



TOWN OF MINTO

MEETING DATE: July 8th, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Public Works
SUBJECT: PW 2025-015 Maintenance Agreement with Upper Grand District School Board – Walkway and Municipal Services Easement

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives Report PW 2025-015 Maintenance Agreement with Upper Grand District School Board – Walkway and Municipal Services Easement, prepared by the Wastewater Services Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto authorizes the Mayor and Clerk to sign and execute the Maintenance Agreement, dated June 2025, as presented.

BACKGROUND

The Town owns property (lot 9) connecting Lawrence Avenue to lands owned by the Upper Grand District School Board (UGDSB), Minto Clifford Public School. A **walkway** has been constructed by the Town across this land, providing pedestrian access to the school. Additionally, **municipal water, sanitary, and storm services** are provided through this property.

A previous agreement was realized during the sale of the “Harriston Senior School” to the Town indicated The Town would maintain the existing walkway connecting the Minto-Clifford Public School to George St. or construct alternative access. With the progress timeline of the partnering development being unknown, the new walkway was installed and servicing for the school through Town land was replaced and consolidated during the reconstruction of Lawrence Ave. At the time of the Lawrence Ave extension development the walkway will be connected to George St. via William St.

To formalize the respective roles of the Town and the School Board in maintaining the walkway and related services, a **Maintenance Agreement** and **Easement** were developed and executed in **June 2025**.

COMMENTS:

The agreement outlines:

- **Board Responsibilities:**
 - Winter maintenance (snow clearing, salting, sanding) from November 1 to April 30.

- Storm sewer maintenance (cleaning catch basins and mains).
- **Town Responsibilities:**
 - Maintenance, repair, and replacement of sanitary sewers and watermain.
 - General responsibility for the walkway and storm sewers (outside of Board maintenance work).
- **Easement:**
 - A perpetual easement has been granted to the Board to ensure access to services and walkway use. It will be registered on title.

Additional Terms:

- No funds are exchanged between the parties.
- Each party agrees to maintain \$5 million in liability insurance and name the other as additional insured.
- A minimum 7 days' notice must be given before conducting work.
- The agreement remains in effect as long as the Board property is zoned institutional or used as a school.
- Upon termination, the Town must maintain pedestrian connectivity to the school property.

FINANCIAL CONSIDERATION:

There are no direct financial implications as the agreement clearly outlines that each party is responsible for their respective maintenance duties without monetary exchange.

STRATEGIC PLAN

Goal 1: Manage our Infrastructure

Maintain, renew, and expand our municipally owned infrastructure to enhance healthy growth and our environment.

PREPARED BY: Mark Robertson, Wastewater Services Manager

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer (CAO)

Attachments:

- Executed Maintenance Agreement with UGDSB (June 2025)
- Schedules A–D (Property Descriptions, Walkway Layout, Easement Terms)