1 storey	Yes
Floor Area Minimum	70.0 sq. m	> 70.0 sq.m	Yes

Proposed Amendments to the Zoning By-law to permit:

- Request the common element access road be considered a public street

Questions



Thank you!

Questions?

PERMIT TO: **X** **DEVELOP IN A REGULATED AREA**
 ALTER A WATERCOURSE

In accordance with Ontario Regulation 164/06 and amendments there to, permission has been granted to:

Steve Dentinger of Quality Developments Inc.
Address: 7307 Sideroad 5 West, RR2, Kenilworth, ON, N0G 2E0
Location of works: Harriston Range North East of George Street, Part Park Lots 4, 5, 6 & 12, as in 61R-20210 Parts 9, 10 & 11, Town of Minto, County of Wellington
Existing land use: Vacant Residential
For the following works: Construction of five 4-Plex units and 1 triplex unit, for a total of twenty-three units, from September 27, 2018 to September 27, 2020, subject to the following conditions:

SPECIFIC CONDITIONS:

1. All work must be carried out in conformance with the application, dated 09/24/18 signed under Quality Developments Inc., and in accordance with the following:
 - a. Quality Homes Design Drawings; comprised of 11 pages, inclusive of:
 - i. Page 1/11: *FIRST FLOOR PLAN*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - ii. Page 2/11: *SECOND FLOOR PLAN*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - iii. Page 3/11: *FOUNDATION PLAN*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - iv. Page 4/11: *FRONT ELEVATION*; Designed by L.H.; Drawn by D.S.; Dated August 3, 2018; Signed by Steve Dentinger; Print date September 24, 2018
 - v. Page 5/11: *SCHEDULE & DETAILS*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - vi. Page 6/11: *BUILDING SECTIONS*; Designed by C.P.; Drawn by C.P./L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - vii. Page 7/11: *BUILDING SECTIONS*; Designed by C.P.; Drawn by C.P./L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - viii. Page 8/11: *BUILDING DETAILS*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - ix. Page 9/11: *ELECTRICAL FIRST FLOOR PLAN*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - x. Page 10/11: *ELECTRICAL SECOND FLOOR PLAN*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - xi. Page 11/11: *ELECTRICAL FOUNDATION PLAN*; Designed by L.H.; Drawn by L.H.; Dated August 3, 2018; Signed by Steve Dentinger; Print date August 03, 2018
 - b. Drawings of Proposed Elevations; comprised of 6 pages, inclusive of:
 - i. One page showing *PROPOSED 3 PLEX – 1*
 - ii. One page showing *PROPOSED 4 PLEX – 1*
 - iii. One page showing *PROPOSED 4 PLEX – 2*
 - iv. One page showing *PROPOSED 4 PLEX – 3*
 - v. One page showing *PROPOSED 4 PLEX – 4*
 - vi. One page showing *PROPOSED 4 PLEX – 5*
 - c. Triton Engineering Services Limited *SITE SERVICING AND GRADING PLAN - QUALITY ENGINEERED HOMES LTD. DEVELOPMENT, HARRISTON (TOWN OF MINTO)*; Project No. A3171A; Drawing Number 01, Rev. 7; Drawn by d.r.t.; Checked by C.P.C.; Dated April 2018; Stamped by Licensed Professional Engineer C.P. Clark 100193942
 - d. Triton Engineering Services Limited *SITE SERVICING AND GRADING PLAN - QUALITY ENGINEERED HOMES LTD. DEVELOPMENT, HARRISTON (TOWN OF MINTO)*; Project No. A3171A; Drawing Number SK-1, Rev. 8; Drawn by j.p.z.; Checked by C.P.C.; Dated April 2018; Stamped by Licensed Professional Engineer C.P. Clark 100193942

- 2. A Licensed Professional Engineer must confirm the elevation of the top of foundation, lowest external opening, and basement floor as per the plans detailed in Condition 1. Said Licensed Professional Engineer must provide a letter to the Maitland Valley Conservation Authority containing written confirmation of the elevations.
- 3. A Licensed Professional Engineer must review the final grades for conformance with the Site Servicing and Grading Plans detailed in Condition 1. Said Licensed Professional Engineer must provide a letter to the Maitland Valley Conservation Authority containing written confirmation that the final grades are in conformance with the Site Servicing and Grading Plans.
- 4. All mechanical and electrical service shut-offs should be located above or protected to the 100-year floodplain elevation.
- 5. Erosion and Sediment control shall ensure catch basins on George Street are sufficiently protected to prevent dirt and debris from entering the storm system and onto roads, and the cleaning of any vehicles to ensure sediment is not tracked onto roadways.
- 6. All sites shall be restored and the footprint minimized.

GENERAL CONDITIONS:

The applicant, by acceptance of and in consideration of the issuance of this Permit, agrees to the following conditions:

- 1. This Permit does not preclude compliance from any other legislation, federal or provincial, or necessary approvals from the local municipality.
- 2. Authorized representatives of the Maitland Valley Conservation Authority (MVCA) may, at any time, enter onto the lands which are described herein in order to make any surveys, examinations, investigations, or inspections which are required for the purposes of ensuring the work(s) authorized by this Permit are being carried out according to the terms of the Permit.
- 3. The applicant agrees:
 - a) To indemnify and save harmless on a solicitor and client basis, the Maitland Valley Conservation Authority and its officers, employees, or agents, from any act or omission of the owner and/or applicant or any of his agents, employees or contractors relating to any of the particulars, terms of conditions of the Permit.
 - b) That this Permit shall not release the applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
 - c) That all complaints arising from the execution of the works authorized under this Permit shall be reported prior to the expiration of this Permit by the applicant to the Maitland Valley Conservation Authority. That the Permit issued herein is based upon the plan(s) submitted to the Authority and the accuracy of the matters contained in the Application to the Authority. This Permit is not assignable.

The applicant agrees that should the works be carried out contrary to the terms of this Permit, the Maitland Valley Conservation Authority may enter onto the property and cause the terms to be satisfied, at the expense of the applicant.

I agree to carry out or cause to be carried out the work(s) indicated above in compliance with the conditions set out herein and in accordance with the information contained in the application and any accompanying sketches. I realize should I carry out the work(s) contrary to the terms of this Permit, this Permit may be revoked. I also realize this Permit is valid only for the time period noted, and I agree to re-apply to the Authority prior to the expiration of this period should an extension be required.

Original Signed by (Applicants signature): _____Date:_____

Signature of Authority Official



Stephen Jackson, P. Eng.
Flood and Erosion Safety Services Coordinator
MAITLAND VALLEY CONSERVATION AUTHORITY

Date: September 27, 2018

MEMORANDUM

TO: Aldo Salis, Director of Planning and Development, County of Wellington
CC: Annilene McRobb, Deputy Clerk, Town of Minto
Valerie Schmidt, GSP Group, Agent, via email and mail
FROM: Brandi Walter, Environmental Planner / Regulations Officer
Maitland Valley Conservation Authority (MVCA)
DATE: October 25, 2018
SUBJECT: Draft Plan of Standard Condominium
County of Wellington File No. 23CD-18002
Part Park Lots 4, 5, and 6, Northeast of George Street, Town of Minto
(Formerly Harriston), County of Wellington

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

It is our understanding the purpose of the application is for a “Common element Condominium for function elements being internal roads, sewers, communal mailboxes, fire hydrants and entrance feature. The development is 23 unit freehold cluster townhomes. The freehold lots to be created will be Parcels of Tied Land with each lot tied to the Common element condominium.” There is also a related Zoning By-Law Amendment to the town of Minto (File No. ZBA2018-14).

Natural Hazards

The subject property is affected by the regional floodplain as shown on the attached map. The floodplain in Harriston at this location is located within a Special Policy Area (SPA), where floodproofing to the 100 year storm event has been approved by the Municipality. The two-zone concept for floodplain management is applied to the floodplain within the town of Harriston.

As per Section 3.1 of the Natural Hazard Policies of the Provincial Policy Statement (PPS), 2014, development is permitted within the SPA, provided that:

- a) development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
- c) new hazards are not created and existing hazards are not aggravated; and
- d) no adverse environmental impacts will result.

Background:

The MVCA has reviewed and approved the proposed development on the subject property under *Ontario Regulation 164/06*. Attached is a copy of MVCA's Permit No. DEV38/2018 issued to Steve Dentinger of Quality Developments Inc., the existing landowner. MVCA's Permit lists the plans approved for this development, including, Triton Engineering Services Ltd., Site Servicing and Grading Plans and Quality Homes Design Drawings.

MVCA's conditions for development are outlined on the permit, which includes plans for floodproofing, site grading and filling. We have determined the development will not have an impact on the control of flooding, erosion, pollution and the conservation of land; and that the development will have safe ingress and egress. Therefore, development, as approved by MVCA, satisfies Section 3.1 of the PPS, 2014.

MVCA Ontario Regulation 164/06

Floodplains plus 15 metres from the boundary of the floodplain are MVCA regulated areas, pursuant to *Ontario Regulation 164/06* made under the *Conservation Authorities Act (R.S.O., 1990, chapter C.27)*. Subject to the Regulation, development (construction, reconstruction, filling, grading), alteration and interference within Authority regulated lands requires permission from MVCA, prior to undertaking the work. As such, filling, site grading and construction of residences on the vacant lands requires a permit from MVCA prior to doing the work.

As noted above, MVCA has issued Permit No. DEV38/2018 for the development. Should changes to the plans approved by MVCA be required as part of the conditions for Draft Approval of Condominium, MVCA's Permit must be amended prior to construction.

Report

MVCA has no objection to Application 23CD-18002. Provided the development occurs as approved by MVCA Permit No. DEV38/2018, the application will be in conformance with Section 3.1, Natural Hazard Policies of the PPS, 2014. Therefore, we recommend the following be included as a condition for Draft Approval:

1. That the MVCA be circulated a copy of the Site Servicing and Grading Plan approved by the County of Wellington or the Town of Minto to verify the plans are as approved by MVCA's Permit No. DEV38/2018.

MVCA Fees

We have not received payment for our review of this application. The fee for MVCA review is \$650.00. We will invoice the applicant directly.

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

November 2, 2018



Delivered by Email [bwhite@town.minto.on.ca]

Town of Minto
5941 Highway 89
Harriston, ON N0G 1Z0
Attention: Bill White

Dear Mr. White:

Re: Quality Developments Inc. – Common Elements Condominium

Note that Smith Valeriot Law Firm LLP acts on behalf of Quality Developments Inc. with respect to the proposed common elements application known as 'Harriston Heights'.

As part of the condominium application, Quality Developments Inc. has sought a zoning by-law amendment. In no way should this zoning amendment be seen as an attempt to even remotely circumvent the minutes of settlement that Quality Development Inc. entered into with a plaintiff earlier this year. Quality Development Inc.'s intention is solely to satisfy planning issues, as will be shown during the presentation to the Council, which is meeting on November 6th, 2018. This is a necessary bylaw amendment to proceed with the development's conclusion, and the amendments conform with all legal regulations.

Quality Development Inc has worked closely with the Town to outline the nature of this development and to resolve any and all concerns the Town might raise, and to this end Quality Development Inc. received various approvals towards eventual construction, most recently being building permits received from the town in mid-October, 2018. Quality Development Inc. fully intends to proceed with construction based on these formal approvals received to date. Furthermore, Quality Development Inc. will vigorously defend their right to construct this project as approved to date, and Quality Development Inc. will seek any and all damages incurred from any delay due to frivolous and unwarranted actions by a plaintiff.

Yours very truly,
SMITHVALERIOTE LAW FIRM LLP

Kevin M. Thompson, B.Sc. (Hons.), J.D.
KT/jp

direct line: 519-837-6926
email: kthompson@svlaw.ca
assistant: jp Pettit@svlaw.ca

Reply to Guelph Office: ☒

MAILING ADDRESS

P.O. Box 1240, Guelph, ON N1H 6N6

ADDRESS

105 Silvercreek Pkwy. N., Suite 100, Guelph, ON N1H 6S4
T 519 837 2100 TF 800 746 0685 F 519 837 1617

SV:00189392-1

Reply to Fergus/Elora Office: ☐

MAILING ADDRESS

P.O. Box 128, Fergus, ON N1M 2W7

ADDRESS

294 East Mill Street, Unit 108, Centre Wellington, ON N0B 1S0
T 519 843 1960 F 519 843 6888



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-15
Applicant: Diocese of Huron.
TUESDAY November 6th 2018,
5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Lot 14, S/S of Webb Street, with a municipal address of 31 & 35 Young Street West, Town of Minto.

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

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

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

The property subject to the proposed amendment is located on Lot 14, S/S of Webb Street, with a municipal address of 31 & 35 Young Street West, Town of Minto

The Purpose and Effect of the proposed amendment is to rezone the retained parcel from Institutional (I) Zone to Residential (R1C) Zone to permit the conversion of the existing church into a single detached dwelling with a reduced side yard setback. This rezoning is a condition of severance application B7/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 512 m² (5511.1 ft²) parcel with an existing dwelling from the retained 512 m² (5511.1 ft²) parcel with an existing church to be converted into a dwelling.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies October 18th, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
- b) Jessica Rahim Junior Planner, County of Wellington, report attached

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located on Lot 14, S/S of Webb Street, with a municipal address of 31 & 35 Young Street
West, Town of Minto.
Page 2

c) Upper Grand District School Board

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

COMMENT

Council supported the severance application subject to certain standard conditions addressing servicing, access, cash-in-lieu of parkland and rezoning being met. The following comments were obtained regarding rezoning of the entire parcel. Town of Minto staff reviewed the application and no serious concerns were noted.

Clerks

Standard financial and access conditions recommended. The existing garage on the severed parcel is encroaching into the right-of-way. An encroachment agreement has been prepared and approved by council.

Public Works

Currently both parcels have access to water and sewer. The severed parcel has existing water and sewer connections. The water line for the severed parcel is currently providing service to the retained parcel. This line will need to be tied off and the retained parcel will need a separate service line for water as well as sewer.

Standard conditions in relation to servicing and frontage fees are recommended. An entrance permit must be obtained for the retained parcel.

Building

The proposed retained lot will require a zoning amendment to accommodate the intention to allow the Church to be converted to a residential dwelling and accommodate the proposed interior side yard setback.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning for Part Lot 14 South West Side of Webb St. 31 & 35 Young St. Town of Minto for information and considers passing a by-law in open session to rezone both the severed and retained parcels to permit development generally in the form outlined in the report.

ATTACHMENTS

Jessica Rahim, Junior Planner, County of Wellington
Upper Grand District School Board

Michelle Brown
Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: October 31st, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Jessica Rahim, Junior Planner
County of Wellington
SUBJECT: **The Diocese of Huron c/o Paul Rathbone**
35 Young Street West, Harriston
Zoning By-law Amendment

PLANNING OPINION

The purpose and effect of the proposed amendment is to rezone the subject lands from Institutional (IN) to Low Density Residential Exception (R1C 35.51) to permit the conversion of the existing church into a single detached dwelling with a reduced side yard setback. This rezoning is a condition of severance application B7/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 512 m² (5511.1 ft²) parcel with an existing dwelling from the retained 512 m² (5511.1 ft²) parcel with an existing church to be converted into a dwelling.

Planning Staff have no concerns with the application to convert the church into a single detached dwelling with a reduced side yard setback. It is consistent with the Provincial Policy Statement and meets the criteria of the County Official Plan. The property is currently operating as two separate parcels. A draft zoning by-law amendment is attached to this report for public viewing and Council's consideration.

INTRODUCTION

The property subject to the proposed amendment is described as 35 Young Street West, Harriston. The proposed severed and retained parcel have an area of 512 m² (5511 ft²) with an existing dwelling and shed on the severed parcel and an existing church on the retained parcel as shown in Figure 1.

PROPOSAL

The purpose and effect of the proposed amendment is to rezone



the retained parcel from Institutional (IN) to Low Density Residential (R1C) to permit the conversion of the existing church into a single detached dwelling with a reduced side yard setback. This rezoning is a condition of severance application B7/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 512 m² (5511.1 ft²) parcel with an existing dwelling from the retained 512 m² (5511.1 ft²) parcel with an existing church to be converted into a dwelling.

PROVINCIAL POLICY STATEMENT (PPS)

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

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

WELLINGTON COUNTY OFFICIAL PLAN

The property is located within the Harriston Urban Centre and is designated RESIDENTIAL. Single dwellings are permitted in the Residential designation as a form of low density residential development. The character of existing low density residential neighbourhoods should generally be protected and land uses which would cause significant loss of privacy, loss of view, or loss of sunlight due to shadowing or which would be incompatible due to their nature shall be discouraged. The applicants have indicated the church is to be converted into a single detached dwelling. Both the severed and retained lots have existing buildings and are operating as separate lots.

ZONING BY-LAW

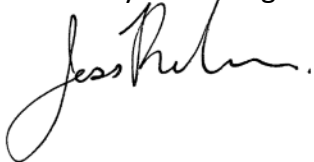
The subject lands are currently zoned Institutional (IN). The applicant has requested to rezone the subject lands to Low Density Residential (R1C) zone to convert the existing church into a single detached dwelling with a reduced side yard setback of 3.5m (11.5 ft). The Residential (R1C) zone permits single detached dwellings and accessory uses, buildings and structures. The lot appears to meet the minimum frontage and area requirements of the R1C zone for a single detached dwelling.

Draft Zoning By-law

A draft zoning by-law amendment has been attached to this report for public review and Council’s consideration which rezones the property to Low Density Residential Exception (R1C 35.51) with a reduced side yard setback.

Respectfully submitted

County of Wellington Planning and Development Department



own of Minto
ul Rathbone

October 31st, 2018

Jessica Rahim, Junior Planner



UPPER GRAND DISTRICT SCHOOL BOARD

Jennifer Passy BES, MCIP, RPP

Manager of Planning

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: jennifer.passy@ugdsb.on.ca

Tel: 519-822-4420 ext. 820 or Toll Free: 1-800-321-4025

October-25-18

PLN: 18-113

File Code: R14

Sent by: mail & email

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

Dear Mr. White;

Re: 31 & 35 Young Street West, Harriston

Planning staff at the Upper Grand District School Board has received and reviewed the above noted application.

Please be advised that the Planning Department does not object to the proposed application, subject to the following condition:

- That Education Development Charges shall be collected prior to the issuance of a building permit

Should you require additional information, please feel free to contact me.

Sincerely,
Upper Grand District School Board

Jennifer Passy, BES, MCIP, RPP
Manager of Planning

Upper Grand District School Board

• Linda Busuttill; Chair
• Marty Fairbairn; Vice-Chair

• Mark Bailey
• Susan Moziar

• Kathryn Cooper
• Bruce Schieck

• Barbara Lustgarten Evoy
• Lynn Topping

• Martha MacNeil
• Barbara White



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-13
Applicant: Mahood.
TUESDAY November 6th 2018,
5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Lot 42, Concession 5, with a municipal address of 5106 5th Line, Town of Minto.

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

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

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

The property subject to the proposed amendment is located on Lot 42, Concession 5, with a municipal address of 5106 5th Line, Town of Minto.

The Purpose and Effect of the proposed amendment is to rezone the subject lands to prohibit future residential development on the retained agricultural portion of property and permit an increased ground floor area for existing accessory buildings (drive shed and garage) on the severed lands. This rezoning is a condition of severance application B55/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 1.2 ha (3 acres) parcel with an existing dwelling, shed, garage and barn (to be removed). A 39 ha (97 ac) vacant agricultural parcel would be retained.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies October 18th, 2018 and posted on the subject property. The following comments were received:

- a) Town of Minto staff, Building Assistant's report attached
- b) Jessica Rahim Junior Planner, County of Wellington, report attached

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located on Lot 42, Concession 5, with a municipal address of 5106 5th Line, Town of Minto.
Page 2

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



Town of Minto

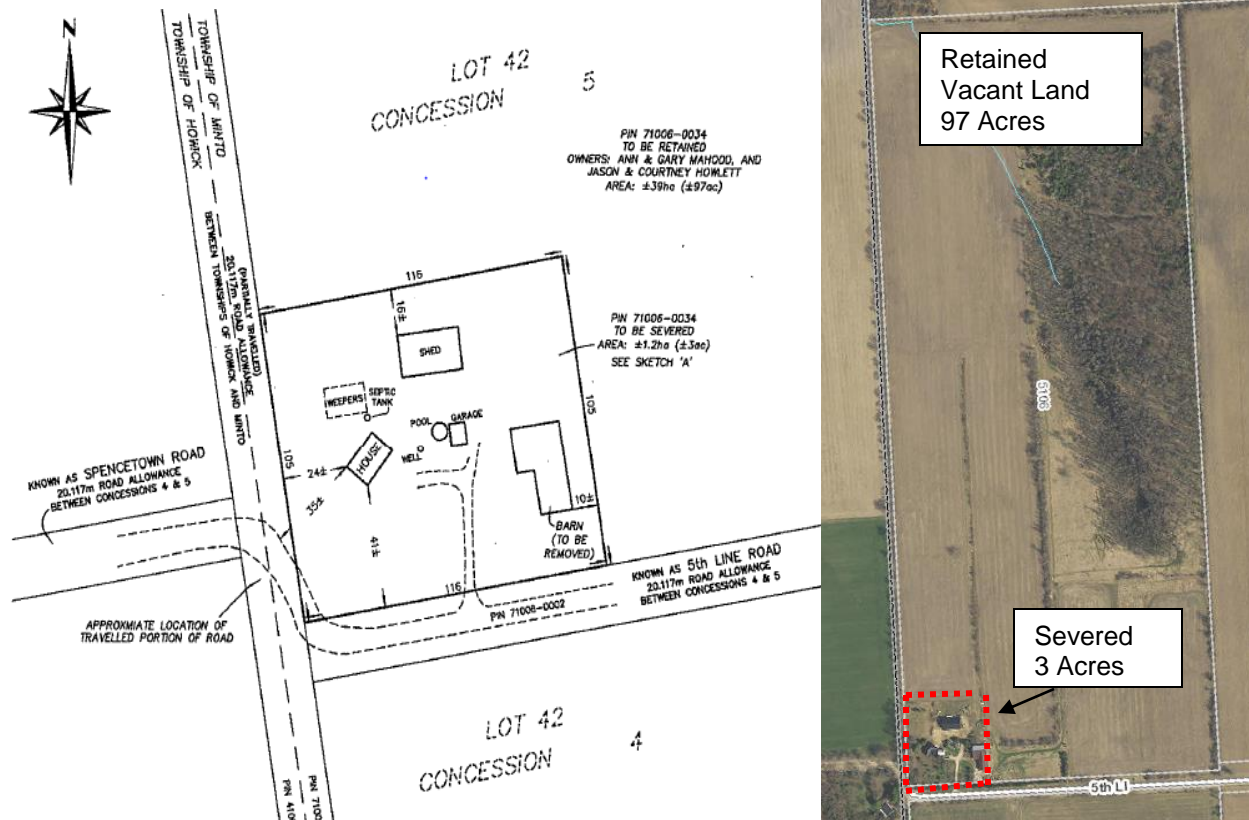
DATE: November 1, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: ZBA-2018-13- Mahood
 Lot 42, Concession 5, 5106 5TH Line Town of Minto

STRATEGIC PLAN

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

BACKGROUND

The intent of this application is to rezone the subject lands to restrict future residential development on the retained agricultural portion of property and permit an increased ground floor area for existing accessory buildings (drive shed and garage) on the severed lands. The land is currently zoned A – Agricultural.



This Surplus Farm Dwelling will sever 1.2 hectares (3 acres) of existing and proposed residential use with existing house, shed, garage, and pool. The Retained portion is 39 hectares (97 acres) of vacant land that will continue to remain for agricultural use. This

rezoning is a condition of severance application B55/18, which has been granted provisional consent by the Wellington County Land Division Committee.

Section 6.1.4 b) of the By-law permits a total ground floor area of 176.5 m² (1900.0 ft²) for all accessory building on a lot less than 1.2 ha (3 ac). The combined gross floor area for the drive shed and garage is 424.8 m² (4572 ft²). The existing 371.6 m² (4000 ft²) drive shed has a height of 9 m (30 ft) where Section 6.1.3 b) of the By-law permits a maximum height of 6.7 m (22 ft).

The County is in support of the zoning amendment request and has provided a draft zoning by-law amendment to create a site specific exception which prohibits the construction of a dwelling on the retained parcel while allowing the increased ground floor area for the existing accessory buildings and an increased height for the existing drive shed on the severed parcel.

COMMENT

Town of Minto staff reviewed the application and no additional concerns were noted since the rezoning implements one of the conditions of the severance. All previous comments, conditions and recommendations apply.

RECOMMENDATION

THA Council receives the Building Assistant's report on the proposed rezoning for Mahood, Lot 42, Concession 5, 5106 5TH Line Town of Minto, for information and considers passing a by-law in open session.

ATTACHMENTS

Jessica Rahim, Junior Planner County of Wellington

Michelle Brown
Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: October 31, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Jessica Rahim, Junior Planner
County of Wellington
SUBJECT: **Mahood & Howlett**
Part Lot 42, Concession 5 (Minto), 5106 5th Line
Zoning By-law Amendment

PLANNING OPINION

The purpose of this zoning amendment is to prohibit future residential development on the retained agricultural portion of the subject lands and permit a combined increased ground floor area for the existing drive shed and garage and an increased height for the existing drive shed. This rezoning is a condition of severance application B55/18, which has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 1.2 ha (3 ac) parcel with the existing dwelling, shed, garage, and barn (to be removed) from the retained 39 ha (97 ac) vacant agricultural parcel.

We have no objections to the zoning amendment. Both the PPS and County Official Plan provide for surplus farm dwelling severances, provided the agricultural lands are rezoned to prohibit future development dwellings. We also have no objections to the increased ground floor area and height of the existing accessory buildings as it maintain the general intent and purpose of the County Official Plan and Town Zoning By-law. This rezoning would satisfy conditions for consent application B55/18.

INTRODUCTION

The property subject to the proposed amendment is located on Part Lot 42, Concession 5 (Minto), with a municipal address of 5106 5th Line. The proposed vacant retained agricultural parcel is 39 ha (97 ac). The proposed severed parcel is 1.2 ha (3 ac) in size and contains an existing single detached dwelling, shed, garage and barn (to be removed).

PROPOSAL

The purpose of the application is to rezone the subject lands to restrict

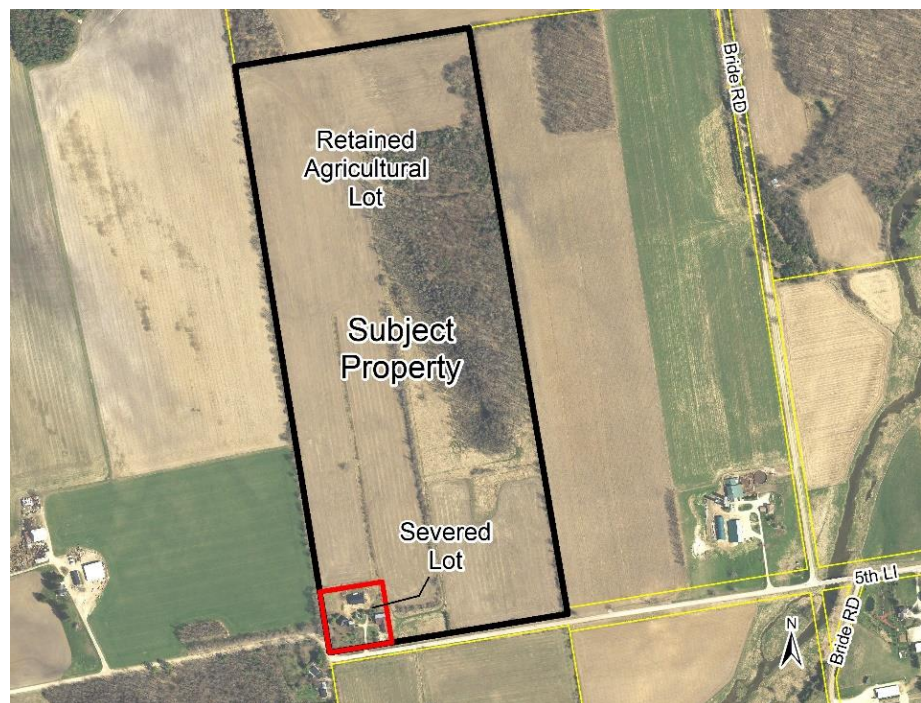


Figure 1

future residential development on the retained agricultural lot and recognize the increased total ground floor area and height for the existing accessory structures on the severed residential lot. This rezoning is a condition of severance application B55/18, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever the existing dwelling and accessory structures from the agricultural parcel under the surplus farm dwelling policies.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.4.1(c) of the PPS provides consideration for the severance of a surplus residence, provided that new residential dwellings are prohibited on the remnant parcel of farmland.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIME AGRICULTURE, CORE GREENLANDS AND GREENLANDS. Identified environmental features include Hazard Lands and Significant Wooded Area. This application is required as a result of a severance application B55/18. Section 10.3.4 of the Official Plan implements the PPS and requires that the remnant parcel be rezoned to prohibit dwellings. The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels where the impact on existing and future farm operations can be kept to a minimum.

DRAFT ZONING BY-LAW

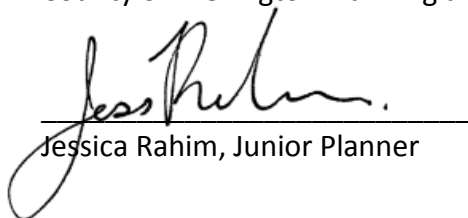
The subject lands are zoned Agricultural (A) and Natural Environment (NE). There are no proposed buildings or structures to be built within the NE zone. Permitted uses in the Agricultural zone include agricultural uses, single detached dwellings and accessory uses, buildings and structures. This zoning amendment will restrict any future residential development on the retained vacant agricultural parcel.

The applicants are also proposing to recognize the existing accessory buildings (drive shed and garage) as a condition of consent application B55/18. Due to the reduced lot size the combined ground floor area of the existing accessory buildings are larger than permitted. Section 6.1.4 b) of the By-law permits a total ground floor area of 176.5 m² (1900.0 ft²) for all accessory building on a lot less than 1.2 ha (3 ac) where the combined gross floor area for the drive shed and garage is 424.8 m² (4572 ft²). The existing 371.6 m² (4000 ft²) drive shed has a height of 9 m (30 ft) where Section 6.1.3 b) of the By-law permits a maximum height of 6.7 m (22 ft) for accessory buildings on lots subject to the reduced lot regulations.

A draft zoning by-law amendment has been attached to this report for Council's consideration which introduces a site specific exception for the proposed severed and retained lands. The proposed retained vacant agricultural parcel is proposed to be zoned with a site-specific exception, which prohibits the construction of a dwelling. The proposed severed parcel is to be zoned with a site-specific exception to permit the increased ground floor area for the existing accessory buildings and an increased height for the existing drive shed.

Respectfully submitted

County of Wellington Planning and Development Department



Jessica Rahim, Junior Planner



THE COUNCIL OF THE TOWN OF MINTO
PUBLIC MEETING AGENDA
ZBA-2018-03
Applicant: Metzger
TUESDAY November 6th 2018,
5:00 pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Lots 76, 77, 78 & 79, with a municipal address of 401, 411, 417 and 423 Jane Street, Town of Minto.

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

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

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

The property subject to the proposed amendment is located on Lots 76, 77, 78 & 79, with a municipal address of 401, 411, 417 and 423 Jane Street, Town of Minto.

The Purpose and Effect of the proposed amendment is to modify the Agricultural Site Specific (A-113) Zone on the subject properties to address phasing and the orderly future development of the properties. A Holding Provision (H) may be applied to a portion of the lands to restrict the location of the dwelling on the subject lands. This rezoning is a condition of severance applications B76/18 and B77/18, which has been granted provisional consent by the Wellington County Land Division Committee.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies October 18th, 2018 and posted on the subject property. The following comments were received:

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

Public Meeting Agenda
To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located on Lots 76, 77, 78 & 79, with a municipal address of 401, 411, 417 and 423 Jane
Street, Town of Minto.
Page 2

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



Town of Minto

DATE: October 30, 2018
TO: Mayor Bridge and Members of Council
FROM: Michelle Brown, Building Assistant
RE: ZBA-2018-03 Metzger

Lots 76-79 with a municipal address of 401, 411, 417, and 423 Jane St. Town of Minto

STRATEGIC PLAN

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

BACKGROUND

The properties subject to the proposed amendment are located on Lots 76-79 with a municipal address of 401, 411, 417 and 423 Jane Street. Together, the four existing lots, making up the subject lands, are approximately 3.85 acres in total. Rezoning is a required condition of severance for the altered lot area and abutting lands of application B76/18 and B77/18 which has been granted conditional consent by the Wellington County Land Division Committee. The air photo to the right shows the original lot layout.



The intent of the retained and newly consolidated parcels are to be developed for residential uses in the future, and also to allow for the new larger lots to be severed at a later date. The end result will create a total of 6 building lots.

The subject property is currently zoned Agricultural Exception (A-113). Permitted uses include single detached dwellings. The site specific exception was approved in 2016, and establishes minimum and maximum building setbacks to ensure that the construction of single detached dwellings on the existing lots does not compromise the future development potential of the properties.

A holding provision is to be applied to a portion of the lands to make more efficient use of the existing lots, and restrict the location of future dwelling units as shown in Figure 1. Until the “H” symbol is removed no buildings or structures, are permitted within the lands zoned A-113(H).



Figure 1: Air Photo

COMMENT

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

Clerks

Standard financial conditions are recommended.

Public Works

The subject lots butt up to the urban boundary of Palmerston and are serviced with both Municipal Water and Sewer.

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

Building

Standard building permit fees and development charges will be required prior to the issuance of a building permit. The requirement of an engineered grading plan is also recommended for the severed and retained portion, to the satisfaction of the Town's engineer.

Council may also recall that a 0.30m (1'-0") reserve is located along the frontage of all of these lots (excluding the entrance to the house under construction), which will need to be lifted prior to the issuance of future Building Permits.

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

RECOMMENDATION

THAT Council receives the Building Assistant's report on the proposed rezoning for Lots 76-79 Jane Street, municipally known as, 401, 411, 417, and 423 Jane Street, Town of Minto for information and considers passing a by-law in open session to rezone the subject parcels to permit development generally in the form outlined in the report.

ATTACHMENTS

Curtis Marshall Senior Planner, and Jessica Rahim Junior Planner, County of Wellington
Brandi Walter, Environmental Planner / Regulations Officer Maitland Valley Conservation Authority

Michelle Brown
Building Assistant



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: October 31, 2018
TO: Bill White, C.A.O.
Town of Minto
FROM: Jessica Rahim, Junior Planner
Curtis Marshall, Senior Planner
County of Wellington
SUBJECT: **Jeff Metzger**
401, 411, 417, and 423 Jane Street, Palmerston
Zoning By-law Amendment

PLANNING OPINION

The purpose and effect of the proposed amendment is to modify the site specific Agricultural Exception (A-113) zone and apply a Holding Provision (H) to address phasing and the orderly future development of the properties. This rezoning is a condition of severance applications B76/18 and B77/18, which has been granted provisional consent by the Wellington County Land Division Committee.

Planning Staff have prepared a draft zoning by-law amendment which serves to ensure that construction of dwellings on the existing lots does not jeopardize future development of the lands (eg. future separation of the lots and construction of additional dwellings) if the properties are brought into the Palmerston Urban Area in the future. A draft zoning by-law amendment is attached to this report for public viewing and Council's consideration.

INTRODUCTION

The property subject to the proposed amendment is legally described as Lots 76-79, Concession 1 with a civic address of 401, 411, 417 and 423 Jane Street, Palmerston. The proposal is a condition of consent application B76/18 and B77/18. The purpose of the lot line adjustment is to sever a vacant portion of the parcels and merged it with the adjacent vacant parcel. The retained and newly consolidated parcels are proposed to be developed for residential uses in the future. An air photo showing the property is provided in Figure 1.



Figure 1: Air Photo

PROPOSAL

The purpose and effect of the proposed amendment is to modify the site specific Agricultural Exception (A-113) zone and apply a Holding Provision (H) to address phasing and the orderly future development of the properties. This rezoning is a condition of severance applications B76/18 and B77/18, which has been granted provisional consent by the Wellington County Land Division Committee.

BACKGROUND

The subject properties (four lots) are located adjacent to the urban area of Palmerston. Municipal servicing including water and sewer is available for the development of the lots. A site-specific zoning amendment was approved in 2016 which established minimum and maximum building setbacks to ensure that the construction of single detached dwellings on the existing lots does not compromise the future development potential of the properties (with a higher residential density) if the properties are ever brought into the Palmerston Urban Area.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIMARY AGRICULTURAL within the County of Wellington Official Plan. Permitted uses on the Prime Agricultural area include single detached dwellings on existing lots.

ZONING BY-LAW

The subject lands are currently zoned Agricultural Exception (A-113). The purpose of this amendment is to rezone the subject lands to a revised Agricultural Exception (A-113) zone and apply a Holding Provision (H) to a portion of the subject lands. This will allow for the construction of single detached dwellings on the existing lots while not compromising the future development potential of the properties (eg. future division of the property if brought into urban area).

PLANNING DISCUSSION

Next steps:

The applicants have started construction of a single detached dwelling on 411 Jane St. (Lot 77) in accordance with the Agricultural Site Specific (A-113) zone approved in 2016. They are now in the process of finalizing consent applications B76/18 and B77/18 which will sever vacant land and merge it with adjacent vacant parcels. The applicant has indicated that they plan to construct a dwelling on 417 Jane St. (Lot 78) in accordance with the updated A-113 zone provisions and apply for consent applications to sever the newly consolidated lots in the future.

Revised Zoning Standards:

Planning Staff have prepared a draft zoning by-law amendment which revises and includes additional zoning standards to regulate the location of dwellings on the properties. The proposed standards are discussed below.

Side Yard Setbacks

The minimum and maximum side yard setbacks have been removed. It is proposed that the standard side yard setbacks of the R1C Zone be applied to the property. The minimum and maximum setbacks were established initially as a means to control the location of new homes on the existing lots, however the proposed Holding Provision (H) now serves this purpose.

Front Yard Setbacks

Minimum and maximum side yard setbacks were established with the approval of the site specific exception in 2016. Planning Staff have proposed to reduce the maximum setback to ensure that future dwellings are constructed with a setback that is consistent the current dwelling under construction which is set 12.0 m (39.36 ft) back from the street line.

Holding Provision

A Holding (H) Provision is being placed on the rear portions of 411 and 417 Jane St. and on the entirety of 401 and 423 Jane St. which remain undeveloped. The Holding provision will serve to prohibit future construction which could jeopardize the possible future separation of the lots (and construction of additional dwellings) if the properties are brought into the urban area in the future. No buildings or structures of any kind including pools will be permitted on the portion of the properties where the Holding provision (H) is in place. Provision are being included in the draft by-law which would allow Town Council to lift the Holding Provision (H) when Council deems the requirements to have been met. Building permits could be issued once the Holding (H) is lifted. The following prerequisite requirements are being proposed:

- (i) The owner shall prepare a development plan to the satisfaction of the Town showing proposed lots and building locations for all lands.
- (ii) Council is satisfied that the location of the proposed building(s) or structures (s) on the lot do not jeopardize future residential development on the lands;
- (iii) Municipal water and sewage services are available; and,
- (iv) The lot(s) has frontage on an open public street.

It is Planning Staff's understanding that the owner has not determined exactly where/which dwellings will be constructed on 401 and 423 Jane St. at this time. Planning Staff are recommending as a result that the Holding Provision (H) be placed on the entirety of the lots. Once the owner determines where the homes are to be located, he may request the Holding Provision (H) be lifted. If Town Council is satisfied with the proposed location of a home(s), the Holding (H) can be lifted on the applicable portion of the lots to allow the home(s) to be built.

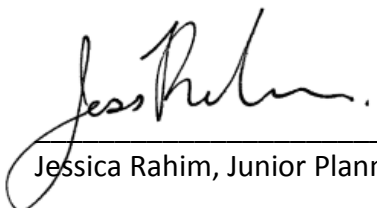
The Holding (H) applying to the rear portion of the lots may need to be kept in place until road access is provided in the future. The construction of Elgin St. and a possible future street along the rear of the lots may be required.


Draft Zoning By-law

A draft zoning by-law amendment has been attached to this report for public review and Council's consideration which revises the Agricultural Exception (A-113) zoning standards and introduces a Holding Provision (H) to a portion of the lands.

Respectfully submitted

County of Wellington Planning and Development Department



Jessica Rahim, Junior Planner

Curtis Marshall, MCIP, RPP
Senior Planner

THE CORPORATION OF THE TOWN OF MINTO
BY-LAW NUMBER _____.

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

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

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

1. THAT Schedule "A" - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning 401, 411, 417 and 423 Jane Street, Palmerston as shown on Schedule "A" attached to and forming part of this By-law, from **Agricultural Exception (A-113)** to **Agricultural Exception Holding (A-113 (H))**.
2. THAT Rural Area Exception 36.113 is deleted and replaced with the following:

36.113	A-113	<p>Notwithstanding Section 8.5, Reduced Lot Regulations of the Agricultural Zone, the lands zoned A-113 shall be subject to the regulations of Section 11, Residential (R1C) Zone, except for as provided below:</p> <table><tr><td>Front Yard, Minimum</td><td>6.0 m (19.7 ft)</td></tr><tr><td>Front Yard, Maximum</td><td>13.0 m (39.36 ft)</td></tr></table> <p>Until the “H” symbol is removed no buildings or structures, of any kind including pools are permitted within the lands zoned A-113(H).</p> <p>Council may pass a by-law removing the holding symbol from a lot, or portion of a lot once it satisfied that the following matters have been adequately addressed:</p> <ul style="list-style-type: none">(i) That the owner prepare a development plan to the satisfaction of the Town showing proposed lots and building locations for all lands.(ii) Council is satisfied that the location of a proposed building(s) or structures (s) on a lot does not jeopardize future residential development on the lands;(iii) Municipal water and sewage services are available; and,(iv) The lot has frontage on an open public street.	Front Yard, Minimum	6.0 m (19.7 ft)	Front Yard, Maximum	13.0 m (39.36 ft)
Front Yard, Minimum	6.0 m (19.7 ft)					
Front Yard, Maximum	13.0 m (39.36 ft)					

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

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

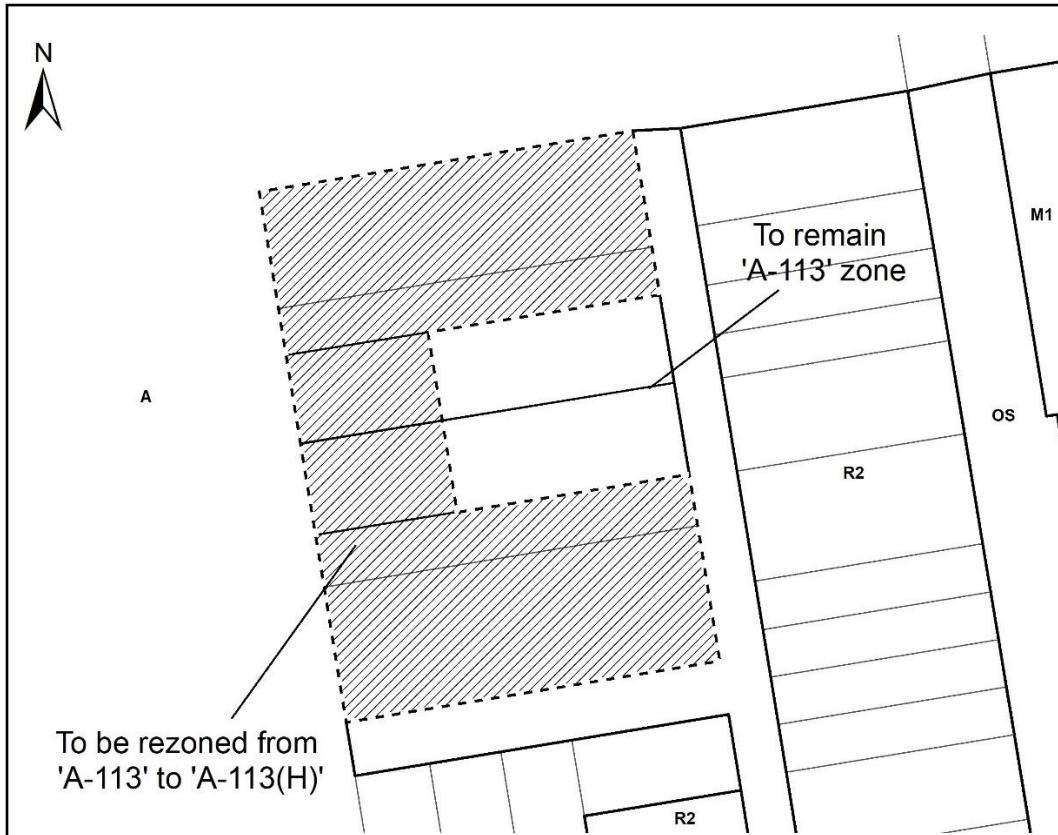
MAYOR

CLERK

THE TOWN OF MINTO

BY-LAW NO _____.

Schedule "A"



Rezone from Agricultural Exception (A-113) to Agricultural Exception Holding (A-113 (H)).

Passed this ____ day of _____ 2018.

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER _____.

THE LOCATION of the properties subject to the proposed amendment is located on Lots 76-79, with a civic address of 401, 411, 417 and 423 Jane Street, Palmerston. The lands subject to the amendment is approximately 1.57 ha (3.87 ac) in size and are currently zoned Agricultural Exception (A-113).

THE PURPOSE AND EFFECT of the proposed amendment is to modify the site specific Agricultural Exception (A-113) zone and apply a Holding Provision (H) to address phasing and the orderly future development of the properties. This rezoning is a condition of severance applications B76/18 and B77/18, which has been granted provisional consent by the Wellington County Land Division Committee.



MEMORANDUM

TO: Annilene McRobb, Deputy Clerk, Town of Minto, via email
CC: Jeff Metzger, Applicant, via mail and email
FROM: Brandi Walter, Environmental Planner / Regulations Officer
Maitland Valley Conservation Authority (MVCA)
DATE: October 30, 2018
SUBJECT: Zoning By-Law Amendment
Lots 76, 77, 78 & 79, Caswell & Clements Survey, Town of Minto,
Geographic Town of Palmerston, County of Wellington
401, 411, 417 & 423 Jane Street

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

It is our understanding the purpose of the application is to modify the Agricultural Site Specific (A-113) Zone on the subject properties to address phasing and the orderly future development of the properties. The rezoning is a condition of severance application B76/18 and B77/18, which has been granted provisional consent by the Wellington County Land Division Committee.

Natural Hazards

The subject property is affected by regional floodplain. MVCA has provided previous comments on this development for applications B76/18 & B77/18, minor variance application MV-2018-03; and we have provided technical input for the Site Plan and Development Agreement. Attached are copies of our comments for the above-noted applications.

To summarize, our review of this application and previous applications is with regard for the impact of the development to the floodplain; and to provide recommendations for mitigating the hazard on the subject property. Provided all our recommendations as noted in the attached correspondence are adhered to, the development will be in conformance with Section 3.1 of the Natural Hazard Policies of the Provincial Policy Statement, (PPS), 2014.

MVCA Ontario Regulation 164/06

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

permission from MVCA, prior to undertaking the work. As such, filling, site grading and construction of residences on the vacant lands requires a permit from MVCA prior to doing the work.

Report

MVCA has no objection to the proposed zoning amendment for the subject property. Provided development occurs as previously recommended in the attached correspondence, the application is in conformance with the Natural Hazard Policies of the PPS, 2014.

MVCA Fees

We have not received payment for our review of this application. The fee for MVCA review is \$225.00. We will invoice the applicant directly.

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



MEMORANDUM

TO: Deborah, Turchet, Secretary – Treasurer, County of Wellington
Planning and Land Division Committee, via email
CC: Linda Redmond, Manager of Planning and Environment, via email
Jeff Metzger, Applicant, via email and mail
FROM: Brandi Walter, Environmental Planner / Regulations Officer
Maitland Valley Conservation Authority (MVCA)
DATE: July 23, 2018
SUBJECT: Applications for Consent: B76-18 and B77-18
Lots 76 – 79, Caswell & Clements Survey, Town of Minto, Geographic
Township of Palmerston, County of Wellington

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

It is our understanding the purpose of the applications are for lot line adjustment of vacant land to be added to abutting urban residential lots owned by Cathryn Robinson as shown on the sketch submitted with the application.

Natural Hazards

The subject properties are affected by a regional floodplain as shown on the attached map. Lots 76 to 79 are located within the floodplain.

Background:

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

MVCA Ontario Regulation 164/06

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

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

Report

Please see attached MVCA Memorandum, dated October 26, 2017. This memorandum addresses the site plan/proposed development for lots 76 to 79 and it's conformity with Section 3.1, Natural Hazard Policies of the PPS, 2014. In accordance with above-noted memorandum, MVCA has no objection to applications B76/18 and B77/18.

MVCA Fees

We have not received payment for our review of these applications. The fee for MVCA review is \$337.50. We will invoice the applicant directly.

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

MEMORANDUM

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

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

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

Natural Hazards

The subject property is affected by regional floodplain.

Background:

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

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

MVCA Ontario Regulation 164/06

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

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

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

Report

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

MVCA Fees

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

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

MEMORANDUM

TO: Bill White, CAO/Clerk, Town of Minto, via email
CC: Linda Redmond, Manager of Planning and Development, County of Wellington via email
Terry Kuipers, CBO, Town of Minto, via email
Chris Clark, Triton Engineering Services Ltd., via email
Jeff Metzger, Applicant, via email
Erin Gouthro, Resource Planner / Regulations Officer, via email
FROM: Brandi Walter, Environmental Planner/Regulations Officer, MVCA
DATE: October 26, 2017
SUBJECT: Site Plan and Jane Street Development Agreement
Part Lot 22, Concession 1, Town of Minto, former Geographic Town of Palmerston, County of Wellington, 401, 411, 417, and 423 Jane Street

The Maitland Valley Conservation Authority (MVCA) has reviewed Triton Engineering Services Ltd. Site Plan A6837 (September 2017); and the draft development agreement between the Robinson's, Metzger and Town of Minto. Based on our review, we offer the following comments.

Site Plan A6837 (September 2017):

The grading plan shows less fill than originally proposed in Triton Engineering's Jane Street Floodline Impact Assessment (September, 6, 2016). As such, we are satisfied the impact to the floodplain elevation is less than originally proposed, which was concluded by Triton and our peer reviewer to not be significant. The finished grades of lots 1 to 9 are above the floodplain. As such floodproofing future residences is feasible.

We are further satisfied that the grading plan demonstrates safe ingress and egress to an area outside of the floodplain. New structures proposed on lots 3 to 6 should be located South the 3 metre emergency access.

Development Agreement:

In order to conform to Section 3.1, Natural Hazard Policies of the Provincial Policy Statement, 2014, we recommend the Development Agreement be amended to include the following:

1. A condition should be included to ensure all structures on lots 3 to 6 do not encroach onto the 3 metre wide emergency access.

2. Another condition should include text that residences be floodproofed to the satisfaction of the Town of Minto.
3. Condition 2 c) should be amended from *“The Owner or Purchaser obtaining approval from the Maitland Valley Conservation Authority for the home to be located on the subject lands”* to:

“The Owner or Purchaser obtaining approval from the Maitland Valley Conservation Authority for filling, grading and construction on the subject lands”.

The purpose of MVCA approval is to ensure filling, grading and construction is as proposed on the site plan in order to not have an impact on the control of flooding (i.e. floodplain elevations).

4. Text should be included in the conditions to require a permit from MVCA for filling, grading and construction of all lots on the subject property.

Natural Hazard Policies, Provincial Policy Statement (PPS), 2014:

As noted in MVCA’s memorandum, June 1, 2016 (attached), for zoning by-law amendment, the floodplain is regarded as “floodway” on the subject property. In general, the natural hazard policies of the PPS do not support development within a floodway. However, the above-mentioned Triton Engineering Floodline Impact Assessment concluded the impact to the flood elevation from the proposed development is not significant (approximately 10 mm increase). Therefore, development on the subject property, as proposed, conforms to the intent of the PPS natural hazard policies, whereby development and site alteration should not create new hazards or aggravate existing hazards.

Secondly, the PPS does not support development where vehicles and people do not have a way of safely entering and exiting an area during times of flooding. However, the Triton Engineering Site Plan A6837 demonstrates future development would have safe ingress and egress. As such, development on this property in accordance with the Site Plan meets the general intent of the PPS natural hazard policies with respect to safe ingress and egress.

Lastly, the PPS natural hazard policies require development to be floodproofed, specifically in locations where a two zone concept for flood plains is applied. It is important to note, a two-zone floodplain management concept has not been officially designated for Palmerston in municipal or county planning documents. However, it has been concluded above that floodproofing the development by way of filling and construction methodology is feasible and would not have significant impact on the flood elevations or impact adjacent properties.

In conclusion, development proposed for the subject property meets the general intent of Section 3.1, natural hazard policies of the PPS. There should be no risk to public health or safety or of property damage, nor is the development going to create a new or aggravate the existing flood

hazard. As such, MVCA can support the proposed development, provided development occurs as per the Triton Engineering Site Plan A6837, September 2016, and as per MVCA's recommendations for amendments to the development agreement.

MVCA Ontario Regulation 164/06:

In principal, MVCA supports proposed development on the subject property because it has been concluded that development will not have an impact on the control of flooding. However, permission must be obtained via formal application to MVCA, prior to starting the work. A MVCA permit will be required for filling, grading and construction on each individual lot.

Recommendation:

As noted above, MVCA supports development on the property, provided development occurs as per the Triton Engineering Site Plan A6837, September 2016, and as per MVCA's recommendations for amendments to the development agreement. It is our opinion the development meets the general intent of Section 3.1, natural hazard policies of the PPS with regard to public safety, floodproofing and impact to the existing flood hazard.

However, we strongly recommend the Town of Minto adopt a two zone floodplain management concept for Palmerston; and that the County of Wellington Official Plan schedules and Town of Minto mapping be updated to recognize the existing flood hazard with corresponding policies for development in the Palmerston floodplain. MVCA would be pleased to assist with this proposal.

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

November Programs and Events

519 638 1000 or 1 866 446 4546

CAUTION; WINTER WEATHER AHEAD! In an effort to keep everyone safe and sound through the winter season and avoid those "white knuckle" car rides, our programs will not run if the school buses in North Wellington have been cancelled. Please check your local radio station, call Norwell District High School at 519.343.3107 and push 600 to hear the status of school buses in North Wellington, or if you're online visit www.stwdsts.ca. This cancellation policy will apply to all programs scheduled for that day. **The Walking Groups are starting again. All you need is a clean pair of walking shoes. Please see the kick off dates below;**

Arthur Arena-9:30 to 10:30 on Tuesday, Wednesday and Thursdays Kick off date Nov 1st

Palmerston Arena 9 to 10 on Monday, Wednesday, Thursdays. Fridays- Kick off date Nov 5th

Harriston Arena 9 to 10 on Monday, Wednesday, Friday- kick off Date Nov 5th

Drayton PMD – 9 to 10 on Tuesday, Thursday and Fridays kick off date November 20th

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.

Arthur Writer's Group: Thursday, November 1st @ 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!

Care Partner Support Group - Alzheimer Society, Tuesday November 6th 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, November 7th @ 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.

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

Yoga: Palmerston United Church, Mondays 10:00 a.m. \$5 per class

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

Fibromyalgia every Monday Oct 15 to Nov 19 Mt Forest. Register and more info at 1 800 321 1433

Cooking Matters! Wednesday, 11:30 a.m. Nov 14th Harriston Arena Join Paula, dietitian from the Minto-Mapleton FHT, this cooking class will feature simple, easy, healthy and most importantly, tasty recipes that you will enjoy during this cooking class. Register by calling 519.638.2110 FREE

Cards and Games Afternoon: CNRA on Wednesday @ 2 pm November 21st; NEW! Cash prizes for Top Man and Top Lady as well as lone hands! Cost \$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, November 28th 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) Drayton Reformed Church, Friday, November 9th 12 p.m. Falls and Arthritis; November is Falls Prevention Month in Ontario. Please join Susan McAuslen from the Arthritis society as she explains the increased risk for falls if you have arthritis and what you can do to reduce your falls risk.

2) Palmerston United Church, Wednesday November 14th 12 p.m. Wellington County at War; Please join Kyle Smith from the Wellington County Museum & Archives as he discusses how Wellington County has always been shaped by War. From the War of 1812 to the War against Terror, we take a sobering look back at conflict and how it has helped to forge our home

3) Clifford United Church Friday November 16th 12p.m. British Home Children in Wellington County. Learn about the story of the British Home Children from 1869-1970, over 100,000 children were taken away from their families in Britain and removed to the colonies. Many of them were settled right here. This presentation aims to try and help to tell the stories of these children and what became of them.

4)NEW DATE Harriston United Church Wednesday November 21st 12 p.m. Ask the Experts join our expert panel including Rev. Jessica Cottrell, Allan Lee & Wendy Eaton from Hardy-Lee Funeral Home and a local lawyer as they answer your questions on end of life planning.

5) Arthur United Church Thursday, November 29th 12 p.m. Grief and Surviving the Holidays join Rev. Donna Mann as she shares tips and strategies on how to survive the holiday season when you are missing your loved one the most. Also, learn how to support your friends who are in this situation.

Monday 29	Tuesday 30	Wednesday 31	Thursday 01	Friday 02
	ASH - Arthur Seniors Hall BRC - Birmingham Retirement Community CUC - Clifford United Church CNRA -Palmerston DRC - Drayton Reformed Church	DUC - Drayton United Church KPC - Knox Presbyterian Church MFPC- Mount Forest Pentecostal Church PUC - Palmerston United Church VON - SMART Exercise MF Curling Club	9:00 Palmerston & Drayton Walking - Arena 9:30 Arthur Walking- Arena Kick Off 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 11:00 Tastes for Life - MFPC 3:00 SMART Exercise - VON MF CC 6:00 Arthur Writer's Group- Library	No Walking in Harriston or Palmerston 9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC
05	06	07	08	09
9:00 Palmerston Walking-Arena- Kick OFF 9:00 Harriston Walking - Arena - Kick OFF 9:00 SMART Exercise CUC 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Line Dancing - Harriston Arena \$3.	GOOD FOOD BOX - Payment Date 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 9:30 Arthur Walking- Arena 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC	9:00 Palmerston & Harriston Walking-Arena 9:00 SMART Exercise CUC 9:30 SMART Exercise DRC 9:30 Arthur Walking- Arena 1:00 Games Afternoon - Mt Forest DSP 7:00 Bereavement Group -Birmingham Retirement Comm. Coping with Loneliness	9:00 Palmerston Walking - Arena 9:30 Arthur Walking- Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard PMD 3:00 SMART Exercise - VON MF CC 7:00 Pickle Ball - Harriston Arena \$2.00	9:00 Palmerston & Harriston Walking-Arena 9:00 SMART Exercise PUC 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 10:30 Storm Chasing in Ontario - Arthur Lib Register 519 848 3999 12:00 Drayton Dining: Falls and Arthritis with Arthritis Society Susan McAuslen
12	13	14	15	16
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga - PUC - \$5. per class	GOOD FOOD BOX - Pick up Date 9:00 Drayton Walking - PMD 9:00 Arthur Exercise - ASH 9:00 SMART Exercise PUC 9:30 Arthur Walking- Arena 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC	9:00 Palmerston & Harriston Walking 9:00 SMART Exercise CUC 9:30 Arthur Walking- Arena 9:30 SMART Exercise DRC 11:30 Cooking Matters- register 519 638 2110 12:00 Palmerston Dining: Wellington Cty at WAR 2:00 Hygge-Danish Concept-Cliff Lib 327 8328	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 9:30 Arthur Walking- Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard PMD 3:00 SMART Exercise - VON MF CC 7:00 Pickle Ball - Harriston Arena \$2.00	9:00 Palmerston & Harriston Walking 9:00 SMART Exercise PUC 9:00 Drayton Walking - PMD 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC 12:00 Clifford Dining: British Home Children in Wellington County - Kyle Smith 7:00 Cards - Drayton Legion \$5
19	20	21	22	23
9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise Clifford United Church 9:00 Euchre Drayton United Church 9:30 SMART Exercise DRC 10:00 Yoga - PUC - \$5. per class 10:00 Line Dancing - Harriston Arena \$3	9:00 Drayton Walking - PMD - Kick OFF 9:00 SMART Exercise PUC 10:15 SMART Exercise PUC 10:30 Golden Hearts Luncheon MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON-MF Curling Club 7:00 Pickle Ball- Harriston Arena \$2.00	9:00 Palmerston & Harriston Walking- Arena 9:00 SMART Exercise CUC 9:30 Arthur Walking- Arena 9:30 SMART Exercise DRC 12:00 Harriston Dining - NEW DATE: "Ask the Experts"End of Life planning 1:00 Games Afternoon - Mt Forest DSC 2:00 Cards & Games \$2.CNRA -NEW-Prizes!	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 9:30 Arthur Walking- Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 1:00 Shuffleboard - PMD 3:00 Smart Exercise VON - MF Curling Club	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
26	27	28	29	30
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 10:00 Line Dancing - Harriston Arena \$3 2:00 Drayton Lib-Festive Decorating register	9:00 Drayton Walking - PMD 9:00 SMART Exercise PUC 9:30 Arthur Walking- Arena 10:15 SMART Exercise PUC 10:30 Friendship Circle - MFPC 11:00 Harriston Exercise - KPC 3:00 Smart Exercise VON-MF Curling Club 7:00 Pickle Ball- Harriston Arena \$2.00	9:00 Palmerston Walking - Arena 9:00 Harriston Walking - Arena 9:00 SMART Exercise CUC 9:30 Arthur Walking- Arena 9:30 SMART Exercise DRC 10:00 Friendship Circle - PUC 1:00 Games Afternoon - Mt Forest & DSC	9:00 Palmerston Walking - Arena 9:00 Drayton Walking - PMD 9:30 Arthur Walking- Arena 10:00 Coffee Morning - Clifford Hall 11:00 Harriston Exercise- KPC 12:00 Arthur Dining: Grieving and Surviving during the Holidays - Donna Mann	No Walking in Harriston or Palmerston 9:00 SMART Exercise PUC 9:00 Drayton Walking - PMD 9:30 SMART Exercise DRC 10:15 SMART Exercise PUC



NOVEMBER 2018



CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

NOV 13 & 27: EUCHRE & SOLO, Community Centre, 7:30 pm

PUBLIC SKATING AND OTHER WEEKLY PROGRAMS — SEE ADS ON THIS PAGE

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

PUBLIC SKATING is FREE!

FRIDAY, NOV. 02, 12:30-2:00 pm
(sponsored by Town of Minto)

SUNDAY, NOV. 04, 1:00-2:30 pm
(sponsored by Minto Optimist Club)

SUNDAY, NOV. 11, 2:00-3:30 pm
(sponsored by Heritage Builders)

SUNDAY NOV. 25, 1:00-2:30 pm
(sponsored by Clifford Firefighters)

FRIDAY, NOV. 30, 12:30-2:00 pm
(sponsored by Town of Minto)

Come join us in Clifford!

FREE Weekly Shinny Hockey!

Thursdays 5-6 pm

Full equipment required. Everyone welcome!



**DECEMBER 2018
CRA Newsletter Deadline**
is Tuesday, NOV. 20. randy@ruetz.ca
Please include complete information: event name,
date, time and contact information.

CLIFFORD

Light up the Street

NOVEMBER 15, 5 TO 8 PM

Carolling 6:30-7:00 pm by the Clifford Community Church

Business Decorating Contest!

Final judging to take place in the evening.

FREE Horse Drawn Wagon Rides

sponsored by RBC

NORTHERN FLORA

Make your own
ornament!

MILLER

INSURANCE

Country '93
Live on location!

Hearth & Leisure

Scale Builders
Radio Control
demonstrations!

JEMSTONES

Live Band: Jim'n'Tonic
5-8pm; Wing-Ding
Night with 80 cent
chicken wings & \$5 tall
cans of beer

CLIFFORD

TAKE-OUT
FREE Face
Painting!

LEONARD'S

General Store

Elf on the Shelf—Find
the elves for your
chance to win!

LIBRARY

Button maker.
Lantern make & take.
Refreshments!

ROOSTER'S PERCH

"Vintage Christmas"
Rekindling fond memo-
ries of Christmas past.
Pick a free vintage
ornament from the tree!

GRAMMA JO'S

Vendor Pop Up
Shoppe &
Appetizers!

WESLEY BATES

Print Shop & Gallery

Hand printed letterpress
postcard. Come print the
2nd colour & take home
for a keepsake.

WIN! Visit each location and re-
ceive a signature from the store own-
er to be entered to win \$250.00 in
Clifford Merchants' gift certificates.
Sponsored by Moorefield Excavating.



PARENTS, TOTS 'n' SENIORS SKATE

Wednesdays

10 am to 12 pm

(sponsored by the
Clifford Firefighters Assoc.)



Clifford Firefighters Assoc. 8th Annual **CURLING FUNSPIEL**

December 1, 2018



- ♦ Entry Fee: \$140.00/team
- ♦ Lunch Provided ♦ Beer Gardens ♦ Prizes
- ♦ Prize for Best Dressed Team

For further info or to register your team, contact:
 Ryan 519 504 4569 dewy@wightman.ca **OR**
 Judy 226 808 3684 rjdettman@wightman.ca



Clifford REMEMBRANCE DAY SERVICE

**Sunday, November 4: Cenotaph
service at 2:15 pm followed by
Community Centre at 2:30 pm**

Holly Berry BAZAAR

Knox United Church, Clifford

Friday, Nov. 2, 5 pm to 8 pm
Saturday, Nov. 3, 10 am to 2 pm

☺ Free Admission to Bazaar ☺

- ♦ Gifts & Decorations
- ♦ Silent Auction ♦ Crafts
- ♦ Home Baking
- ♦ Pickles ♦ Preserves

LUNCHEON (served until 1 pm,
Saturday) includes homemade soups,
sandwiches and yummy desserts
**Adults \$10.00; Children 4-
12 \$5.00; Under 4 are free!**

*Sponsored by Clifford Pastoral Charge United Church Women.
 For information call (519) 495 8968*

Breakfast with Santa!



GRAMMA JO'S RESTAURANT Pancake & Sausage Breakfast

Dec. 01, 8 am to 11 am
 Breakfast donations to go to *The
Children's Wish Foundation of
Canada* * Jointly sponsored by
 Gramma Jo's Restaurant
 and Rotary Club of Clifford



Clifford Rotary Club's
 42nd Annual



HOMEMADE SAUERKRAUT & PORK SUPPER

Clifford Community Centre

Friday, November 2

Supper from 4:30 p.m. to 7:30 p.m.

Adult: \$15; Child (11 & under): \$8

Tickets available from any Clifford Rotarian.

ONLY 450 TICKETS WILL BE SOLD!

Join us at the...



CLIFFORD LIBRARY!

CARNEGIE CAFÉ (adults) Wed., Nov. 14, 2:00-3:30 pm. Learn about the Danish concept of Hygge to keep you relaxed and focused. Please register

LIGHT UP THE STREET PARTY (all ages) Thurs., Nov. 15, 5:00-8:00 pm. Let's celebrate the grand re-opening of Clifford's main street!

TWEEN SCENE (preteen) Wed., Nov. 28, 6:30-7:30 pm. Help create decorations for the library. Please register.

BOOK SALE (all ages) Nov. 20-Dec. 1. During Branch hours. Drop in and browse our selection of books for sale by donation.

PA DAY GET YOUR JINGLE ON (grades JK-6) Fri., Nov. 30, 2:30-3:30 pm. Help create decorations for the library. Please register.

*All branches will be closed Remembrance Day, Nov. 11th.
 (519) 327-8328 or visit www.wellington.ca/library*

Clifford & District Horticultural Society Christmas Potluck, Annual General Meeting And Awards



November 27, 2018

6:00 p.m. at Clifford Community Hall

Everyone is welcome — Potluck starts at 6 pm.



October 30, 2018

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

Dear Mayor Bridge and Members of Council:

Re: Approved Cost Sharing Policy: MVCA Water and Erosion Control Infrastructure

We are writing to council at this time let you know that the members approved the proposed cost sharing policy for MVCA's water and erosion control infrastructure on October 17, 2018. A copy of the approved policy is attached to this letter.

We would like to thank our member municipalities for providing their comments on the proposed cost sharing policy.

As we explained in our earlier letter, this infrastructure was developed at a time when there were long term Provincial funding programs in place for both constructing and maintaining conservation authority water and erosion control infrastructure.

MVCA will work with each of the member municipalities where we have water and erosion control infrastructure to develop cost sharing agreements for each structure.

We will not start on this process until 2019 as the Provincial Government is in the process of reviewing all programs. We will begin work on developing cost sharing agreements once we have assurance from the Province that the Water and Erosion Control Funding program will be maintained and funded.

In closing thank you again for your input to the development of this policy.

Sincerely;

A handwritten signature in black ink that reads "Jim Campbell". The signature is written in a cursive style with a large, stylized "J" and "C".

Jim Campbell
Chair

**Approved Cost Sharing Policy for MVCA Water and Erosion Control Infrastructure:
Oct.17, 2018**

	MVCA	Municipality
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	The cost of minor repairs would be cost shared as follows: 50% (funding to come from MNRF's Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality.	50% from the local municipality where the structure is located.
Major Repairs and technical studies	The cost of major repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from WECE Program) If the funding is not approved, the municipality would be responsible for 100% of the cost of repairs. All repairs/studies subject to approval of MVCA and Municipality.	50% from the local municipality unless WECE funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the costs.
Recreational Water Control Structures Minor Repairs Preventative Maintenance	The cost of minor repairs and preventative maintenance would be cost shared as follows: 50% to come from MNRF's Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality	50% from the local municipality
Major Repairs & technical studies	The cost of Major Repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from Provincial WECE Program) from MVCA	50% from the local municipality unless WECE funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the cost.
Decommissioning	100% (subject to approval of WECE funding-50% grant; 50% to be funded by general levy from all member municipalities.	
Replacement/New Structure		MVCA would be willing to transfer ownership of the structure to the municipality if they are interested in replacing the structure. Transfer of ownership would be subject to the approval of the MNRF

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

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

October 29, 2018

Town of Minto - Lorne St. Lift Station
5941 Highway 89, R. R. 1
Harriston, ON
N0G 1Z0

Dear Sir/Madam,

RE: Proposed Changes to Harriston Floodplain Mapping

Naturally occurring physical processes such as flooding, erosion and slope failures represent a "hazard" when people and structures are located within areas directly impacted by them.

Maitland Conservation has the responsibility to regulate activities in hazardous areas in order to:

- prevent the loss of life
- reduce property damage due to flooding and erosion

This is achieved through provincial regulations affecting areas in and near rivers, streams, floodplains, wetlands, slopes and the Lake Huron shoreline.

When a property is located within the floodplain, development on the property is regulated by Maitland Conservation as per *Ontario Regulation 164/06*. Maitland Conservation "regulated activities" include construction, re-construction, filling, and/or site grading. Conservation Authority staff review proposed work with regard to the impact the development may have on the control of flooding, erosion, pollution and the conservation of land; as well as recommend measures to prevent loss of life and property damage in the event of a flood. Landowners obtain a permit from Maitland Conservation to proceed with development if the above tests can be achieved. Permission to develop in the floodplain can be obtained via application to Maitland Conservation. We have friendly and qualified staff in our Planning and Regulations depart to assist you with the application process.

Knowing the extent of the floodplain is an important tool for emergency management and land use planning. Floodplain mapping for Harriston was last updated in 1999. The need for updated mapping was recognized by the Town of Minto and Maitland Conservation staff. In 2015, Maitland Conservation began the process of developing new floodplain mapping. The new mapping is now ready for review.

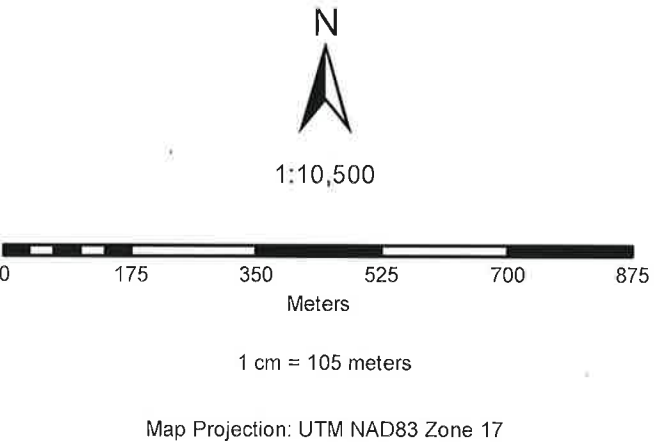
The proposed floodplain mapping will be presented at a Public Information Centre on November 27, 2018 at the Harriston Community Centre Auditorium (111 George St. S) starting at 6:30 pm. A copy of the proposed mapping is included in this package. We understand that at this scale, it may be difficult to see your property. The map is posted on the Maitland Conservation website (mvca.on.ca) and you should be able to zoom in on your property. Alternatively, please feel free to call or email Jayne Thompson (519-335-3557 ext. 226 or jthompson@mvca.on.ca) to arrange for a map that shows your property more clearly.

Please note that your property was not previously identified as being within the floodplain. In the new proposed mapping a portion of your property or all of your property is identified as being in the floodplain.



Proposed Changes to Harriston Floodplain

- Legend**
- Floodplain - No Change
 - Floodplain - Proposed New Areas
 - Floodplain - Proposed Areas to be Removed
 - Parcel Boundary



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Aerial Photography taken in 2015 by Fugro Geospatial.

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

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Date: 23/10/2018
Produced by: K Hopper



General Membership Meeting #7/18

September 19, 2018

MEMBER's PRESENT: Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Wilf Gamble, Roger Watt, Matt Duncan, Paul Gowing

ABSENT WITH REGRETS: David Blaney

ABSENT: Bob Burtenshaw

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator

1. Call to Order

Chair Jim Campbell called the meeting to order at 7:00 pm and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes of the Board of Directors Meeting #6/18 held on June 20, 2018 have been circulated for information and approval. The Board agreed with the minutes and the following motion was made.

Motion FA #48/18

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT the minutes from Board of Directors meeting #6/18 held on June 20, 2018 be approved.

(carried)



4. Presentation

- a) 2018 Work Plan Summer Highlights Presentation: Jayne Thompson, Communications/IT/GIS Coordinator:

Jayne Thompson, Communications/IT/GIS Coordinator presented highlights of the progress that has been made over the summer in each service area on MVCA's 2018 work plan.

5. Business Out of the Minutes

- a) In Camera Session: Property Matter

This item was deferred to the end of the meeting prior to item 9.

- b) Administrative Bylaw: Review of Comments from Solicitor: Report #45/18

- i) Draft Gift Acceptance Policy
- ii) Draft Accumulated Surplus Policy

The board reviewed the recommendations from solicitor Darrell Hawreliak with respect to the draft Administrative Bylaw and the revisions that were made to the Bylaw based upon his comments. The Board agreed with the proposed revisions and the following motion was passed.

The Board also reviewed the draft Gift Acceptance Policy and Use of Accumulated Surplus Policy to be added as best practice policies in the Administrative Bylaw. Therefore the Board decided to approve the following motions.

Motion FA #49/18

Moved by: Alison Lobb

Seconded by: Deb Shewfelt

THAT the revised Administrative Bylaw be given third reading and be approved by the Board.

(carried)

Motion FA #50/18

Moved by: Paul Gowing

Seconded by: Roger Watt

THAT the gift acceptance policy be revised as outlined; **AND THAT** the gift acceptance and accumulated surplus policies be adopted and incorporated into the best practices section of MVCA's Administrative Bylaw.

(carried)

- c) Review of Municipal Responses to Proposed Cost Sharing Policy: Water and Erosion Control Infrastructure: Report #46/18.

Phil Beard, General Manager/Secretary-Treasurer advised the Board that since the report was written, responses have been received from three additional member municipalities. They are the Municipality

of North Perth, the Township of Morris-Turnberry and the Township of North Huron. A total of ten municipalities have provided comments on the draft cost sharing policy. There are five municipalities that have not responded.

Staff were directed to reach out to the municipalities that haven't responded in an effort to obtain their opinions and comments on the draft WECI policy.

The following motion was approved.

Motion FA #51/18

Moved by: Alison Lobb

Seconded by: Deb Shewfelt

THAT staff summarize the municipal feedback and list all of the structures that will fall within the terms of the WECI policy and report back to the Board at the October 17th meeting.

(carried)

6. Business Requiring Direction/Decision

- a) Wingham Special Policy Area Development: Report: Report #47/18

Phil Beard, General Manager/Secretary-Treasurer presented this report on behalf of Steve Jackson, Flood/Erosion Services Coordinator who is away at the Flood Forecast Conference. The report provides background on the Wingham Special Policy Area that was approved by the Provincial Government in 1995. Staff reviewed the conditions under which development is permitted to build in Section 2 of the Special Policy Area.

Motion FA #52/18

Moved by: Dave Turton

Seconded by: Paul Gowing

THAT Report #47/18 be accepted as presented.

(carried)

- b) National Disaster Mitigation & Adaptation Fund: Report #48/18

The Chair, Vice Chairs and GM/ST met with Perth Wellington MP John Nater for MVCA to discuss how the National Disaster Mitigation and Adaptation Fund could be improved so that it would be of benefit to rural municipalities who are interested in developing flood/erosion damage reduction projects. MVCA presented a number of improvements that need to be made to the program. Mr. Nater identified a number of follow up actions that MVCA could undertake to suggest these improvements to the Federal Government.

Motion FA #53/18

Moved by: Matt Duncan

Seconded by: Dave Turton

THAT the Chair take this issue to Conservation Ontario Council and request that it be included in the agenda business for the association to lobby on behalf of all authorities; **AND THAT** staff prepare a letter to the Federal Minister outlining MVCA's recommendations on improving the DMAF.

(carried)

7. Reports

a) Chair's Report

There were no reports from the Chair

b) Member's Reports

Deb Shewfelt reported that he and Phil were invited to make a presentation at a climate change workshop organized by Bruce Power. Bruce Power will be using the input received to develop a climate change strategy.

8. Consent Agenda

The following items were circulated to the Board for their information.

- a) Revenue/Expenditure Report – June/July/August Report #49/18
- b) Agreements Signed: Report #50/18
- c) 2018 Budget/Work Plan Progress Report: Report #51/18
- d) Correspondence for Member's Information

The following motion was made.

Motion FA #54/18

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT reports #49/18 through #51/18 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

In Camera Session: from item 5.a)

All attendees except the Members, the GM/ST, the Conservation Areas Coordinator and the Administrative/Financial Services Coordinator were excused from the meeting at this time.

Motion FA #55/18

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

THAT the Members move in camera to review a property matter.

(carried)

The following motion was made at the in camera session.

Motion FA #56/18

Moved by: Matt Duncan

Seconded by: Alison Lobb

THAT the Member's resume regular session.

(carried)

Attendees that were excused from the closed session were invited back to regular session.

These motions followed.

Motion FA #57/18

Moved by: Deb Shewfelt

Seconded by: Wilf Gamble

THAT the MVCA advise the municipalities of North Perth and Perth East that MVCA is open to leasing the Galbraith Conservation Area under similar terms as with the Galbraith Optimists.

(carried)

9. **Review of Meeting Objectives/Follow-up Actions/Next meeting: October 17, 2018 at the Admin. Centre in Wroxeter.**

Chair Jim Campbell reviewed the meeting objectives and declared that they have been achieved.

10. **Adjournment**

The meeting adjourned at 8:05pm with this motion.

Motion FA #58/18

Moved by: Alison Lobb

Seconded by: Paul Gowing

THAT the Board meeting be adjourned.



Jim Campbell
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

(carried)

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, October 29, 2018

Meeting Location: Palmerston Arena

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

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

Review of Minutes:

P.R.A.C. minutes from September 24th, 2018 were reviewed.

MOTION:

Moved by: Dave Turton and Seconded by: Bill Raynard

THAT:

The P.R.A.C. minutes of September 24th, 2018 be approved as circulated.

CARRIED

Council Follow Up:

Council approved the carryover of any surplus funds from the Harriston Pool renovation in 2018 to the 2019 capital budget for a water feature if a community partner is found.

Council asked staff to prepare a report regarding service levels and options for grass cutting. The final decision to renew or go to tender for 2019 will be considered at a future meeting.

Members of P.R.A.C felt it was important to follow-up with the delegation from the September meeting regarding the Clifford Ball Diamond. Council approved the Clifford Recreation Association's plan for decking and a canteen. The diamond will remain where it's currently situated and P.R.A.C. members asked Facilities Manager Carr to look into the cost to install a privacy fence. It was also requested that a letter be sent to the users of the diamond prior to the season regarding noise and abuse of the diamond. This letter will be reviewed at the next P.R.A.C. meeting prior to being sent.

Services Manager's Reports:

NTB Minutes

Services Manager Lubbers reported that the Norgan was very successful the last two weeks with "A Star is Born." With such good attendance in 2018, the Norgan is on pace to hit 10,000 patrons at new release movie showings for the year, a number that has not yet been reached. The Norgan will have their annual live Christmas show on December 6th starring the Moore family band. The production company that made the Black Donnelleys will be returning to the Norgan in February with their latest movie release: Black Gold.

2019 Proposed Pool Schedule

Services Manager Lubbers presented the proposed 2019 pool schedule to the P.R.A.C committee. The schedule is similar to 2018 with one noteworthy change.

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, October 29, 2018

Meeting Location: Palmerston Arena

He explained that in the last couple years there has been a rise in the number of registrations for private lessons and a decrease in the number of registrations for group lessons in Session 2. Many families prefer 5 private lessons versus 10 group lessons and they appreciate the 1:1 attention their child receives from the guard. The proposed schedule will see group lessons during Session 2 replaced with more private lesson time slots. Members of P.R.A.C agreed with the new proposed changes to the 2019 pool schedule.

After School and PA Day Program Update

Numbers for the After School Program averaged 11 in September and have since gone up to 16 in October. The program is going well and has passed all of the criteria it needs for qualified families to receive subsidy help from the County of Wellington. PA Day Programs began this year, with the first one taking place on Friday September 28th with 13 kids. The next one is Friday November 2nd and has 39 kids registered.

Facility Manager's Reports:

Usage

With the weather changing, parks facilities in Palmerston still played host to a soccer tournament, baseball tournament and pavilion rentals. All the halls were busy with rentals such as PA Day programs, seniors cards, Halloween Dance, Minor Hockey Day, election polls, seniors health and safety fair, trainings, seminars, meetings, yoga, reunions, a funeral, a conference, luncheons, square dancing, daily walking groups, CRA arena kick off and horticultural society meetings.

Ice rentals are projected to be the same as last year with Harriston gaining an hour, Clifford losing an hour, and extra ice rented by the Minto 81's in Palmerston will balance the loss of ice time that occurred with Minto Minor Hockey down one team.

Parks Maintenance

Facilities Manager Allan Carr reported that the parks have been winterized for the year but garbage cans will continue to be emptied once a week through the winter. In preparation for the winter, sports fields have been fertilized and core aerated. At Clifford Rotary Park, two new memorial trees were planted and grading and leveling work is complete.

Facility Maintenance

In the arenas, the ice is now in at both Clifford and Harriston. The ice painter has been repaired and the new ice resurfacer has arrived and sponsorship logos have been installed. Maintenance was also completed on all overhead doors, as well as new relief valves were installed in Palmerston and Harriston garages for the hot water heaters. In Clifford, the addition of an extra change room is complete, the water softener tank has been replaced and the leak in the boiler system has been repaired. Roof maintenance and repair work was also completed at all arenas and the Norgan Theatre. TSSA inspection was done in Palmerston and work completed so we are in compliance.

Work continues at the Palmerston Train Station. New floors were installed in the box car and baggage shed, bumpers that were acquired have been painted and positioned, and a wig wag was picked up from Komoka.

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, October 29, 2018
Meeting Location: Palmerston Arena

A new light was installed at the entrance of the Minto Dance Academy. Floors in the Harriston Arena auditorium and curling club lounge were stripped and waxed.

Painting Plan

Facilities Manager Allan Carr reported he had a discussion with Premier Industrial Painting regarding a diligent painting and maintenance plan for the train bridge and the rolling stock. Carr has suggested that the maintenance be completed every seven years. The bridge would be over a three-year term starting 2019. For budgeting purposes, Carr asked members of the P.R.A.C committee if they would rather see \$20,000 set aside each year to cover the cost every seven years or to keep the proposal on file and just increase the operating budget when the project is completed. P.R.A.C felt that the suggested plan of setting aside \$20,000 each year was optimal. Many efforts have been put forward towards continuous maintenance of the bridge and with the \$20,000 commitment it ensures that the bridge will continually be maintained over the long term.

MOTION:

Moved by: Bill Raynard and Seconded by: Bob McEachern

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

CARRIED

Recreation Master Plan

Facilities Manager Carr presented to P.R.A.C a draft recreation master plan request for proposal document. Carr asked members of P.R.A.C to review the document and give feedback on their thoughts and opinions. The Department is hopeful that a master plan will be a part of the Town's 2019 capital budget.

Western Ontario Baseball Association (WOBA)

Services Manager Matthew Lubbers presented Geoff Gunson's findings on the ability to start a hard ball team under the WOBA. Due to the proximity to Mount Forest and Listowel, a team would have to be organized under the Mount Forest umbrella. Concern was brought up on whether this would take away from the local Minto Minor Ball fast ball teams. P.R.A.C has requested that Gunson pursue the idea in consultation with Minto Minor Ball and report back to P.R.A.C with more information.

New Business

Councillor Dave Turton inquired about a viewing platform in the lobby at the Palmerston Arena for those that are unable to sit in the stands. Facilities Manager Carr reported that the platform was undergoing maintenance and would be installed before this upcoming weekend.

The four-year term for P.R.A.C member Bill Raynard will come to an end in 2018. Raynard is the Clifford representative and has expressed interest in staying on the committee another four years.

MOTION:

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, October 29, 2018

Meeting Location: Palmerston Arena

Moved by: Bob McEachern and Seconded by: Dave Turton

THAT:

Bill Raynard serve a four-year term ending 2022 on the P.R.A.C committee.

CARRIED

MOTION:

Moved by: Bill Raynard

THAT:

P.R.A.C. adjourns at 6:45 p.m.

Next Meeting

The next meeting date is Monday December 10 at 6:30 p.m. at the Harriston Arena.

Grace Wilson
Recreation Facilities Assistant
Parks & Recreation Advisory Committee



Cultural Roundtable Committee Minutes

Monday, October 29, 2018

6:00 p.m.

LaunchIt Minto

Attendance: Mayor George Bridge, Councillor Jean Anderson, Peggy Raftis, Gordon Duff, John Cox, Megan Raftis, Brooke McLean, Raissa Rogers

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

Regrets: Andrew Gowan, Mary Lou Colwell

1. Call to Order by Peggy Raftis at 6:01 pm
2. Minutes of Previous Meeting
 - a. Minutes of September 24, 2018

MOTION

Moved By: Megan Raftis; Seconded By: Jean Anderson

THAT The Cultural Roundtable approve the minutes of the August 27, 2018 meeting.

CARRIED

MOTION

Moved By: Brooke McLean; Seconded By: Gordon Duff

THAT The Cultural Roundtable approve the minutes of the September 24, 2018 meeting.

CARRIED

3. Committee Minutes for Approval
 - a. MYAC Minutes from September 19, 2018
 - b. MYAC Minutes from October 3, 2018
 - c. MYAC Minutes from October 17, 2018

MOTION

Moved By: Megan Raftis; Seconded By: Jean Anderson

THAT The Cultural Roundtable approve the minutes of the September 19, October 3 and October 17, 2018 meetings.

4. Roundtable Discussion

a. Culture Days Recap

Duff announced a total of 277 people participated in the Culture Days with all events well attended. Outdoor events were cancelled due to rain.

b. SPARC Recap and Next Steps

Duff recapped the SPARC Mini Summit noting that although the event was very informative with a good range of people the Committee would have liked to see more attendees. Duff informed the Committee that a report would need to be written to SPARC for the grant in late November. Megan will write the required blog post.

c. Committee Terms of Reference

The Committee reviewed the Cultural Roundtable's Committee Terms of Reference and noted the following changes to be made:

- Two members of Council
- Keunen's Marketing & Community Development Coordinator title change

Wick-Graham also noted that the heritage position would need to be filled will follow up with Caitlin Hall if not the Committee will approach the Agricultural Societies. Brooke noted that Wellington County will follow up with a replacement for her. Peggy Raftis agreed to remain on the Committee as Chair and expressed the need for more Clifford representative on the Committee. Chair Peggy Raftis suggested mailing a letter to community groups to extend an invitation to fill spots on the Committee. Mayor Bridge also suggested inviting a member of the Filipino Association to join.

Keunen suggested inviting MYAC members to rotate attending meetings to fill the youth position so that multiple youth could be involved and experience sitting on the committee.

A revised copy of the Committee Terms of Reference is attached.

d. Holiday Events Update

Keunen stated the Minto Holiday Shopping & Event Guide is printed and will be mailed out to all Minto residents November 1, 2018. She added that the guides would be available at downtown businesses, the Town of Minto Office, and digital copies could be downloaded on the Town of Minto website.

Wick-Graham reminded the Committee of the following holiday events taking place in Minto in November and December:

- Harriston Ladies' Night – Wednesday November 14, 2018

- Clifford Light up the Street – Thursday November 15, 2018
- Palmerston Light up the Park – Friday November 16, 2018
- Harriston Light up the Town – Saturday November 17, 2018
- Palmerston Merchants' Christmas Open House – Wednesday November 28, 2018
- Harriston Men's Night – Thursday December 20, 2018
- Minto Fire & ice Family New Year's Eve Event – Monday December 31, 2018

5. Reports

Wick-Graham shared the Minto Dance Academy's Recital this year is "Once Upon A Time", with 3 graduating dancers as the leads. Dance demonstrations will take place on December 12 and 13 from 5:30 pm – 7:30 pm.

Brooke announced that she will be leaving the Wellington County Library – Harriston Branch for a new position with Bruce County Library in Port Elgin as Assistant Director. Her final day in Harriston will be Friday November 2, 2018 with an open house in her honour being held from 3:00 pm – 5:00 pm. Brooke highlighted that the library's Carnegie Café's are well attended, along with the pumpkin painting workshop in partnership with the Harriston-Minto Horticultural Society. Storm chaser David Chapman will be attending the library in November.

Raissa announced that her Rocky Horror Picture Show event at The Crown was a huge success, almost doubling in attendance from the previous year with 95 people. She also shared that 2019 will consist of working on the lighting and re-upholstering the chairs in the theatre.

Anderson informed the Committee that the Anderson's Annual Christmas Dinner will be taking place at the Palmerston Community Centre on Christmas Day.

John Cox announced the Minto Chamber of Commerce's 20th anniversary in 2019 and the Chamber are working on rebranding. He invited the Committee to attend to Chamber Holiday Social taking place on December 3, 2018 at Jemstones.

Duff stated that the Minto Arts Council 's KW Artist Show wrapped up and the Christmas Show and Silent Auction will be starting Thursday November 8, 2018 until December 1, 2018. He also shared that the October Film Circuit had 51 in attendance compared to only 10 at the September show. Duff noted that the next film, Bookshop, will take place on November 19th.

Mayor Bridge announced that 2019 would be the 20th anniversary of the Town of Minto's amalgamation and that he is looking forward to enhancing events in the Committee for the occasion, such as Fire & Ice and the trails.

Keunen announced the Northern Wellington Young Professionals' Network held their launch event, Business and Brews, at Harry Stones on October 4, 2018 with 47 people in attendance. She also shared that she, Gabby Ieropoli, Megan Raftis and Trish Wake from

Mapleton attended the Parks and Recreation Ontario MBA Symposium in Hamilton on October 24-25, 2018 presenting a session on rural youth action councils. The presentation went well with over 60 in attendance, however the audience was mostly urban, the presentation will be a great resource for other rural municipalities looking to form youth action councils.

Chair Peggy Raftis announced that the Grey-Wellington Theatre Guild's (GWTG) production of Miracle on 34th Street will take place on November 16, 2018 with 10 shows and two Sunday matinees.

Wick-Graham highlighted that the October 10th Volunteer Training had a good turnout with 25 people in attendance. She reminded the Committee that the cost of the event was split with the Wellington North Cultural Roundtable. Wick-Graham stated there is interest in a follow-up finance session that the Committee could investigate hosting in the Spring.

Wick-Graham also announced that the Town of Minto applied for an EDCO Award in the Partnerships and Collaborations category for Cool Cones.

Wick-Graham informed the Committee that the Palmerston Downtown Revitalization Committee are planning a public art project for next summer. She shared that they will be working with Weathered Minto once again to create metal trains. Due to the smaller size of the downtown, the project will be expanded into the Lions Heritage Park with a full-size train in the park and a cut out of Old 81 at the Railway Museum for photo opportunities. Wick-Graham informed the Committee that a report will be going to council to approve the DRC's funding so that a call for artists can take place in the early Spring for the project to launch in June 2019. She also asked if the Committee would be interested in providing funding to this project similar to the Harriston Downtown Revitalization Committee's Cool Cones Public Art Project in 2018.

RECOMMENDATION

Moved By: Megan Raftis; Seconded By: Jean Anderson

THAT The Cultural Roundtable allocate \$2,500 towards the Palmerston Downtown Revitalization Train Public Art Project.

CARRIED

6. Adjournment at 7:31 pm

Minto Cultural Roundtable

Terms of Reference

1.0 GOAL

The Minto Cultural Roundtable provides strategic direction and key decision-making on on-going cultural development and implements projects and tasks related to the Cultural Plan.

2.0 PRINCIPLES

Principles that guide the work of the Cultural Roundtable include:

- Inclusive engagement – engaging citizens in ways that cross boundaries and builds shared understanding and empathy.
- Valuing grassroots – celebrating the energy and capacity of the community at the grassroots level.
- Emergence and purpose – balancing a commitment to dialogue that generates new understandings and builds relationships, with advancing concrete plans and actions.
- Asset Based Approach - appreciating and mobilizing individual and community talents, skills and assets (rather than focusing on problems and needs).

3.0 MANDATE

The mandate of the Minto Cultural Roundtable is to give guidance and input related to culture and to implement the Cultural Plan for Minto

It does this by:

- Supporting community led solutions to issues identified by the Roundtable or the community at large.
- Encouraging leadership and innovation.
- Facilitating networking and information exchange.
- Serving as a sounding board for ideas and actions.
- Reviewing policies related to culture.
- Supporting the integration of cultural development plans into related Town plans (i.e. Official Plan and Strategic Plan)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Minto Cultural Roundtable shall consist of 12 - 15 members appointed by Resolution of Council. This membership shall be comprised of:

- Two members of Council

- One member appointed by the Minto Arts Council
- One member appointed by the Grey Wellington Theatre Guild or the Norgan Theatre Board
- One member representing one of Minto's Heritage Groups (Clifford Historical Society, Harriston Historical Society, Palmerston Railway Heritage Museum, Minto Heritage Association)
- One member appointed by the Harriston-Minto or Palmerston Agricultural Societies
- One member appointed by the Minto Chamber of Commerce
- One member representing the County of Wellington Museum, Archives and Libraries
- One member representing Youth (Age 15 – 24)
- Four to Seven members of the public (preference will be given to cultural entrepreneurs)
- One representative from the Town of Minto Filipino Canadian Community

Staff Resources:

- Manager of Economic Development
- Marketing & Community Development Coordinator
- Treasurer

Other Resources:

Ministry of Tourism & Culture Regional Advisor

- 4.1** Members shall be appointed for the term of Council.
- 4.2** The Cultural Roundtable will elect a Chair from the publicly appointed membership at the first meeting every year. The role of the Chair is to; facilitate the agenda discussion, maintain order, act as official spokesperson.
- 4.3** All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.4** In the absence of the Chair, the Cultural Roundtable will select an interim Chair for the meeting.

5.0 REPORTING

- 5.1** The Minto Cultural Roundtable is a Committee of Council established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and are responsible to Municipal Council.
- 5.2** The Minto Cultural Roundtable reports directly to Council, under the signature of the Chair or designate. The Cultural Roundtable reports and communications will normally be directed to Council through the Town Clerk.
- 5.3** As part of its ongoing reporting requirements, the Cultural Roundtable shall prepare a budget and Work Plan, which shall be submitted to Council via Committee minutes and a summary of activities which will be included in the Economic Development Department Year in Review. The report shall, among other things:

- a. Summarize the activities and achievements of the Cultural Roundtable over the previous year.
- 5.4** When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.
- 6.0 FINANCING**
- 6.1** Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.
- 6.2** Committee members will receive no remuneration for their involvement in Committee activities.
- 7.0 CONFLICT OF INTEREST**
- 7.1** Committee members, who are not Municipal Councillors, are not bound by the Municipal Conflict of Interest Act. Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.
- 8.0 STAFF LIAISON AND SUPPORT SERVICES**
- 8.1** Administrative support to be provided by the Town will include: the coordination of Cultural Roundtable related communications and correspondence; recording minutes, preparing agendas, reports and speaking points, research and data collection. Additional support is to be requested by the Committee and not provided by staff until approved by Council.
- 8.2** The Cultural Roundtable budget will be administered by the Town Treasurer.
- 9.0 MEETINGS**
- 9.1** The Committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the fourth Monday of each month at 6:00 p.m. at LaunchIt Minto. All Committee meetings are public.

- 9.2 The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3 The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-Roundtable members, with the approval of the Chair, provided the Sub-Committee is chaired by a Roundtable member. Sub-Committees shall report to the Cultural Roundtable through the Sub-Committee chair.
- Minto Youth Action Council
 - Palmerston Railway Heritage Museum Committee
- 9.4 Quorum will be 50% + 1 of appointed members of the public (i.e. 12 appointed members; quorum = 7).
- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.
- 10.0 AGENDAS AND MINUTES**
- 10.1 An agenda for the upcoming Roundtable meeting will be prepared by Staff for approval by the Chair and e-mailed and/or mailed to Roundtable members within one week in advance of their meeting.
- 10.2 Formal minutes of the Roundtable meeting will be prepared by Staff and e-mailed and/or mailed to Roundtable members two weeks following their meeting. These minutes will be considered draft until adopted by the Roundtable at their next meeting.
- 11.0 AMENDMENTS**
- 11.1 The Cultural Roundtable may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.
- 11.2 Amendments to the Terms of Reference can only be made by Council.



TOWN OF MINTO

DATE: November 1, 2018

REPORT TO: Mayor Bridge & Council

FROM: Belinda Wick-Graham, Business & Economic Manager

SUBJECT: 2019 Downtown Revitalization Committees Capital Budgets

STRATEGIC PLAN

8.10 Through Downtown Committees and political representatives, meet with local retailers to facilitate and develop themes, improvements and specials (ie. sidewalk sales, passport campaigns, heritage days, rental property promotions, loyalty programs, Christmas lights, Think Minto First etc.)

8.12 Promote and support development of Minto's authentic heritage and culture to assist with creating a unique family destination. Work with local heritage groups to create tours and integrate historic stories into local tourism product.

BACKGROUND

In 2008, the Town set up Downtown Revitalization Committees in Clifford, Harriston and Palmerston. These groups create yearly action plans focusing on the four pillars of Main Street Revitalization (Organization, Economic Development, Marketing & Promotions and Streetscaping). Each year Downtown Revitalization Committees receive \$5,000 to put towards streetscaping projects such as street furniture, murals, Christmas lights, and public art. In 2016, after “Diggin’ It” the Harriston Downtown Revitalization Committee placed \$2,500 into their Operating Budget for the Annual Street Party & Dance. The other Committees still allocate \$5,000 to streetscape work.

COMMENTS

Downtown Revitalization Committees are planning 2019 streetscaping projects. After the highly successful Cool Cones initiative in Harriston, the Palmerston Downtown Revitalization Committee in partnership with the Cultural Roundtable is excited to launch a similar public art project focused on trains. With new light poles in Clifford that DRC is looking at a banner project. Harriston DRC would like to expand the Light up the Town inventory. To proceed with these projects the Downtown Revitalization Committees request approval of their 2019 capital streetscaping budgets to begin to make commitments on these projects.

FINANCIAL CONSIDERATIONS

The Harriston DRC Capital Budget is \$2,500 and the Clifford and Palmerston DRCs Capital Budgets are \$5,000 respectively, therefore \$12,500 is being requested in the 2019 Capital Budget.

RECOMMENDATION

That Council receives the November 1, 2018 report from the Business & Economic Manager regarding the 2019 Downtown Revitalization Committees Capital Budgets and pre- approves their capital budgets totaling \$12,500.

Belinda Wick-Graham, Business & Economic Manager



TOWN OF MINTO

DATE: November 1st, 2018

REPORT TO: Mayor Bridge and Members of Council

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

SUBJECT: Section 357 Applications

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:

Section 357 and 358 of The Municipal Act, S.O. 2001, c. 25, as amended are submitted to the Municipal Property Assessment Corporation (MPAC) for several reasons including fire loss, demolitions, mobile unit removed and gross or manifest errors.

COMMENTS:

The attached list is for the 2016 to 2018 taxation years and is the result of a closed commercial businesses, demolition of industrial buildings, house razed by fire, removal of mobile units, removal of farm structures and commercial sign, town purchased land and a total building renovation.

FINANCIAL CONSIDERATIONS:

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

RECOMMENDATION:

THAT Council receives the November 2018 report from the Treasurer and Tax Collector regarding Section 357 Applications and that these applications be approved.

Respectfully submitted by,

Reviewed by,

Janet Klemp, AMCT
Tax Collector

Gordon R. Duff, CPA, CGA
Treasurer

TOWN OF MINTO

Section 357 / 358

November 2018

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
2341 000 001 12700	RT decreased by 70,000 House Demo	Apr 01 - Dec 31, 2016	(292.94)	(338.07)	(98.88)	(729.89)
2341 000 001 12700	RT decreased by 72,599 House Demo	Jan 01 - Dec 31, 2017	(395.53)	(464.83)	(129.95)	(990.31)
2341 000 001 12700	RT decreased by 77,399 House Demo	Jan 01 - Dec 31, 2018	(422.19)	(485.96)	(131.58)	(1,039.73)
2341 000 002 05600	FT decreased by 9,400 RT decreased by 600 Silo & Shed Demo	Jan 01 - Dec 31, 2016	(16.43)	(18.97)	(5.55)	(40.95)
2341 000 002 21360	CT decreased by 44,132 RT added 40,111 No Longer Commercial Use	May 14 - Dec 31, 2018	(89.07)	(102.53)	(237.33)	(428.93)
2341 000 002 22600	RT of 59,549 removed Mobile Unit Removed	June 01 - Dec 31, 2017	(190.21)	(223.54)	(62.50)	(476.25)
2341 000 003 04600	RT of 68,000 removed House Demo	Jan 01 - Dec 31, 2016	(378.74)	(437.09)	(127.84)	(943.67)
2341 000 003 04600	RT of 72,044 removed House Demo	Jan 01 - Dec 31, 2017	(392.51)	(461.27)	(128.96)	(982.74)
2341 000 003 04600	RT of 77,029 removed House Demo	Jan 01 - Dec 31, 2018	(420.17)	(483.64)	(130.95)	(1,034.76)
2341 000 005 07202	RT of 11,900 removed Town purchased property	Jan 12 - Dec 31, 2018	(67.11)	(72.46)	(19.62)	(159.19)
2341 000 005 10100	CT of 2,953 removed Commercial Sign Removed	Mar 01 - Dec 31, 2017	(21.45)	(23.63)	(25.38)	(70.46)
2341 000 005 10100	CT of 2,969 removed Commercial Sign Removed	Jan 01 - Dec 31, 2018	(25.75)	(27.79)	(29.71)	(83.25)
2341 000 005 22100	RT of 111,170 removed House Fire	June 03 - Dec 31, 2018	(375.50)	(405.41)	(109.77)	(890.68)
2341 000 006 12900	RT of 79,300 removed Mobile Home Demo	Jan 01 - Dec 31, 2018	(461.16)	(497.90)	(134.81)	(1,093.87)
2341 000 008 00500	RT of 24,000 removed CT of 47,000 removed Total Building Renovation	Oct 18 - Dec 31, 2016	(113.71)	(123.17)	(108.13)	(345.01)
2341 000 008 00500	RT of 23,490 removed CT of 46,510 removed Total Building Renovation	Jan 01 - Dec 31, 2017	(539.45)	(594.40)	(518.91)	(1,652.76)
2341 000 008 00500	RT of 23,490 removed CT of 46,510 removed Total Building Renovation	Jan 01 - Dec 31, 2018	(539.87)	(582.89)	(505.30)	(1,628.06)
2341 000 011 06590	IT of 25,000 removed Buildings Demo	June 30 - Dec 31, 2017	(176.70)	(194.71)	(176.13)	(547.54)
2341 000 011 06590	IT of 25,000 removed Buildings Demo	Jan 01 - Dec 31, 2018	(348.92)	(376.72)	(335.00)	(1,060.64)
2341 000 011 14200	CT of 75,100 removed RT of 74,968 added No Longer Commercial	Oct 27 - Dec 31, 2017	(38.89)	(42.85)	(114.97)	(196.71)
						-
						-
			\$ (5,306.30)	\$ (5,957.83)	\$ (3,131.27)	\$ (14,395.40)

IT - Industrial

RT - Residential

CT - Commercial

**TOWN OF MINTO****DATE:** October 26, 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 October 26, 2018

Administration	\$ 299,969.91
People & Property	
Health & Safety	
Health Services	
Building	\$ 5,942.24
Economic Development	\$ 10,105.76
Incubator	\$ 1,802.20
Tourism	
Fire	\$ 11,091.28
Drains	\$ 51,104.25
Roads	\$ 46,676.37
Cemetery	
Waste Water	\$ 14,301.30
Streetlights	\$ 742.41
Water	\$ 2,059.21
Town Landscaping Care	\$ 79.32
Recreation	\$ 3,332.55
Clifford	\$ 8,697.20
Harriston	\$ 7,938.31
Palmerston	\$ 22,005.33
Norgan	\$ 4,143.21
	\$ 489,990.85

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 October 26, 2018 regarding Approval of Accounts, and approves the Town of Minto accounts by Department for September/October 2018.

Gordon Duff, Treasurer



TOWN OF MINTO

DATE: October 29, 2018

REPORT TO: Mayor and Council

FROM: Mike McIsaac, Roads & Drainage Manager

SUBJECT: Municipal Drain #24, 39 & 60 Tender Results

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

Tenders were sent out for the reconstruction of new elements on the current Municipal Drains #24, 39 & 60. Results for each are follows:

Municipal Drain #24

Company	Price (Pretax)	Start Date
AG Hayter	\$468,486.60	July 1, 2019
Marquardt Farm Drainage Ltd.	\$397,292.00	July 15, 2019
Robinson Farm Drainage	\$447,375.00	October 25, 2018

Municipal Drain # 39

Company	Price (Pretax)	Start Date
AG Hayter	\$178,286.75	July 1, 2019
Marquardt Farm Drainage Ltd.	\$144,700.00	July 1, 2019

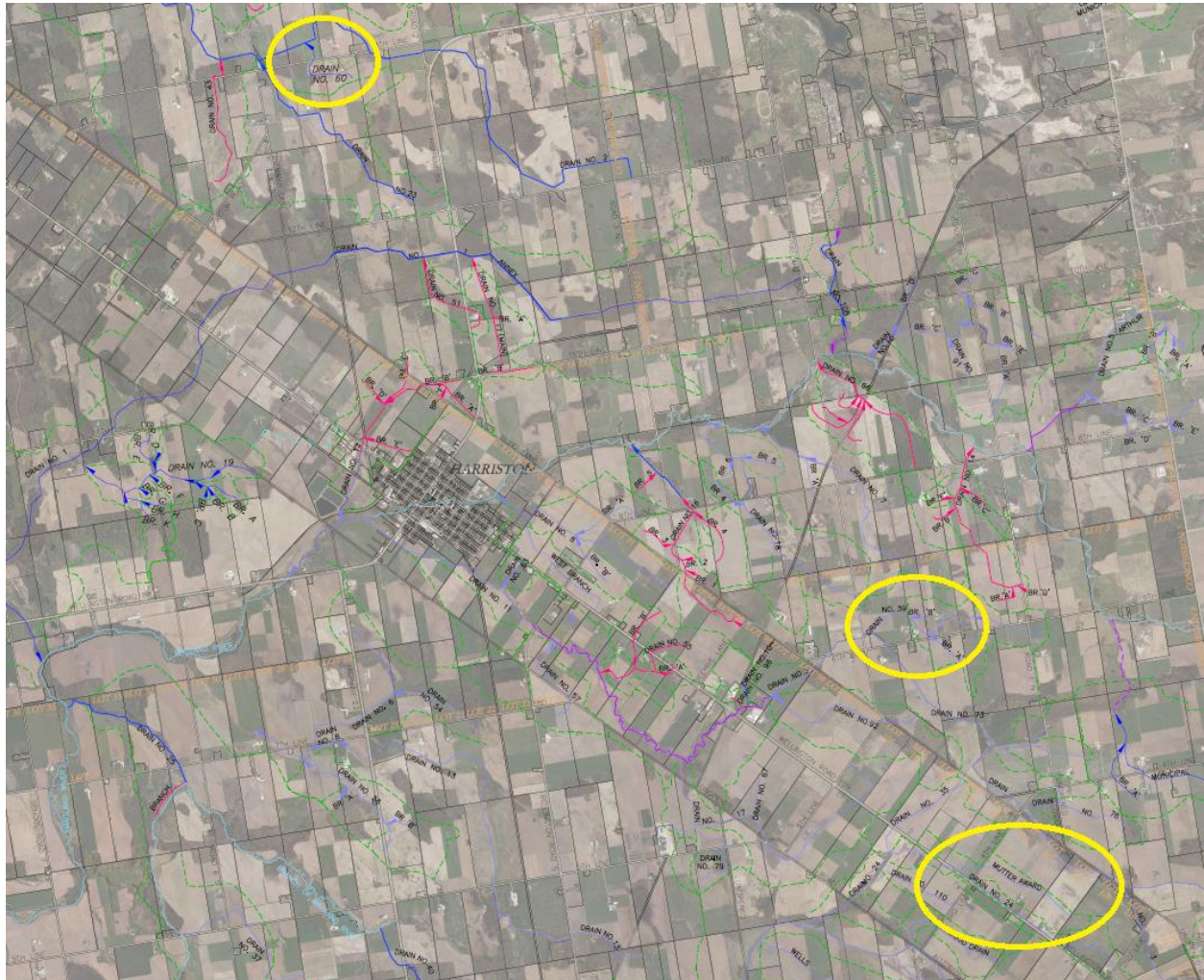
Municipal Drain #60

Company	Price (Pretax)	Start Date
AG Hayter	\$44,815.00	July 1, 2019
Marquardt Farm Drainage Ltd.	\$28,244.00	June 15, 2019

COMMENTS:

Dietrich Engineering Limited has reviewed all tenders for accuracy and completion to their satisfaction. Dietrich's original construction cost estimate for Municipal Drain #24 was set at \$346,400.00 (16% over the engineer estimate). Municipal Drain #39 was estimated at \$138,700.00 (5% over the engineer estimate). Municipal Drain #60 was estimated at \$29,250.00 (3% under the engineer estimate). Although two of the projects have been

submitted slightly over budget, the values are still within the guidelines set in the Drainage Act



FINANCIAL CONSIDERATIONS

Financial considerations for all affected properties have been determined by the appointed Drainage Engineer, in the assessment schedule of the Municipal Drain Report.

RECOMMENDATION

That Council receives the October 29, 2018 report from the Roads & Drainage Manager regarding the tender results for Municipal Drains # 24, 39 & 60 and awards the work to Marquardt Farm Drainage Ltd for a total amount of \$397,292.00 (#24), \$144,700.00 (#39), \$28,244.00 (#60) plus HST.

Mike McIsaac
Roads & Drainage Manager



TO: Mayor Bridge and Members of Council
FROM: Mike McIsaac, Road Drainage Manager
DATE: October 29, 2018
SUBJECT: Winter Maintenance Contract, County Roads 2 & 3

STRATEGIC PLAN:

11.6 Maintain cost effective and appropriate partnerships with the Province, County and nearby municipalities to provide for efficient ongoing maintenance of infrastructure including but not limited to sharing staff resources, using similar technology, establishing joint standards and other areas of mutual benefit.

BACKGROUND

The Town of Minto annually enters into an agreement with the County of Wellington for Winter Maintenance on County Roads 2 & 3. The contract provides for payments from the County to the Town for plowing, sanding, and routine patrolling.

The County is offering compensation of \$8,400/km, up from \$8,000/km last year, for the maintenance of 14.4km, starting November 19, 2018 or whenever winter maintenance has commenced up to and including March 24, 2019 or until such time as winter operations have ended.

FINANCIAL IMPLICATIONS

This contract will cover the actual cost of maintenance. The budgeted revenue from the County of \$115,200 in 2018 and can be increased to \$120,960 based on \$8,400/km for the 2019 budget. Actual revenue from the County posted in 2018 is \$124,129.

The County also compensates for any unforeseen extra costs which may be incurred due to heavy snowfall events outside of regular maintenance, as proposed in the attached letter from the County of Wellington.

RECOMMENDATION

That Council receives the report from the Road and Drainage Manager regarding the Winter Maintenance Contract for County Roads 2 & 3 and that Council accepts the compensation of \$8,400/km for the 2018/2019 winter season from the County of Wellington.

Mike McIsaac
Road and Drainage Manager



TOWN OF MINTO

DATE: October 31, 2018

REPORT TO: Mayor and Council

FROM: Mike McIsaac, Roads & Drainage Manager

SUBJECT: Brunswick St Structure N, Palmerston

STRATEGIC PLAN:

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

BACKGROUND

March 20, 2018 Council made the follow motion regarding Structure N on Brunswick St in Palmerston.

THAT Council of the Town of Minto receives the Road Foreman's report dated March 12, 2018 Bridge and Culvert Biennial Inspection and directs staff to have the Brunswick St culvert in Palmerston inspected every six months to monitor the rate of deterioration and that \$600,000 for the culvert replacement be identified separately in the five year project plan for 2022.

The location of Structure N is shown in the adjacent map. As a result of a follow up inspection by Burgess Engineering, the attached letter was received recommending immediate closure of Structure N as advancing deterioration has placed its structural integrity in question.

The map shows alternate access routes are available to area residential properties by way of Lett and Nelson Streets to Wellington Rd 5 (Whites Rd). At this time there are no known issues or construction projects scheduled with the structure on Whites Rd (Yellow Star) that will impact traffic flow or access for



emergency services during this closure. The closure is a minor inconvenience to area residents who have to travel an extra block to go downtown. The bridge is open for pedestrians. The pictures below document its condition in spring 2017.





COMMENTS:

Staff closed Structure N October 31, 2018 upon receiving the recommendation from Burgess Engineering Inc. June 23, 2017 and February 20, 2018 flooding has been hard on this structure. Current approximate limits of deterioration at the headwalls are shown in red.



Prior to replacing structure, water and wastewater infrastructure needs require consideration so they are not impacted for future development. The project indirectly links in to the West Palmerston Master Plan work currently underway as the sewage lift station to remove 19 homes from individual pumping systems would be nearby Structure N.

FINANCIAL CONSIDERATIONS:

Council may recall the Town had applied twice for grants to replace Structure N, install the sewage lift station, and other infrastructure upgrades. The estimated cost of that larger project exceeded \$2 million. Depending on design and width replacement cost should be under \$500,000. The culvert will be identified in the Five Year Project Plan presented at Budget 2019.

RECOMMENDATION:

That Council receives the Roads and Drainage Manager's report dated October 31, 2018 Brunswick St Structure N, Palmerston and directs that Structure N, on Brunswick St in Palmerston remain closed until budget for a replacement structure is approved.

Mike McIsaac, Roads & Drainage Manager



October 31, 2018

Mike McIsaac
Public Works,
Road Foreman & Drainage Superintendant
Town of Minto

Re: Bridge N, Brunswick St. Drain

Dear Mike,

Based on our recent field review in follow up to our letter dated March 8, 2018 we offer the following summary.

As previously noted the exterior sections (inlet/outlet) of this culvert have advanced concrete deterioration. Basically the concrete is disintegrating back into gravel. The concern is when this deterioration/breakdown advances into the inner barrel regions. In addition when this process of deterioration is this advanced the further rate of breakdown increases.

Based on our recent inspection we noted that further deterioration and propagation of this deterioration has advanced into the inner barrel region. We are at the point where the structural integrity of this culvert is in question and we recommend closure. The existing culvert could be replaced with a pre-cast box or open footing rigid frame if this road is to be opened in the future.

Let me know if you require any clarifications.

Yours truly,

A handwritten signature in blue ink, appearing to read "A.D. Burgess", is written over a circular blue ink stamp.

Andrew D. Burgess, P.Eng
President
ADB/eb

Burgess Engineering Inc., Consulting Engineers
137 Lake Street, Grimsby, ON, L3M-4M6 (905) 741-5427
Email: bei@mailburgesseng.com



March 8, 2018

Mike McIsaac
Public Works,
Road Foreman & Drainage Superintendant
Town of Minto

Re: Bridge N, Brunswick St. Drain, Sub-structure Flood Review

Dear Mike,

Based on our field review of the above captioned site on Wednesday March 7th we offer the following summary.

This concrete box culvert (non-rigid) is in poor condition. The top slab has advanced concrete deterioration (break-down) at both the inlet and outlet. This deterioration is advancing inward and starting to affect the inner barrel. In addition the walls are rotating inward due to soil pressure and insufficient rigidity of the connection to the top slab.

This structure is exposed to fast water flows. The existing embankment protection is comprised of various concrete sections and is slightly undermined at the inlet.

Currently there is no sign of critical structural distress. However due to the advanced state of deterioration, wall inward movement, and fast water flows, we recommend this culvert be inspected every 6 months until replaced or closed.

Let me know if you require any clarifications.

Yours truly,

A handwritten signature in blue ink, appearing to read "ADB", is written over a faint, stylized blue line that forms a large, loopy shape.

Andrew D. Burgess, P.Eng
President
ADB/mb

Burgess Engineering Inc., Consulting Engineers
137 Lake Street, Grimsby, ON, L3M-4M6 (905) 741-5427
Email: bei@mailburgesseng.com

Building Department Monthly Review



October 2018



October 2018 Permit Activity

- Construction remained strong in October, exceeding stats in 2017.
- 19 Permits were issued resulting in \$3.8 Million constructed value vs. 13 Permits in 2017 worth \$0.5 Million

PERMIT TYPE	2018		2017	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	0	\$ -	0	\$ -
Multiple Family Dwelling	3	\$ 2,640,000.00	0	\$ -
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	7	\$ 461,000.00	3	\$ 117,000.00
Residential Accessory Structures	1	\$ 2,000.00	4	\$ 50,000.00
Residential Pool Enclosures/Decks	0	\$ -	0	\$ -
Commercial Permits	0	\$ -	0	\$ -
Industrial	2	\$ 535,000.00	0	\$ -
Institutional	0	\$ -	0	\$ -
Agricultural	1	\$ 75,000.00	4	\$ 303,000.00
Sewage Systems	3	\$ 29,000.00	1	\$ 5,000.00
Demolitions	2	\$ 50,000.00	1	\$ 1,000.00
Monthly Total	19	\$ 3,792,000.00	13	\$ 476,000.00
Total Year to Date	193	\$ 32,125,000.00	187	\$ 28,809,000.00



Year To Date 2018 Permit Activity

- Year to Date - 193 Permits resulting in \$32.1 Million constructed value vs. 199 Permits in 2017 worth \$26.0 Million
- To the end of October, the stats exceed the highest year-end Minto has experienced by more than \$3.5 Million

PERMIT TYPE	2018		2017	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	29	\$ 10,325,000.00	23	\$ 6,895,000.00
Multiple Family Dwelling	7	\$ 5,551,000.00	10	\$ 5,785,000.00
Accessory Apartments	1	\$ 40,000.00	0	\$ -
Residential Additions/Renovations	32	\$ 1,872,000.00	31	\$ 1,440,000.00
Residential Accessory Structures	23	\$ 467,000.00	23	\$ 584,000.00
Residential Pool Enclosures/Decks	19	\$ 140,000.00	33	\$ 142,000.00
Commercial Permits	6	\$ 328,000.00	5	\$ 197,000.00
Industrial	10	\$ 1,920,000.00	15	\$ 5,000,000.00
Institutional	3	\$ 240,000.00	5	\$ 982,000.00
Agricultural	41	\$ 10,986,000.00	33	\$ 4,737,000.00
Sewage Systems	15	\$ 155,000.00	15	\$ 151,000.00
Demolitions	7	\$ 101,000.00	6	\$ 53,000.00
Total	193	\$ 32,125,000.00	199	\$ 25,966,000.00

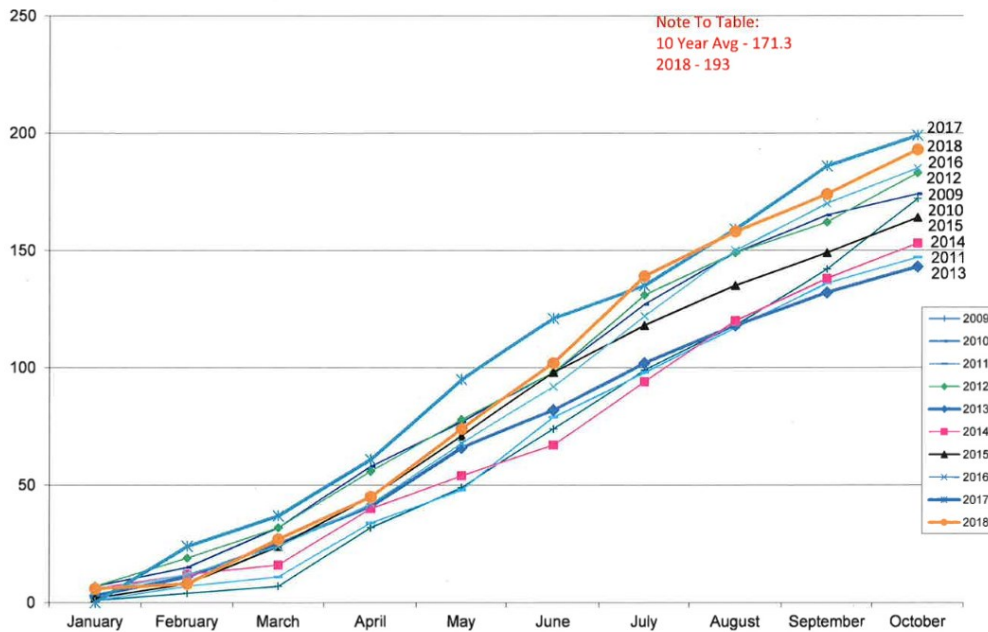
October's Highlights

- **Highlights include:**
 - **10 new Residential Units issued, (1 – 5 Plex (Palmerston), 1 – 4 Plex (Harriston), and 1 SFD (Palmerston), 2 new Industrial Buildings (Rural) and an Industrial Addition (Palmerston Industrial Park)**
 - **42 new Residential units to date for 2018**



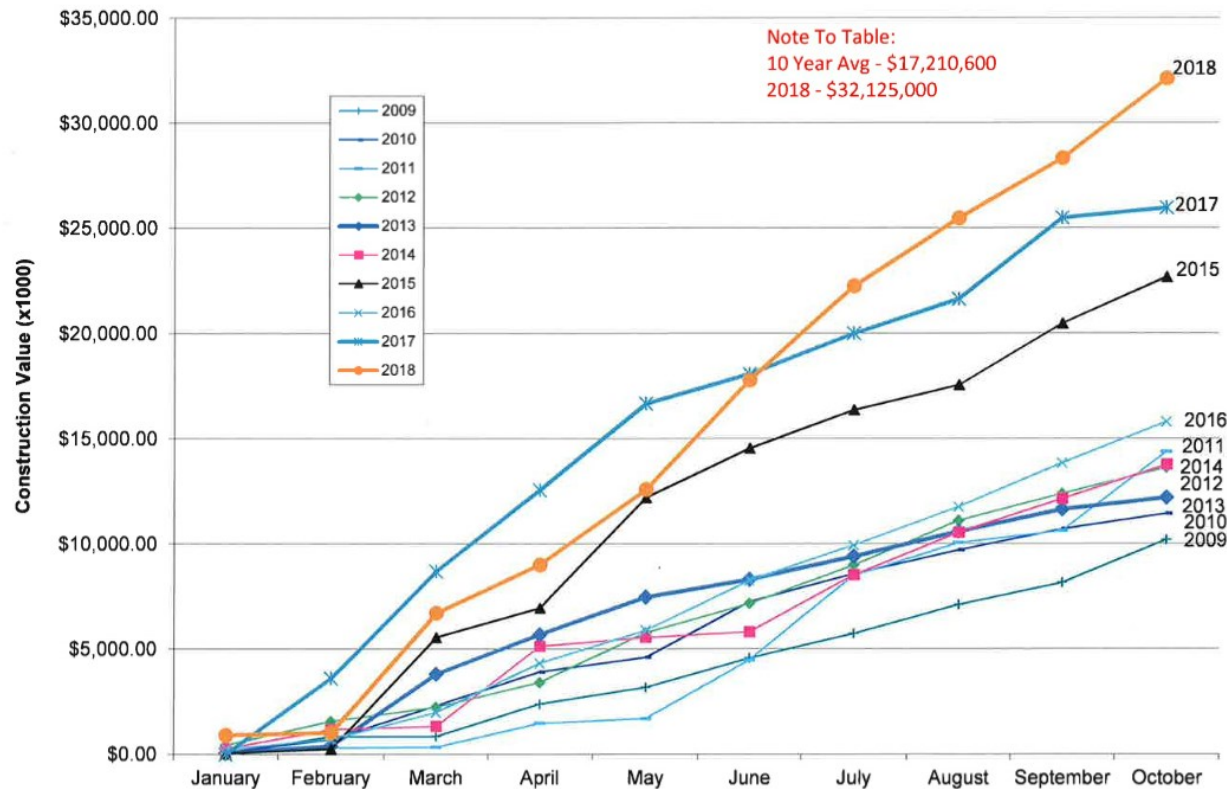
10 Year Permit Numbers

- 10 Year Average – 171.3
- Year To Date – 193 Permits



10 Year Construction Value

- 10 Year Average - \$17,210,600
- Year To Date - \$32,125,000



Council's Term Construction Activity



November 01, 2014 - October 31 2018

Council Term Residential Construction

- Since the beginning of Council's term, **191** new residential units have been constructed, averaging **47.75** units per year (consistent with our growth forecast)
 - 75 new units in Palmerston
 - 40 new units in Harriston
 - 46 new units in Clifford
 - 30 new units in Minto Township
- Due to Council selling surplus land (Ann St, Senior School Property, Clifford Ball Diamond), this has allowed for **57** new residential units to be constructed, which realizes approximately **\$93,000.00** in additional taxes for Minto.

Council Term Residential Construction



Ann Street, Clifford



Council Term Residential Construction



Field of Dreams, Clifford



Council Term Residential Construction



George St, Harriston





Council Term Residential Construction

3 New Subdivisions



Council Term Agricultural Construction

- Exceptional growth in the agricultural sector has been seen over the past 4 years as well.
- In addition to barn additions, sheds, etc, 28 new barns have been constructed. This is an increase of approximately 23 new barns over the 2010-2014 Council Term
 - 5 new broiler/layer poultry barns
 - 6 new beef barns
 - 4 new hog barns
 - 13 new dairy barns



Council Term ICI Construction

- The ICI sector has remained active as well.
- **14 new projects have been constructed**
 - Palmerston Medical Center, Tucker Industries, several Industrial buildings, Palmerston Daycare, etc



Palmerston Industrial Park

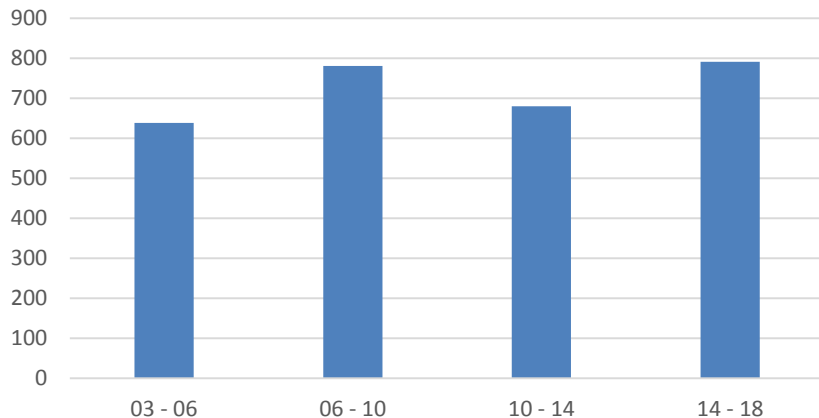




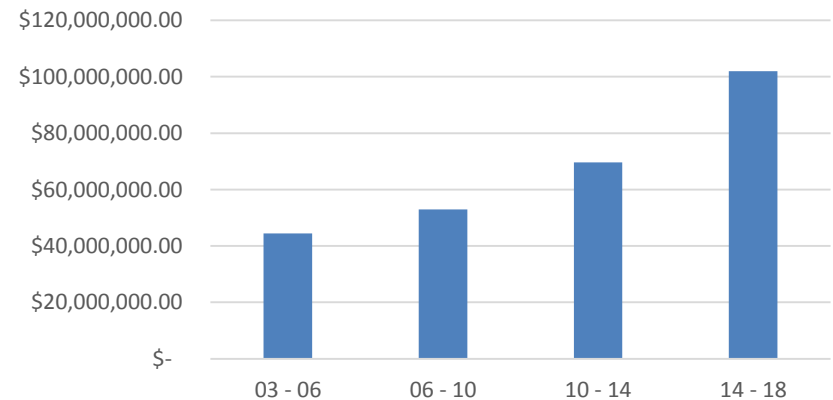
Council Term Residential Construction

- In total 810 Building Permits have been issued over Council's Term, with a construction value of \$105,734,000.00
- As previously mentioned, 193 permits to date in 2018 alone, with a construction value of \$32,125,000.00
- This is substantially higher than any other Council terms since 2003, higher by \$36.1 Million higher than any previous Council term

Permit Numbers



Construction Value



Council Term Results

- Increase in the volume of construction
- Improvement in all Downtown cores
- Success of the structural grant program



Questions/Comments





TOWN OF MINTO

DATE: November 1, 2018
TO: Mayor and Council
FROM: Bill White, CAO Clerk
SUBJECT: 2014-2018 Council Term

STRATEGIC PLAN

Vision

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

Mission

Provide cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

BACKGROUND

Minto's 6th Council sworn in December 2, 2014 had a productive term characterized by major community events like Norwell's 75th, IPM 2016, Clifford Homecoming, Norgan's 70th, Canada 150 and Canadian Softball Championships where the Palmerston Imperials brought home a Canadian title. These festivities involved thousands of volunteers as well as Council and staff to varying degrees. Forever these events are milestones marking this period in Minto's history that showcased the community to a broad audience and attracted millions of dollars in investment in the local economy.

In 2015 Council held a public meeting to update the 2013 Strategic Plan. While attendance was low, a few initiatives were proposed regarding electronic meetings, municipal service corporation and aging community. In 2018 after another public meeting Council approved 10 more changes to actions in response to Committee and staff recommendations. Another change requires each new Council re-consider the Plan at the start of term. Many actions in the original Plan are complete, but in many ways the plan remains valid into Minto's future.

Strategy without tactics is the slowest route to victory, tactics without strategy is the noise before defeat. [Sun Tsu, Ancient Chinese Military Strategist](#)

Council spent considerable time in the last two years on Succession Planning. It is well documented how the Town's workplace will change over the next few years as 22% of staff is likely to retire. After several reviews in closed session a presentation was given on Succession Planning in open session June 18, 2017. Council has been consistent applying the plan during recent parental and health leaves, and restructured Public Works, and Recreation and Facilities consistent with the Succession Plan.

Council had Department presentations on annual accomplishments from Economic Development, Minto Fire, Building & Bylaw, Public Works, Clerk's, Recreation and Facilities. This summary report is a broader look at actions in community building, fire, emergency planning, public works, infrastructure, parks, facilities, planning, administration and finance.

So live your life that the fear of death can never enter your heart. Trouble no one about their religion; respect others in their view; and demand that they respect yours. Love your life, perfect your life, beautify all things in your life. Seek to make your life long and its purpose in the service of your people. Prepare a noble death song for the day when you go over the great divide."

Tecumseh

Community Building

Industrial land initiatives included Provincial certification of the 14 acre site in Palmerston bringing the Town the benefit of broader marketing outreach. Council approved Palmerston projects such as Tucker Industries, Felix Weber, Shaun Weale, and Tri-coat. Frank Lambier Court is fully developed while Noble Family Road is serviced and a project underway. One year extensions for Shrimp Canada and Medicinal Cannabis Producer Krosinski were approved. Council increased the industrial land price, while engineering design of the lift station to service the last 16 acres at the north end of Minto Road is started. The approved Harriston Class EA showed 60 acres of land can be serviced for future industrial. By altering its servicing approach the Town cut its future cost in half. Servicing the first 11 acres will require \$2 million future investment, including reconstructing John Street with a lower sanitary sewer for gravity flow and watermain loop to Adelaide Street.

During Council's term all 26 lots on Clifford Ann Street sold and the final transfer of the former Clifford ballfield to Schwindt & Sons completed. This resulted in \$830,000 land sale revenue to the Town and 40 plus new residences. Purchase and re-sale of the Harriston Senior School completed in 2014 resulted in 17 new homes fronting on George Street, 23 Quality Homes Townhouses (permits for 8 issued) and a future 10 lot Lawrence Street subdivision. Town taxes revenue share from these 90 plus homes will exceed \$100,000 per year plus \$100,000 annual water and sewer revenue.

Minto achieved \$105 million in building permits in 4 years while addressing many new provincial Building Code changes. Aside from industrial development, were several large agricultural projects and Minto Rural Health Centre Expansion Palmerston Hospital 2015, Harriston Co-op 2017, and Clair Ridge Estates and Creekbank Meadows residential subdivisions (2017). Besides an active building service, issues such as open fires, ornamental ponds, projecting and political signs, urban chickens, and downtown two hour parking were addressed. A new animal control provider was approved and "life time" dog tags introduced. A short term lease was signed for monster truck rides in Harriston in 2015.

Council approved a major update, prepared in house, to its Community Improvement Plan in 2015 greatly increasing incentives the Town can legally offer to encourage re-development.

This included an expanded boundary to allow incentives for projects outside “downtowns” inside urban areas and structural improvement grants to encourage building rehabilitation. Budgets 2015 through 2018 carried about \$250,000 for structural improvements helping revive Harriston Old Post, Clifford Brent Young Seeds, and the former Palmerston Mac’s stimulating over \$1 million in private investment.

In 2015 Council approved a Business Case Study to form a Municipal Service Corporation and assume operations of the Harriston Lion’s Medical Clinic. The Mayor, CAO Clerk and Treasurer accepted unpaid Board positions to run the clinic as a non-profit corporation. In 2018 the Deputy Mayor and Business & Economic Manager were added to the Board and new leases signed that grow rental income for the next 5 to 8 years. \$75,000 in building improvements funded by the Town will be paid back within 12 years. Council supported the Minto Rural Health Centre opening in 2016 approving a flow through loan of \$1.5 million. The Town’s lease with the County for the Clifford Medical Centre was renewed.

The Jobs & Housing portal launched in 2015 has grown and expanded. Party in the Park grew steadily since 2014. The first Downtown Street Party was held in Harriston after “We Dug It”. Fire and Ice began in 2016, and for the 2017 New Year became the “go to” family event as a partnership between the Town and Minto Fire. The Alumni Attraction Campaign 2016 and Filipino Outreach 2017 are among the unique marketing approaches started in the term. In 2017 Minto received 5 leaves to keep its position in Communities in Bloom Circle of Excellence. Early 2018 the Manager of Business & Economic Development was the youngest ever recipient of EDCO’s prestigious Joseph Montgomery Achievement Award.

In 2016-2017 the Town expanded partnership at the Palmerston Railway Heritage Museum with support of a new Board and the County. Displays were upgraded, facilities improved, artifacts inventoried and events more coordinated including revival of hand car races. Volunteers extend the museum season into the fall. The first Youth Resiliency presentation to Council was in 2015 and the Minto Youth Action Council formed a year later with similar programs in Mapleton and Wellington North under the umbrella North for Youth. In 2018 Minto was designated as a Gold Youth Friendly Community.

Minto Fire & Emergency Planning

Minto Fire updated its 2012 Master Fire Plan in house with major new initiatives in 2015 including a 5 year public education plan to greatly increase the Department’s social media presence. This was very beneficial during public emergencies as Minto Fire became the place to go to for information during ice storms, tornados and floods. Minto Fire implemented presumptive legislation for post-traumatic stress disorder and certain cancers attributed to firefighters. PTSD programs are made available to firefighters and spouses. Later in the term local initiatives in mental health and suicide prevention emerged under Minto Fire’s leadership. To aid with training and response Council purchased a new tanker

and pumper truck along with a used aerial, and extended its vehicle replacement plan from 20 to 25 years. Agreements with North Perth and Howick (twice) were negotiated.

The Town and Conservation Authority started the Harriston Hydrology Project in 2014 to produce new flood plain maps by 2017. In 2014 the Town bought additional watershed monitoring equipment, and in 2015 Triton completed total station survey of the urban floodplain. 2016 SWOOP mapping from the Province was not accurate enough to overlay flood mapping software to model storm events. June 23, 2017 a 1:100 year storm caused damage to more than 150 properties in Harriston and the rest of Minto. The last two trailers left in the Harriston Trailer park when the flood occurred are now removed. The Town's NDRP grant of \$132,000 was approved paying 50% of new digital mapping received in 2018 and now modelled by the Conservation Authority. In November 2018 possible solutions upstream, in Town and downstream to help reduce flood risk will be presented to the public. The municipal drain process may apply to implement some solutions.

Emergency planning was a priority through the term with exercises and real life issues. In 2015 Treasury finished complicated and detailed reporting to receive funding for the 2014 ice storm. In August 2015 the operation center was called to action for the Teviotdale Tornado. The earliest tornado in Ontario history occurred in north Minto March 18, 2016. The Harriston/Minto Flood June 23, 2017 called for a broad community response with many partners contributing to protecting people and property. The County's After Action Report complimented overall flood response and identified actions the Town could take to improve such as updating mapping. February 20, 2018 a flash melt and rainfall caused a second event affecting the Saugeen River on the 12th Line and North Ward Drain. Staff mitigated impacts by pumping water at William and George Street, and has obtained two used pumps to deploy as needed. Long term solutions will come from a pending Watershed Plan.

Public Works & Infrastructure

Shortly after the Public Works Director departed in March 2017 Council approved a winter control program to deploy Town equipment and operators more effectively. During winter events an afternoon shift to remove snow on rural routes was added without impacting traditional early morning urban routes. This made two Town plow trucks surplus reducing future replacement costs \$600,000. In 2018 the Town bought one heavy duty 550 series truck to replace the 2004 International, a tandem and single axel plow truck. Sale of the three surplus vehicles covered the entire cost of a new heavy duty truck and added \$20,000 to the vehicle reserve. Since 2015 Public Works annual vehicle reserve contributions increased from \$105,000 to \$220,000, much closer to a proper replacement program.

Water meter installation began in 2015 and finished in 2016 dropping water use by at least 20%. Meter reading and billing procedures were adjusted with a new water use bylaw approved in 2017. The approved bulk water policy makes available only 0.75% of total supply to future users. Water restrictions were put in the hands of the Overall Responsible Operator as needed. When the DWQMS Coordinator retired in 2015, the position merged

with the Water Lead Hand. Audits, management review and inspection reports exceeded standards through staff changes. Over \$5 million was invested in water infrastructure during the term. The systems have capacity to meet 25 year growth projections.

Capacity was increased in all three Town waste water systems by inflow and infiltration initiatives and reduced water use due to meters. Clifford lagoon has capacity to service the next 25 years of residential development, while the Palmerston Plant has capacity with upgrades required in 10 to 15 years. The Harriston Lagoon can accommodate most of the projected development although improvements will be needed within 20 years depending on future standards and growth rate. Council passed a new Sewage Use Bylaw in 2017 and invested over \$5 million in waste water infrastructure during the term. A new SCADA system was installed in Clifford 2017 using redirected inflow and infiltration budget no longer needed once independent video analysis verified no major surface or groundwater penetration in the system. In 2015 a Sewage Works Responsibility Agreement was signed with Pike Lake so long term contingencies are in place for their communal systems.

In 2015-16 downtown Harriston was reconstructed from Adelaide Street to just past Jessie Street a major initiative during which the Diggin' It program was developed. Clifford Elora Street was re-built in 2017-18 from Grein's Lumber to West Heritage Road including 0.5 km of water and sewer for large lots at the north end. Other places tried the "Diggin' It" approach to major downtown projects but few were as successful as Minto. Noted infrastructure projects include Harriston George Street 2017, Clifford Ann Street 2015-2016, Palmerston James and Jane 2017, and in rural areas the Bride Road Culvert 2015, 6th Line, Blind Line, and 8th Line resurfacing 2016-2018. Selling the Town's gravel pit in 2017 to Denison's made \$618,000 available for other purposes when sale price and re-directed reserves are included. Over 750 streetlights were replaced with LED fixtures in 2015 according to the July 2014 Realterm partnership agreement that directed 65% of energy savings to them in return for installing and maintaining the lights for 10 years.

Parks and Facilities

In 2015 the Town assumed ownership of White's Junction Trail and then extended it to Harriston in collaboration with the County during 2016 roundabout construction. A railway bridge on the trail burned by fire in 2016 was replaced before a second bridge was damaged by flood in 2017. That bridge is set for 2019 replacement. A 1.18 acre park established as part of the Quality Homes project kept a commitment to the neighbourhood that a 1 acre park would be retained with Senior School re-development. In 2016 Harriston Lawn Bowling was transferred to the Town with an operating agreement allowing bowlers on-going access to the building and equipment. The Town took ownership of Mill Street Park with on-going arrangements with Harriston Horticultural Society.

In 2016 the TLC Coordinator became full time by combining part time wages with a winter control role. This greatly enhanced Town landscaping and downtown plantings in the

community. 2016 saw the Town adopt a Tree Planting and Replacement Policy to protect and enhance the tree canopy. Trees for Minto emerged 2014-2018 from the previous Trees for Farms initiative planting thousands of trees during the term. Parking lot design and landscaping at the Clifford and Harriston arenas was improved, while naturalization of open spaces started with the Warden's Forest planting at the Town office in 2016. The Harriston Legion banner program was expanded to Palmerston in 2016 and Clifford in 2018. Council approved outdoor patio standards for downtown areas in 2018 for the 2019 season.

Council approved a centralized booking system for facilities moving the role to admin staff at the municipal office in 2016-2017. The on-line presence was upgraded to increase bookings and improve customer service. Restructuring around central booking placed scheduling responsibility with the Recreation and Facilities Coordinator so staff could be better deployed to increase revenue and reduce cost. In 2016 the Norgan's construction debt was fully paid allowing surplus funds to be dedicated to future improvements. In 2016-2017 day camp and "grass roots" programs began to grow significantly with a banner year in 2018. The new after school program continues to exceed expectations with top-notch staff offering a program popular with kids and parents.

The Facilities Manager completed numerous small capital projects in many facilities such as renovations to the Town Hall Theatre, community hall upgrades, and new dressing rooms in two arenas. The Palmerston Arena lobby upgrades and the Kinsmen pool renovation in Harriston were completed with private and non-profit donations allowing the Town to accomplish more work at a lower cost to ratepayers. Several energy efficiency initiatives throughout facilities have helped control energy and utility costs.

Planning, Administration & Finance

Responding to County population projections and Growth Plan regulations approved by the Province, Council initiated a secondary planning process in Clifford in 2017 and Palmerston in 2018 to prepare the Town to participate in the County's expanded five-year official plan review set for 2019-2020. In 2016 major changes to the Planning Act were implemented and in 2018 the Ontario Municipal Board reformed requiring changes to public meeting, administrative procedures and notices. In 2016-2017 engineering services were tendered and Triton selected as the lowest cost of 11 bidders. A five year contract was signed. In 2016 a five year extension was given to Duncan Linton's legal services contract.

In 2016, Minto entered into an Asset Roadmap project to expand its Asset Management Plan to meet new obligations in the Federal Gas Tax agreement. The Town engaged Public Sector Digest to implement the CityWide software suite. They appeared before Council in 2016 to update progress. Added modules such as G.I.S. will help track service requests and improve asset maintenance for Public Works, Clerks and other departments. Expansion of asset management obligations has not yet been addressed by the new Provincial government. It is unknown if new O Reg 588/17 standards will apply in the future.

Major policy changes shifts were a challenge for Council reviewing the 2015 FCM Action Plan, Moving Ontario Forward, and Ontario Climate Change Paper proposing new initiatives for rural Ontario. In 2017 Ontario's Long Term Energy Plan was published only to be shelved by the new government in 2018. In 2015 Council dealt with Municipal Act and the Conflict of Interest Act review including, among other considerations, a ranked ballot option, eventually rejected by all municipalities except London. Council approved a code of conduct, fiscal accountability, and complaints policy to prepare for Ombudsman oversight in 2016. The Town adapted to the changing workplace review (Bill 148) and new violence and harassment rules plus changes to firefighter certification and customer services policies for accessibility. A new Purchasing Bylaw passed in 2017 met upgraded Provincial standards.

Council approved a new Performance Review program for staff, the Minto Mettle employee recognition, electronic meeting software Escribe, electronic filing using TOMRMS, eight applications under FIT 4.0 (only 4 could be completed), an electric vehicle charging station, a new delegation of powers bylaw, sidewalk maintenance plan, three new pedestrian crossovers, and a new municipal drain procedure with semi-annual updates so Council can track progress through this complicated process. Council had 9 delegations with Provincial Ministries and the Mayor and staff spoke at various events across Ontario proving Minto has something to offer beyond its borders. Council received a draft cemetery master plan and design options to inter cremated remains at all three facilities. Following public meetings this fall the final master plan and designs will come to the new Council for approval in 2019.

COMMENTS

Any summary of term accomplishments that includes tornados, chickens, monster trucks, fire, ice, and floods has to be interesting. By no means does this summary capture all staff and Council activities over the last four years. This review recognizes a job well done and is the basis for the next Council to carry on the same high standards of service. It was a pleasure being a part to the team supporting Council in its 2014-2018 activities.

FINANCIAL CONSIDERATIONS

Overall budget increases average residential taxpayer.

2015	1.7%	+\$6.9 million capital	
2016	2.9%	+\$6.9 million capital	
2017	1.2%	+\$6.1 million capital	
2018	3.6%*	+\$6.1 million capital	*(+/- 3% due to loss of Provincial funding)

RECOMMENDATION:

That the sixth Council of the Town of Minto receives as information the C.A.O. Clerks final report entitled 2014-2018 Council Term.

Bill White, C.A.O. Clerk

The Corporation of the Town of Minto
By-Law 2018-83

To amend Zoning By-law 01-86, as amended regarding 24 George Street
N, Harriston

WHEREAS Section 34 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the use of land; and

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

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

1. THAT Section 35, Exception Zone 2 – Harriston, is amended by deleting the text of site specific 35.46 – R2-46 in its entirety and replacing it with the following:

35.46	R2-46																					
Part of Park Lot 4,5 & 6, RP 61R- 20210, parts 9 & 10.	<p>The following site and building regulations shall only apply to units constructed pursuant to Minutes of Settlement (PL160711- Feb 10/17) for which a site plan agreement was signed between the Town of Minto and the owner of the land (May 4, 2018) for which a common element condominium (23CD-18002) is to be established. Should the condominium not proceed the site and building regulations set out in the R2-46 zone and minutes of settlement (PL160711) shall apply to the development of the lands zoned R2-46.</p> <p>Notwithstanding Section 5 – definitions, the townhouse development on the subject lands shall be considered a street townhouse as defined in Section 5 of this by-law and further the regulations under Sections 6 and 12.2.6 shall apply, save and except the following provisions:</p> <table><tr><td>i)</td><td>Lot Area, Minimum /dwelling unit</td><td>252m² (2712.5 ft²)</td></tr><tr><td>ii)</td><td>Front Yard, Minimum</td><td>5.9 m (19.3 ft)</td></tr><tr><td>iii)</td><td>Exterior Side Yard, Minimum</td><td>4.25 m (13.9 ft)</td></tr><tr><td>iv)</td><td>Interior Side Yard-End Unit Minimum</td><td>1.5 m (4.9 ft)</td></tr><tr><td>v)</td><td>Rear Yard, Minimum</td><td>5.0 m (16.4 ft)</td></tr><tr><td>vi)</td><td>Building Height, Maximum</td><td>1 Storey</td></tr><tr><td>vii)</td><td>Maximum number of units</td><td>23</td></tr></table> <p>And further, notwithstanding section 6.10 (Frontage on Public Street), the common element access road on the subject lands shall be considered a public street and the following provision will apply:</p> <p>No person shall erect any building or structure or use any lot in any zone unless such lot meets the following requirement:</p> <p>viii) The lot is legally tied to a condominium having frontage on a future condominium common element roadway that is currently being constructed pursuant to a Condominium Agreement or other Development agreement with the</p>	i)	Lot Area, Minimum /dwelling unit	252m ² (2712.5 ft ²)	ii)	Front Yard, Minimum	5.9 m (19.3 ft)	iii)	Exterior Side Yard, Minimum	4.25 m (13.9 ft)	iv)	Interior Side Yard-End Unit Minimum	1.5 m (4.9 ft)	v)	Rear Yard, Minimum	5.0 m (16.4 ft)	vi)	Building Height, Maximum	1 Storey	vii)	Maximum number of units	23
i)	Lot Area, Minimum /dwelling unit	252m ² (2712.5 ft ²)																				
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v)	Rear Yard, Minimum	5.0 m (16.4 ft)																				
vi)	Building Height, Maximum	1 Storey																				
vii)	Maximum number of units	23																				

	Town of Minto or County of Wellington, that provides direct access to a public road or which connects with another condominium common element roadway having access to a public street.
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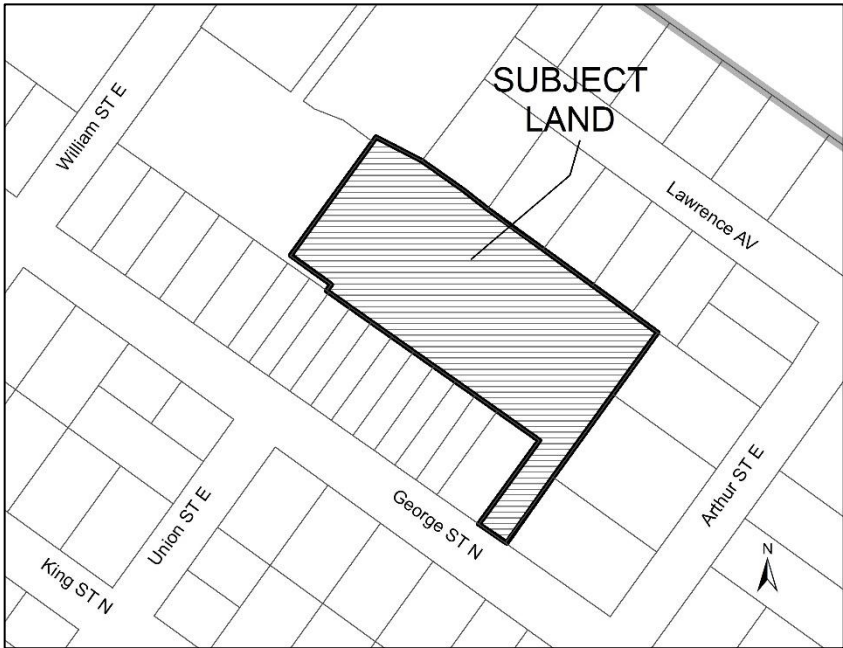
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and finally passed in open Council this 6th day of November 2018.

Mayor – George Bridge

Deputy C.A.O. Clerk –Gordon Duff

THE TOWN OF MINTO
BY-LAW NO 2018-83
Schedule "A"



Passed this 6th day of November 2018.

MAYOR

DEPUTY CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 2018-83

THE SUBJECT LAND is located on Part of Park Lot 4,5 & 6, RP 61R-20210, parts 9 & 10, with a municipal address of 24 George Street North, Harriston. The property is 0.86 ha. (2.12 ac.) and is currently zoned site specific Residential (R2-46).

THE PURPOSE AND EFFECT of the amendment is to modify the existing Medium Density Residential Site Specific (R2-46) Zone to address lot area, front yard, rear yard, interior and exterior side yard setbacks. The amendment will also allow access off of a private road onto a public street. The effect of this zone amendment will allow the newly created lots/parcels to conform to the requirements of the zoning by-law.

The Corporation of the Town of Minto
By-Law 2018-84

To amend Zoning By-law 01-86, as amended regarding
31, 35 Young Street West, Harriston, Diocese of Huron

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

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

- 1. THAT Schedule “A” - Map 3 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 14 S/S Webb St , 35 Young Street West, Harriston as shown on Schedule “A” attached to and forming part of this By-law, from **Institutional (IN)** to **Low Density Residential Exception (R1C 35.51)** Zone.
- 2. THAT Section 35, Harriston Exception Zones, is hereby amended by adding the following new exception:

35.51 35 Young Street West, Harriston	R1C-51	Notwithstanding Section 11.2.4 a minimum side yard setback of 3.5 m (11.5 ft.) is permitted.
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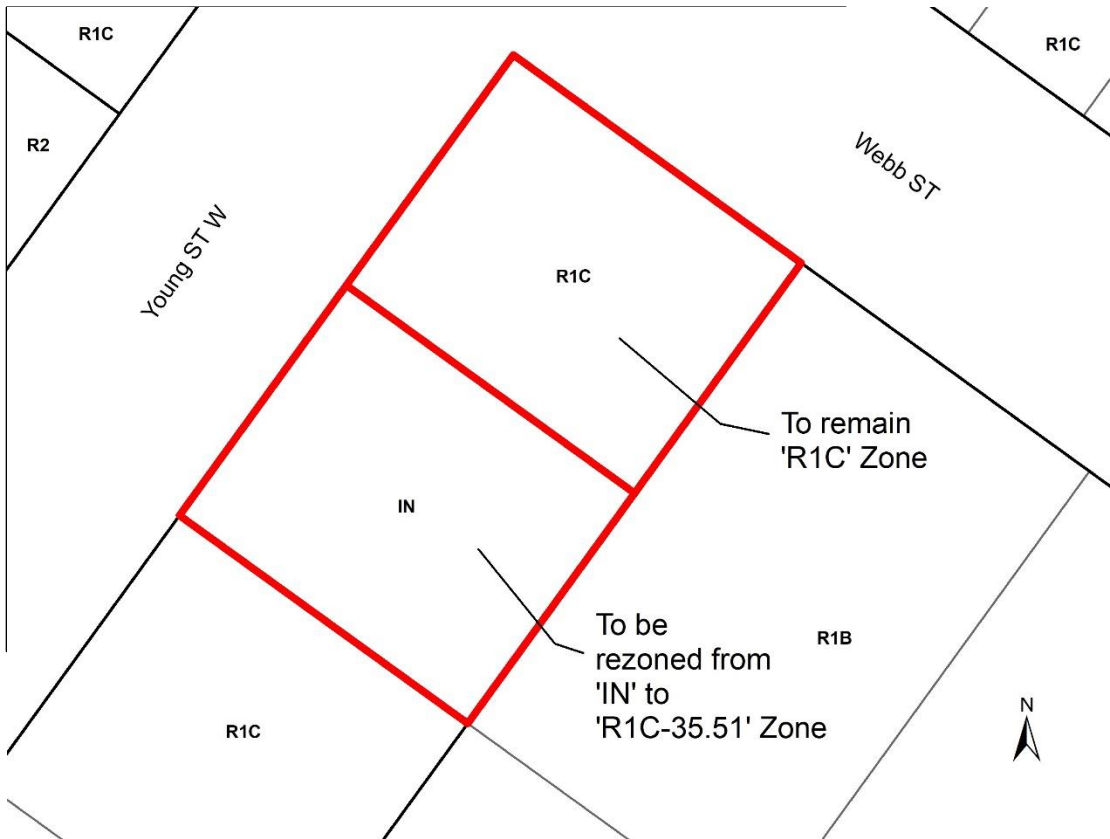
- 3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
- 4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and finally passed in open Council this 6th day of November 2018.

Mayor – George Bridge

Deputy C.A.O. Clerk –Gordon Duff

THE TOWN OF MINTO
BY-LAW NO 2018-84
Schedule "A"



Rezoned from Institutional (IN) to Low Density Residential Exception (R1C 35.51)

Passed this 6th day of November 2018.

MAYOR

DEPUTY CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 2018-84

THE LOCATION being rezoned has a civic address of 35 Young Street W., Harriston The land subject to the amendment is 512 m² (5511 ft²) in size and is currently zoned Institutional (IN)

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to Low Density Residential Exception (R1C 35.51) to convert the existing church into a single detached dwelling with a reduced side yard setback.

The Corporation of the Town of Minto
By-Law 2018-85

To amend Zoning By-law 01-86, as amended regarding
5106 5th Line, Minto

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

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

1. THAT Schedule “A” - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning Part Lot 42, Concession 5 (Minto), 5106 5th Line, as shown on Schedule “A” attached to and forming part of this By-law, from:
 - Agricultural (A) to Agricultural Exception (A-36.123)
 - Agricultural (A) to Agricultural Exception (A-36.124)
2. THAT Section 36, Rural Area Exception Zones, is hereby amended by adding the following new exception:

36.123 Lot 42, Con 5	Notwithstanding any other provisions of this By-law, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted subject to MDS II conformity.
36.124 Lot 42, Con 5 5106 5 th Line, Harriston	Notwithstanding Section 6.1.4 b) or any other section of this by-law, the accessory buildings on the day of the passing of this by-law may have a combined maximum ground floor area of 424.8 m ² (4572 ft ²) and notwithstanding Section 6.1.3 b) or any other section of this by-law, the drive shed on the day of passing of this by-law may have a maximum height of 9 m (30 ft). Subject to the following conditions: <ul style="list-style-type: none">a) enlargement of these buildings are not permitted.b) additional accessory structures are not permitted including a hobby barn or building under the home industry provisions. Removal of the existing building shall void this provision.

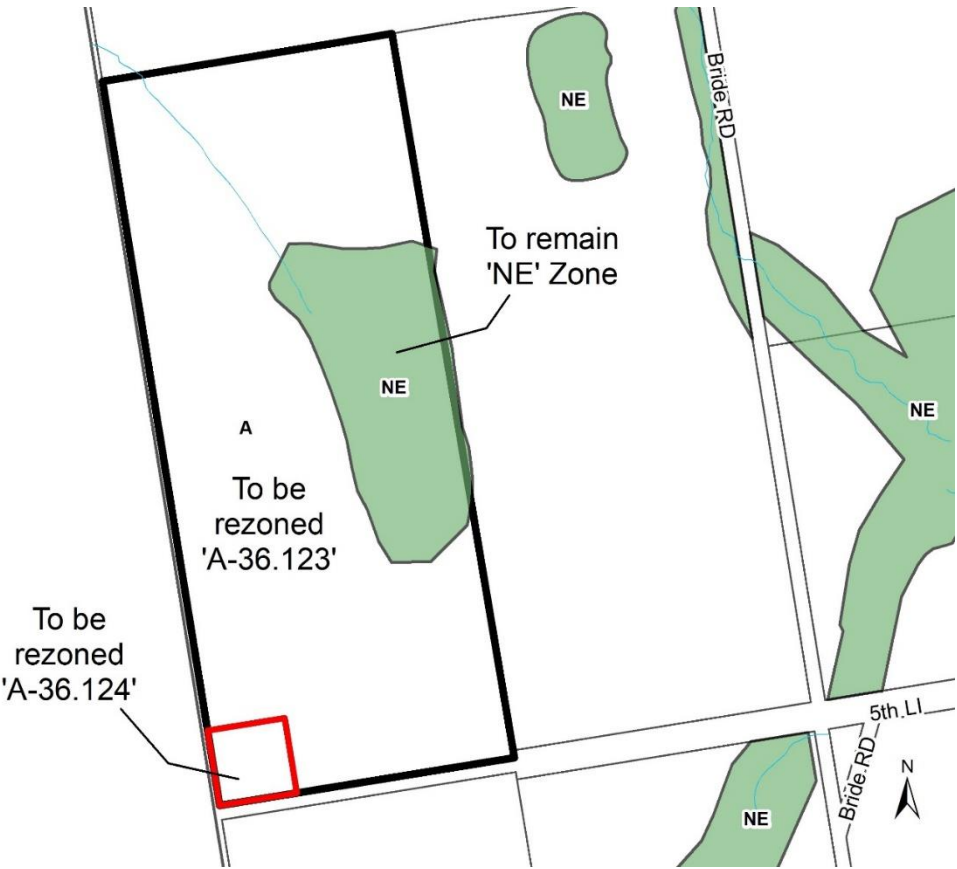
3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended,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

Read a first, second, third time and finally passed in open Council this 6th day of November 2018.

Mayor – George Bridge

Deputy C.A.O. Clerk – Gordon Duff

THE TOWN OF MINTO
BY-LAW NO 2018-85
Schedule "A"



Passed this 6th day of November 2018.

MAYOR

DEPUTY CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 2018-85

THE SUBJECT LAND is located on Part Lot 42, Concession 5 (Minto), municipal address 5106 5th Line. The consent will sever a 1.2 ha (3 ac) parcel with the existing dwelling, sheds, garage, and barn (to be removed) from the retained 39 ha (97 ac) vacant agricultural parcel.

THE PURPOSE AND EFFECT of the application is to rezone the subject lands to restrict future residential development on the retained agricultural lot and recognize the increased total ground floor area and height for the existing accessory structures on the severed residential lot. This rezoning is a condition of severance application B55/18, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever the existing dwelling and accessory structures from the agricultural parcel under the surplus farm dwelling policies.

The Corporation of the Town of Minto
By-Law 2018-86

To amend Zoning By-law 01-86, as amended regarding 401, 411, 417,
423 Jane Street, Palmerston

WHEREAS Section 34 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the use of land; and

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

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

1. THAT Schedule “A” - Map 1 of the Town of Minto Zoning By-law 01-86 is amended by rezoning 401, 411, 417 and 423 Jane Street, Palmerston as shown on Schedule “A” attached to and forming part of this By-law, from **Agricultural Exception Holding (A-113) to Agricultural Exception Holding (A-113 (H))**.
2. THAT Rural Area Exception 36.113 is deleted and replaced with the following:

36.113	A-113	<p>Notwithstanding Section 8.5, Reduced Lot Regulations of the Agricultural Zone, the lands zoned A-113 shall be subject to the regulations of Section 11, Residential (R1C) Zone, except for as provided below:</p> <table><tr><td>Front Yard, Minimum</td><td>6.0 m (19.7 ft)</td></tr><tr><td>Front Yard, Maximum</td><td>13.0 m (39.36 ft)</td></tr></table> <p>Until the “H” symbol is removed no buildings or structures, of any kind including pools are permitted within the lands zoned A-113(H).</p> <p>Council may pass a by-law removing the holding symbol from a lot, or portion of a lot once it satisfied that the following matters have been adequately addressed:</p> <ul style="list-style-type: none">(i) That the owner prepare a development plan to the satisfaction of the Town showing proposed lots and building locations for all lands.(ii) Council is satisfied that the location of a proposed building(s) or structures (s) on a lot does not jeopardize future residential development on the lands;(iii) Municipal water and sewage services are available; and,(iv) The lot has frontage on an open public street.	Front Yard, Minimum	6.0 m (19.7 ft)	Front Yard, Maximum	13.0 m (39.36 ft)
Front Yard, Minimum	6.0 m (19.7 ft)					
Front Yard, Maximum	13.0 m (39.36 ft)					

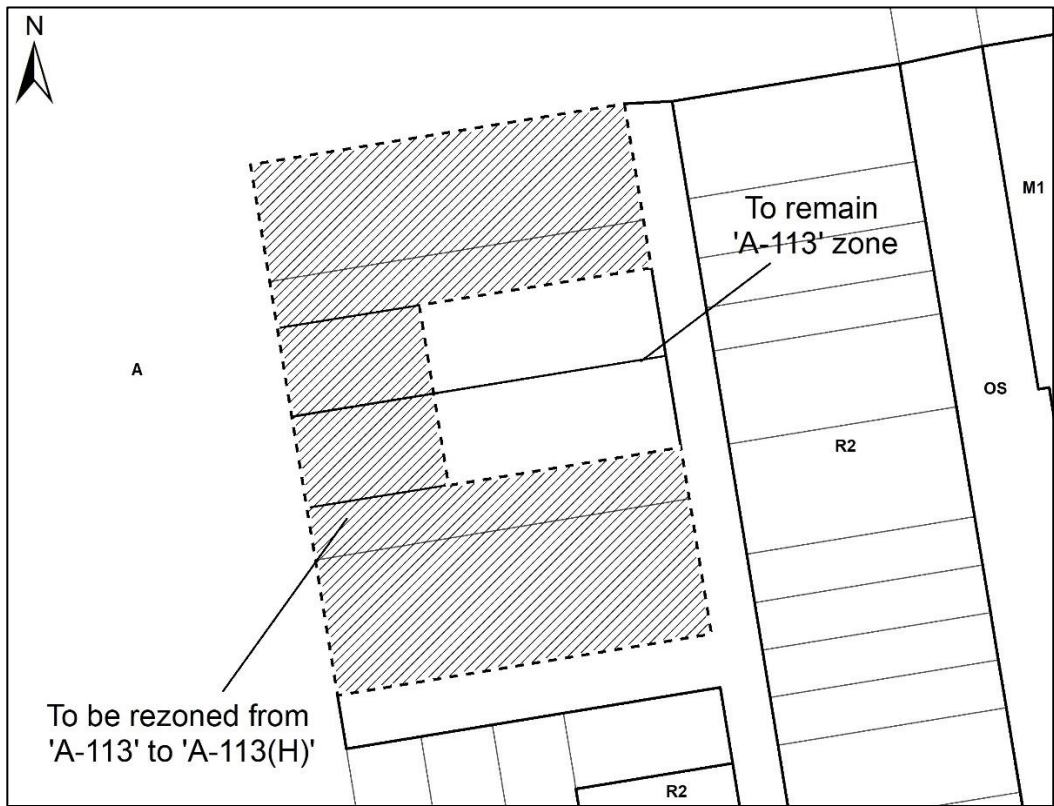
3. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended,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

Read a first, second, third time and finally passed in open Council this 6th day of November 2018.

Mayor – George Bridge

Deputy C.A.O. Clerk –Gordon Duff

THE TOWN OF MINTO
BY-LAW NO 2018-86
Schedule "A"



Rezone from Agricultural Exception (A-113) to Agricultural Exception Holding (A-113 (H)).

Passed this 6th day of November 2018.

MAYOR

DEPUTY CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 2018-86

THE LOCATION of the properties subject to the proposed amendment is located on Lots 76-79, with a civic address of 401, 411, 417 and 423 Jane Street, Palmerston. The lands subject to the amendment is approximately 1.57 ha (3.87 ac) in size and are currently zoned Agricultural Exception (A-113).

THE PURPOSE AND EFFECT of the proposed amendment is to modify the site specific Agricultural Exception (A-113) zone and apply a Holding Provision (H) to address phasing and the orderly future development of the properties. This rezoning is a condition of severance applications B76/18 and B77/18, which has been granted provisional consent by the Wellington County Land Division Committee.

The Corporation of the Town of Minto
By-law No. 2018-87

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held November 6, 2018

WHEREAS the Council of the Town of Minto met on November 6, 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 November 6, 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 6th day of November 2018.

Mayor George A. Bridge

Deputy C.A.O. Clerk Gordon Duff