



## Council Agenda

Tuesday, October 15, 2024

7:00 p.m.

Council Chambers

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### Pages

1. Call to Order

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

3. Minutes of Previous Meeting

**RESOLUTION:**

THAT minutes of the Town of Minto October 1, 2024 Regular Council meeting and Special Council meeting be approved.

a. Regular Minutes of October 1, 2024 1

b. Special Council Minutes of October 1, 2024 9

4. 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:**

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

5. Public Meeting

a. Building Permit Fees and Charges 11

**RECOMMENDATION:**

THAT the Council of the Town of Minto receives report BLDG 2024-002 regarding the Building Permit Fee Review for information;  
AND FURTHER THAT Council passes a By-law in open session to implement

modifications to the Building Permit Fees.

## 6. Delegations

- a. McQueen Galloway Associates, Town of Minto Cultural Plan 23

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report EC DEV 2024-018 regarding the Town of Minto Cultural Plan, prepared by the Director, Economic and Community Development, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto officially endorses and adopts the Cultural Plan as presented.

- b. 2023 Audited Financial Statements 128

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report FIN 2024-017 2023 Audited Financial Statements, prepared by the Treasurer, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto approves the 2023 Audited Financial Statements and Financial Information Return as presented.

## 7. Public Question Period

## 8. Correspondence Received for Information or Requiring Direction of Council

**RECOMMENDATION:**

THAT Council receives the correspondence as information.

- a. Palmerston Big Dig 2026 Business and Public Information Sessions Invitations 157
- b. Town of Cobourg, Resolution re Regulations for the Importation of Sale of Use Lithium-ion Batteries 159
- c. City of Temiskaming Shores, Resolution - Alcohol Sales in Convenience Stores and Locations that Sell Fuel/ Comprehensive Provincial Alcohol Strategy 160
- d. Municipality of St. Charles, Recommendations for Government Regulations on Nicotine Pouches 162
- e. Municipality of St Charles, resolution to Support Plympton-Wyoming - Request to Increase Tile Drain Loan Amount 170
- f. Township of Brock, Resolution re: Rideshare Services 174



g.	Ausable Bayfield Maitland Valley Drinking Water Source Protection Municipal Newsletter	176
h.	Town of Cobourg, Support of Involuntary Care for Individuals with Severe Mental Health and Addictions Issues	179
i.	Town of Bradford West Gwillimbury, Endorsement of Ontario Deposit Return Program	181
j.	Victorian Order of Nurses, Celebrating 30 Years of SMART Exercise Classes	182
k.	Ontario Good Roads Association, Establishment of an Ontario Rural Road Safety Program	184
l.	Big Brothers Big Sisters of Northern Wellington, Thank You for Mayor's Golf Tournament Donation	186

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

- a. Committee Minutes for Approval - None
- b. Staff Reports

1.	PW 2024-022 – Housing-Enabling Core Servicing Fund Application	188
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**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report PW 2024-022 Housing-Enabling Core Servicing Fund, prepared by the Roads and Drainage Manager, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto approves and endorses the submission of a joint grant funding application with the County of Wellington for the Reconstruction of Wellington Rd 123 (Main St, Palmerston) project under the Housing-Enabling Core Servicing Fund (HECS).

2.	PW 2024-023 – Housing-Enabling Water Systems Fund Application	190
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**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report PW 2024-023 Housing-Enabling Water Systems Fund Application, prepared by the Roads and Drainage Manager, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto approves and endorses the submission of a joint grant funding application with the County of Wellington for the Reconstruction of Wellington Rd

123 (Main St, Palmerston) project under the Housing-Enabling Water Systems Fund (HEWSF).

3. PW 2024-024 – Connecting Links Funding 192

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report PW 2024-024 Connecting Links Funding, prepared by the Roads and Drainage Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the submission of an application for the Highway 23 (Arthur Street West) project in Harriston under the 2025-2026 Connecting Links Program.

4. PW 2024-025 - Winter Maintenance Contract, County Road 2 195

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report PW 2024-025 Winter Maintenance Contract for County Road 2, prepared by the Roads and Drainage Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto agrees to provide winter maintenance services, on behalf of Wellington County, on Wellington County Road 2 for \$9,000/km for the 2024/2025 winter season.

c. Announcements

**10. Motion to Return To Regular Council**

**RESOLUTION:**

THAT the Committee of the Whole convenes into Regular Council.

**11. Notices of Motion**

- a. Mayor Dave Turton, Notice of Motion to Consider a Change in the Start Times for Council Meetings 198

**12. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION:**

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

**13. By-laws**

- a. 2024-044, Municipal Drain 14 Third Reading 199

**RESOLUTION:**

THAT By-law 2024-044 be read a third time and passed in Open Council and sealed with the seal of the Corporation.

- b. 2024-056, Amend Building Bylaw 202

**RESOLUTION:**

THAT By-law 2024-056 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

- c. 2024-057, Confirmatory 207

**RESOLUTION:**

THAT By-law 2024-057, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a meeting held October 15, 2024; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

**14. Adjournment**

**RESOLUTION:**

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



**Council Minutes**  
**Tuesday, October 1, 2024 3:00 p.m.**  
**Council Chambers**

**Council Present:**

Mayor Dave Turton  
Councillor Judy Dirksen  
Deputy Mayor Jean Anderson  
Councillor Ron Elliott  
Councillor Geoff Gunson  
Councillor Paul Zimmerman

**Council Regrets:**

Councillor Ed Podniewicz

**Staff Present:**

Annilene McRobb, Clerk  
Gregg Furtney, Chief Administrative Officer  
Matt Lubbers, Director of Community Services  
Ryan Binkle, Development Technician & Drainage Superintendent  
Chris Harrow, Director of Fire Services  
Nicole Clelland-Riff, Administrative Assistant

- 1. Call to Order at 3:00 pm**
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**

Councillor Dirksen declared a pecuniary interest Item 9 b) 8) Lease Agricultural Land as her son/family farm submitted a quote.

**3. Minutes of Previous Meeting**

- a. Regular Minutes of September 17, 2024

**RESOLUTION: 2024-165**

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Elliott**

**THAT minutes of the Town of Minto September 17, 2024 Regular Council meeting be approved.**

**Carried**

**4. 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: 2024-166**

**Moved By: Councillor Gunson; Seconded By: Councillor Dirksen**

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

**Carried**

**5. Public Meeting**

**a. Notice of Engineers Report for Municipal Drain 120**

Mayor Turton acted as the Chair of the Public Meeting and called the meeting to order at 3:02 pm.

Clerk McRobb outlined the purpose of the meeting is to consider the Engineering report prepared by Headway Engineering of Kitchener, Ontario dated August 23, 2024, for Drain No. 120. Notices of the meeting were sent to 12 Landowners along with the report. As well, copies of the report were circulated to Town Staff, Maitland Valley Conservation Authority, Ministry of Agriculture, Food and Rural Affairs, Hydro One Networks, Enbridge Gas and Wellington County.

Clerk McRobb advised no speakers registered to participate in the Public Meeting.

Chair Turton called on the Engineer Michel Terzian, Headway Engineering who provided a summary of the report.

Chair Turton called on Town staff to provide any additional comments. Ryan Binkle, Drainage Superintendent noted no further comments.

Chair Turton called any speakers registered to participate and wishing to provide information that might influence Council's decision on the matter. No-one came forward.

Chair Turton asked the if there are any members of the public who wish to add or remove their name from the petition.

Chair Turton stated Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure.

Clerk McRobb noted a by-law will be presented during open Council.

Chair Turton officially adjourned the meeting considering the engineer's report Drain No. 120 at 3:18 pm.

**6. Delegations**

- a. Mayors Golf Tournament Cheque Presentation

Deputy Treasurer Tawnya Robertson introduced the groups who noted how the funds will be used. Clifford Rotary Club- Randy & Trish Ruetz Big Brothers and Big Sisters- Marianne Christie & Warren Grein Palmerston Heritage Railway Museum- Bob McEachern.

**7. Public Question Period No-one came forward**

**8. Correspondence Received for Information or Requiring Direction of Council**

- a. Township of Hilliard, Resolution re Request for the Government to Implement Sustainable Funding for Small Rural Municipalities by Reabsorbing the Cost of the Ontario Provincial Police Force
- b. Crime Stoppers Guelph Wellington, Fall 2024 Newsletter
- c. Saugeen Valley Conservation Authority, Board of Directors Meeting Minutes of July 18 2024
- d. Maitland Valley Conservation Authority, Membership Meeting Minutes of June 19, 2024
- e. Maitland Source Protection Authority, Meeting Minutes of April 17, 2024
- f. Mapleton Seniors Centre for Excellence, October 2024 Newsletter
- g. County of Wellington Joint Accessibility Advisory Committee, Minutes of September 5, 2024 Meeting
- h. Palmerston Big Dig 2026 Business and Public Information Sessions Invitations

Councillor Dirksen pulled Item h) for the Palmerston Big Dig for the public's attention.

**MOTION: COW 2024-132**

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Zimmerman**

**THAT Council receives the correspondence as information.**

**Carried**

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

- a. Committee Minutes for Approval

Councillor Elliott assumed the Chair

1. Community Services Advisory Committee Minutes of September 9 and 23, 2024

**MOTION: COW 2024-133**

**Moved By: Councillor Zimmerman; Seconded By: Councillor Dirksen**

THAT Council receives the Community Services Advisory Committee Meeting minutes of September 9, 2024 and September 23, 2024 as information and approves the recommendations contained therein.

Carried

b. Staff Reports

1. CS 2024-004, Community Sport and Recreation Infrastructure Fund

**MOTION: COW 2024-134**

**Moved By: Councillor Gunson; Seconded By: Councillor Dirksen**

**THAT the Council of the Town of Minto hereby receives report CS 2024-004 Community Sport and Recreation Infrastructure Fund, prepared by the Director of Community Services, for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto approves a resolution supporting an application for the Community Sport and Recreation Infrastructure Fund.**

Carried

Mayor Turton resumed the Chair

2. EC DEV 2024-015, Signage Grant H35 – Scoop-It, 30 Elora St. S. Harriston

**MOTION: COW 2024-135**

**Moved By: Councillor Elliott; Seconded By: Councillor Gunson**

**THAT Council of the Town of Minto hereby receives report EC DEV 2024-015 – Signage Grant H35 – Scoop-It, 30 Elora St. S. Harriston, prepared by the Director, Economic and Community Development for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto approves Signage Grant H35 for \$433.20.**

Carried

3. EC DEV 2024-016, Structural Grant – Martin Wynja, 8 and 10 Elora St. S. Harriston

**MOTION: COW 2024-136**

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Zimmerman**

**THAT the Council of the Town of Minto hereby receives report EC DEV 2024 – 016 – Structural Grant – Martin Wynja, 8 and 10 Elora St. S. Harriston, prepared by the Director, Economic and Community Development, for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto approves Structural Grant H14 for \$3,000.**

Carried

4. EC DEV 2024-017, Structural Grant P08, Kaymain Solutions Inc. 234 Main Street W, Palmerston

**MOTION: COW 2024-137**

**Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott**

**THAT the Council of the Town of Minto hereby receives report EC DEV 2024-17 Structural Grant P08, Kaymain Solutions Inc. 234 Main St. W. Palmerston, prepared by the Director, Economic and Community Development, for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto approves Structural Grant P08 for \$1,803.23.**

Carried

Councillor Gunson assumed the Chair

5. PW 2024-021, Municipal Drain 13 Improvement Request

**MOTION: COW 2024-138**

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Dirksen**

**THAT the Council of the Town of Minto hereby receives report PW 2024-021 Municipal Drain 13 Improvement Request, prepared by the Drainage Superintendent, for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto appoints Headway Engineering to represent the Town of Minto in accordance with Drainage Act.**

Carried

Deputy Mayor Anderson assumed the Chair

6. FIRE 2024-006, Open-Air Burning Bylaw Update

**MOTION: COW 2024-139**

**Moved By: Councillor Dirksen; Seconded By: Councillor Gunson**

**THAT Council of the Town of Minto hereby receives report FIRE 2024-006 regarding the Open-Air Burning By-Law Update, prepared by the Fire Services Management Team, for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto pass a by-law in open session adopting the new Open Air Burning By-Law effective January 1, 2025 and repeals by-law 2015-54 as of January 1, 2025.**

Carried



7. FIRE 2024-007, Specialty Rescue Team Update

**MOTION: COW 2024-140**

**Moved By: Councillor Elliott; Seconded By: Councillor Dirksen**

**THAT the Council of the Town of Minto hereby receives report FIRE 2024-007, regarding the Specialty Rescue Team Update, prepared by the Director of Emergency Services, for information purposes.**

**Carried**

Mayor Turton resumed the Chair

Having previously declaring a pecuniary interest, Councillor Dirksen removed herself from her seat during the following report.

8. CL 2024-011, Lease Agricultural Land RFQ

**MOTION: COW 2024-141**

**Moved By: Councillor Zimmerman; Seconded By: Deputy Mayor Anderson**

**THAT the Council of the Town of Minto hereby receives report CL 2024-009 Lease Agricultural Land RFQ, prepared by the Clerk, for information purposes;**

**AND FURTHER THAT the Council of the Town of Minto awards the lease of the Agricultural Lands to the highest bidders as outlined in this report;**

**AND FURTHER THAT the Council of the Town of Minto authorizes the Clerk to sign the individual Agricultural Land Lease agreements on behalf of the Corporation.**

**Carried**

c. Announcements

Councillor Elliott noted many of the former governors of the Lions Club came to Palmerston and stated the Town of Minto and the Lions have worked well together. Elliott noted the presentation of a RED grant by Matthew Rae at the Palmerston Train Station. Councillor Elliott noted the Palmerston 81's opening game is October 19<sup>th</sup>.

Councillor Gunson noted that Minto Minor Hockey is in full swing and thanked Recreation staff.

Councillor Zimmerman noted the Halloween contest in Clifford "Creatures of Clifford" and provided information on the contest. Judges are required and requested Council to assist between October 25<sup>th</sup> and 28<sup>th</sup>.

Deputy Mayor Anderson noted Cultural Days with the apples and astronomy event at her home was well attended. The 2024 Christmas dinner is coming soon and will be looking for volunteers noting she is looking at succession planning for this event.

Mayor Turton asked that everyone take the opportunity to look at the Teviotdale historical sign and thanked the volunteers. Turton congratulated the DEI Committee for the successful Indigenous event held. Turton noted the Neil Dunsmore award at the County of Wellington was given to Chantelle Koeslag of Minto.

**10. Motion to Return To Regular Council**

**RESOLUTION: 2024-167**

**Moved By: Councillor Dirksen; Seconded By: Councillor Gunson**

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

**Carried**

**11. Notices of Motion**

- a. Mayor Dave Turton, Notice of Motion to Consider a Change in the Start Times for Council Meetings

**12. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION: 2024-168**

**Moved By: Councillor Zimmerman; Seconded By: Deputy Mayor Anderson**

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

**Carried**

**13. By-laws**

- a. 2024-052, Open Air Burn Bylaw

**RESOLUTION: 2024-**

**Moved By: Councillor Dirksen; Seconded By: Councillor Gunson**

**THAT By-law 2024-052 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- b. 2024-053, Provisional Bylaw for Drain 120

**RESOLUTION: 2024-**

**Moved By: Councillor Elliott; Seconded By: Councillor Gunson**

**THAT By-law 2024-053 be read a first and second time and provisionally adopted in open Council.**

Carried

c. 2024-054, Confirmatory

**RESOLUTION: 2024-169**

**Moved By: Councillor Elliott; Seconded By: Deputy Mayor Anderson**

**THAT By-law 2024-054, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a meeting held October 1, 2024; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

**14. Adjournment at 4: 20 pm**

**RESOLUTION: 2024-170**

**Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott**

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

Carried

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Mayor Dave Turton

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Clerk Annilene McRobb



**Special Council Minutes**  
**Tuesday, October 1, 2024 5:00 p.m.**  
**Council Chambers**

**Council Present:**

Mayor Dave Turton  
Councillor Judy Dirksen  
Deputy Mayor Jean Anderson  
Councillor Ron Elliott  
Councillor Geoff Gunson  
Councillor Paul Zimmerman

**Council Regrets:**

Councillor Ed Podniewicz

**Staff Present:**

Annilene McRobb, Clerk  
Rick Hobbelink, By-Law and Property Standards Enforcement Officer  
Nicole Clelland-Riff, Administrative Assistant

1. **Call to Order at 5:00 pm**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act-None**
3. **Explanation of Meeting Procedure**

Clerk McRobb provided an overview on the procedure of the hearing and the power of Council regarding the appeal.

**4. Dangerous Dog Designation Appeal**

- a. Owners Robert Rutherford and Brandy Rutherford- 47 Regency Dr

**Statement by By-law Enforcement Officer**

Mayor Turton called on Rick Hobbelink who provided a statement on the dangerous dog designation and provided the details leading to the designation of dangerous dog Bowie.

**Statement by Appellant**

Robert Rutherford, owner, provided information on Bowie, the incident and current actions he is taking to provide protection. Rutherford stated he would like to appeal the tag of dangerous dog.

### **Statement by Witness - Victim**

Mayor Turton called on victim Stella Wallace. Julie Kerkhof and Cindy Lipsett, daughters of Wallace, read a statement on behalf of their mother regarding the incident and treatments required due to the bite.

### **Opportunity for Questions**

Mayor Turton gave members of Council the opportunity to question any of the parties.

### **Final Statements**

Mayor Turton offered the ability for the By-law Enforcement Officer, appellants or victim to provide final statements

Robert Rutherford and Stella Wallace and members of her family provided final statements.

### **5. Deliberations**

Council retired to deliberate.

### **6. Decision of Council**

Council returned to the Chambers and provided their decision.

### **RESOLUTION: 2024-171**

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

THAT the Council of the Town of Minto affirm the Dangerous Dog Designation for Appellants Robert and Brandy Rutherford for Bowie.

Carried

### **7. Confirmatory By-law**

### **RESOLUTION-2024-172**

Moved by: Councillor Dirksen; Seconded by Councillor Gunson

THAT By-law 2024-055, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a special meeting held October 1, 2024; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

### **8. Adjournment at 5:42 pm**

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Mayor Dave Turton

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Clerk Annilene McRobb



## **TOWN OF MINTO**

### **MEETING DATE:**

October 15th, 2024

### **REPORT TO:**

Mayor Turton and Members of Council

### **SERVICE AREA:**

Building Department

### **SUBJECT:**

BLDG 2024-002 – Building Permit Fee Review

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## **RECOMMENDATION**

THAT the Council of the Town of Minto receives report BLDG 2024-002 regarding the Building Permit Fee Review for information;

AND FURTHER THAT Council passes a By-law in open session to implement modifications to the Building Permit Fees.

## **BACKGROUND**

The Building Code Act requires a municipality to hold a Public Meeting when there is an increase in Building Permit Fees. As such, the notification of this Public Meeting has been posted on the Town's website for the minimum 20 day notification period.

The Building Permits Fees were last reviewed in 2019, which saw a small increase in the fees. Since that time, construction projects have become more complex and more technical, and with a new Ontario Building Code coming into effect in 2025, additional submission requirements and additional inspections on several different permit categories will be required. Some of these additional provisions and inspections include: Radon mitigation rough-in inspection for residential and small commercial projects; and, Fire Alarms, Emergency Lighting, Fire Separation inspections and Occupancy Load calculations for large farm structures.

When Bill 124 was implemented in 2006, it amended the Building Code Act by adding provisions on how Building Permit fee revenue can be used. This amendment only permits Building Permit revenue to be used for Building Code Act enforcement expenses, which includes, general permit inquiries, plans examination, building inspections and related equipment expenses. Functions of Minto's Building Department that are not directly related to Building Code Act enforcement, such as zoning review, planning applications, etc., cannot be funded by Building Permit revenue. Bill 124 also allows a Building Department to carry a reasonable reserve, which is to offset slow years when the economy slows down. The Building Department is carrying a moderately healthy reserve, however in 2023, \$71,000 had to be pulled from reserves to offset the reduction in Building Permit fee revenue due to the economic slow down.

Since 2019, the structure of Building Department has also changed. Since the last fee review, a Deputy Chief Building Official position has been added, which has increased the amount of hours of staff time that are utilized for Building Code Act functions.

## **PURPOSE**

With the Building Department having to utilize its reserves to offset the reduction in Building Permit revenue in 2023, the Building Department staff undertook an inhouse review and study of the Building Permit fee structure to ensure minimum costs to the Town of Minto rate-payers for construction related costs.

## COMMENTS

Town staff undertook an extensive review of the current Building Permit fees and the costs to operate the Building Department, which included staff and equipment costs directly related to Building Code Act enforcement as well as the differing permit types and sizes of Building Permits issued over the past 5 years, which created a cost recovery model.

Although a cost recovery model is ideal for each permit type, staff felt that certain permit types cannot feasibly be charged at complete cost recovery, such as decks and small sheds, as it has the potential to drive these projects underground. For an example, the current fee rate for a deck is \$200.00 plus \$0.45/sq. ft., however the costs incurred to process this type of permit equates to \$300.00 plus \$7.41 per sq. ft., which, in staff's view, is not a reasonable Building Permit fee and a rate increase. As Council will see, staff is proposing a rate of \$300.00 plus \$0.60 per sq. ft. for small structures, to balance out the loss of revenue vs. having these project unpermitted.

Staff has provided with a 2019/2025 Fee Comparison document for Council to review the proposed fee changes that staff is proposing. The following are some of the changes proposed:

- Increase for residential construction by \$0.30/sq. ft.
- Increase for decks, sheds, carports and attached garages by \$0.15/sq. ft.
- Increase for Institutional and Commercial projects by \$0.15/ sq. ft
- Increase in Industrial projects by \$0.25/sq. ft.
- Increase in Agricultural structures by \$0.15/ sq. ft.
- Increase in Septic Systems by \$150.00.

Staff also assessed what the change in rates from 2019 to the proposed 2025 rates would be on a few different permit types:

- For the construction of a 2000 sq. ft. bungalow with an attached 500 sq. ft. garage:
  - 2019 Fee total - \$2925.00
  - 2025 Fee total - \$3600.00
- For the construction of a 10,000 sq. ft. agricultural shed:
  - 2019 Fee total - \$2200.00
  - 2025 Fee total - \$3800.00
- For the construction of a 25,000 sq, ft, industrial building:

- 2019 Fee total - \$11,450.00
- 2025 Fee total - \$17,500.00

Staff also assessed the fees charged by other local municipalities to see how the proposed 2025 fees would compare to their fees. The comparison that was completed was for a 2000 sq. ft. bungalow with an attached 500 sq. ft. garage and a 10,000 sq. ft. agricultural shed, and the results are as follows:

- Town of Minto:
  - Bungalow - \$3600.00
  - Agricultural Shed - \$3800.00
- Township of Wellington North:
  - Bungalow - \$4400.00
  - Agricultural Shed - \$3360.00
- Township of Mapleton:
  - Bungalow - \$3150.00
  - Agricultural Shed - \$3535.00
- Municipality of North Perth:
  - Bungalow - \$3550.00
  - Agricultural Shed - \$2100.00
- Township of Howick:
  - Bungalow - \$3650.00
  - Agricultural Shed - \$3650.00
- Township of Centre Wellington:
  - Bungalow - \$3545.00
  - Agricultural Shed - \$3120.00

Although building permit fees differ from municipality to municipality, the proposed 2025 proposed fees roughly align with adjacent municipalities.

In addition to the fee chart modifications, staff have also increased the Building Without a Permit from a flat fee of \$150.00 to doubling the Permit fee, repeated failed inspection costs from \$90.00 to \$150.00, indexing Building Permit fees annually based on the October's Construction Index (similar to the indexing of Development Charges), and that Grading/Damage Deposits that are not eligible to be refunded after 3 years from the date of the permit issuance shall be retained by the Town.

Building Department staff will be assessing implications of the change in Building Permit fee rate in 2026 to ensure that the structure in place is covering the costs to operate the Department.

## **FINANCIAL CONDERATION**

Town Staff is anticipating an increase in Building Permit fee revenue of between 15 and



20%, which aligns with the Construction Index increase of 21% over the past 5 years.

As mentioned, an indexing provision has been added to the Fee schedule to allow for incremental annual fee increases.

**PREPARED BY:** Terry Kuipers, Director of Building and Planning Services

**RECOMMENDED BY:** Gregg Furtney, Chief Administrative Officer

## Schedule C - Building and Development

### Group A & B – Assembly and Institutional Occupancies

Description	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.80		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.70		01-Jan-25	E

### Group C – Residential Occupancies

Description	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction – SFD/Semi/Additions (No Fee For Basement)	\$300.00	\$1.50		01-Jan-25	E
New Construction - Multi-Residential (No Fee For Basement)	\$300.00	\$1.50		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.80		01-Jan-25	E
Attached Garage	\$300.00	\$0.60		01-Jan-25	E
Deck / Porch	\$300.00	\$0.60		01-Jan-25	E
Accessory Apartments	\$300.00	\$0.80		01-Jan-25	E

### Group D & E – Occupancies

Description	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.80		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.70		01-Jan-25	E

### Groups F – Occupancies

Description	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.70		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.60		01-Jan-25	E

### Agriculture

Description	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.35		01-Jan-25	E
Liquid Manure Tanks **(per linear foot)**			\$6.00	01-Jan-25	E
Grain Bin / Tower Silo			\$450.00	01-Jan-25	E
Bunk Silos			\$600.00	01-Jan-25	E

## Other

Description	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
Accessory Structures	\$300.00	\$0.60		01-Jan-25	E
Demolition Permits			\$150.00	01-Jan-25	E
<b>Class 4 On-Site Septic Systems</b>					
a) New / Replacement System			\$600.00	01-Jan-25	E
b) Replacement Tank			\$150.00	01-Jan-25	E
c) Bed Replacement			\$450.00	01-Jan-25	E
Plumbing Permit			\$150.00	01-Jan-25	E
Conditional Permit (plus completion permit amount)			\$350.00	01-Jan-25	E
Solid Fuel Fired Appliance			\$300.00	01-Jan-25	E
Tent Permit			\$150.00	01-Jan-25	E
Temporary Structure (Temp Dwelling, School Portable, etc)			\$300.00	01-Jan-25	E
Change of Use (No Construction)			\$150.00	01-Jan-25	E
Solar			\$300.00	01-Jan-25	E
Pool Fence Enclosure			\$150.00	01-Jan-25	E

### Notes to tables:

- Where work has commenced prior to the issuance of the required building permit, the Admin Fee and BP Fee shall be doubled.
- Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$11.00 per \$1,000.00 of construction value shall be charged for a building permit.
- Inspection only - no permit required: a fee of \$150.00 per hour shall be applied.
- Inspection requested and not ready or repeated failed inspections: a fee of \$150.00 shall apply per inspection.
- The BP Fee shall be indexed annually based on the October Construction Index.

## Refund of Fees

Stage of Permit Application	2025 Refund (% of Entire Fees Payable)	Effective Date
Application Received No administrative functions done	90%	01-Jan-25
Application Processed Plans reviewed and permit issued or refused	60%	01-Jan-25
Permit issued and inspection(s) completed	0%	01-Jan-25

### Notes to table:

- a) When an application for a Building Permit has been revoked by the Chief Building Official, the amount refundable, as per above table, will be refunded to the applicant. In cases where the Building Permit fee has not been paid at the time of the application, the amount due at the time of revocation will be the Building Permit fee minus the refundable amount.
- b) No refund will be given when the request for refund of a voided Building Permit has not been made within 12 months of the issuance of the permit.
- c) Grading/Damage Deposits not eligible to be refunded to the applicant within 3 years from that date of the issuance of the Building Permit shall be retained by the Town.

## 2019/2025 Building Permit Fee Comparison

### Group A & B – Assembly and Institutional Occupancies

Description	2019 Admin Fee	2019 BP Fee (per sq. ft.)	2019 BP Fee (flat fee)	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)
New Construction	\$300.00	\$0.65		\$300.00	\$0.80	
Renovation / Alteration	\$200.00	\$0.45		\$300.00	\$0.70	

### Group C – Residential Occupancies

Description	2019 Admin Fee	2019 BP Fee (per sq. ft.)	2019 BP Fee (flat fee)	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)
New Construction – SFD/Semi/Additions (No Fee For Basement)	\$300.00	\$1.20		\$300.00	\$1.50	
New Construction - Multi-Residential (No Fee For Basement)	\$300.00	\$1.20		\$300.00	\$1.50	
Renovation / Alteration	\$200.00	\$0.80		\$300.00	\$0.80	

Attached Garage	\$200.00	\$0.45		\$300.00	\$0.60	
Deck / Porch	\$200.00	\$0.45		\$300.00	\$0.60	
Accessory Apartments	\$200.00	\$0.80		\$300.00	\$0.80	

#### Group D & E – Occupancies

Description	2019 Admin Fee	2019 BP Fee (per sq. ft.)	2019 BP Fee (flat fee)	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)
New Construction	\$300.00	\$0.80		\$300.00	\$0.80	
Renovation / Alteration	\$200.00	\$0.45		\$300.00	\$0.70	

#### Groups F – Occupancies

Description	2019 Admin Fee	2019 BP Fee (per sq. ft.)	2019 BP Fee (flat fee)	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)
New Construction	\$300.00	\$0.45		\$300.00	\$0.70	
Renovation / Alteration	\$200.00	\$0.45		\$300.00	\$0.60	

## Agriculture

Description	2019 Admin Fee	2019 BP Fee (per sq. ft.)	2019 BP Fee (flat fee)	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)
New Construction	\$200.00	\$0.20		\$300.00	\$0.35	
Liquid Manure Tanks **(per linear foot)**			\$4.70			\$6.00
Grain Bin / Tower Silo			\$325.00			\$450.00
Bunk Silos			\$400.00			\$600.00

## Other

Description	2019 Admin Fee	2019 BP Fee (per sq. ft.)	2019 BP Fee (flat fee)	2025 Admin Fee	2025 BP Fee (per sq. ft.)	2025 BP Fee (flat fee)
Accessory Structures	\$200.00	\$0.45		\$300.00	\$0.60	
Demolition Permits			\$115.00			\$150.00
a) New / Replacement System			\$450.00			\$600.00
b) Replacement Tank			\$150.00			\$150.00
c) Bed Replacement			\$300.00			\$450.00
Plumbing Permit			\$138.00			\$150.00



Conditional Permit (plus completion permit amount)			\$345.00			\$350.00
Solid Fuel Fired Appliance			\$138.00			\$300.00
Tent Permit			\$138.00			\$150.00
Temporary Structure (Temp Dwelling, School Portable, etc)			\$240.00			\$300.00
Change of Use (No Construction)			\$115.00			\$150.00
Solar			\$300.00			\$300.00
Pool Fence Enclosure			\$138.00			\$150.00



# TOWN OF MINTO CULTURAL PLAN



Prepared by:

**MGA**  
MCQUEEN GALLOWAY ASSOCIATES  
September 2024





# LAND ACKNOWLEDGMENT

The lands we know today as the Town of Minto have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee.

With increasing encroachment by non-Indigenous settlers in the Town of Minto, the Anishinaabe and Haudenosaunee could not continue their traditional lifestyle and settled in their villages on Lake Huron and in the Grand River Valley. These nations uphold their Treaty Rights within our jurisdiction.

Today, the Town of Minto remains home to Indigenous peoples from across Turtle Island. We are grateful to have the opportunity to share and respect Mother Earth and are committed to building constructive and cooperative relationships with Indigenous nations.

## Project Oversight

MGA (McQueen Galloway Associates) extend thanks to the Mayor and Members of Council, staff, volunteers, community organizations and residents for their commitment to ensuring that Culture is an integral lens through which the Town of Minto is viewed, and which investment is made, and for their support and participation in the development and refinement of this plan.

## Council

Mayor David Turton  
Deputy Mayor Jean Anderson  
Councillor Judy Dirksen  
Councillor Ron Elliott  
Councillor Geoff Gunson  
Councillor Ed Podniewicz  
Councillor Paul Zimmerman

## Staff

CAO  
*Gregg Furtney*  
Director of Economic & Community Development  
*Belinda Wick-Graham*  
Treasurer/Deputy CAO  
*Gordon Duff*  
Marketing & Community Development Coordinator  
*Erin Raftis*

# TABLE OF CONTENTS

Cultural Plan Update 2024	3
I. Setting the Context	3
Impact of the Arts in Ontario	4
Why is Culture Important?	4
Cultural Landscape in Minto	5
II. Strategic Framework	6
III. Community Engagement	7
Engagement Summary	7
IV. Recommendations	13
A. Cultural Investment	14
B. Organizational Capacity	15
C. Community Expectations and Engagement	17
D. A Welcoming Community	19
E. Regional Sharing and Organizational Networking	21
F. Minto: A Cultural Destination	23
V. Summary	25
VI. Action Plan and Measurement (sample format)	25
Background	35
Cultural Roundtable	35
Comparator Insight	37
Community Profile	39
Appendices	40
Appendix A: Trends	40
Social Change	42
Digital Shift – Post-Pandemic	42
Appendix B: Survey Results	44

# CULTURAL PLAN UPDATE 2024

## I. SETTING THE CONTEXT

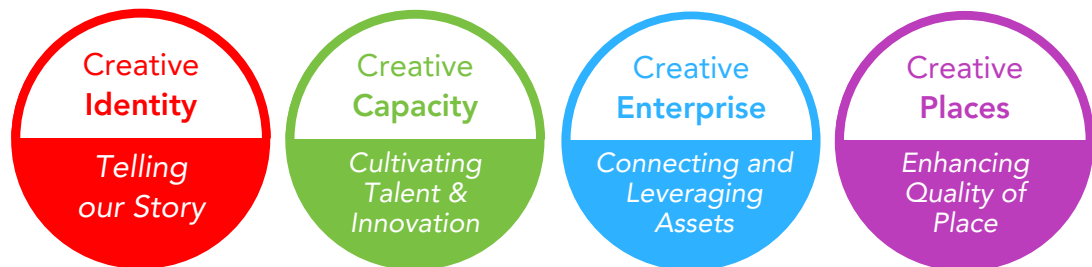


The Town of Minto is a progressive rural community that has focused on supporting the arts, culture, heritage, and quality of life for its residents for decades.

Being one of the first rural communities to develop and adopt a Cultural Plan in 2011, the Town showed leadership and assumed some potential risk that there may be a lack of commitment and continued investment to implement.

Credit to the Town of Minto Council and staff for staying the course and ensuring capacity and commitment to support implementation. Today, Minto faces challenges related to aging infrastructure, aging volunteer base, community growth, and changes in community profile.

The original plan had four key Strategic areas of focus:



Culture includes many aspects of living in Minto. Attending an event, admiring downtown murals, visiting local markets and food establishments, or attending a show or movie. It brings people together and enhances the quality of life. As Minto continues to grow and evolve, cultural planning will continue to be important. It is important to align the plan with the Corporate Strategic Plan and other major land use and infrastructure planning, including the Official Plan, Economic and Community Development Plan, and the Recreation Plan. Given the size of the staff complement and the tremendous reliance on community volunteers, working collectively to maximize resources will provide a more integrated and successful series of outcomes. Investing in culture in Minto will continue to provide a competitive edge for the Town to attract families, employees and visitors. Embracing culture in terms of arts, theatre, museum and heritage contributes to a sense of community. Embracing different cultures and welcoming people of varying backgrounds and beliefs can contribute to a unified and inclusive community.

Recognizing and supporting the strong community roots in Agricultural with events such as Fall Fairs contribute to fostering a welcoming community and a sense of belonging to a progressive rural community.<sup>1</sup>

## IMPACT OF THE ARTS IN ONTARIO

- Arts and culture in Ontario directly contribute **\$27 billion** annually to the provincial economy, representing **3.4%** of Ontario's GDP (2020)<sup>2</sup>
- There are more than 254,985 culture jobs in Ontario or 3.8% of total Ontario employment.<sup>2</sup>
- **93%** of Ontarians believe that arts activities help enrich the quality of our lives.<sup>3</sup>
- **90%** of Ontarians agree that an active local arts scene helps make a community a better place to live.<sup>3</sup>
- **88%** of Ontarians believe that if their community lost its arts activities, people living there would lose something of value.<sup>3</sup>
- **92%** of Ontarians agree that exposure to arts and culture is important to individual well-being.<sup>4</sup>

## WHY IS CULTURE IMPORTANT?

Supports a Thriving Economy	Enhances our Quality of Life	Creates a Sense of Pride in our Communities	Encourages Social Cohesion	Provincial Policy Statement (PPS) 2020 <i>role of culture outlined in the PPS:</i>
Culture strengthens the economy by revitalizing downtowns, attracting tourists and businesses and creating jobs.	Culture gives meaning and context to people's lives. It engages our minds, improves our health and enriches the education of our children and lifelong learning.	Culture helps define the character of a community. Residents feel a sense of pride in their unique local landmarks and history. Culture attracts new residents and keeps current residents in the community.	Culture engages citizens in activities that help build a sense of community. It celebrates different cultures and helps newcomers feel welcome.	Promoting long-term economic prosperity: encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes.

<sup>1</sup> Ontario Arts Council

<sup>2</sup> Provincial and Territorial Culture Indicators, 2020 (product perspective), Statistics Canada, June 2022.

<sup>3</sup> Impressions of the Impact of the Arts on Quality of Life and Well-Being in Ontario: Ontario Arts Council Survey Findings, by Nanos Research for the Ontario Arts Council, March 2017.

<sup>4</sup> Arts and Heritage Access and Availability Survey 2016-2017, Environics Research Group, March 2017.



CULTURAL LANDSCAPE IN MINTO



*Creators & Audiences*



*Places & Spaces*



**CULTURE IN  
MINTO**

*Events & Installations*





## II. STRATEGIC FRAMEWORK

Updating the Cultural Plan will support staff in setting priorities and actions for the next number of years. It will continue to drive the importance of culture within the community, its role in enhancing the quality of life, and its function as an economic driver. Renewing planning documents and aligning with the strategic plan and other guiding documents ensures relevance, improves coordination, and maximizes Town resources. The original plan, while progressive in its day, is outdated. Changing trends, community growth, capacity, regional opportunities, and the COVID pandemic have all contributed to the need to modernize an updated plan, to provide relevance and continued commitment for Council, staff, and volunteers within the Town of Minto.



It was noted that the actions identified from the initial Cultural Plan were either completed or decided that they were no longer needed. Enhanced regional cooperation and coordination with other Cultural Roundtables presents a tremendous opportunity to look at opportunities through a broader lens. A grant-funded project with a focus on Volunteer Recruitment and Retention was awarded to the Minto Arts Council through the Community Services Recovery Fund of the Government of Canada. Several initiatives have been launched through this program under the guidance of a part-time contract position (volunteer groups, boards, volunteer descriptions, training, participation in volunteer fairs, and high school programs). The role was funded for one year, ending in June 2024.

The focus on diversity, equity, and inclusion identified pre-COVID, resulted in the creation of a separate Diversity, Equity, and Inclusion sub-committee in March 2023 with its own terms of reference (reporting through the Cultural Roundtable). It has been operating under that model since the inception of the sub-committee. As a distinct pillar in the updated Town Strategic Plan (2024), there is an opportunity to heighten the profile of the work in this area. This will result in providing a corporate community lens through which all programs and services are considered. A balanced approach to all equity-deserving groups provides ongoing, intentional support throughout the community.

Moving in this direction will continue to support Minto's vision of being a progressive, rural community where everyone feels welcome. Concurrently it will allow the Cultural Roundtable to re-focus its energy on new and ongoing opportunities to support arts, culture, heritage, and tourism in Minto.



### III. COMMUNITY ENGAGEMENT

#### ENGAGEMENT SUMMARY

The Town of Minto approached the development of updated plans in a progressive manner. They completed an updated Corporate Strategic Plan as the starting point to then undertake an Economic and Community Development Plan, a Cultural Plan and a Recreation Plan.

The Strategic Plan was approved, setting the overall strategic focus and priorities under which the subsequent plans should be aligned.

Given the interrelationship between, Recreation and Culture (i.e. use of Town facilities, support for volunteers, event hosting, etc.), the engagement process was done collaboratively, with questions and facilitated feedback being sought for both areas (Culture and Recreation).

The Engagement process in Minto was conducted using several different approaches.

1. Community Engagement Sessions	April 23 & 24, 2024	Palmerston, Harriston, Clifford
2. Staff Engagement Workshop	April 24, 2024	
3. Stakeholder Engagement	April 29 & 30, 2024	Virtual
4. Stakeholder Survey	Sent directly to over 40 sport, recreation and culture organizations.	
5. Cultural 'Ambassadors'	June / July 2024	
6. Public Survey	May 15 - 31, 2024	Town website 'Bang the Table' software

#### 1. Community Engagement **April 23 & 24, 2024**

Sessions were held in Palmerston (5 attendees), Harriston (12 attendees), and Clifford (3 attendees). The discussions, facilitated by consultants, employed a SOAR exercise (Strengths, Opportunities, Aspirations, Results) to solicit feedback for the Cultural and Recreation Plans. Attendees included representatives from various organizations and the public: (feedback related to Recreation was referred to the Recreation Plan).

- Palmerston Railway Heritage Museum
- Agricultural Society
- Palmerston Lions Club
- Harriston Historical Society
- Elected Official
- Cultural Roundtable
- Minto Arts Council
- Harriston Horticultural Society
- Community Interest Groups
- Various Sport Groups
- The Crown Harriston
- Grey Wellington Theatre Guild
- Minto Youth Action Council

**Strengths:**

- Unique, friendly, quiet, safe, and peaceful community.
- Abundance of activities.
- Strong volunteer base.
- Merging local organizations to strengthen programs in the community.
- Cultural amenities (Norgan Theatre, Art Gallery, Live Theatre).
- Recognition of recreation and culture as an investment despite financial loss.
- Active service clubs and agricultural societies.
- Accessible facilities.

**Opportunities:**

- Improve garbage disposal and respect for rural areas.
- Address transportation and communication barriers.
- Expand program opportunities for children under 5.
- Develop a place for youth to hang out.
- Revitalize the Railway Heritage Museum.

**Aspirations:**

- Increase knowledge of how to initiate new programs.
- Maintain fair user fees.
- Improve accessibility and engagement for youth.
- Develop new facilities and revitalize existing ones.
- Enhance community advocacy for disadvantaged members.

**Results:**

- Increased attendance at the Art Gallery.
- More programs for young children and families.
- Improved accessibility and indoor opportunities.
- Enhanced communication and targeted information dissemination.
- Fair and respectful treatment of all community members.
- Growth in volunteers and participation numbers.

## 2. Staff Engagement **April 24, 2024**

A workshop with facility staff highlighted the following points:

- Need for adherence to policies (i.e. develop/refine and commit to the Allocation policy for all facilities).
- Promote unique and well-maintained facilities in each community.
- Encourage driving between communities for activities.
- Consider reducing the number of underutilized facilities and satellite buildings.
- Address the overburden of organizing and supporting events.
- Update the Asset Management Plan.
- Foster a facilitator role in program provision.
- Highlight the popularity of direct-delivery summer camps.

## 3. Stakeholder Engagement **April 29 & 30, 2024**

Virtual discussions were held with representatives from various organizations:

### ***Monday, April 29, 2024***

- Clifford Rotary Club
- Minto Dance Academy
- Palmerston Railway Heritage Museum
- Grey Wellington Theatre Guild
- Minto 81's (referred to Recreation Plan)
- Minto Arts Council

### ***Tuesday, April 30, 2024***

- Minto Minor Ball  
(referred to Recreation Plan)
- Palmerston Marlins Ladies Fastpitch Association (referred to Recreation Plan)
- Minto Pride

### **Discussion Points:**

- Volunteer and patron sufficiency.
- Maximizing Minto's competitive advantages.
- Addressing attendance challenges in dance and theatre.
- Addressing the need for new volunteers and improved event attendance.
- Simplifying services and addressing accessibility gaps.
- Enhancing communication and promoting key events.
- Addressing community-specific challenges and promoting local participation.

### **Vision:**

- Attract newer, younger members and new ideas.
- Utilize Clifford Arena for larger community events.
- Streamline invoicing and billing processes.
- Promote the value of sport, culture, and volunteerism.
- Simplify volunteer recruitment and management.

#### 4. Stakeholder Survey (sent to 40+ organizations)

Responses to the survey were received from the following organizations:

- Minto Minor Ball (referred to Recreation Plan)
- Palmerston Railway Heritage Museum
- Minto Arts Council
- Palmerston Marlins Ladies Fastpitch Association (referred to Recreation Plan)
- Harriston Skating Club (referred to Recreation Plan)
- Grey Wellington Theatre Guild

##### Palmerston Railway Heritage Museum

*(submitted a subsequent set of recommendations and considerations for consultant review)*

- General audience attendance less than 50% Minto residents.
- Majority of funding – grants, fundraising, sponsorship, and donations.
- Lost audience during COVID but have re-built attendance in 2022 and 2023.
- Continue to work in conjunction with Palmerston Lions, All Aboard Palmerston, and the Minto Farmers' Market.
- Could support an investment in infrastructure with support of Service Clubs.
- Have a business plan generated with the Town of Minto to focus on increasing attendance and service.
- Would appreciate more financial support; expensive repairs to the Museum may be needed.

##### Minto Arts Council

- General audience attendance is 60% Minto.
- Approximately 90% of funding generated from the Annual Christmas Silent Auction; the Gallery receives 20% sales commission for any art sold at the Gallery.
- Have been successful in obtaining grant funding to support community projects.
- Live music concerts have had disappointing attendance (capacity, rising costs, and ticket prices).
- Cross promotes with Harriston Historical Society, active in Cultural Roundtable; has established relationships with more regional groups as well as SPARC (Supporting Performing Arts in Rural Communities) and Culture Days.
- Provide support to the Palmerston location of the Film Circuit.
- Budget tight and volunteers declining; have more ideas than they can implement.
- Attendance at events is low – more support from non-residents.
- Receive great support from the Town of Minto.
- Despite repeated communication options, people say 'I didn't know about that'.
- A vibrant arts and culture scene contributes to economic vitality and a competitive edge to attract businesses and residents.

**Grey Wellington Theatre Guild**

- 100 members with 30 active, community theatre – put on productions, crew, volunteer or usher
- Draws up to 500 for regular shows 2 times/year
- Summer youth program for 30 kids aged 6 to 12 (audience up to 300)
- Most members Harriston; audience Minto, Wellington North, Mapleton, Listowel
- Funding ticket sales and season sponsors; some grant funding
- Capital expenditures on the horizon (seats and updated lighting equipment); trying to get on financial footing after a pandemic
- Collaborate locally and with SPARC
- No strategic plan but plan a season in advance with capital projects on a needs basis
- Potential to promote their unique facility in 'Move to Minto' campaigns

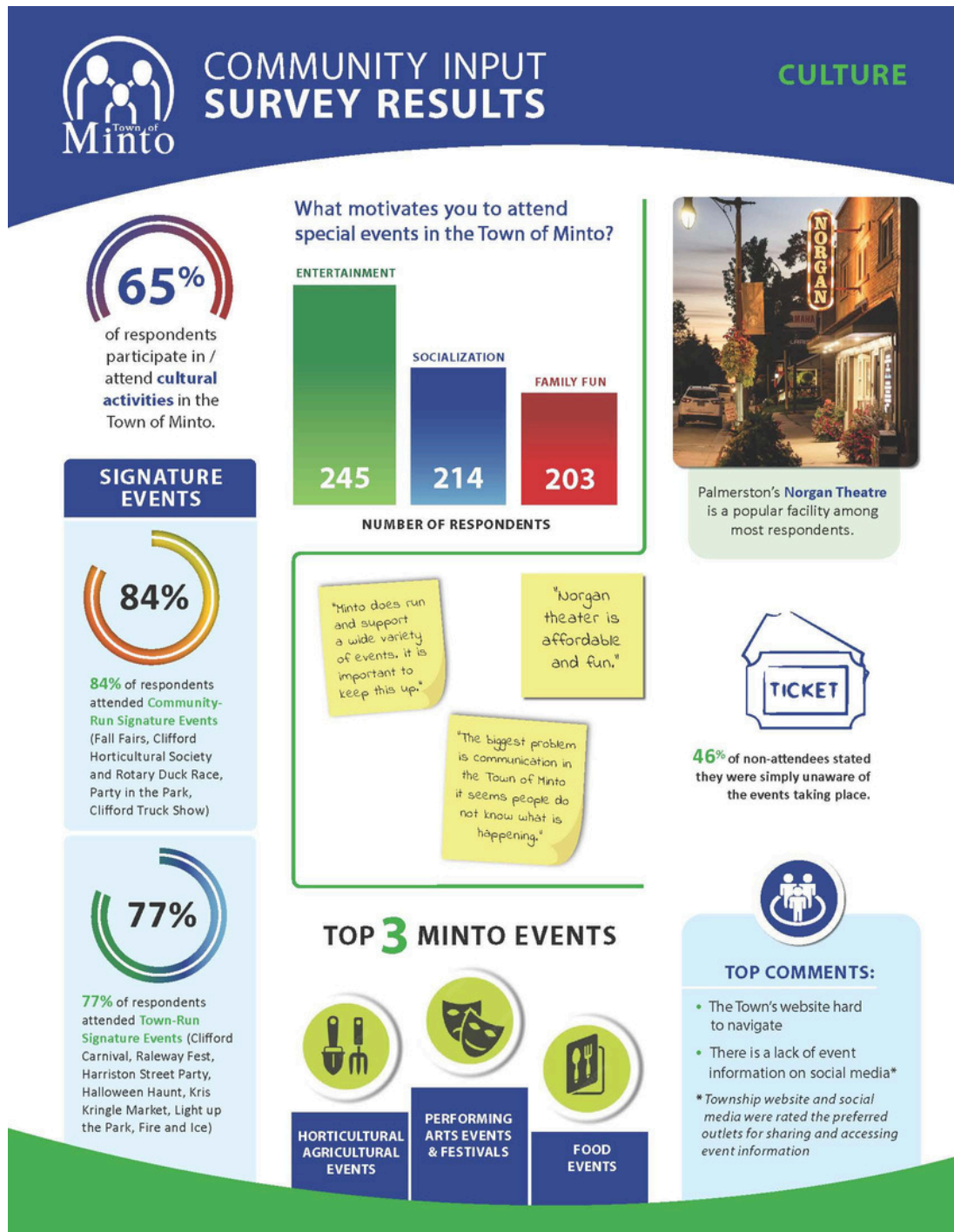
**5. Cultural Ambassadors / Creative Workers (1:1 discussion, 5 individuals)**

- Need for more volunteers with varied backgrounds.
- Promote a variety of art, culture, and heritage options – recognize it is a very individual area of interest (grow creative options will grow new volunteers, Indigenous art, student art show)
- Promote cross events – include Art Gallery in Christmas House Tour, Horticultural Event to focus on children, Firefighters breakfast with garden event
- Consider options to incentivize art and creative pursuits
- Communication options need a re-fresh (consider video clips, enhanced social media)
- Connect local artists' spaces, link with Secondary School
- Expose youth to new and different creative pursuits
- Ensure regular surveys are being done to respond to change in a timely manner
- Take art to the people – in the park, outreach displays
- Food festivals could attract day visitors, local products
- Don't compete with other 'destinations' but try to attract drive-through traffic
- Make things a little 'edgier' (balance between quirky and basic)
- Acknowledge that people will drive to see an offering that doesn't exist elsewhere
- Animate what already exists
- Ensure culture continues to be seen as old and new
- Recognize volunteer recruitment strategies need to be different between sport and culture
- Volunteers will respond if directly 'asked'
- Remove organizational barriers – can still volunteer without being a 'member', reconsider the use of introductory traditions at meetings.
- 'stay the course', change takes time, be patient.
- Need to be intentional to develop future leadership for volunteer groups; leadership can be key.

## 6. Public Survey **Open from May 15 - May 31, 2024**

A public survey was posted on the Town of Minto website for a two-week period using the Town of Minto's engagement software. A total of 320 respondents completed the survey.



*The complete survey results can be found in Appendix B.*



## IV. RECOMMENDATIONS

The Cultural Plan update (2024) has been categorized under six key pillars to serve as a framework to guide future decision-making. Actions and suggested timelines (short, medium, and long) have been identified and should be used by staff as a guide for implementation. Annual work plans can be updated as outcomes are realized.

### Key:

1.0 Pillar	Theme
<b>A.1 Recommended Action</b>	Aligned with 2024 Strategic Plan as shown in adjacent Strategic Plan references.
	Bubble to represent the significance of this alignment.
<p><i>The Town of Minto excels at being progressive and responsive to changing community needs and external influences. Throughout the document, there are references to key trends within the Culture Sector. Visually, the recommendation (in part or in whole) that aligns with a trend will be seen in bolded text, and the related theme or trend (detailed in the Appendix) will be shown as a 'bubble' to represent the significance of this alignment.</i></p>	
<b>Example</b>	<b>D.4 Develop and promote attractive bundle packages that offer comprehensive cultural experiences.</b> 

### SIX PILLARS (THEMES):



#### A. Cultural Investment



#### B. Organizational Capacity



#### C. Community Expectations and Investment



#### D. A Welcoming Community



#### E. Regional Sharing and Organizational Networking



#### F. Minto: A Cultural Destination





## A. Cultural Investment

Minto has a rich and diverse inventory of buildings and landmarks that support culture and reflect the history and heritage of the community. As a progressive rural community, the staff team works in tandem with a wide range of dedicated volunteers to provide programs, services, and events throughout the year. Ongoing investment to ensure the physical and human resources in Minto are sustainable and supported is vital to proactively continue to meet new and emerging needs in the community.

### A.1 Continue to invest in historic buildings and landmarks to ensure ongoing preservation and protection of Minto's cultural heritage as presented in built form.

*Emphasis on local heritage and history.*

Work with Recreation and Finance staff to ensure that all facilities that support (in whole or in part) cultural initiatives (i.e. Railway Museum, Harriston Town Hall Theatre, Norgan Theatre, etc.) are specifically identified in the asset management plan, capital and operating budgets with sufficient resources allocated annually. This will provide for proactive investment into state-of-good repair expenditures, investment required to meet AODA requirements, technology upgrades, and ongoing capital investment. Update financial forecasts regularly for capital budget forecasting and updates to the Asset Management Plan.

### A.2 Continue to work with the County's Public Libraries

to support displays, enhance loan programs, and promote cultural events and activities happening in Minto. Continue their involvement at the Cultural Roundtable and their participation in any coordinated program and event planning tables or committees.

*Cultural Programming*

#### Relevant Alignment to Strategic Plan

#### Goal 1: Manage our Infrastructure

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



#### 1.1 Taking an evidence-based asset management approach to new infrastructure and renewal projects.

- a) Renew medium and long-term capital financial plans. (Short – 1 year)
- b) Complete engineered drawings one year in advance of capital funding to ensure shovel-ready projects. (Medium – 2-3 years)
- c) Complete an accessibility and building audit of all municipal facilities. (Long – 4 years)

#### 1.3 Caring for our environment.

- a) Evaluate municipal facilities for energy efficiency upgrades. (Medium – 2-3 years)



### **A.3 Ensure enhanced use of digital media options through interactive content and leveraging local influencers to expand communication reach.**

Periodically assess connectivity in all public spaces to ensure community-wide reach.

*Technological  
Integration and  
Digital marketing.*

**A.4** To ensure human resource capacity can meet the needs of all departments, continue assessing staff roles in support of Economic Development, Culture, and Communications. Include Community Services staff in all discussions to understand the impact on Program and Facilities staff in support of festivals and event hosting, and the potential to improve efficiencies and maximize resources. Shift resources as required and move towards the creation of .5 full-time equivalent devoted to Culture support and Volunteer Coordination.

**A.5** Working with the volunteers and Railway Heritage Museum sub-committee, complete a Strategic Business Plan and annual work plan for the Railway Heritage Museum identifying vision, mission, and goals with a timeframe for implementation of short-, medium- and longer-term recommendations. Include sources of funding, transitional opportunities (see recommendation B. 1), opportunities to modernize, and/or divest, and provide direction for the future of this important cultural asset. Include the history and chronology of the museum to archive and preserve the historical context setting out the rationale for completing this important plan.



## **B. Organizational Capacity**

Minto demonstrates its commitment to hosting quality events and providing support for organizations with its vast and progressive approach to community building. The need to balance the ability to continue existing services while meeting the needs of a new, growing, and diverse community will require critical decision-making in its allocation of resources. Recruiting, training, and retaining volunteers and appealing to younger age groups with a variety of interests should be a priority.

**B.1** The Town of Minto should work with the County of Wellington to assess the opportunity for the County to gradually, or in partnership, assume responsibility for the future operation of the Railway Heritage Museum as part of its museums mandate.

**B.2** Develop an Events framework (in conjunction with staff from Economic Development and Recreation) that identifies criteria to inform specific roles for the Town of Minto, volunteers, and community organizations and can be used to determine when events should be enhanced, reduced, or phased out of operation. Categorize Events into Core, Secondary, and Community (as identified in the ECD Plan). All events should be included to recognize the link and relationship between varying departments that support events in the community.

**B.3** Develop workflow based upon framework as noted in B.2 to ensure step by step clarity on roles and metrics, including a process to track staff time (i.e. job costing) to monitor the impact events have on staff time and Town resources. Produce an 'Event Tool Kit' for volunteers and provide training to clarify roles and ensure consistency.

**B.4** After confirming events (using the Event Framework) that require Town support, build on and extend these events to reflect trends and changing interests (less events with heightened outcomes). **(More interactive exhibits, use of AI and virtual reality, and projects to attract younger audiences.)**

*Accessible cultural forms of expression.*

**B.5** Share the outcomes of the recently completed work related to volunteer retention (Volunteer Recruitment and Retention project) with all community organizations and town-wide volunteers – arts, culture, heritage, agriculture, tourism, horticulture, sport, recreation, and service clubs.

**B.6** Develop targeted campaigns for volunteers, offering short-term and flexible opportunities. Recognize that volunteers in art, culture and heritage respond to different motivations and may require creative and unique approaches to develop and grow volunteerism.

*Volunteerism and Civic Engagement.*



### Relevant Alignment to Strategic Plan Goal 2: Quality of Life

*Provide a holistic quality of life which supports the mental, physical, and social health of our community.*

#### **2.1 Optimizing programs in our municipal facilities for all.**

a) Approve Recreation Master Plan which will identify priority recommendations for annual budgets. (Short - 1 year)

b) Expand program opportunities (youth, seniors, etc.) for healthy living throughout the municipality. (Medium – 2-3 years)

#### **2.2 Supporting our social services.**

b) Explore opportunities to expand support of The Grove Youth Wellness Hub, food banks, Blessings to You, and other Not for Profit, social organizations. (Medium – 2-3 years)

#### **2.3 Ensuring well planned & connected open spaces and trails enjoyed by all.**

**B.7** Create a corporate wide policy that outlines how volunteers are recognized, supported, and appreciated. Review all opportunities to support volunteers on an ongoing basis and that can serve to motivate repeat volunteers and attract new volunteers. Strive for consistency in how the Town of Minto recognizes and celebrates volunteers.

**B.8** Imbed policies related to Culture, cultural planning, a corporate cultural lens and consideration for all aspects of culture (arts, heritage, cultural endeavours, facilities, public art, public policy) are included in updates to the Official Plan for the Town of Minto.

*Culture as an Economic Driver.*



## C. Community Expectations and Investment

The community has a great level of support and appreciation for Town staff. Organizations providing cultural services are wide-ranging and include dedicated volunteers. The establishment of the successful Cultural Roundtable continues to result in delivering indoor and outdoor, year-round activities. Communication using a variety of outreach approaches will need to continue. There is an expressed need for new and different cultural programs which will need to be considered in an intentional manner to ensure success and sustainability.



**C.1** Engage local youth (the Grove, High School) to identify barriers to participation in the arts, culture, heritage. Assess options to create new programs and opportunities to build participation based on youth areas of interest. Use of modern social media tools, hosting 'cool' events and sharing youth testimonials should be considered in all outreach activities.

**C.2** Continue to engage youth at the High School in obtaining their Community Service Hours while exposing participants to the arts. This can include learning to curate at the Museum, volunteering at cultural outreach events, learning to support 'back of house' in the theatre, etc. Engaging with drama and art teachers at the school can assist to expand knowledge of options and identify opportunities for students. Working with local creative entrepreneurs to establish knowledge sharing and mentorship should be part of the program (new creative/digital arts, paper press, other).

**C.3** Review /expand the participation on the Cultural Roundtable to ensure it is representing all areas of interest and those that are impacted by, and for, the full scope of arts, culture and heritage. This should include a member of the Facilities section of the Community Services Department staff to be present when facility discussions arise. Assess and refine Terms of Reference as needed and ensure decision making is fair, transparent and well understood by all parties. Ensure roles for staff and volunteer member organizations are clear and new members updated as necessary and that a standing item on the agenda includes a discussion on facilities (needs/ issues and successes).

**C.4** Explore options to enhance transportation to programs and events. (Including Ridewell during the weekday periods). Consider shuttles and/or sponsored travel support (Service Clubs) where possible. Work with the County to explore options to address transportation needs in the longer term.

**C.5 A. Host a “Program Summit”** to assess priorities for new program delivery and recruit key volunteer leaders to mobilize “try-it” programs with incentives provided by the Town of Minto. Incentives could take the form of free-of-charge facility space, promotional and marketing support, or a new grant program modeled after the Community Event Development/Enhancement Fund. A “Community Program Development / Enhancement Fund” to provide small grants for interested citizens or groups to pilot programs with an art, culture, and heritage focus. Work with successful program pilots to provide new options over the longer term.

Specific ideas for new/expanded programs include:

- Expanded Do-it-yourself and try-it programs using Library ‘loan program kits’ to expand art and cultural exposure.
- Youth-led graffiti projects, and public art installations.
- Promotion of new art programs – pottery, working with textiles, printmaking, digital media, animation, jewellery making, coding, Ninja.
- Outdoor music concerts, outdoor movie nights.
- Pop-up live performances.
- Community gardens.
- Cemetery walks
- New programs for children/youth and special needs.

Focus on  
Sustainability

**C.5 B. Continue to expand program offerings.** Working in conjunction with the Library and Recreation staff, and volunteer organizations, to maximize resources. Continue to promote a community development model, leveraging community volunteer resources with support provided by staff (continue work as an enabler, convenor, catalyst, broker; not provider and deliverer). Ensure clarity on roles and level of staff investment is defined proactively. Support successful pilots from the Program Summit to ensure sustainability and longevity.

Accessible cultural  
forms of expression

**C.6** Adopt a performance measurement tool to track data, assess outcomes, monitor issues, assess communication effectiveness, and provide ‘real-time’ metrics to help staff proactively make informed decisions, and provide rationale for divesting programs or events based upon qualitative and quantitative information. Consider criteria directly related to Culture, as well as other corporate priorities. Categorize metrics to suit the event or program, recognizing that not all data is available or easily collected for some events. Over time, monitor the availability of new technology to assist with data collection (i.e., event participation using individual mobile device tracking data).





- Participation numbers and penetration rate by age cohort.
- Audience reach (new customers, repeat customers).
- Investment required (staff time, facility space, promotional support, etc.) Will require a mechanism to track by program, event, or other.
- Customer satisfaction surveys.
- Revenue generation (and/or % recovery).
- Volunteer participation (new, repeat).
- Impact on the environment (waste reduction, recycling options, consumable resources).
- Support by local business/industry.
- Media coverage.

**C.7** Using this measurement framework, develop an annual 'Report Card' to provide updates to the community (and Council) on progress made, results accomplished, and return on investment. This can be included with the existing annual report, but providing a year-over-year look at accomplishments and results specific to culture, using a consistent measurement tool. Use the data to support annual budget requests and to communicate a reduction in service levels where warranted.

**C.8** Promote a 'buy-local' campaign to support local artists and build into all existing events and festivals (Holiday ideas, organizational events and award gifts, municipal recognition events such as Volunteer appreciation).



## D. A Welcoming Community

The Town of Minto recently adopted its Strategic Plan, including an overarching Goal as an Inclusive Community – “Foster a welcoming, accessible, and understanding community where your family belongs”. Ongoing efforts that align with this goal should continue to be a corporate priority.



**D.1** Review and amend the terms of reference for the Cultural Roundtable to confirm their area of focus on supporting and developing arts, culture, heritage, and tourism in the Town of Minto. In doing so, move the DEI sub-committee to a full Committee of Council, and have Minto Pride as a working group under the DEI Committee of Council.

**D.2** Expand existing festivals and events to include a range of culinary traditions and cuisine and respond to the diversity of cultures within Minto.

**D.3** Continue to offer training and educational opportunities with a focus on diversity, equity and inclusion to staff, volunteers, and event organizers.

**D.4** Develop and promote attractive bundle packages that offer comprehensive cultural experiences. Focus on the opportunity to 're-discover Minto' through creative packaging.

#### Cultural Clusters

**D.5** Identify and promote the rich history of culture and entrepreneurship in Minto through ongoing work with business and industry, as well as creative entrepreneurs. Linking newcomers to programs and events through the business and industry employee base.

#### Entrepreneurial Creative Industries.

### Relevant Alignment to Strategic Plan Goal 4: Inclusive Community

*Foster a welcoming, accessible, and understanding community where your family belongs.*



#### **4.1 Build upon the success of our cultural facilities, events, and programs.**

a) Approve the Cultural Master Plan which will provide priority recommendations for implementation. (Short – 1 year)

b) Support the implementation of SPARC (Supporting Performing Arts In Rural and Remote Communities) Community Hub locally. (Short – 1 year)

#### **4.2 Celebrating our community's diversity, equity, and inclusion.**

a) Communicate faith holidays on Town social media. (Short – 1 year)

b) Explore the National Rainbow Registered Accreditation Program and become a member of the Canadian Coalition for Inclusive Communities. (Medium – 2-3 years)

c) Further develop policies and procedures that promote diversity, equity, and inclusion. (Medium – 2-3 years)

#### **4.3 Collaborating with our local community organizations and volunteers.**

a) Highlight volunteer groups and their goals at Council Meetings and in welcome packages. (Short – 1 year)

b) Create a volunteer database and explore other support tools for volunteer organizations. (Medium -2-3 years)

c) Explore Community Volunteer Appreciation program. (Long – 4 years)

#### **4.4 Supporting our workforce of new immigrants' and Canadians.**

a) Enhance our newcomers' event in partnership with local businesses. (Short – 1 year)

b) Continue to work with Wellington County, Set7, and other partners to expand English as a Second Language and other education programs locally. (Short – 1 year)



Community Pantry, Clifford, 2024

**D.6** Expand materials made available to local real estate agencies and social media influencers that include a full list of cultural assets, amenities, and supports available within their promotional materials. Continue with 'welcome bags' and other enticing materials that showcase opportunities for new residents to engage in art, culture, and heritage programs, events, and services. Update regularly and consider four-season promotional opportunities.

**D.7** Provide opportunities for equity-deserving artists and creative entrepreneurs through positive outreach, communication through local employers, and networking with existing art, culture, and heritage groups and organizations.



## E. Regional Sharing and Organizational Networking

The Town of Minto is seen as a leader in its role with local and regional organizations and with neighbouring municipalities in support of culture, arts, heritage, tourism, and economic development. Sharing and learning from best practices, lessons learned from hosting successful events, and piloting new approaches provides a tremendous opportunity to maximize investment for all.

**E. 1** Expand the agenda discussion topics that suggest new shared hosting opportunities at the regular (semi-annual) meetings with the Hanover and Wellington North Cultural Roundtables. Continue to explore opportunities to share best practices and build on existing and new initiatives that maximize resources and broaden reach (build on the success of the 2024 hosting of the Cultural Roundtable Summit). Implement the initiatives that arose from the joint planning as funded through the Tourism Growth Grant (Regional Culture Bus Tour, creation of an ON Culture Guide, Hosting of a Spring Culture Summit, and the development of the Driftscape App.

*Community Organizations and the Arts.*

**E.2** Explore other networking and educational options (i.e., Cultural Alliance model in Midland and surrounding communities) to share in hosting events, developing shared programs, learning from others, and maximizing the best use of resources. Pursue options to share in annual financial investments that provide a greater return for all partners.

**E.3** Proactively meet with, and leverage, County resources dedicated to culture, tourism, and museums. Monitor the County Economic Development Plan to align priority actions for the Town of Minto with Minto's own annual plan.

### *Relevant Alignment to Strategic Plan*

#### **Goal 5: Responsible Government**

*Deliver services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.*



#### **5.1 Enhancing communication with our community and our organization.**

- b) Explore other options for communications beyond social media. (Short- 1 year)

#### **5.2 Explore further service efficiencies.**

- a) Explore municipal and/or businesses partnerships to enhance Town services. (Medium – 2-3 years)

#### **5.3 Ensuring organizational capacity to support our growing community.**

- a) Lobby upper levels of government for sustainable funding for infrastructure, housing, and social services. (Short – 1 year)
- b) Conduct a Service Review to ensure the Town is allocating resources effectively and efficiently. (Medium – 2-3 years)

- c) Create a Human Resources Plan that addresses succession, retention, training requirements, seasonal staff training, incentives, and forecast future staffing levels to meet projected growth. (Medium -2-3 years)

- d) Review Council Committee and sub-committee structure and numbers of committees to ensure effective mandates. (Long – 4 years)

#### **5.4 Strengthening and recognizing excellence among Town employees.**

- a) Look for new opportunities where staff can be welcomed. (Short – 1 year)
- b) Host Bi-Annual CAO Town Hall for all staff to review strategic priorities, and share department project information and team building. (Medium – 2-3 years)

#### **5.5 Strengthen our local services through stronger partnership work with Wellington County.**

- a) Continue to leverage the Wellington County Accessibility grant for facility accessibility upgrades. (Short – 1 year)
- b) Work with Wellington County and Ontario By Bike to become a bike-certified community. (Medium – 2-3 years)
- c) Work with Wellington County to promote and deliver new immigrant programs and services in Minto. (Medium – 2-3 years)



**E.4** Select new communities with unique offerings to conduct municipal exchange-type opportunities with other municipalities (similar to previous exchanges with Caledon) to identify best practices and implementation plans that result in achieving shared goals. Include staff and community leaders to broaden the lens and enhance ongoing networking.

**E.5** Promote and invest in supporting staff to ensure that they stay connected and share within their respective professional organizations to further enhance sharing and coordinated efforts. Expand engagement with provincial and national organizations such as ON Culture Days and the Creative City Network of Canada.

**E.6** Formalize the current approach to information sharing with cultural contributors and host an annual Minto Cultural Symposium. Include artists, organizations, heritage and historical groups, creative occupations, and volunteers. Share best practices and lessons learned. Showcase and celebrate successes. Provide resources for volunteers, discuss calendars for upcoming events, identify opportunities to share resources, and build on existing programs and events.



Culture Days,  
Palmerston, 2023



Community Calendar Planning Meeting,  
Harriston, 2024



SPARC Symposium,  
Palmerston, 2024



## F. Minto: A Cultural Destination

Currently, Minto sees itself primarily as a day-visit destination for the visiting public, not a full tourist destination primarily due to lack of accommodation. Ongoing efforts to maximize day-tripping, support new year-round events, and 'bundle' options will continue to provide Minto with a competitive advantage for economic development and community building.

**F.1** The Town of Minto should develop annual work plans that demonstrate its commitment to being a cultural destination to support day trips and the visiting public in a proactive and intentional manner.

**F.2** Review the schedule of events (of varying sizes and scale) and ensure that there are four-season options available maximizing indoor and outdoor cultural assets and bundling programs and events.

**F.3 Maintain a fresh approach to all ‘Quality of Place’ initiatives with local downtown groups** (public art, landscape features, creative pop-ups, cultural gathering points, banners). Engage local artists with contributions to public art, and street furnishings.

*Revitalization of  
Downtown Areas.  
Placemaking.*

*Farm-to-table  
movement.*

**F.4** Encourage the integration of artisan markets and farm-to-table initiatives into existing festivals and events. **Highlighting existing farmers ‘markets, and promoting locally grown produce and homemade goods responds to growing farm-to-table movement.**

**F.5** Promote sustainable practices to the visiting public including:

- Adequate and visible recycling fixtures at all events.
- E-vehicle charging stations at strategic locations.
- Signage and communication at events promoting a local focus on sustainability.
- Access to water filling stations.
- Bike storage/lock-up areas and repair stations.

*Focus on  
Sustainability.*

**F.6** Continue to work with the local agriculture industry to promote specific farm-to-table events such as Yorkshire Valley Farms. Develop a ‘passport’ program to entice repeat participation and showcase the variety of local fare.

**F.7** Proactively promote the Town of Minto as a cycling-friendly destination that can leverage attendance at cultural events and destinations. Link cultural resources throughout the cycling network using QR codes and other incentives to promote visitation.

**F.8** Revitalize the Town of Minto Local Heritage Marker program to commemorate an individual, place, event, or structure of local heritage significance. Review the initial terms of reference and update/revise as required. Develop tours of Minto that reflect these important local markers and supplement with opportunities to invite the visiting public to enjoy the ‘treasures of Minto’ (organized walks, butter tart trail).



## V. SUMMARY

To ensure Minto remains a sought-after community for existing and future generations, a successful cultural plan will continue to provide Minto with well-rounded options that contribute to economic development and quality of life. Ensuring a regular review of the Cultural Plan, in conjunction with other plans (Economic and Community Development, Recreation) will ensure coordination and allow the Town of Minto to allocate appropriate resources. Taken in tandem, this will contribute to making the Town of Minto a preferred destination for both residents and visitors.

## VI. ACTION PLAN AND MEASUREMENT (SAMPLE FORMAT)

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
<b>A. Cultural Investment</b>				
A.1	Continue to invest in historic buildings and landmarks to ensure ongoing preservation and protection of Minto's cultural heritage as presented in built form. Work with Recreation and Finance staff to ensure that all facilities that support (in whole or in part) cultural initiatives (i.e. Railway Museum, Harriston Town Hall Theatre, Norgan Theatre etc.) are specifically identified in the asset management plan, capital and operating budgets with sufficient resources allocated annually. This will provide for proactive investment into state-of-good repair expenditures, investment required to meet AODA requirements, technology upgrades, and ongoing capital investment. Update financial forecasts regularly for capital budget forecasting and updates to the Asset Management Plan.	✓	✓	✓
A.2	Continue to work with the County's Public Libraries to support displays, enhance loan programs, and promote cultural events and activities happening in Minto. Continue their involvement at the Cultural Roundtable and their participation in any coordinated program and event planning tables or committees.	✓	✓	✓
A.3	Ensure enhanced use of digital media options through interactive content and leveraging local influencers to expand communication reach. Periodically assess connectivity in all public spaces to ensure community wide reach.	✓		

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
A.4	To ensure human resource capacity can meet the needs of all departments, continue to assess staff roles in support of Economic Development, Culture and Communications. Include Community Services staff in all discussions to understand the impact on Program and Facilities staff in support of festivals and event hosting, and the potential to improve efficiencies and maximize resources. Shift resources as required and move towards the creation of .5 Fulltime Equivalent devoted to Culture support and Volunteer Coordination.	✓		
A.5	Working with the volunteers and Railway Heritage Museum sub-committee, complete a Strategic Business Plan and annual workplan for the Railway Heritage Museum identifying vision, mission and goals with a timeframe for implementation of short-, medium- and longer-term recommendations. Include sources of funding, transitional opportunities (see recommendation B. 1), opportunities to modernize, and/or divest and provide direction for the future of this important cultural asset. Include the history and chronology of the museum to archive and preserve the historical context setting out the rationale for completing this important plan.	✓		
<b>B. Organizational Capacity</b>				
B.1	The Town of Minto should work with the County of Wellington to assess the opportunity for the County to gradually, or in partnership, assume responsibility for the future operation of the Railway Heritage Museum as part of its museums mandate.		✓	
B.2	Develop an Events framework (in conjunction with staff from Economic Development and Recreation) that identifies criteria to inform specific roles for the Town of Minto, volunteers and community organizations and can be used to determine when events should be enhanced, reduced, or phased out of operation. Categorize Events into Core, Secondary and Community (as identified in ECD Plan). All events should be included to recognize the link and relationship between varying departments that support events in the community.	✓		

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
B.3	Develop workflow based upon framework as noted in B.2 to ensure step by step clarity on roles and metrics, including a process to track staff time (i.e. job costing) to monitor the impact events have on staff time and Town resources. Produce an 'Event Took Kit' for volunteers and provide training to clarify roles and ensure consistency.	✓		
B.4	After confirming events (using the Event Framework) that require Town support, build on and extend these events to reflect trends and changing interests (less events with heightened outcomes). (More interactive exhibits, use of AI and virtual reality and projects to attract younger audiences.)		✓	
B.5	Share the outcomes of the recently completed work related to volunteer retention (Volunteer Recruitment and Retention project) with all community organizations and Town wide volunteers – arts, culture, heritage, agriculture, tourism, horticulture, sport, recreation, and service clubs.	✓		
B.6	Develop targeted campaigns for volunteers, offering short-term and flexible opportunities. Recognize that volunteers in art, culture and heritage respond to different motivations and may require creative and unique approaches to develop and grow volunteerism.	✓		
B.7	Create a corporate wide policy that outlines how volunteers are recognized, supported and appreciated. Review all opportunities to support volunteers on an ongoing basis and that can serve to motivate repeat volunteers and attract new volunteers. Strive for consistency in how the Town of Minto recognizes and celebrates volunteers.	✓		
B.8	Imbed policies related to Culture, cultural planning, a corporate cultural lens and consideration for all aspects of culture (arts, heritage, cultural endeavours, facilities, public art, public policy) are included in updates to the Official Plan for the Town of Minto.		✓	

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
<b>C. Community Expectations and Engagement</b>				
C.1	Engage local youth (the Grove, High School) to identify barriers to participation in the arts, culture, heritage. Assess options to create new programs and opportunities to build participation based on youth areas of interest. Use of modern social media tools, hosting 'cool' events and sharing youth testimonials should be considered in all outreach activities.		✓	
C.2	Continue to engage youth at the High School in obtaining their Community Service Hours while exposing participants to the arts. This can include learning to curate at the Museum, volunteering at cultural outreach events, learning to support 'back of house' in the theatre, etc. Engaging with drama and art teachers at the school can assist to expand knowledge of options and identify opportunities for students. Working with local creative entrepreneurs to establish knowledge sharing and mentorship should be part of the program (new creative/digital arts, paper press, other).	✓		
C.3	Review /expand the participation on the Cultural Roundtable to ensure it is representing all areas of interest and those that are impacted by, and for, the full scope of arts, culture and heritage. This should include a member of the Facilities section of the Community Services Department staff to be present when facility discussions arise. Assess and refine Terms of Reference as needed and ensure decision making is fair, transparent and well understood by all parties. Ensure roles for staff and volunteer member organizations are clear and new members updated as necessary and that a standing item on the agenda includes a discussion on facilities (needs/ issues and successes).	✓		
C.4	Explore options to enhance transportation to programs and events. (Including Ridewell during the weekday periods). Consider shuttles and/or sponsored travel support (Service Clubs) where possible. Work with the County to explore options to address transportation needs in the longer term.		✓	



	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
	A. Host a “Program Summit” to assess priorities for new program delivery and recruit key volunteer leaders to mobilize “try-it” programs with incentives provided by the Town of Minto. Incentives could take the form of free-of-charge facility space, promotional and marketing support, or a new grant program modeled after the Community Event Development/Enhancement Fund. A “Community Program Development / Enhancement Fund” to provide small grants for interested citizens or groups to pilot programs with an art, culture and heritage focus. Work with successful program pilots to provide new options over the longer term.	✓		
C.5 A	Specific ideas for new/expanded programs include: <ul style="list-style-type: none"> <li>• Expanded Do-it-yourself and try-it programs using Library ‘loan program kits’ to expand art and cultural exposure.</li> <li>• Youth led graffiti projects, public art installations.</li> <li>• Promotion of new art programs – pottery, working with textiles, print making, digital media, animation, jewellery making, coding, Ninja.</li> <li>• Outdoor music concerts, outdoor movie nights.</li> <li>• Pop-up live performances.</li> <li>• Community gardens.</li> <li>• Cemetery walks</li> </ul> New programs for children/youth and special needs.			
C.5 B	B. Continue to expand program offerings Working in conjunction with the Library and Recreation staff, and volunteer organizations, to maximize resources. Continue to promote a community development model, leveraging community volunteer resources with support provided by staff (continue work as enabler, convenor, catalyst, broker; not provider and deliverer). Ensure clarity on roles and level of staff investment is defined proactively. Support successful pilots from the Program Summit to ensure sustainability and longevity.		✓	
C.6	Adopt a performance measurement tool to track data, assess outcomes, monitor issues, assess communication effectiveness and provide ‘real time’ metrics to help staff to proactively make informed decisions, and provide rationale for divesting of programs or events based upon qualitative and quantitative information. Consider criteria directly related to Culture, as well as other corporate priorities.	✓	✓	✓

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
	<p>Categorize metrics to suit the event or program, recognizing that not all data is available or easily collected for some events. Over time, monitor the availability of new technology to assist with data collection (i.e., event participation using individual mobile device tracking data).</p> <ul style="list-style-type: none"> <li>• Participation numbers and penetration rate by age cohort.</li> <li>• Audience reach (new customers, repeat customers).</li> <li>• Investment required (staff time, facility space, promotional support etc.) Will require a mechanism to track by program, event, other.</li> <li>• Customer satisfaction surveys.</li> <li>• Revenue generation (and/or % recovery).</li> <li>• Volunteer participation (new, repeat).</li> <li>• Impact on environment (waste reduction, recycling options, consumable resources).</li> <li>• Support by local business/industry.</li> <li>• Media coverage.</li> </ul>			
C.7	Using this measurement framework, develop an annual 'Report Card' to provide updates to the community (and Council) on progress made, results accomplished, return on investment. This can be included with the existing annual report but providing a year-over-year look at accomplishments and results specific to culture, using a consistent measurement tool. Use the data to support annual budget requests and to communicate a reduction in service levels where warranted.	✓	✓	✓
C.8	Promote a 'buy-local' campaign to support local artists and build into all existing events and festivals (Holiday ideas, organizational event and award gifts, municipal recognition events such as Volunteer appreciation).	✓		



	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
<b>D. A Welcoming Community</b>				
D.1	Review and amend the terms of reference for the Cultural Roundtable to confirm their area of focus on supporting and developing arts, culture, heritage and tourism in the Town of Minto. In doing so, move the DEI sub-committee to a full Committee of Council, and have Minto Pride as a working group under the DEI Committee of Council.	✓		
D.2	Expand existing festivals and events to include a range of culinary traditions and cuisine and respond to the diversity of cultures within Minto.		✓	
D.3	Continue to offer training and educational opportunities with a focus on diversity, equity and inclusion to staff, volunteers, event organizers.	✓	✓	✓
D.4	Develop and promote attractive bundle packages that offer comprehensive cultural experiences. Focus on the opportunity to 're-discover Minto' through creative packaging.		✓	
D.5	Identify and promote the rich history of culture and entrepreneurship in Minto through ongoing work with business and industry, as well as creative entrepreneurs. Linking newcomers to programs and events through the business and industry employee base.		✓	
D.6	Expand materials made available to local real estate agencies and social media influencers that includes a full list of cultural assets, amenities and supports available within their promotional materials. Continue with 'welcome bags' and other enticing materials that showcase opportunities for new residents to engage in art, culture and heritage programs, events and services. Update regularly and consider four-season promotional opportunities.	✓		
D.7	Provide opportunities for equity deserving artists and creative entrepreneurs through positive outreach, communication through local employers and networking with existing art, culture and heritage groups and organizations.		✓	

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
<b>D. Regional Sharing and Organizational Networking</b>				
E.1	Expand the agenda discussion topics that suggest new shared hosting opportunities at the regular (semi-annual) meetings with the Hanover and Wellington North Cultural Roundtables. Continue to explore opportunities to share best practices and build on existing and new initiatives that maximize resources and broaden reach (build on the success of the 2024 hosting of the Cultural Roundtable Summit). Implement the initiatives that arose from the joint planning as funded through the Tourism Growth grant (Regional Culture bus tour, creation of an ON Culture Guide, Hosting of a Spring Culture Summit and the development of the Driftscape App.	✓		
E.2	Explore other networking and educational options (i.e., Cultural Alliance model in Midland and surrounding communities) to share in hosting events, developing shared programs, learning from others, and maximizing best use of resources. Pursue options to share in annual financial investments that provide a greater return for all partners.	✓		
E.3	Proactively meet with, and leverage, County resources dedicated to culture, tourism and museums. Monitor the County Economic Development Plan to align priority actions for the Town of Minto with Minto's own annual plan.	✓	✓	✓
E.4	Select new communities with unique offerings to conduct municipal exchange type opportunities with other municipalities (similar to previous exchanges with Caledon, Prince Edward County) to identify best practices and implementation plans that result in achieving shared goals. Include staff and community leaders to broaden the lens and enhance ongoing networking.		✓	
E.5	Promote and invest in supporting staff to ensure that they stay connected and share within their respective professional organizations to further enhance sharing and coordinated efforts. Expand engagement with provincial and national organizations such as ON Culture Days and the Creative City Network of Canada.	✓	✓	✓

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
E.6	Formalize the current approach to information sharing with cultural contributors and host an annual Minto Cultural Symposium. Include artists, organizations, heritage and historical groups, creative occupations and volunteers. Share best practices and lessons learned. Showcase and celebrate successes. Provide resources for volunteers, discuss calendars for upcoming events, identify opportunities to share resources and build on existing programs and events.	✓		
<b>F. Minto a Cultural Destination</b>				
F.1	The Town of Minto should develop annual workplans that demonstrate its commitment to being a cultural destination to support daytrips and the visiting public in a proactive and intentional manner.	✓		
F.2	Review the schedule of events (of varying sizes and scale) and ensure that there are four-season options available maximizing indoor and outdoor cultural assets and bundling programs and events.	✓		
F.3	Maintain a fresh approach to all 'Quality of Place' initiatives with local downtown groups (public art, landscape features, creative pop-ups, cultural gathering points, banners). Engage local artists with contributions to public art, street furnishings.	✓		
F.4	Encourage the integration of artisan markets and farm-to-table initiatives into existing festivals and events. Highlighting existing farmers 'markets, promoting locally grown produce and homemade goods responds to growing farm-to-table movement.		✓	
F.5	Promote sustainable practices to the visiting public including: <ul style="list-style-type: none"> <li>• adequate and visible recycling fixtures at all events.</li> <li>• E-vehicle charging stations at strategic locations.</li> <li>• Signage and communication at events promoting a local focus on sustainability.</li> <li>• Access to water filling stations.</li> </ul> Bike storage/lock up areas and repair stations.			✓
F.6	Continue to work with the local agriculture industry to promote specific farm-to-table events such as York Valley Farms. Develop a 'passport' program to entice repeat participation and showcase the variety of local fare.		✓	

	Recommendation	Short 1-3 years	Medium 4-6 years	Long 7+ years
F.7	Proactively promote the Town of Minto as a cycling friendly destination that can leverage attendance at cultural events and destinations. Link cultural resources throughout the cycling network using QR codes and other incentives to promote visitation.	✓		
F.8	Revitalize the Town of Minto Local Heritage Marker program to commemorate an individual, place, event or structure of local heritage significance. Review the initial terms of reference and update/revise as required. Develop tours of Minto that reflect these important local markers and supplement with opportunities to invite the visiting public to enjoy the 'treasures of Minto' (organized walks, butter tart trail).	✓		

# BACKGROUND

## CULTURAL ROUNDTABLE

- In 2011, the Cultural Roundtable evolved from the Arts, Culture and Tourism Committee to support the implementation of the Cultural Plan as well as supporting cultural development in the Town (creative economy – Prince Edward County example)
- Not as an advisory group but as an action-oriented group, including having task-driven working groups; includes a forum for continuous exchange of ideas among a cross-section of groups and individuals.
- Arts Council, Theatre Guild/ Heritage Group (historical society, railway heritage museum), Agricultural Society, Chamber of Commerce)

The Cultural Roundtable (CR) has been expanded since its inception, with sub-committees established to assist with further action implementation and to respond to evolving community needs. A Youth Action Council was established and has since been moved to "The Grove" to provide enhanced alignment for youth needs and services. Minto Pride started in 2019, and the Diversity, Equity, and Inclusion (DEI) sub-committee was established in March 2023. The DEI has its own Terms of Reference and at the time of the updating for the 2024 Cultural Plan, was continuing to operate as a sub-committee of the Cultural Roundtable.

### THE MINTO CULTURAL ROUNDTABLE

*The Arts, Culture and Tourism Committee has played a strong leadership role in bringing forward a range of important ideas and initiatives, including the initiation of the Cultural Plan. However, it is proposed that this group evolve into the Minto Cultural Roundtable with a broader leadership mandate not only to support the implementation of the Cultural Plan but to support ongoing cultural development in the Town.*

*Cultural Roundtables have proven extremely effective mechanisms in other communities (including Prince Edward County) in advancing a creative economy and cultural agenda. The key to success is understanding the group not as an advisory group but as an action-oriented group dedicated to taking on specific projects and tasks (often through the striking of task-driven working groups). The Roundtable also provides a forum for the continuous exchange of ideas among a cross-section of groups and individuals in the community.*

## MINTO CULTURAL ROUNDTABLE - TERMS OF REFERENCE (ANNOTATED)

### 1.0 Goal

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

### 2.0 Principals

- 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)

### 3.0 Membership and Responsibilities

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

- One member 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 from one of the Minto Branches of the Wellington County Library
- One member representing Youth (Age 15 – 24)
- Four to Seven members of the public (preference will be given to cultural entrepreneurs)

#### Staff Resources:

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

#### Other Resources:

- Ministry of Tourism & Culture Regional Advisor

As of 2024, the Cultural Roundtable is still active and includes three sub-committees and/or working committees (Railway Museum, Minto Pride and Diversity, Equity and Inclusion). They have provided guidance and direction to accomplish many recommendations from the initial Cultural Plan.

## COMPARATOR INSIGHT

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### Common “guiding principles” in recent cultural plans:

Plans reviewed: City of Lethbridge, City of Kawartha Lakes, City of Mississauga, Town of Innisfil, City of Guelph, Township of Mapleton (Drayton)

- Economic Impact/Creative Economy/Business development/Creative eco-system (co-location of services; locating businesses near culture etc.)
- Available to all/Inclusion/Address key barriers to participation
- Environmentally conscious
- Tourism
- Preservation of cultural heritage
- Sustainability/Building Capacity
- Streamlining/simplifying processes/updating policies
- Building a strong foundation (identify & fill gaps)
- Truth and Reconciliation (supporting Indigenous Community members to reclaim, exercise, and share their cultural practices)
- Prioritize equity-deserving artists and audiences in municipal culture programming and space allocation.
- Nurture collaboration/better coordination/ Networking of arts groups
- Better marketing



**Common Funding sources used by other communities:**

- Ontario Arts Council
- Canada Council for the Arts
- Pan-regional fund (Ontario) specifically for Indigenous Francophone or 2SLGBTQ+
- OCAF
- Federal Department of Heritage
- Ontario Trillium Foundation \_
- Ontario Ministry of Tourism, Culture and Sport

<https://www.ontariopresents.ca/resources/ontario%E2%80%99s-performing-arts-funders-who%E2%80%99s-who>

**Select examples of Cultural Planning Indicators and Performance Measures<sup>5</sup>**

- Number of visits to cultural facilities and spaces
- Attendance at municipally permitted celebrations and festivals
- Estimate volunteer participation in community cultural organizations and cultural events (# of volunteers X minimum wage)
- Hours municipally owned cultural facilities are used as a % of the times they are available
- Accessibility of arts, culture, and heritage offerings (track response to the survey question “Do you feel that arts, culture, and heritage offerings are physically, financially and geographically accessible to you?”)
- Public Art – the total number of public art commissions by municipality.
- Number of artists engaged in the community (total number of artists renting town facilities, taking town programs, participating in arts festivals, or exhibiting in town and other facilities).
- Private sector support of artists and nonprofit arts groups (corporate, foundation, and individual grants to local arts organizations as reported in grant applications).

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<sup>5</sup> Town of Oakville Culture Plan 2023.

## COMMUNITY PROFILE

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*Source: County of Wellington Economic Development Three Year Action Plan (2023 – 2026)*

**Population:** 9,094

**Projected Population:** 15, 200 by 2051

**Average Age:** 42

**Geography:** Land Area is 300.19 square kilometres

**Settlement Areas:** Clifford, Harriston, Palmerston

**Business Count:** 385

**Average Household Income:** \$90,383

**Median Household Income:** \$ 84,000

**Top Sectors of Employment:** Manufacturing (23%), Agriculture/Forestry/Fishing/Hunting (10%), Retail Trade (9%), Health Care and Social Assistance (9%), Construction (9%)

# APPENDIX A: TRENDS

## CULTURAL TRENDS

### Placemaking

Placemaking, a set of strategies including public investments, programming, streetscape improvements, zoning reform, and governance, has become a widely used approach to revitalize and activate urban spaces from small towns to big cities. Since 2010, the term “creative placemaking” has been used to describe placemaking efforts that specifically engage arts and culture to beautify and revitalize public spaces and neighborhoods and attract new workers and private investment ([Markusen and Gadwa 2010a](#)).<sup>6</sup>

Any placemaking or creative placemaking effort that successfully avoids gentrification and displacement would need to be based on an inclusive process. Such a process would either need to be initiated by local residents and other stakeholders or, if initiated by the city government or a quasi-public entity such as a downtown development authority (DDA), be deliberately and robustly inclusive of those residents. However, the plans in this study were largely silent about the process, even in the cases when they included detailed directives for outcomes.

What US Municipalities invested in neighbourhood investment, public art/murals, parks & recreation investments, workforce development

### Culture as an Economic Driver

Over the past decade, more municipalities are using culture, including festivals, events, and attractions, as economic drivers. Culture can be an important part of an overall tourism strategy, but more municipalities are choosing to focus on a plan dedicated to culture.

### Rural Communities

Research by Community Foundations Canada (Vital Signs, 2019) found that “the arts are a critical catalyst for belonging for newcomers, for rural and remote communities, for Indigenous people and communities, and for francophone minority populations.” Older studies show that people living in farm areas and in small towns have a greater sense of belonging if the town had access to arts and culture in their town.<sup>7</sup>

<sup>6</sup> [Placemaking in Practice: Municipal Arts and Cultural Plans’ Approaches to Placemaking and Creative Placemaking](#) Carolyn G. Loh, Amanda J. Ashley, Rose Kim, Leslie Durham, and Karen Bubb, Journal of Planning Education and Research 0 0:0

<sup>7</sup> Community Foundations Canada [https://communityfoundations.ca/wp-content/uploads/2019/04/Vital\\_Signs\\_Arts\\_and\\_Belonging.pdf](https://communityfoundations.ca/wp-content/uploads/2019/04/Vital_Signs_Arts_and_Belonging.pdf)

Proximity also plays a key role in participation. Among Canadians who live further than 70 km from a centre with professional performing arts, only 57% had attended in the past year and 65% attended at any point in time compared to 93% among Canadians living near a larger centre. People living in a rural or farm area were less likely to regularly attend live music events (22%) than people in small cities, suburbs, or large cities (28%). They were also less likely to regularly visit the local library or recreation centre (30% vs 36% in larger communities).<sup>8</sup>

### **Equity, Diversity and Inclusion**

Need for clear, guiding principles for equity and inclusion. Research has shown that leadership in arts and culture organizations is largely white, middle-class, older adults. But there is interest from many to experience other cultures.

### **Shift to Accessible Cultural Forms of Expression**

In large cities, but also in rural locations, there has been a move away from “high art” to more accessible presentations like street festivals, public art installations, and heritage districts. All of these contribute to a vibrant community year-round.

### **Role of Community Organizations in Arts Education**

There has been a sharp decline in arts education in the school system. Community arts groups have stepped up to fill that gap with camps, youth programming, and other ways to engage young people. This can have multiple benefits for both the community and the arts organization. It fosters future artists and volunteers, and it contributes to helping youth feel a sense of belonging in their community, which may help retain residents.

### **Cultural Clusters**

This is a network-based approach where cultural and heritage venues/installations are grouped with like-minded businesses as well as food and accommodations.

### **Entrepreneurial Creative Industries**

As grant funding has continued to shrink, an entrepreneurial approach to creative industries is fueling new developments and more sustainable enterprises.

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<sup>8</sup> [idib](#)

## SOCIAL CHANGE

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The tourism industry has been increasingly embracing principles of diversity, equity, and inclusion of BIPOC and LGBTQ2S+ communities. These principles are one of the pillars of the Canada Tourism Strategy and are among the key principles highlighted by the Ontario Tourism Ministry and RTO4.

Canada Tourism Strategy (2019) sets out three principal areas: building tourism in communities, attracting investment, and promoting public-private collaboration.

The strategy of **Building tourism in communities** recognizes that all communities have the potential to be a tourism destination and sets out five priority categories:

1. *Winter and shoulder-season tourism* – to provide more reasons to visit in off-peak periods. More tourist visits from November to April.
2. *Rural and remote tourism* – to entice tourists to lesser-known parts of the country.
3. *Farm-to-table and culinary tourism* – projects like culinary trails, Indigenous culinary experiences, food festivals, and farmers' markets, as well as onsite experience development such as breweries, wineries, farms, fisheries, and maple syrup producers.
4. *Indigenous tourism* – to help Indigenous peoples and communities present their unique histories, traditional stories, creative arts, and contemporary values.
5. *Inclusive Tourism* – to expand LGBTQ2S+diversity training and market readiness programs, and support events celebrating diverse backgrounds and identities.

## DIGITAL SHIFT – POST PANDEMIC

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Rapid digitization, accelerated by the pandemic, creates both new opportunities and challenges for travel and tourism service providers. Tourism service providers increasingly require a virtual presence and digital marketing to engage with different audiences. They are expected to understand trends and personalize experiences and advertisement messages. This digital shift within the industry requires more sophisticated approaches to marketing focused on content and brand purpose.

For example, implementing a comprehensive booking and reservation system across the RTO4 region allowed to increase revenues. The system was implemented free of charge to tourism operators, while allowing the operators to brand the system in their own ways.

Another post-pandemic trend is the increasing number of remote workers among travelers, which may be a new visitor segment for many communities. This segment may require a different kind of visitor experience and availability of technical capacity to work (e.g., accommodation with wi-fi, shared workspaces, etc.).

Additionally, with remote work, leisure time is becoming more important and available. This supports one more observed trend of travel and tourism shifting from business travel models to leisure travel.

In Ontario, Regional Tourism Organizations provide support in marketing products, attractions, and experiences catering to diverse audiences as well as networking opportunities for tourism providers and stakeholders within regions to enhance cooperation and improve visitor experiences. RTO4 works with its destination partners to support the digital shift as part of their strategic long-term recovery planning and implementation: “digital sophistication will stay essential as digital interfaces become an industry norm for guaranteeing safe interactions for visitors.” (RTO4 Business Plan 2022-2023).

RTO4 approaches include:

- digital marketing and product development (e.g. digital user experience),
- data-driven decision-making (e.g. Destination DigitalAudit), and
- connections and networking among tourism providers and operators and related sectors(e.g. a booking and reservation system across the region).

# APPENDIX B: SURVEY RESULTS

## Community Input - Culture and Recreation Master Plans

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### SURVEY RESPONSE REPORT

19 December 2018 - 01 October 2024

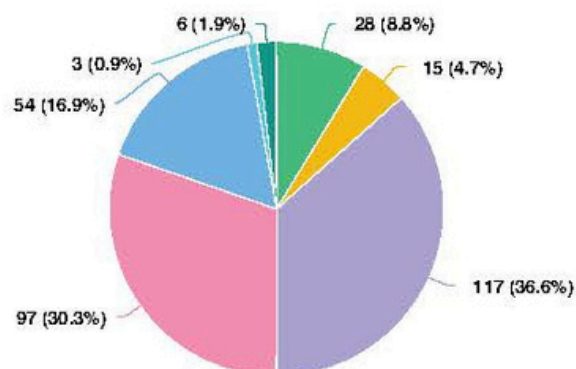
#### PROJECT NAME:

Community Input - Culture Master Plan and Recreation Master Plan





### Q1 What age group do you belong to?



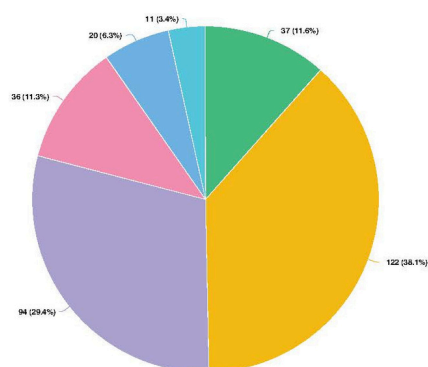
#### Question options

Under 18 18-25 26-45 46-65 66-79 80+ Prefer not to answer

Mandatory Question (320 response(s))

Question type: Radio Button Question

### Q2 Within the Town of Minto, in which settlement area do you reside?



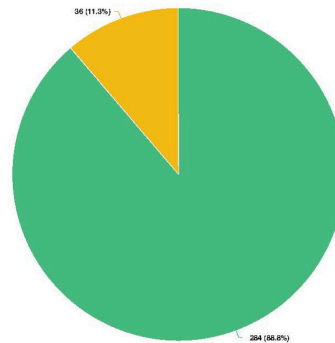
#### Question options

Clifford Harriston Palmerston Township of Minto Live outside the Town of Minto  
Other (please specify)

Mandatory Question (320 response(s))

Question type: Radio Button Question

**Q3** Do you participate in recreation activities or visit recreation facilities and parks in the Town of Minto?



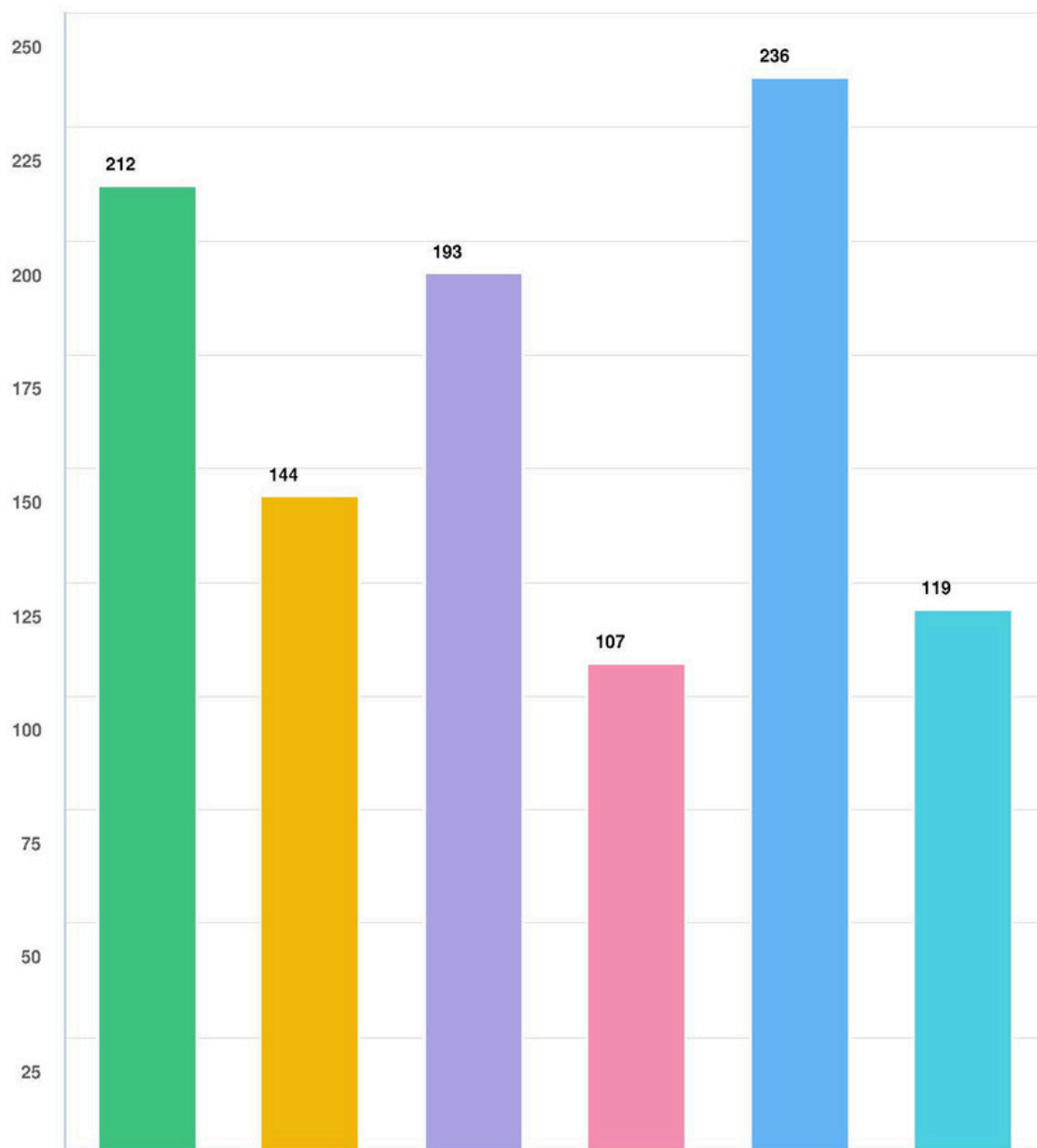
**Question options**

● Yes ● No

*Optional question (320 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Q4** What are the main reasons you participate in recreation activities or visit recreation facilities and parks in the Town of Minto? Select all that apply.

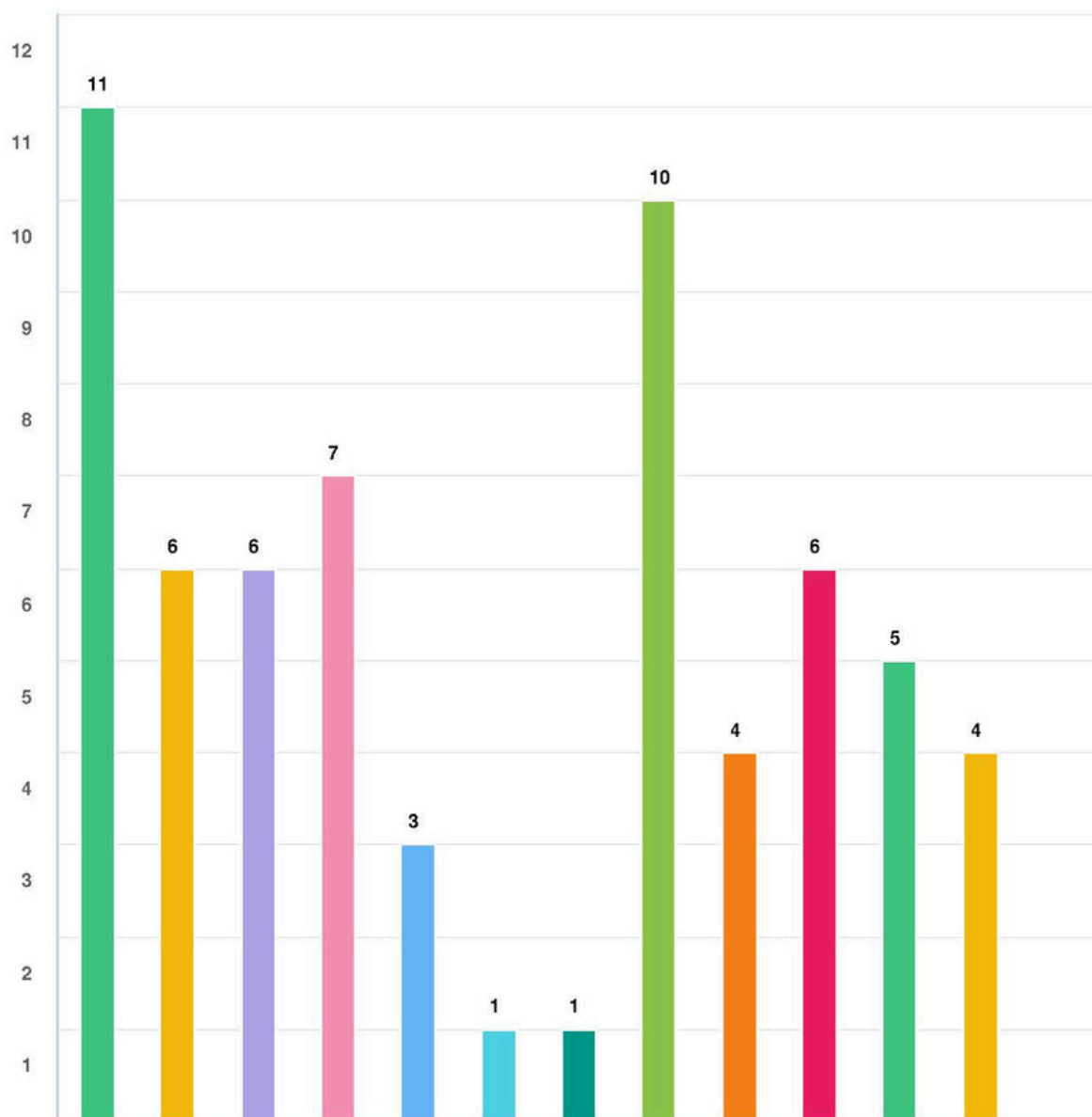


**Question options**

- Physical activity/exercise   Mental health and wellbeing   To be with family/friends   Relaxation  
Fun/enjoyment   Volunteer/give back to the community

Optional question (284 response(s), 36 skipped)

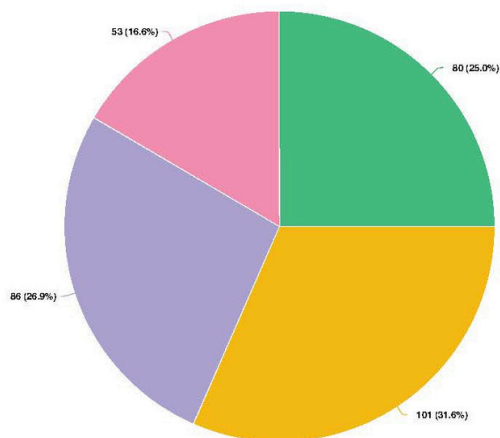
Question type: Checkbox Question

**Q5** If you don't participate, please let us know why. Select all that apply.

**Question options**

- Unaware of recreation opportunities
 ● Not interested in current programs
 ● No programs in my area
- Better/more appealing opportunities elsewhere
 ● Use facilities/gym/parks in the community where I work
- Cost to participate is too high
 ● Don't feel welcome in the environment where activities take place
- Too busy to participate
 ● Lack of transportation
 ● Unable to participate because of health/disability
- Prefer not to answer
 ● Other (please specify)
 ● Lack of child care

Optional question (37 response(s), 283 skipped)

Question type: Checkbox Question

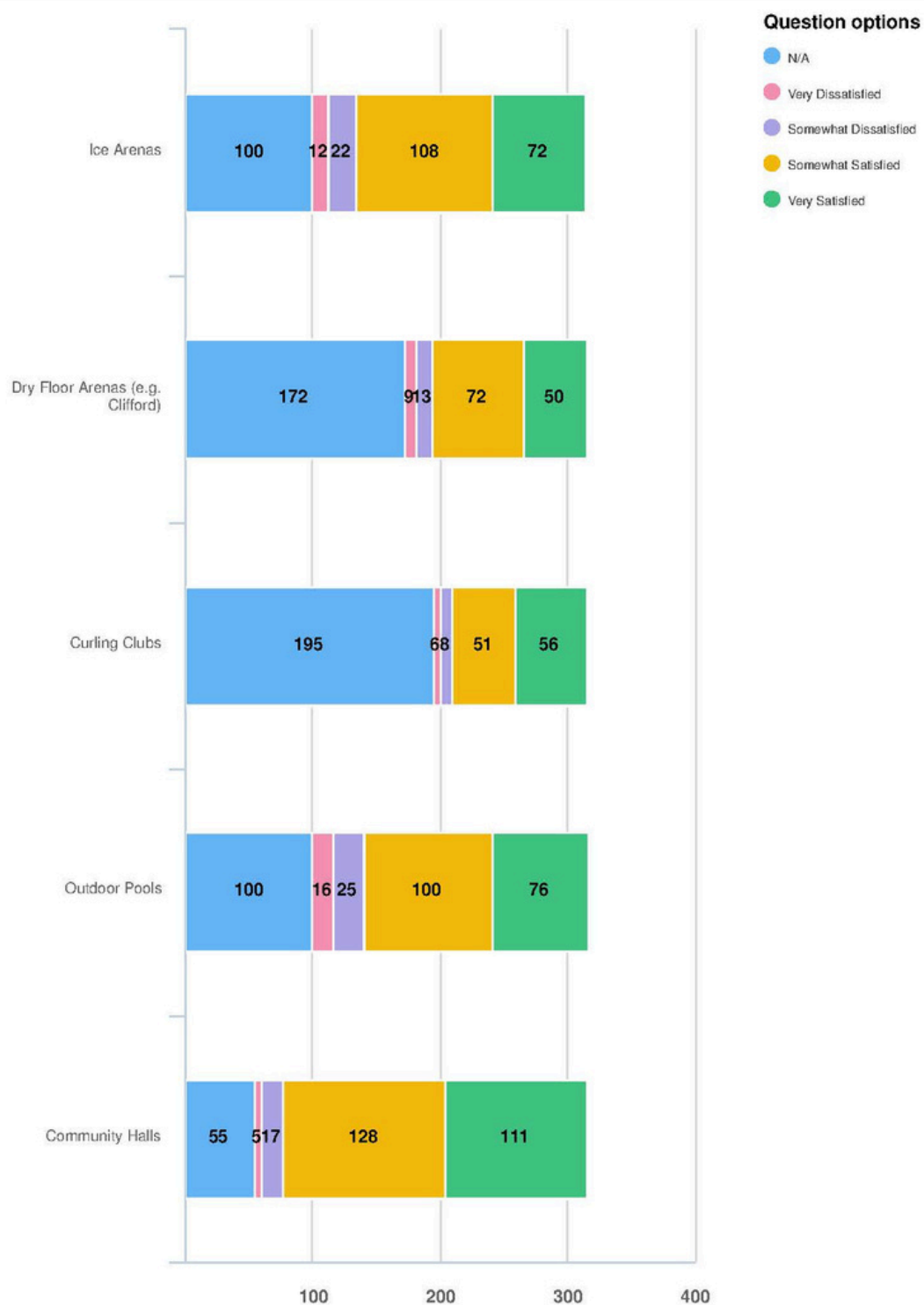
**Q6** How far are you willing to travel to attend recreation and culture activities?**Question options**

10 minutes 20 minutes 30 minutes 40 minutes

Optional question (320 response(s), 0 skipped)

Question type: Radio Button Question

**Q7** In the following list of facilities, please rate your level of satisfaction. If you do not use the facility, please select N/A (Not Applicable).



Optional question (318 response(s), 2 skipped)  
Question type: Likert Question

**Q7** In the following list of facilities, please rate your level of satisfaction. If you do not use the facility, please select N/A (Not Applicable).

#### Ice Arenas

N/A : 100



Very Dissatisfied : 12



Somewhat Dissatisfied : 22



Somewhat Satisfied : 108

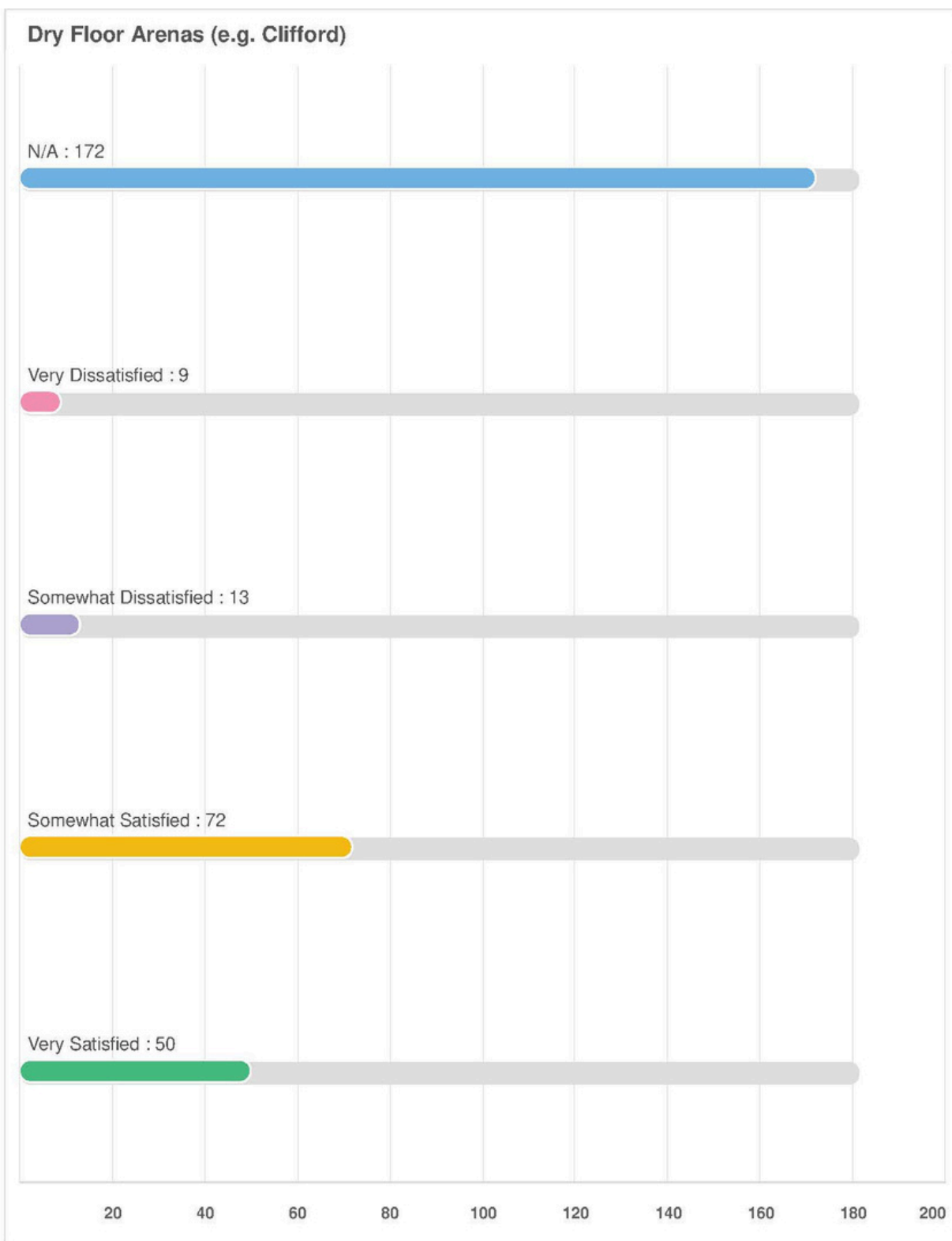


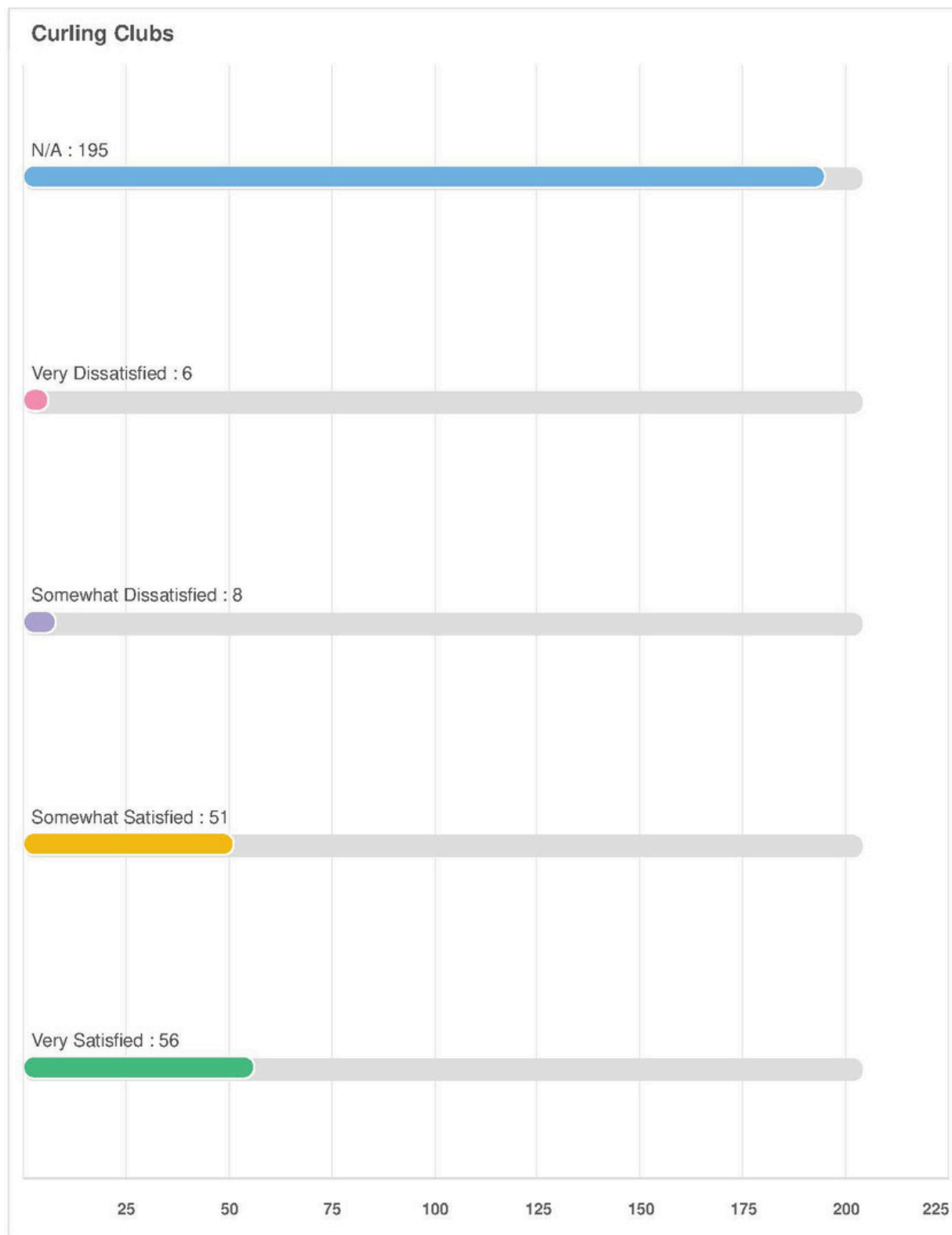
Very Satisfied : 72

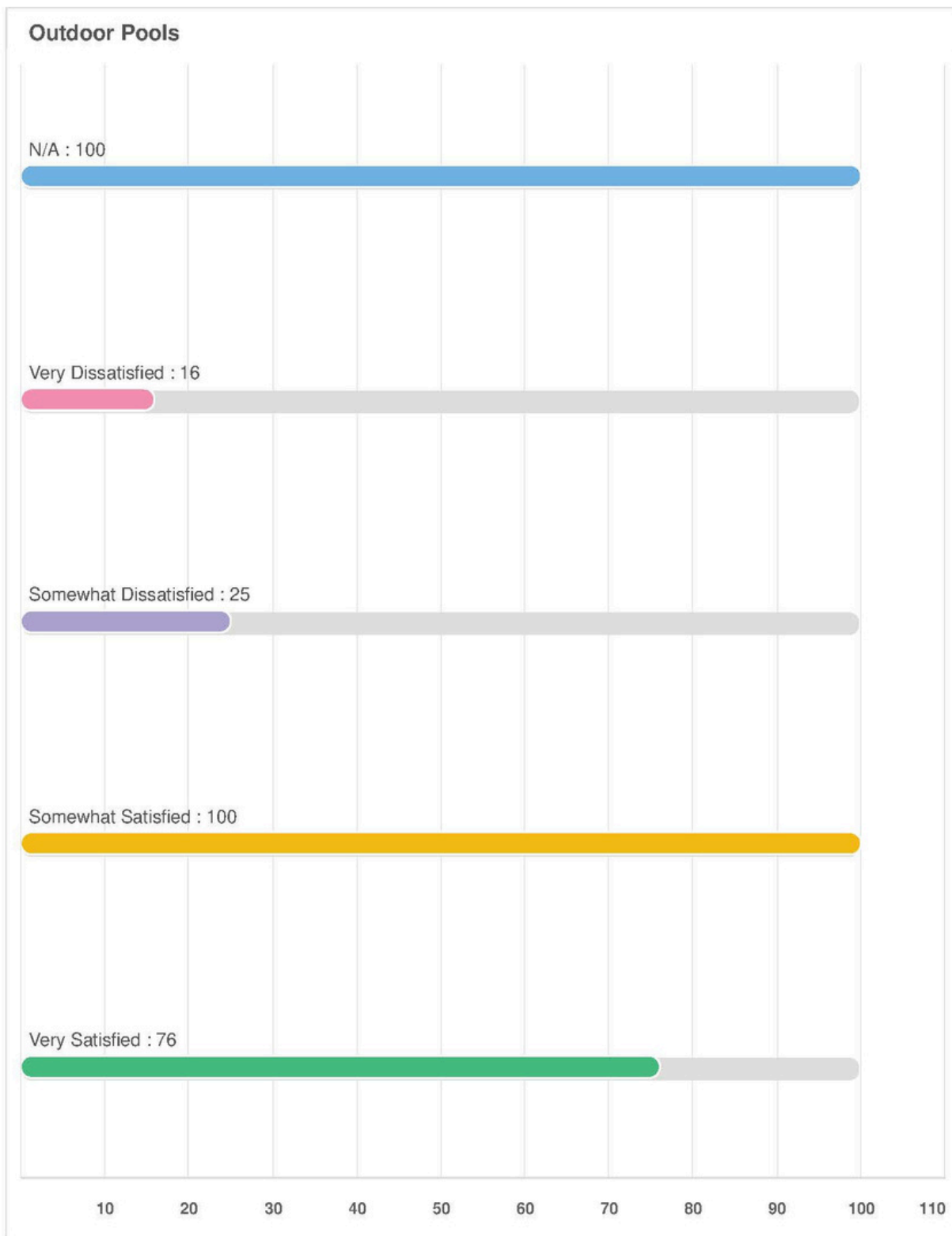


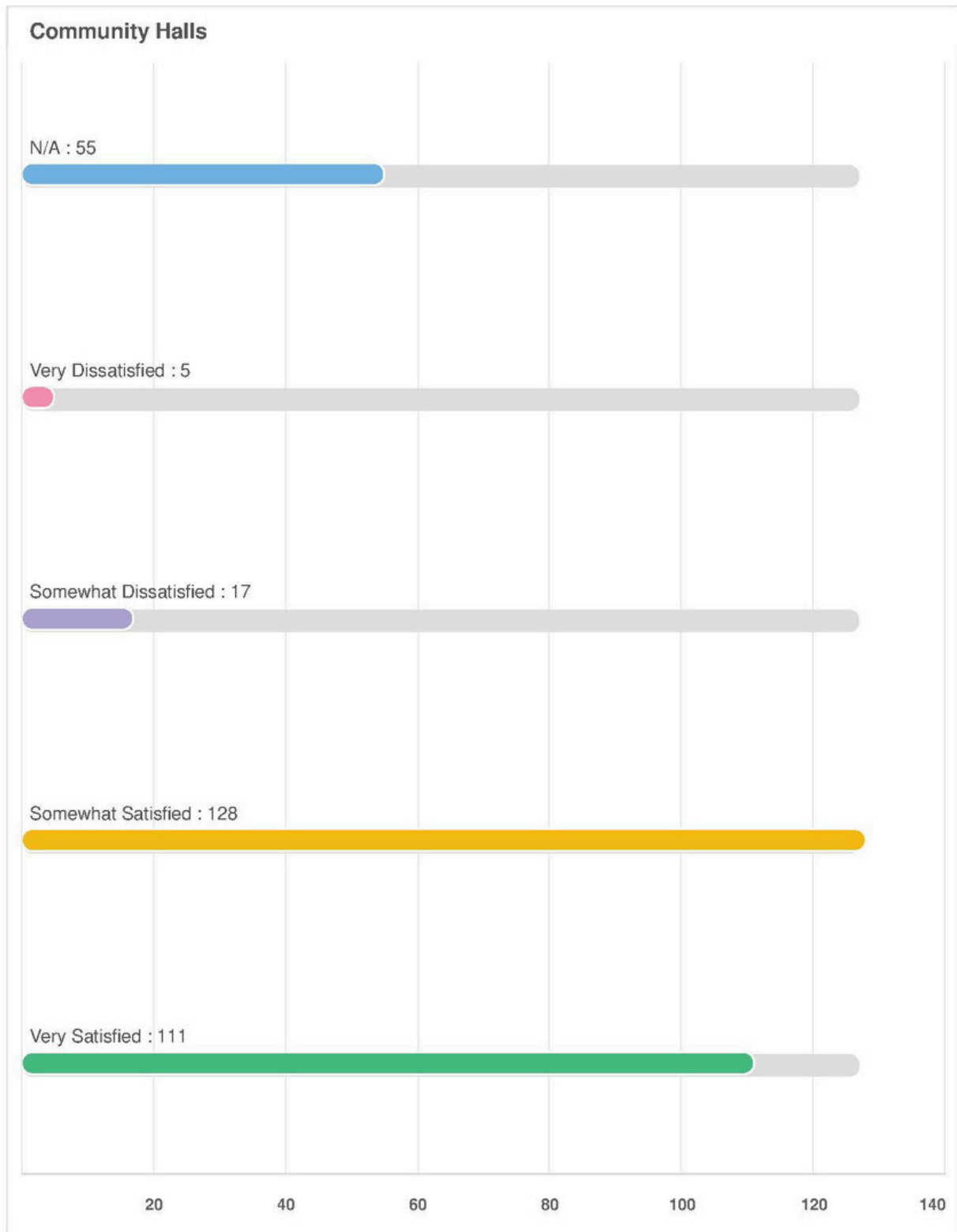
10 20 30 40 50 60 70 80 90 100 110 120











**Q8** In the following list of parks, playgrounds and sport fields, please rate your level of satisfaction with various facilities. If you do not use the facility, please select N/A (Not Applicable).



Optional question (318 response(s), 2 skipped)

Question type: Likert Question

**Q8** In the following list of parks, playgrounds and sport fields, please rate your level of satisfaction with various facilities. If you do not use the facility, please select N/A (Not Applicable).

#### Pavilions

N/A : 62



Very Dissatisfied : 12



Somewhat Dissatisfied : 26



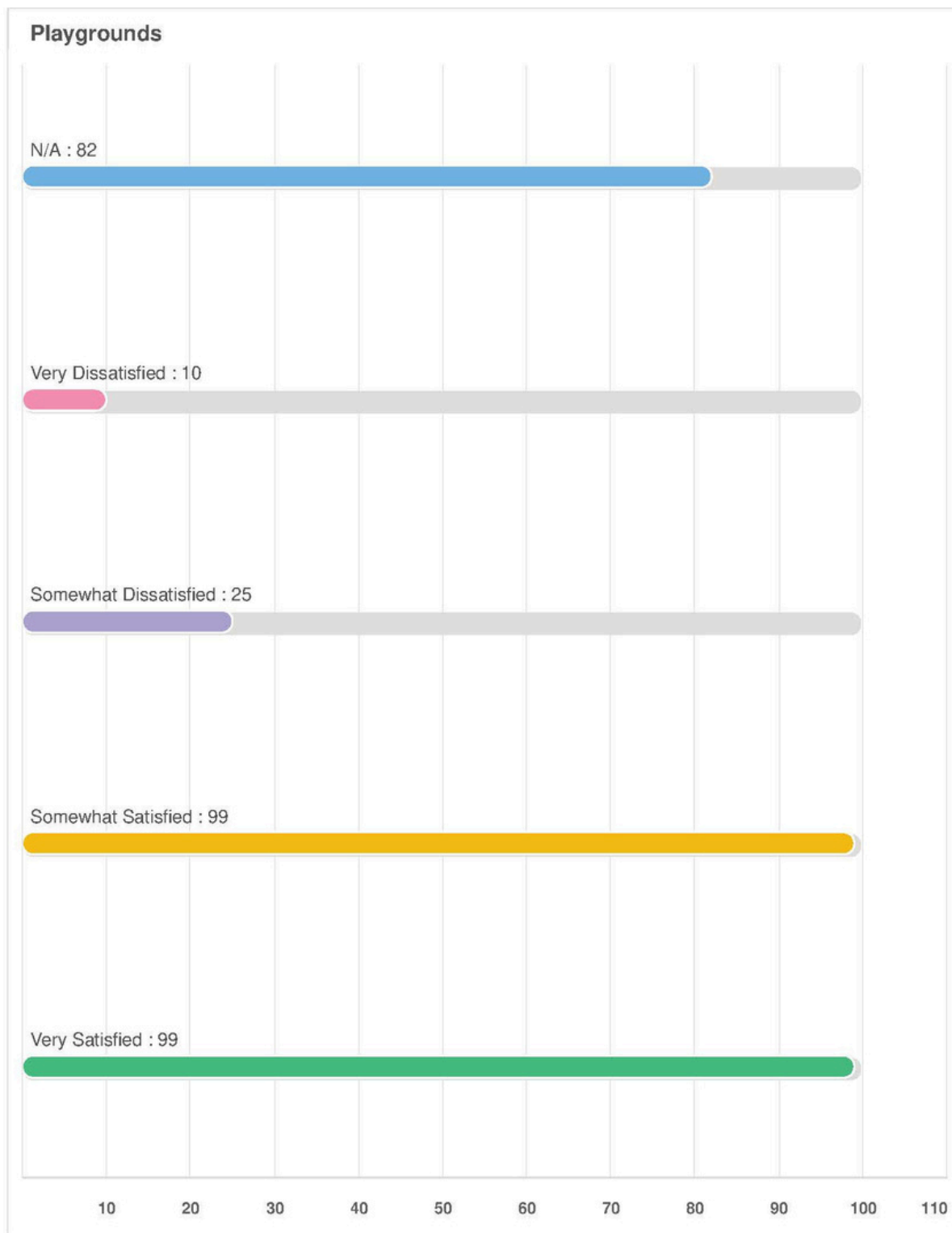
Somewhat Satisfied : 117



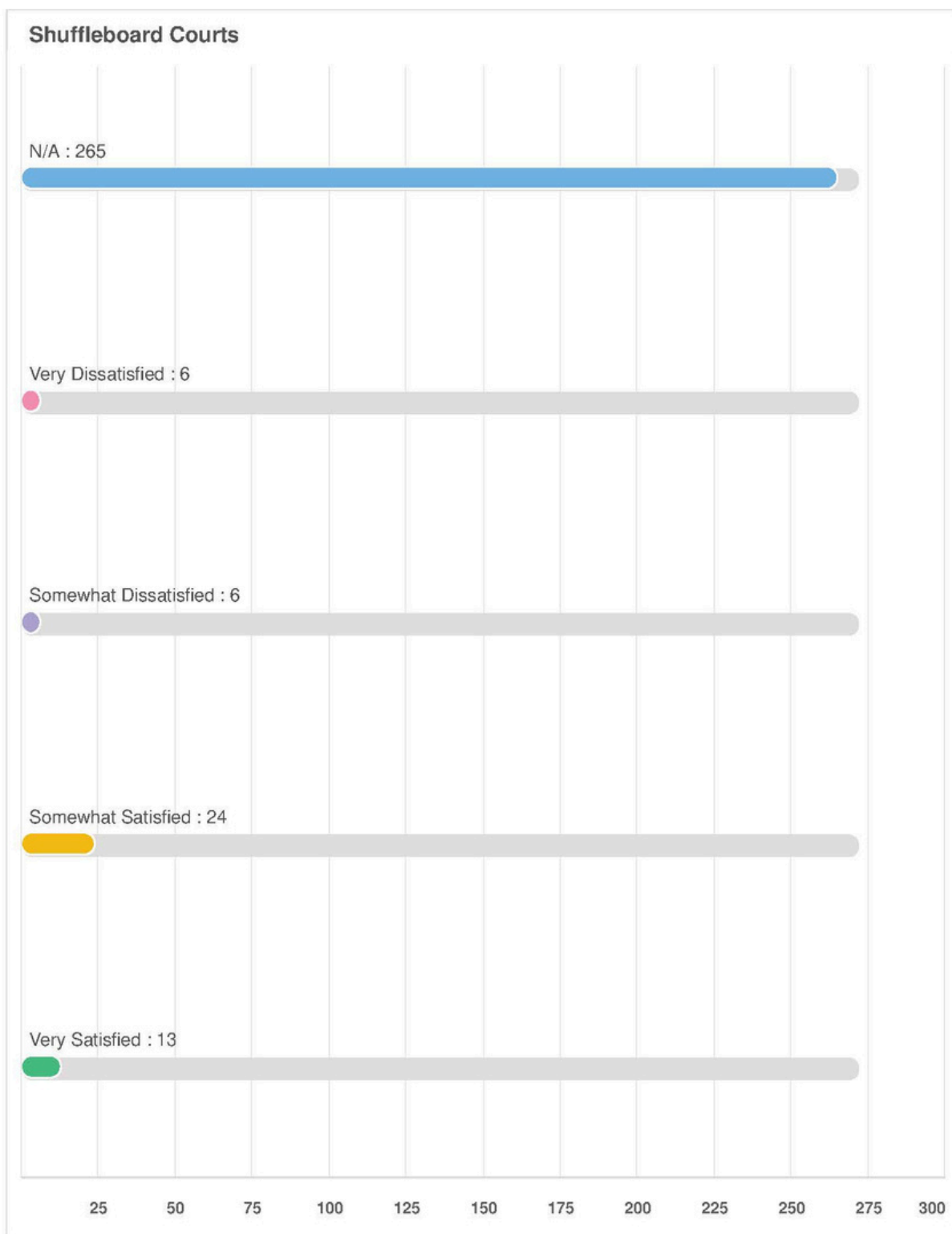
Very Satisfied : 98

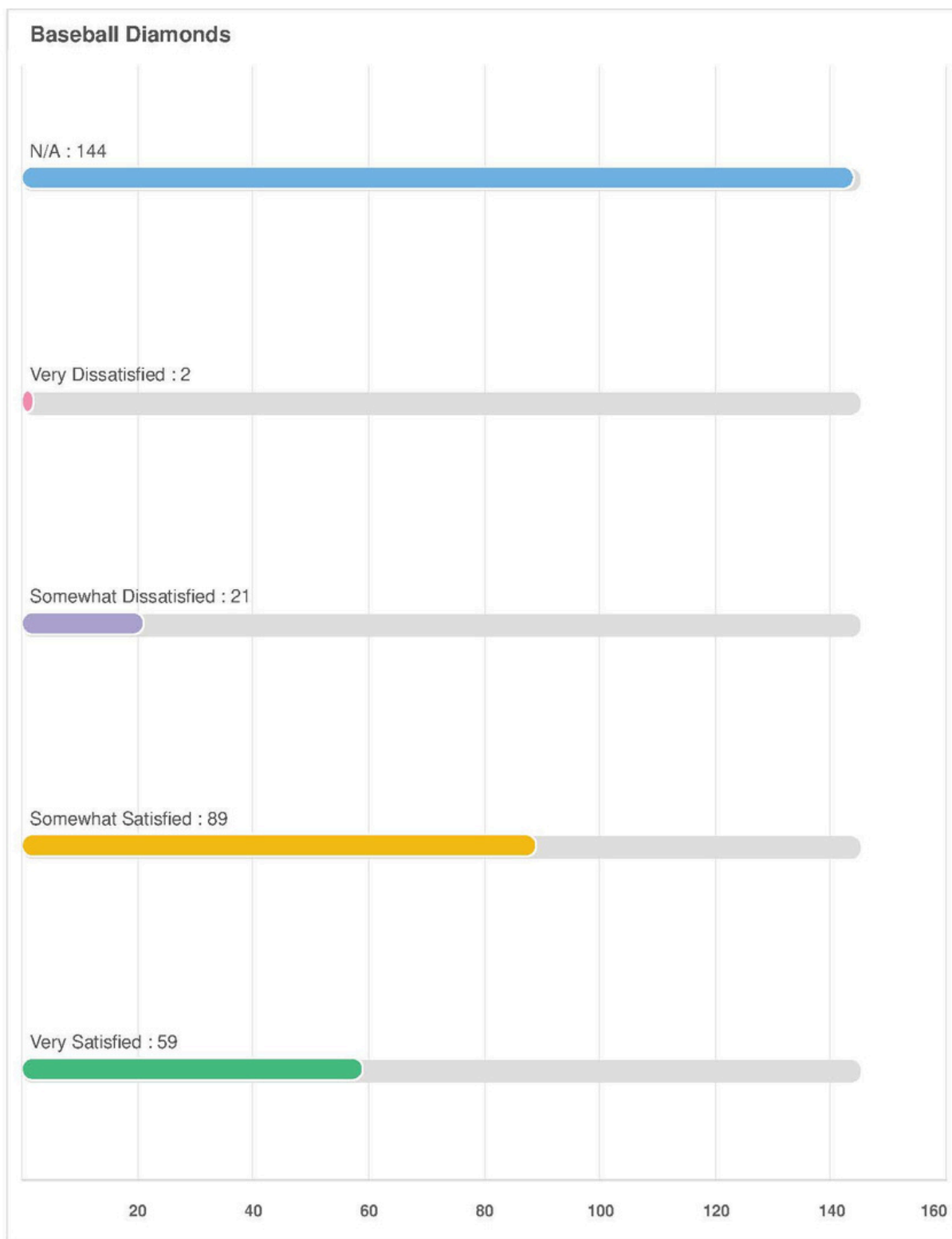


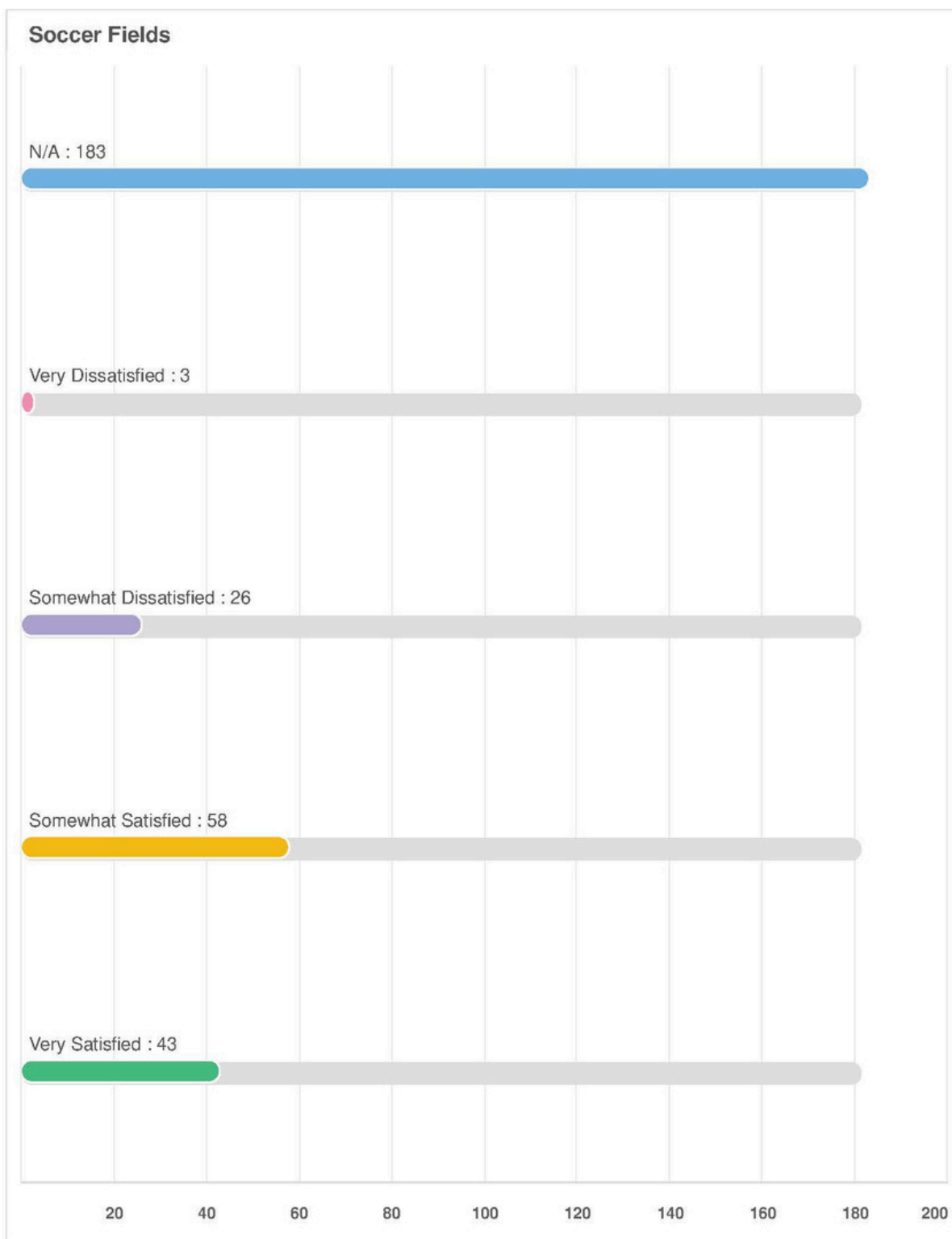
10 20 30 40 50 60 70 80 90 100 110 120 130

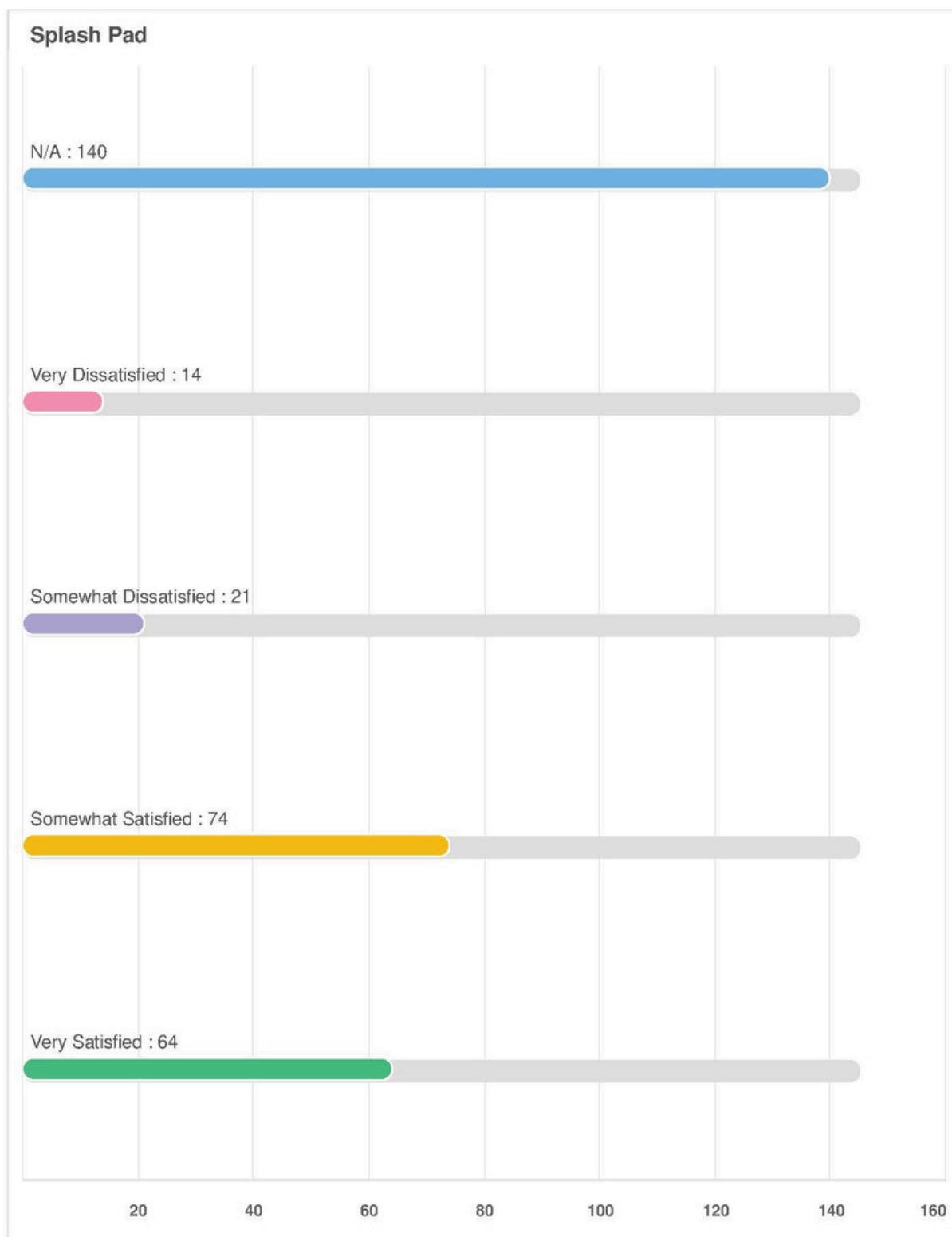


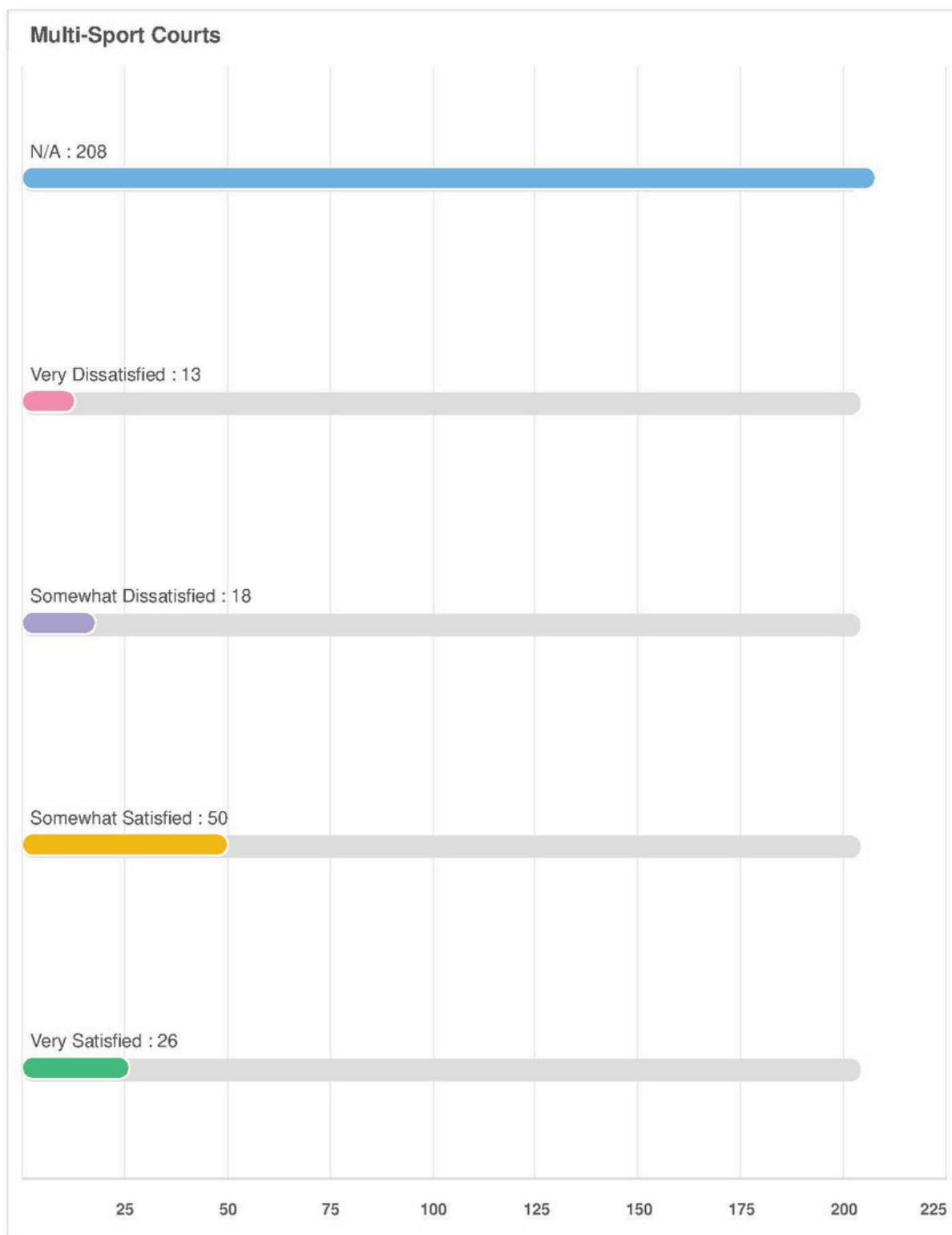


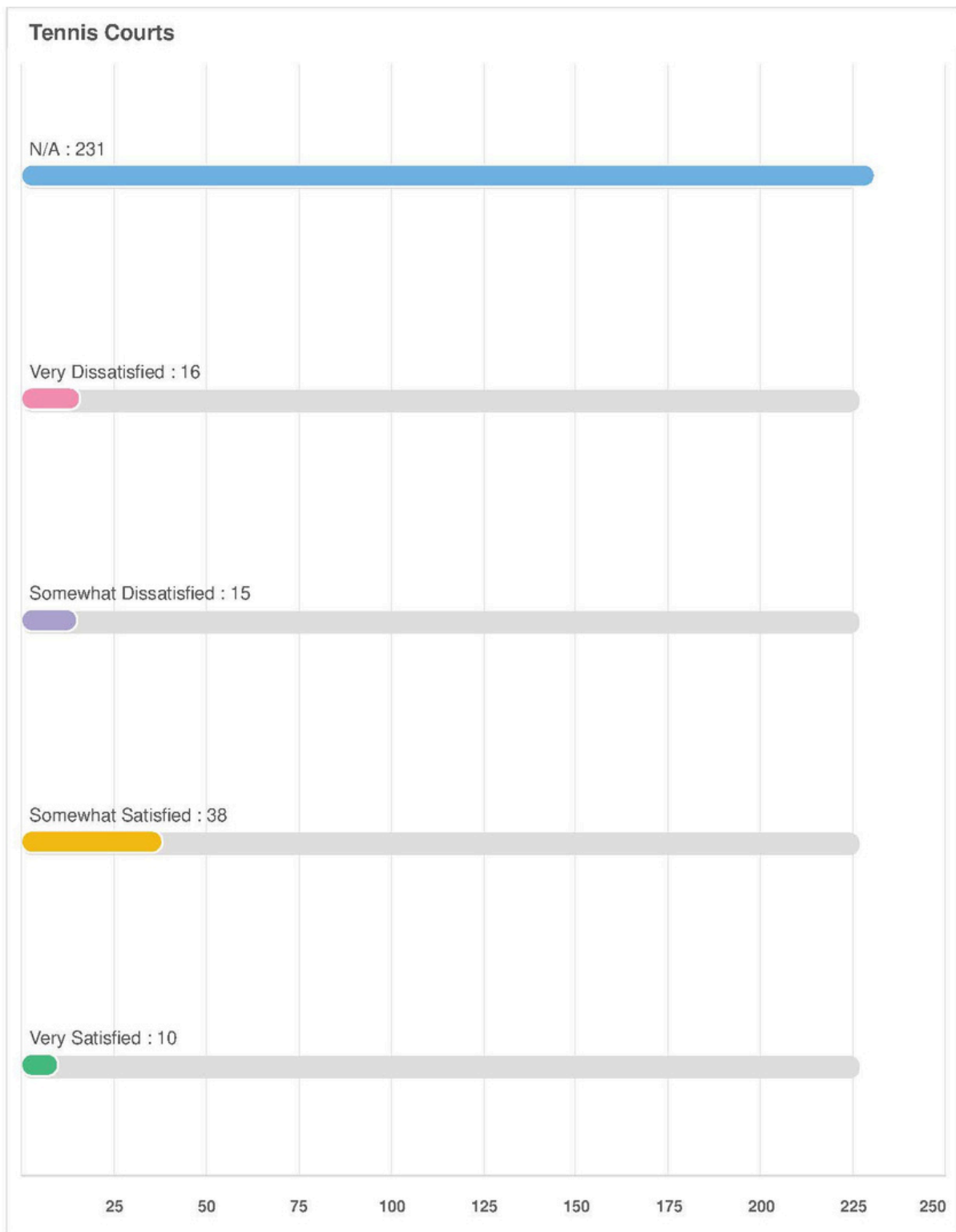


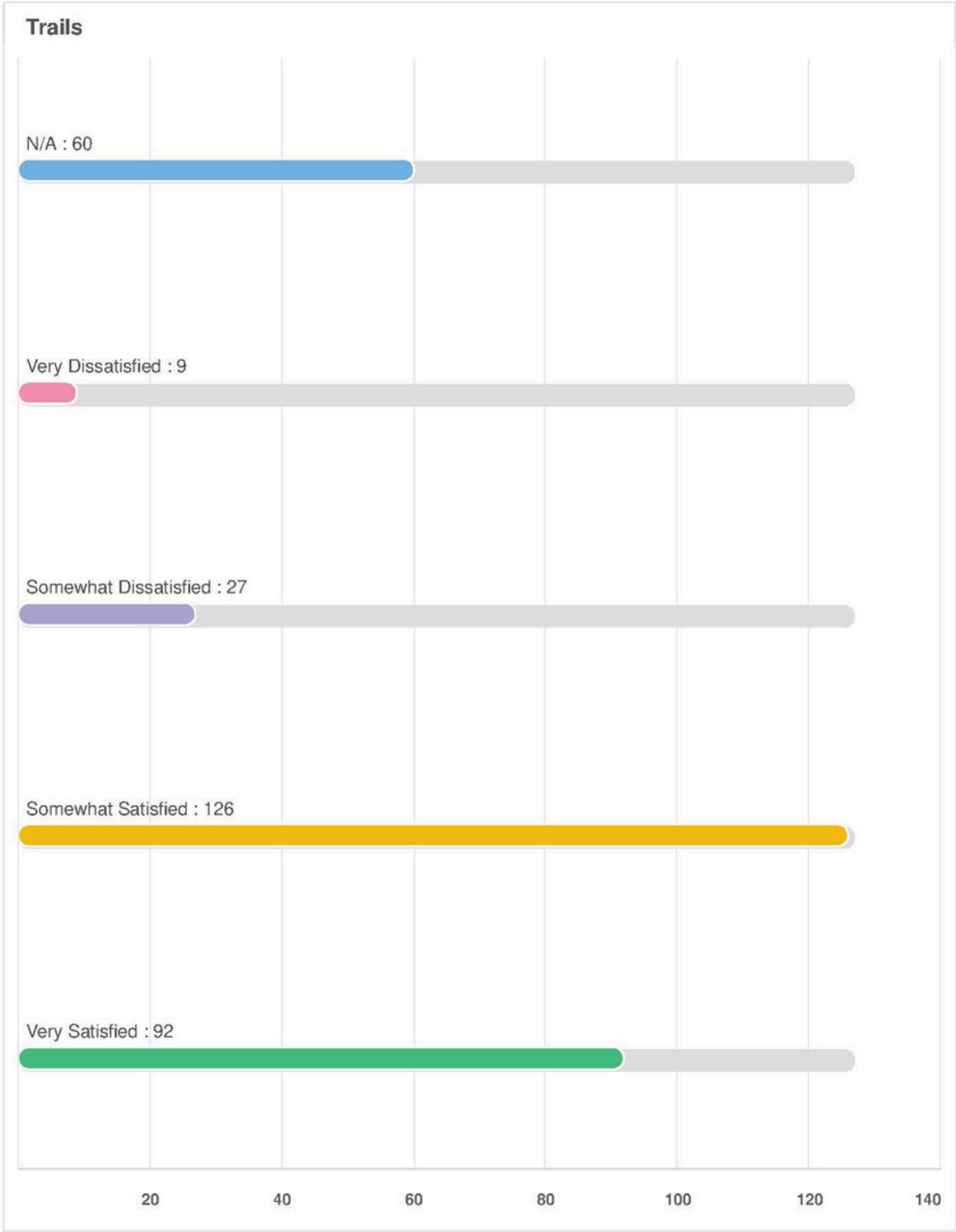






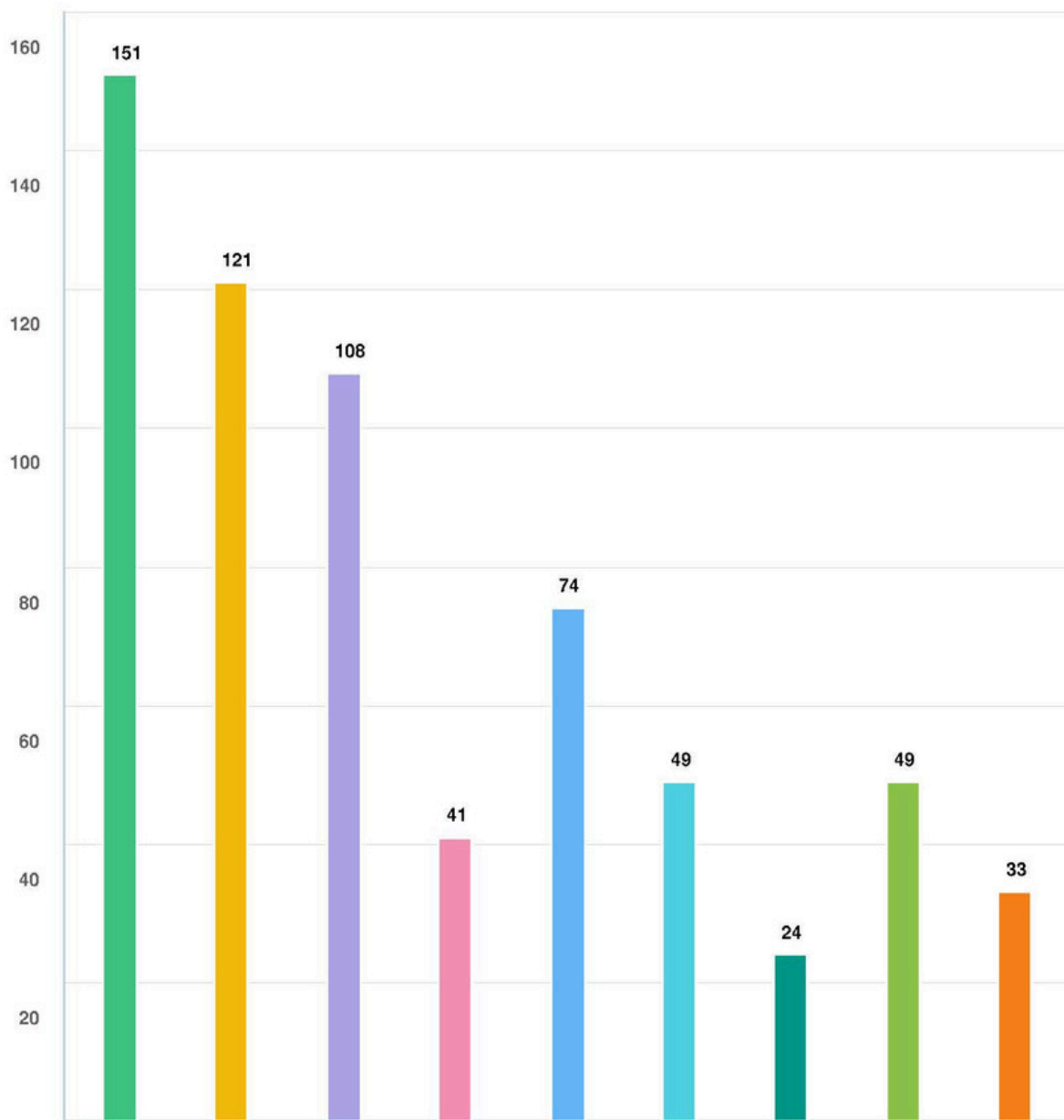








**Q10** What types of sport or recreation programs offered in the Town of Minto do you or members of your household participate in? Select all that apply.



**Question options**

- Other (please specify)
 ● School Break Camp for children (Summer, March Break)
 ● Youth clubs (e.g. Let It Grow)
- Curling
 ● Drop in activities (Pickleball, walking, shuffleboard)
- Town of Minto Grassroots programs (basketball, hockey, volleyball)
 ● Sport league (e.g. hockey, baseball)
- Recreational skating
 ● Swim lessons/recreational swim

Optional question (260 response(s), 60 skipped)

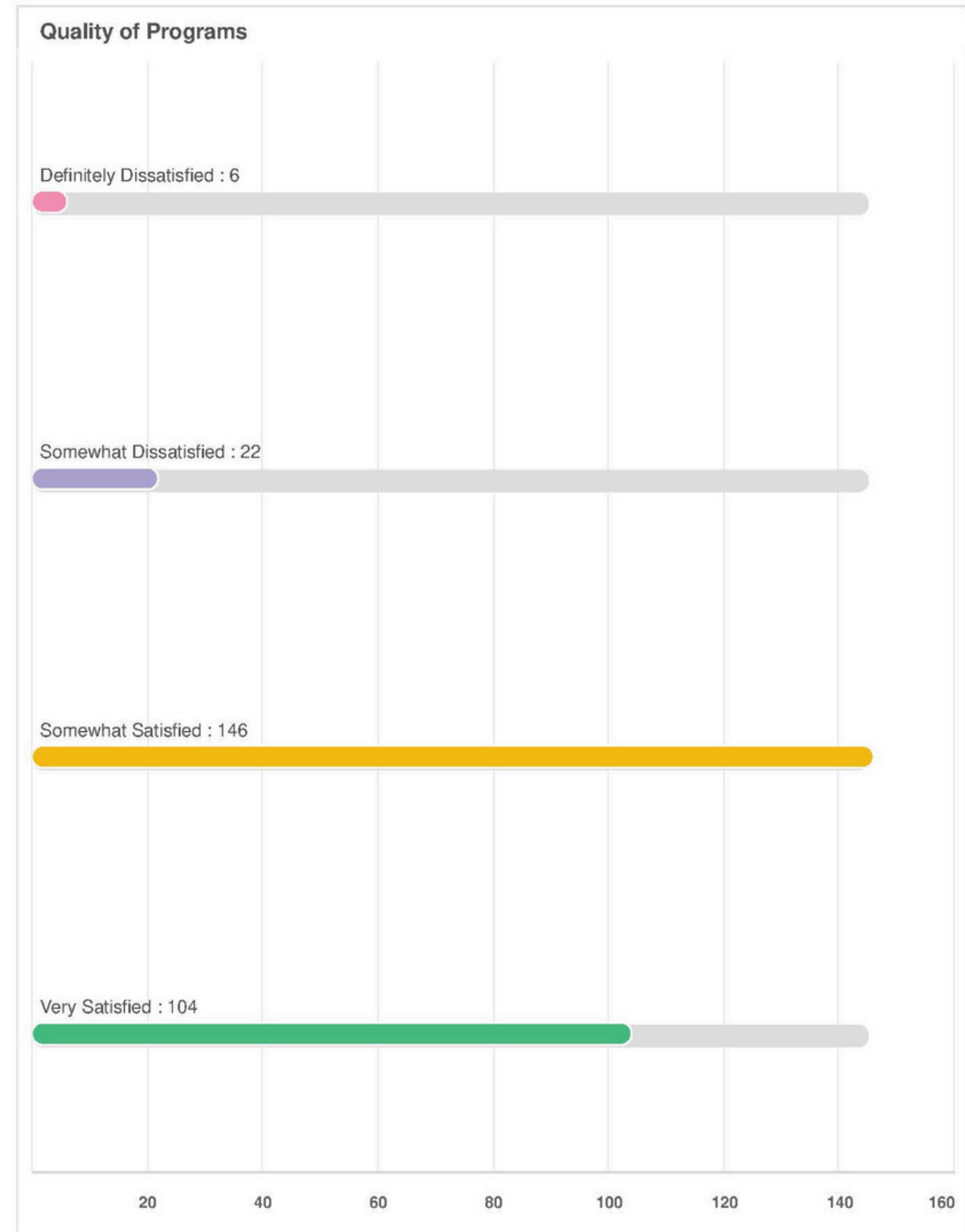
Question type: Checkbox Question

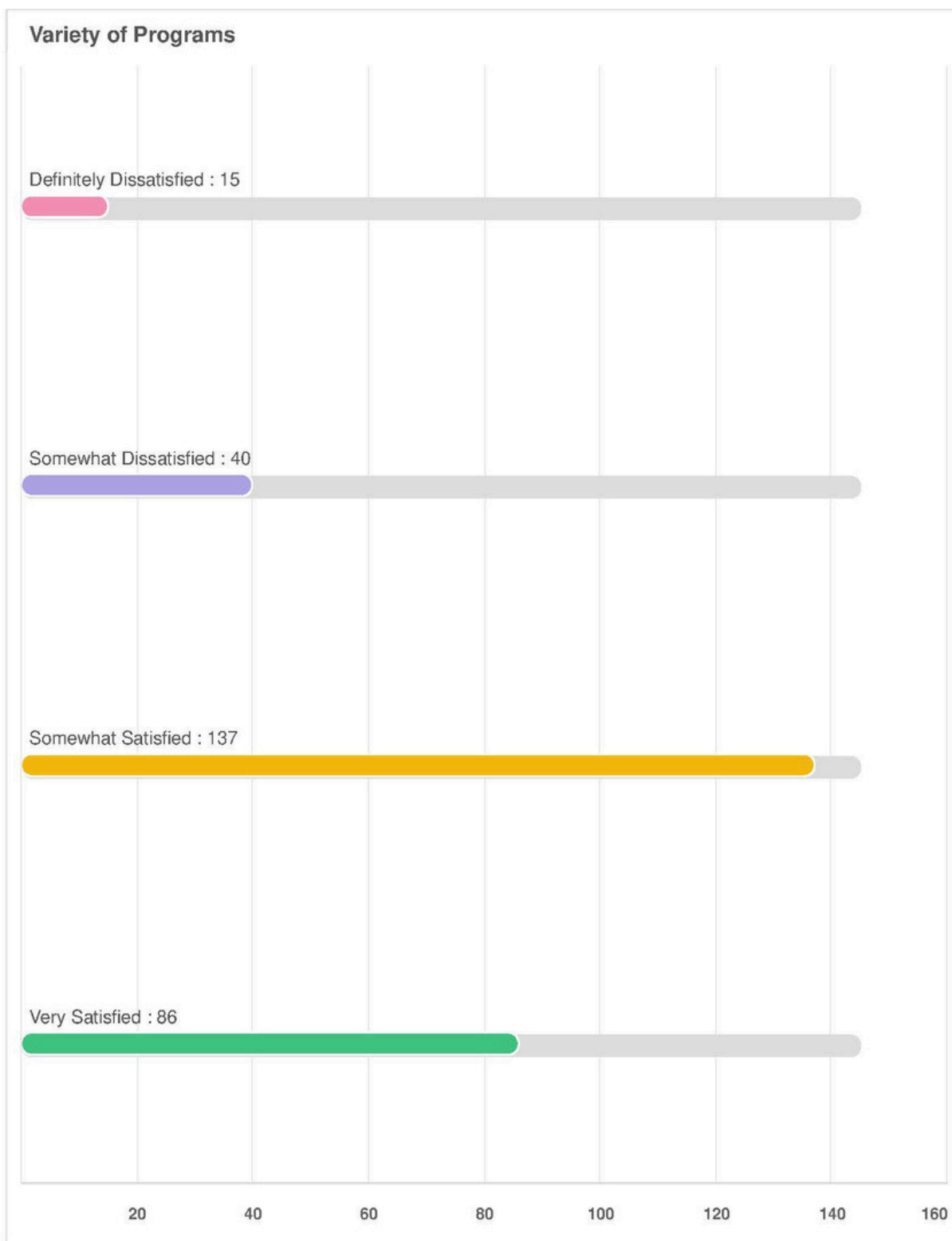
**Q11 How satisfied are you with the quality, variety and cost of programs currently available?**

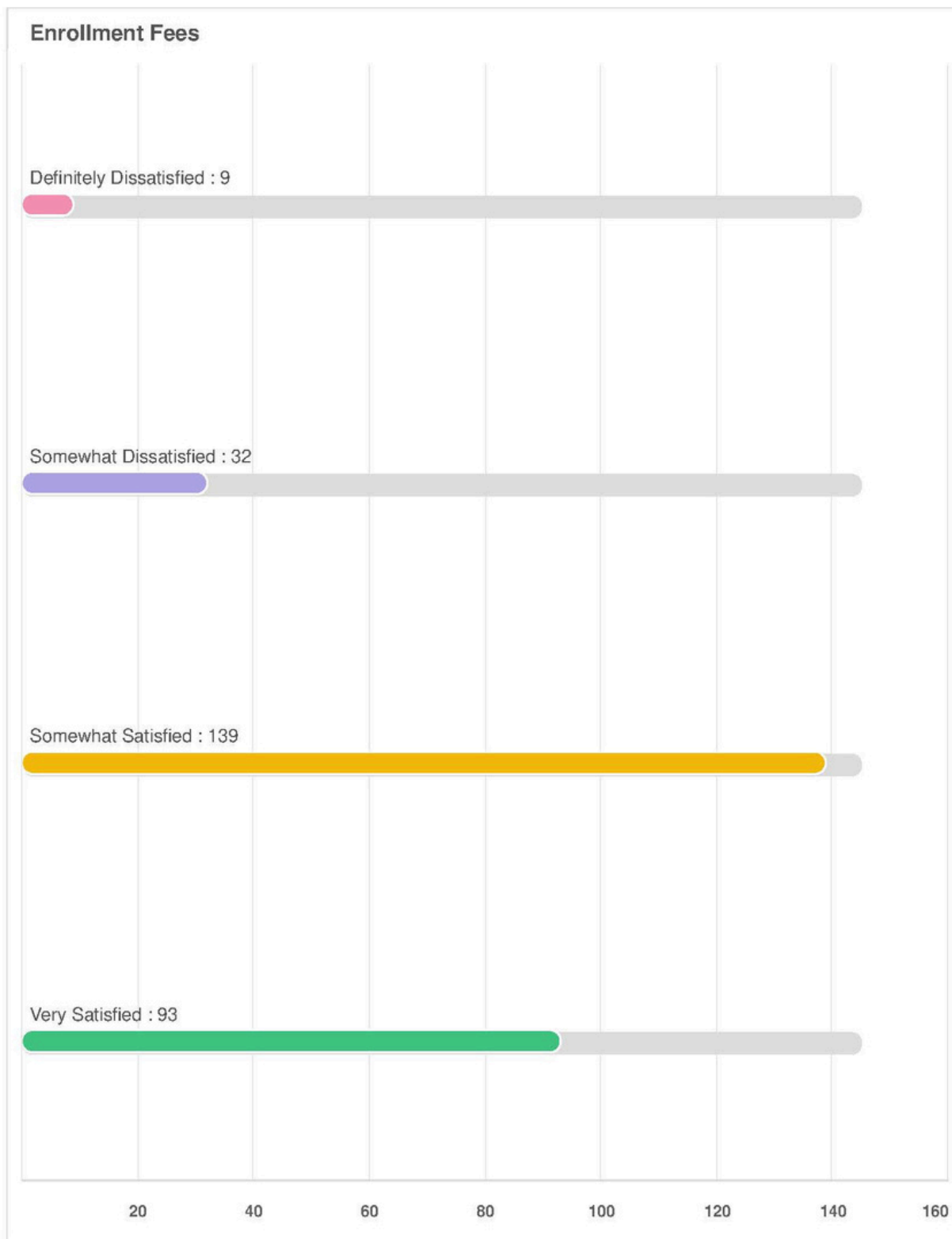
Optional question (281 response(s), 39 skipped)

Question type: Likert Question

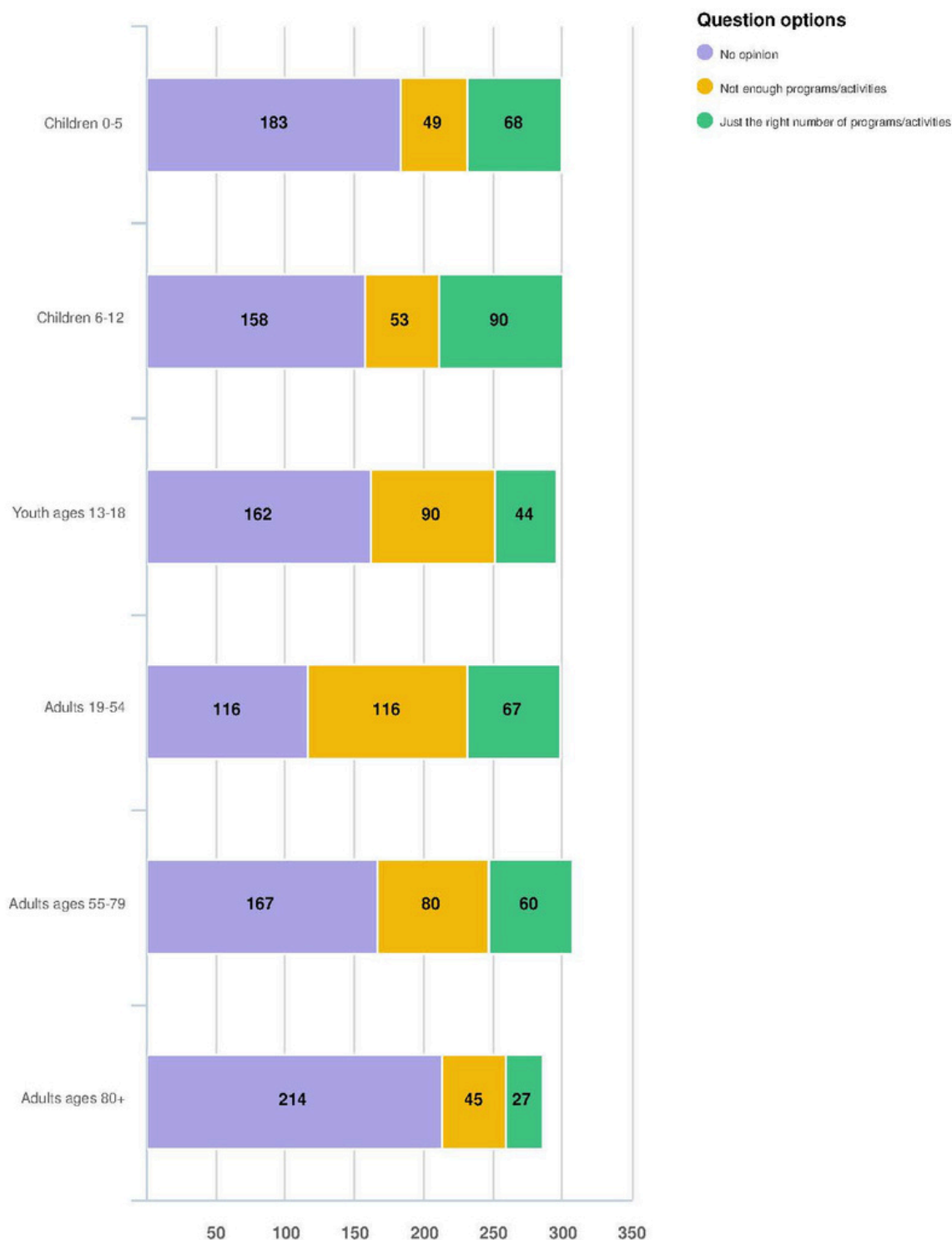
**Q11** | How satisfied are you with the quality, variety and cost of programs currently available?







**Q13** Considering all of the recreation programs in the Town, please let us know your opinion on the number of programs offered for each age group:



Optional question (313 response(s), 7 skipped)  
Question type: Likert Question

**Q13** | Considering all of the recreation programs in the Town, please let us know your opinion on the number of programs offered for each age group:

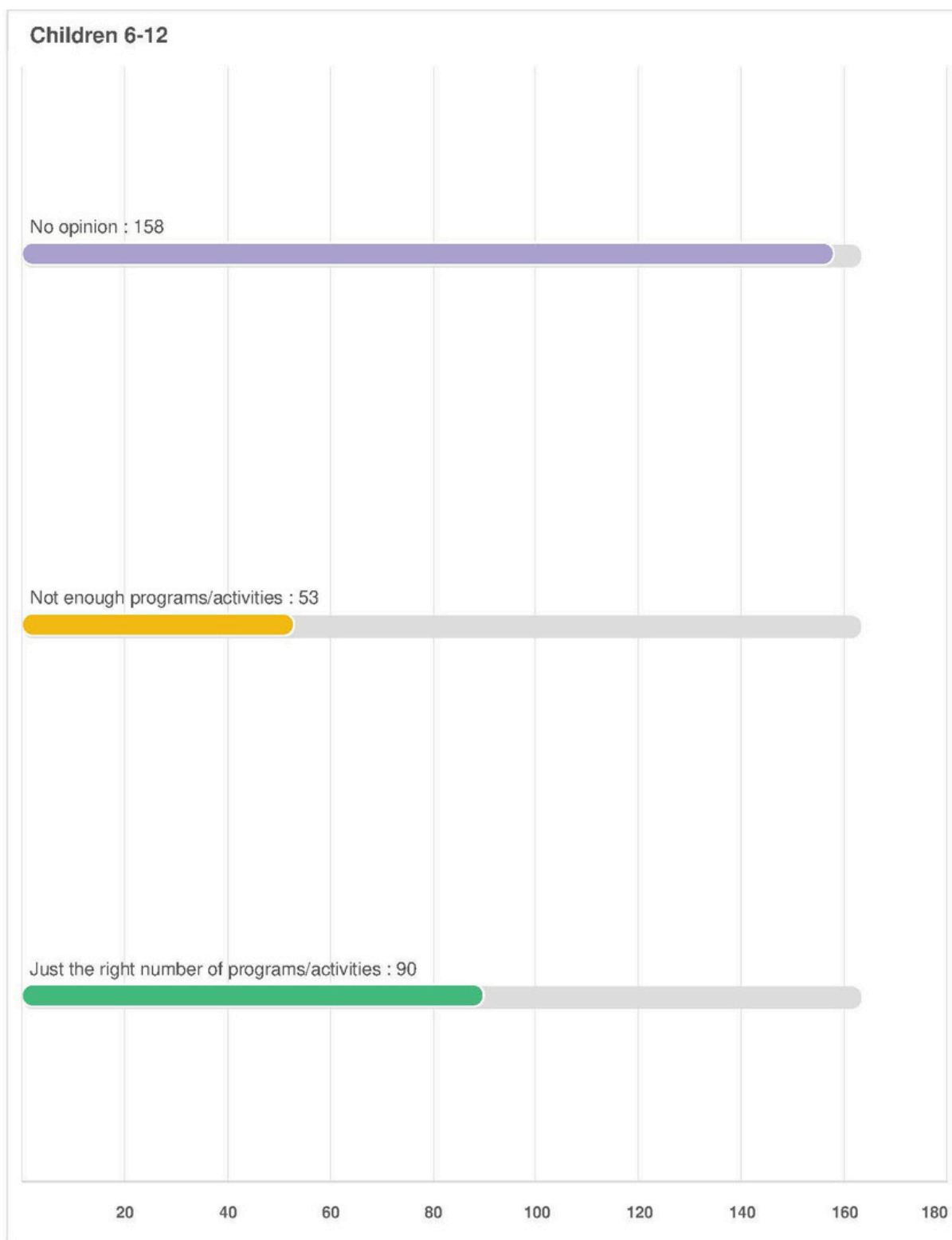
**Children 0-5**

No opinion : 183

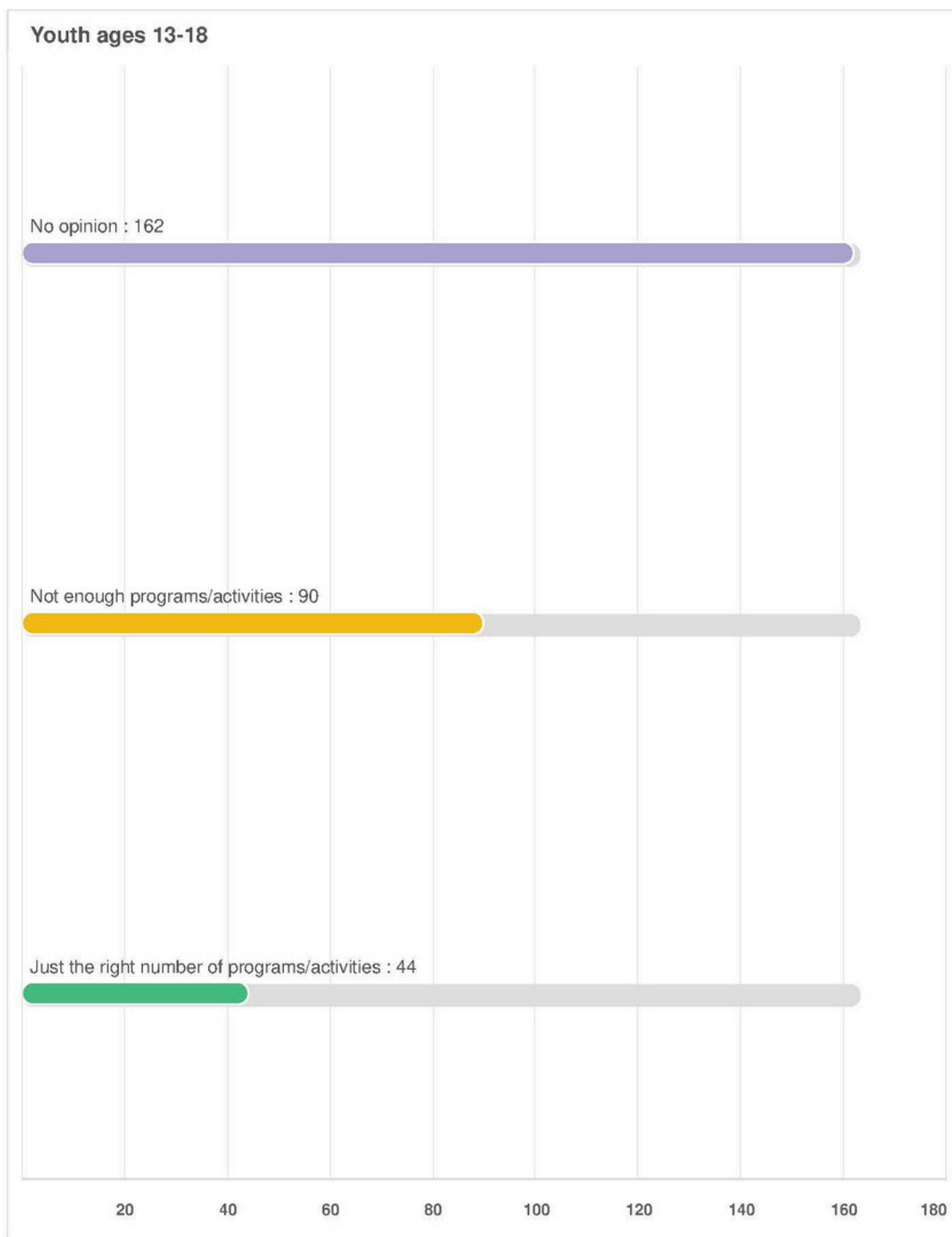
Not enough programs/activities : 49

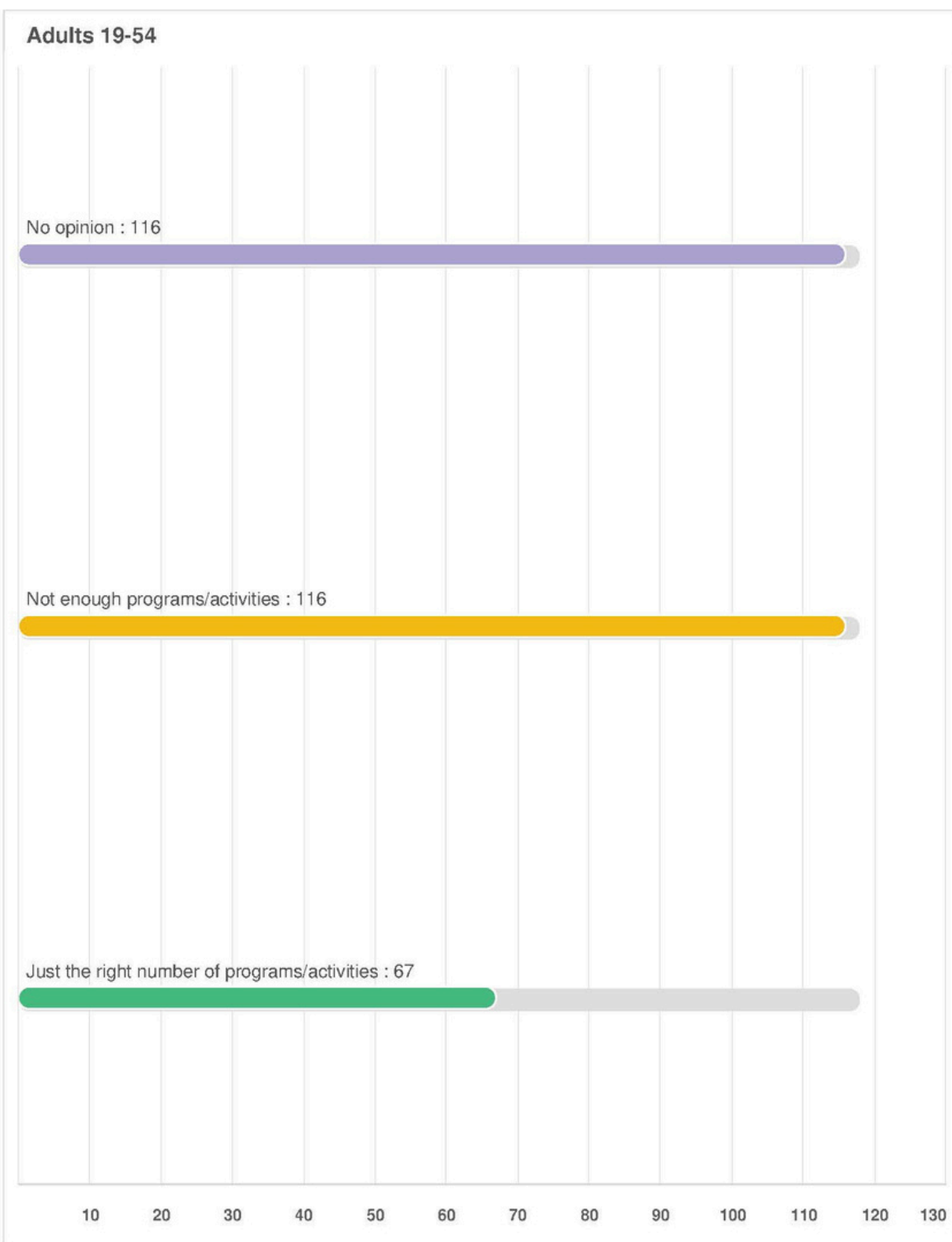
Just the right number of programs/activities : 68

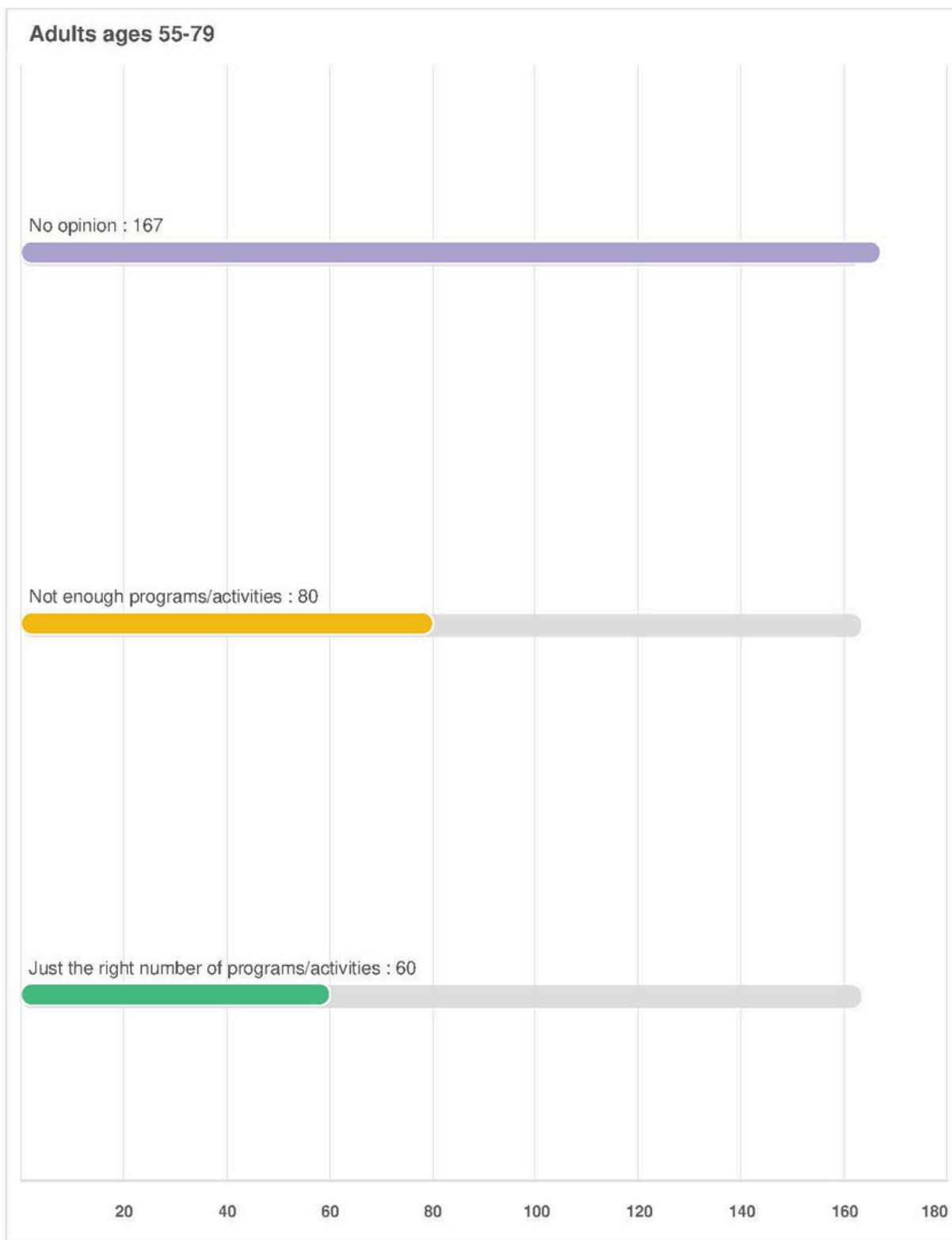
20 40 60 80 100 120 140 160 180 200

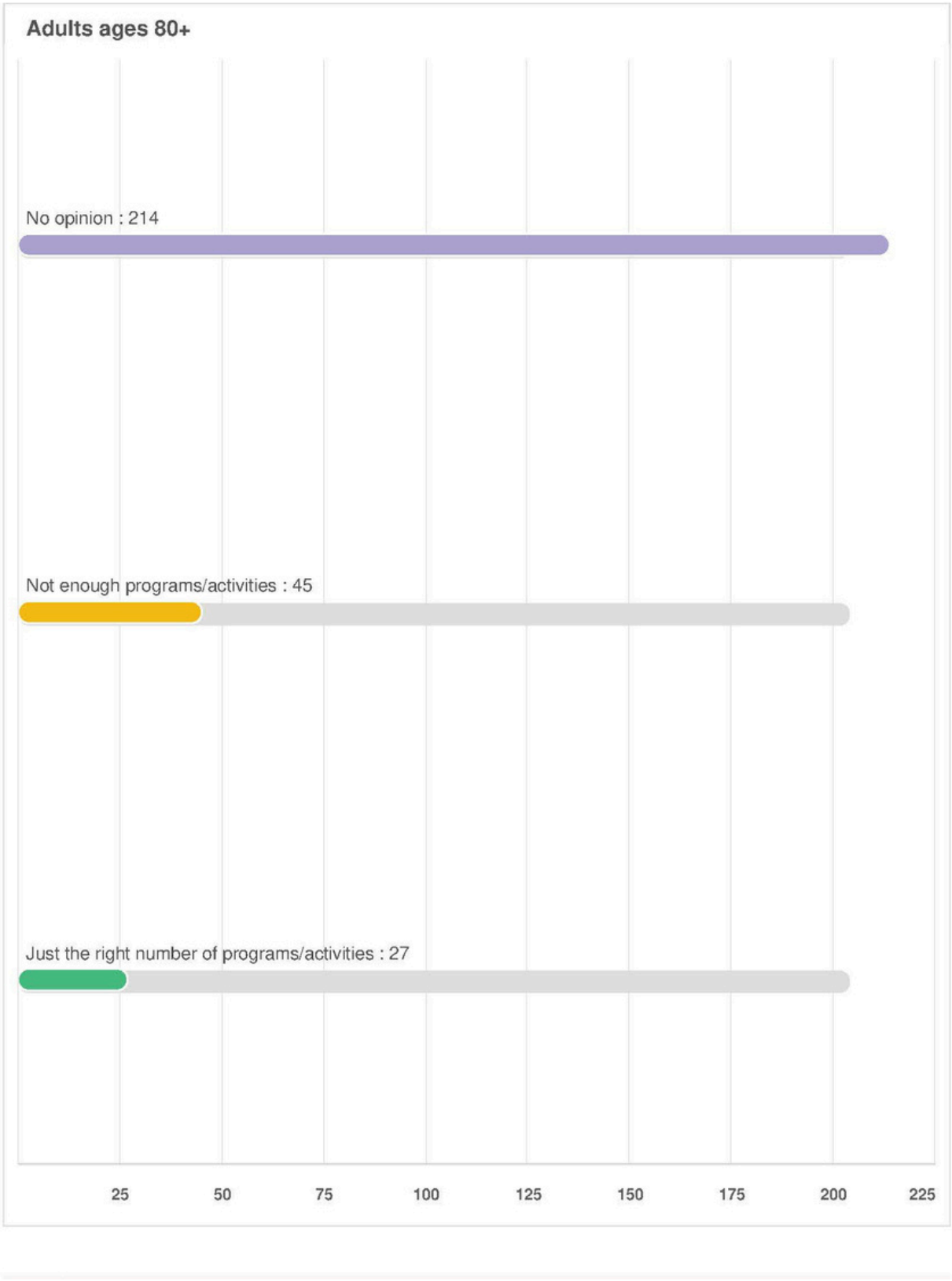


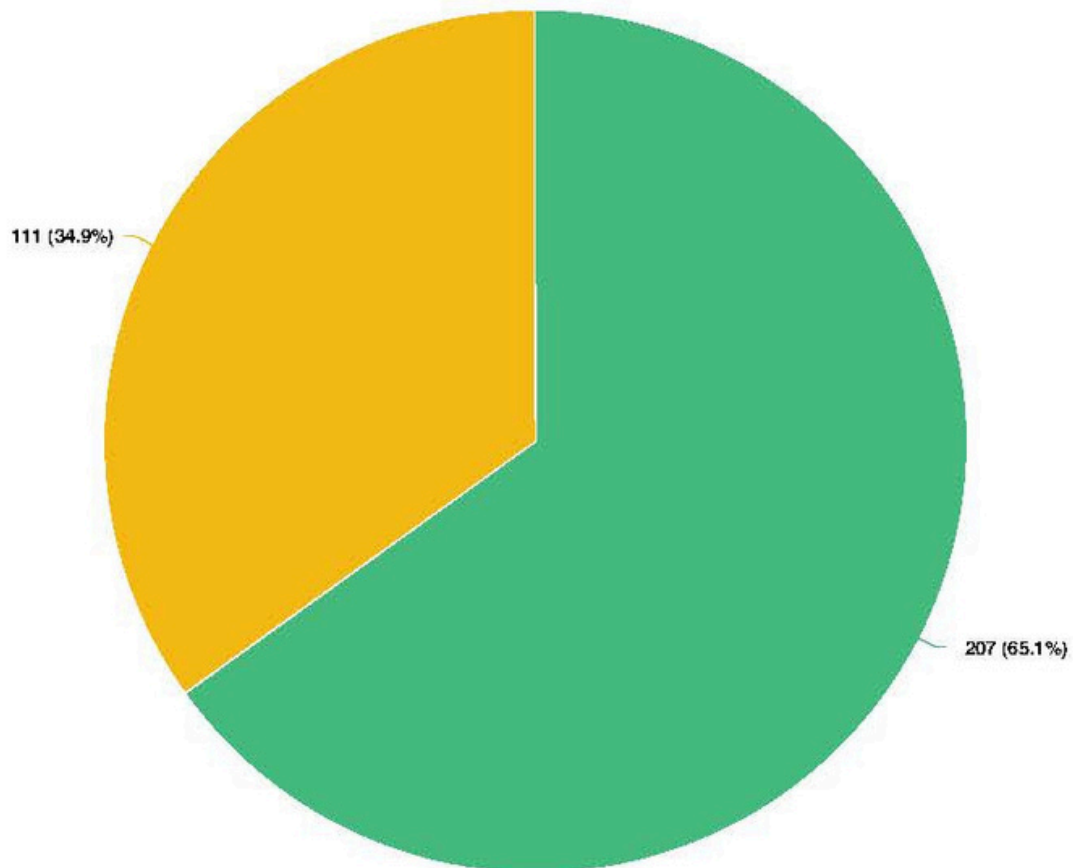










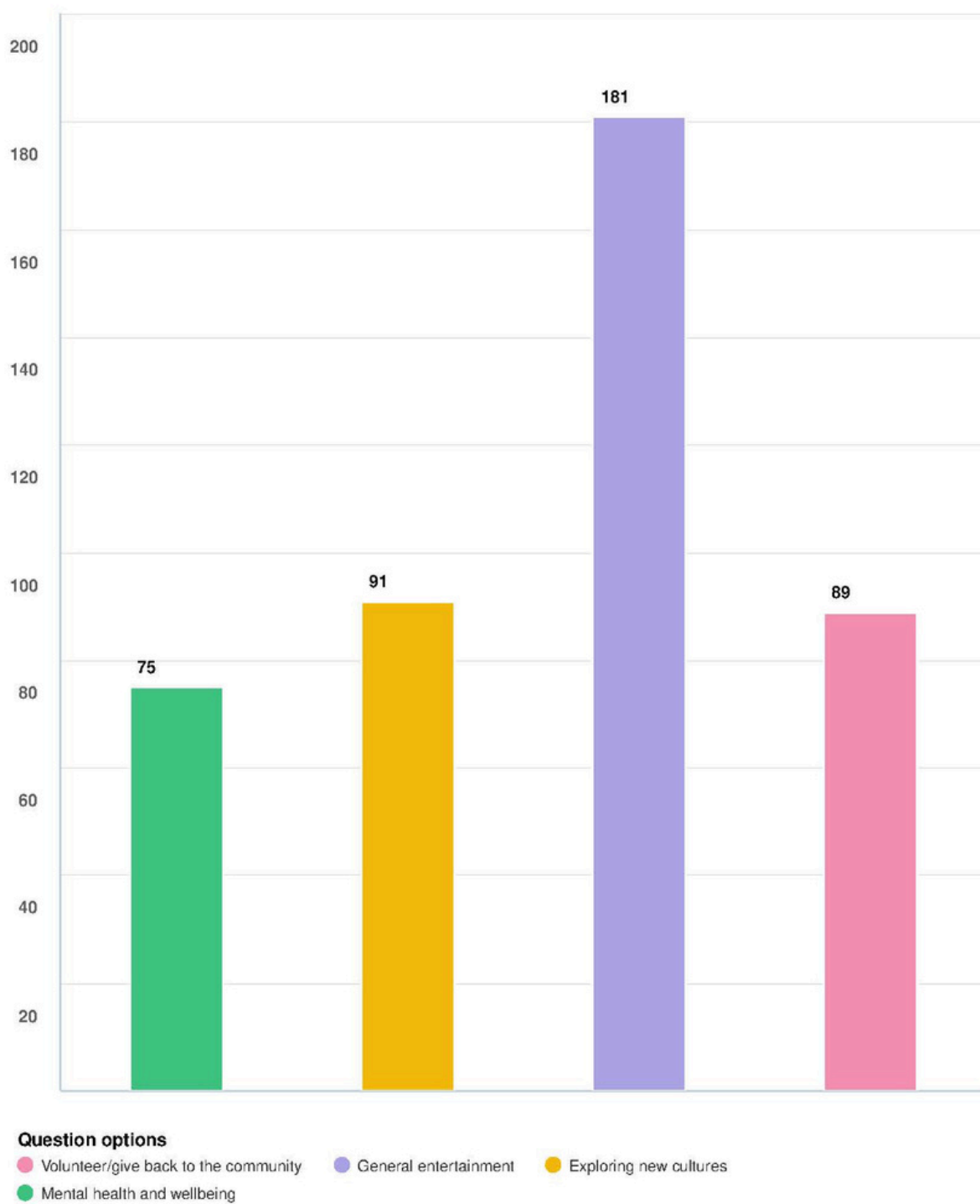
**Q16** Do you participate in/attend cultural activities in the Town of Minto?**Question options**

☐ No ☒ Yes

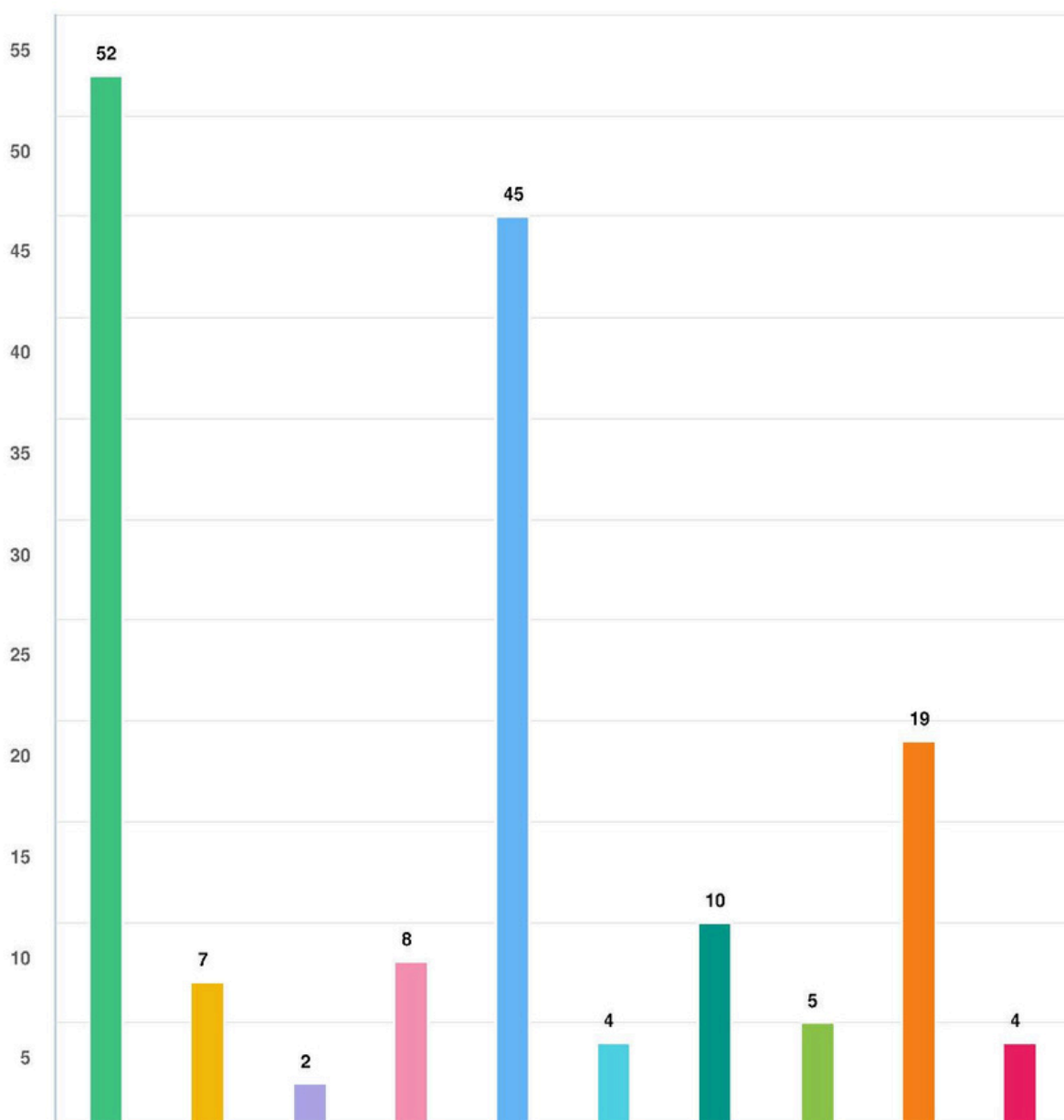
Optional question (318 response(s), 2 skipped)

Question type: Radio Button Question

**Q17** What are the main reasons you participate in/attend cultural activities in the Town of Minto? Select all that apply.



**Q18** If you don't participate, please let us know why. Please select all that apply.



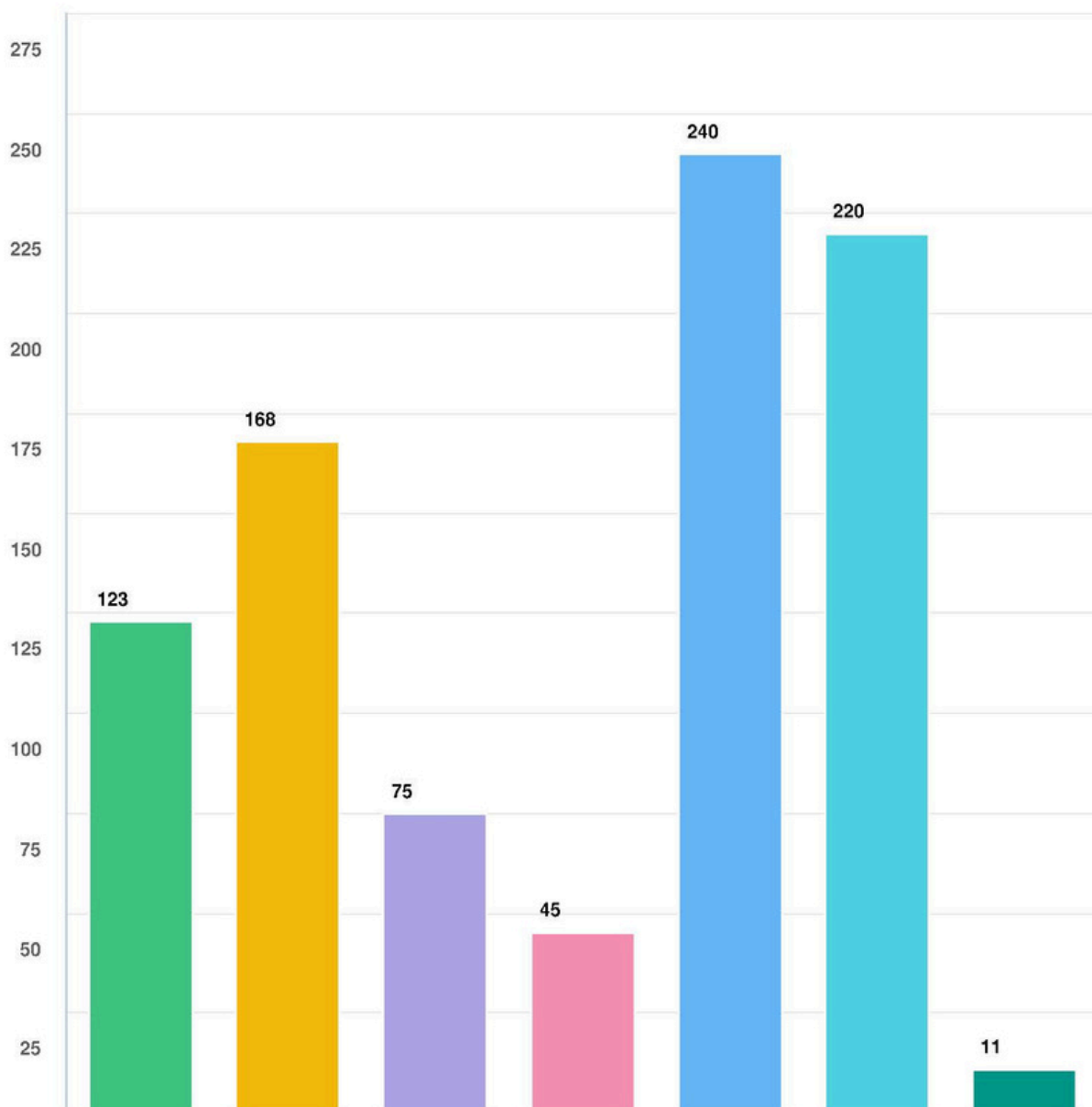
**Question options**

- Other (please specify)
 ● Prefer not to answer
 ● Unable to participate because of health/disability
- Lack of Transportation
 ● Lack of child care
 ● Too busy to participate
- Don't feel welcome in environment where activities take place
 ● Cost to participate is too high
- Better/more appealing opportunities elsewhere
 ● Unaware of culture opportunities

Optional question (111 response(s), 209 skipped)

Question type: Checkbox Question

**Q19** In the past 24 months, which of the following types of cultural events have you or members of your household participated in within the Town of Minto? Select all that apply.



#### Question options

- Other (please specify)
- Community-Run Signature Events (Palmerston and Harriston Fall Fairs, Clifford Horticultural Society and Rotary Duck Race, Party in the Park, Clifford Truck Show, etc.)
- Town-Run Signature Events (i.e., Clifford Carnival, Raleway Fest, Harriston Street Party, Halloween Haunt, Kris Kringle Market, Harriston Ladies Night/Candy Canes & Cocktails, Kris Kringle Market, Light up the Park, Clifford Christmas, Fire and Ice)
- Outdoor public art viewing    Art/museum visit    Local theatre    Local concert/performance

Optional question (285 response(s), 35 skipped)

Question type: Checkbox Question



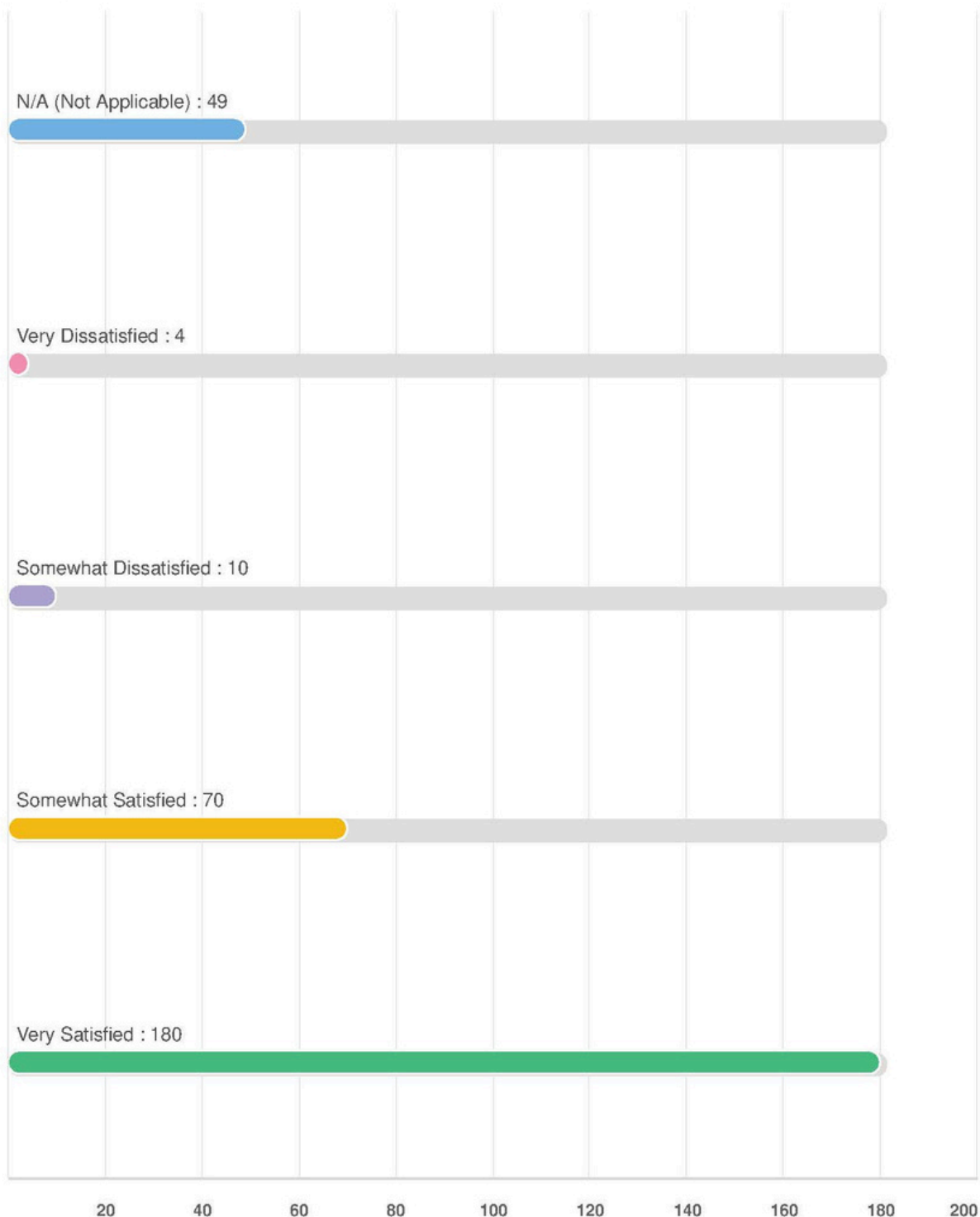
**Q20** In the following list of cultural facilities/attractions, please rate your level of satisfaction.  
If you do not use the facility, please select N/A (Not Applicable).

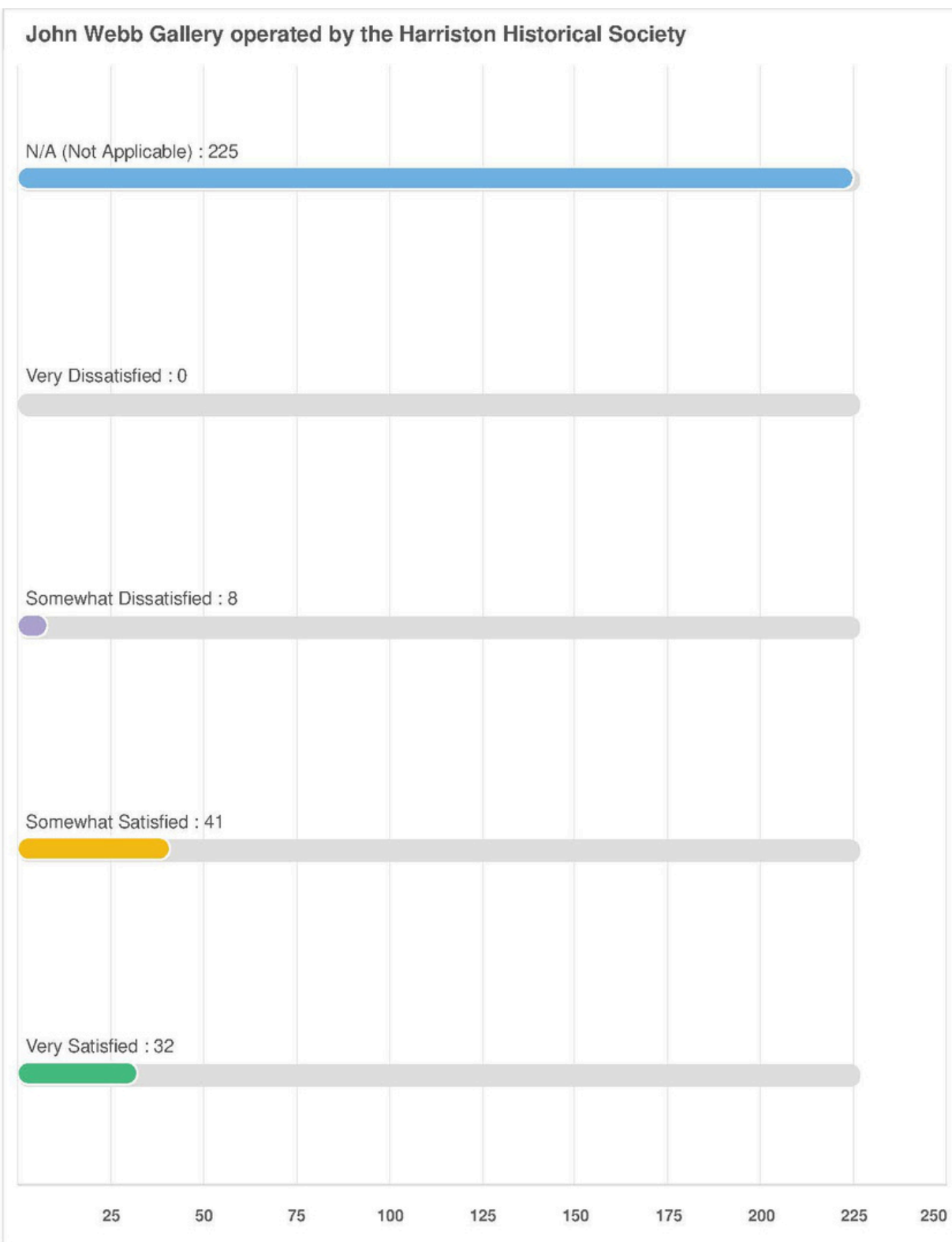


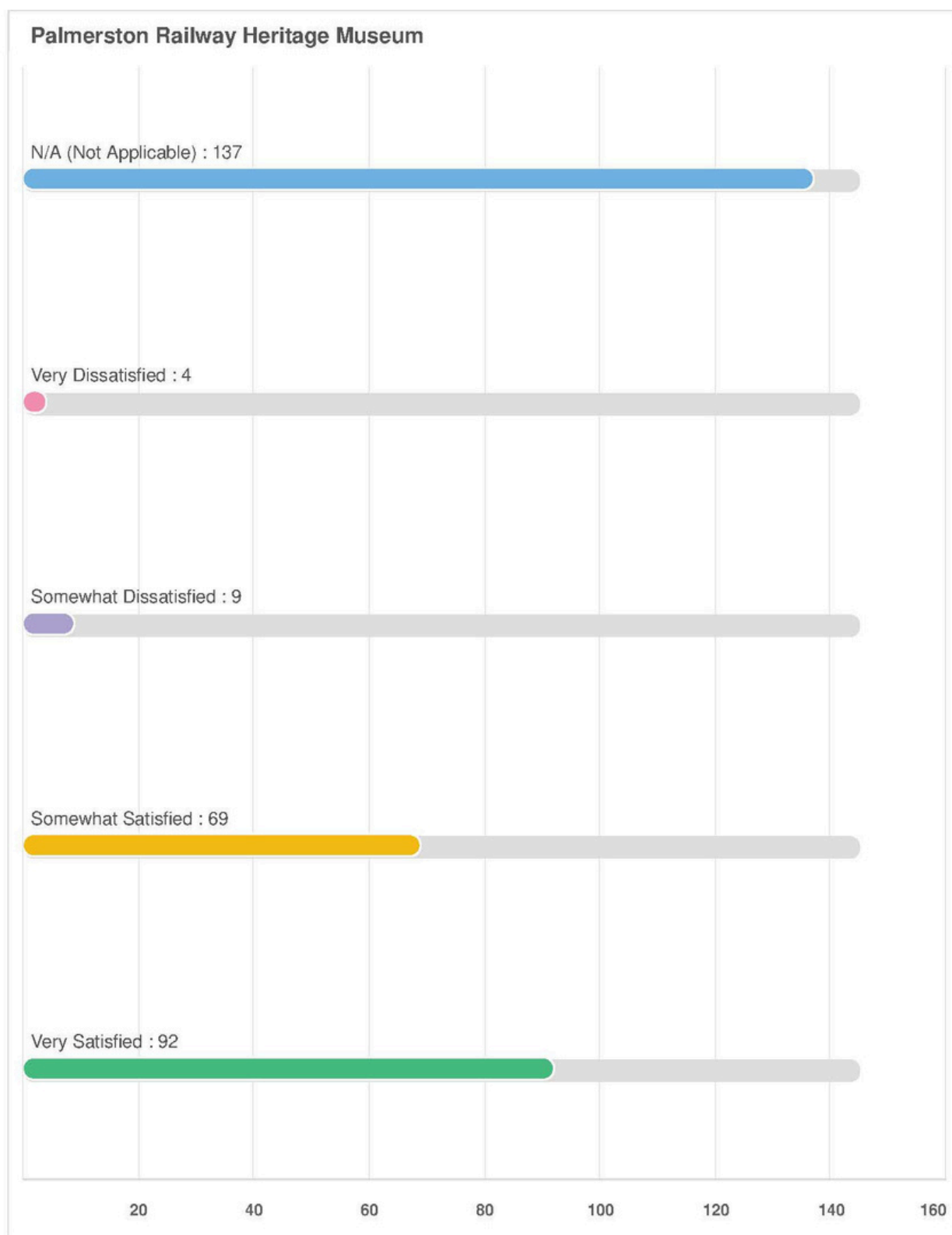
Optional question (316 response(s), 4 skipped)  
Question type: Likert Question

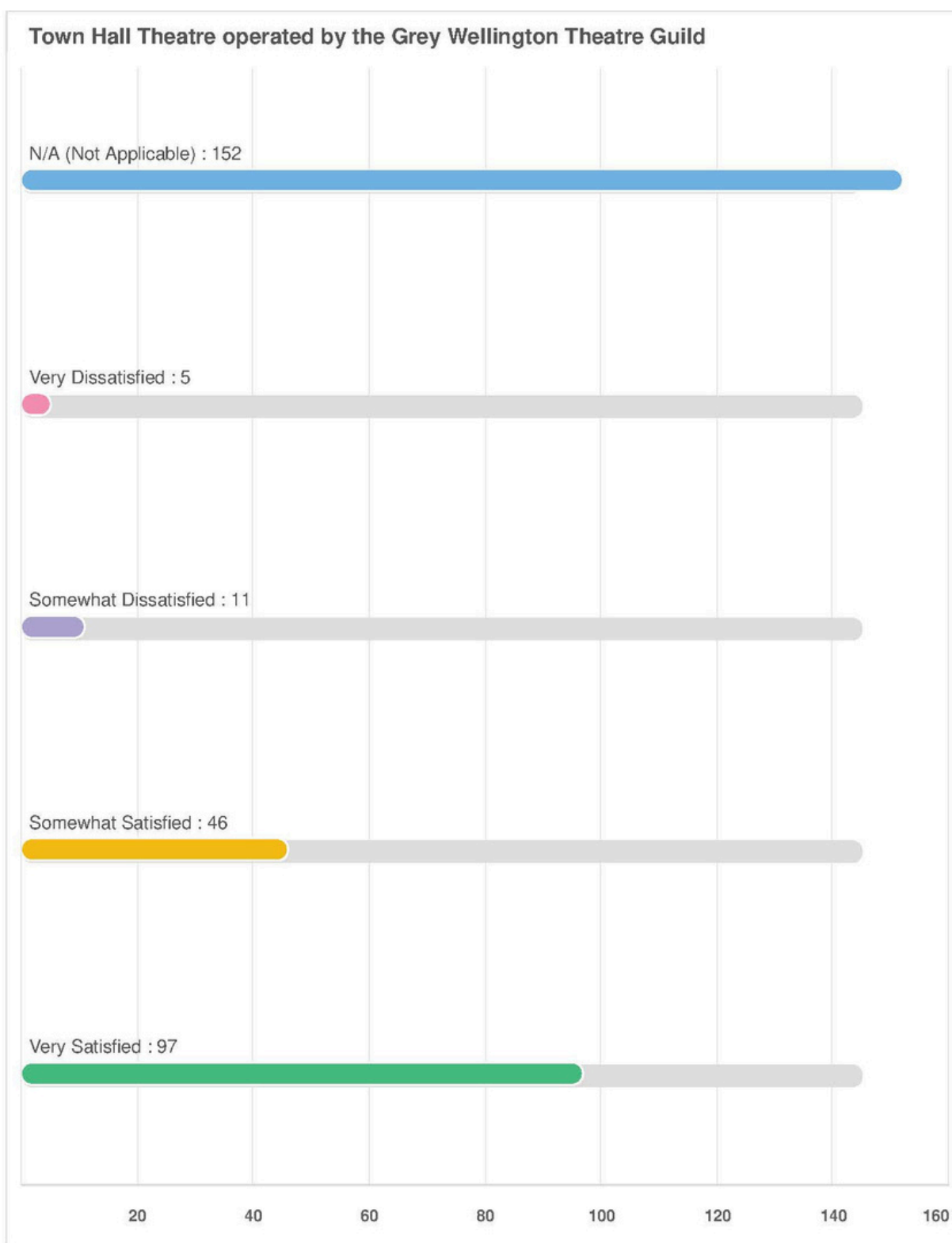
**Q20** In the following list of cultural facilities/attractions, please rate your level of satisfaction. If you do not use the facility, please select N/A (Not Applicable).

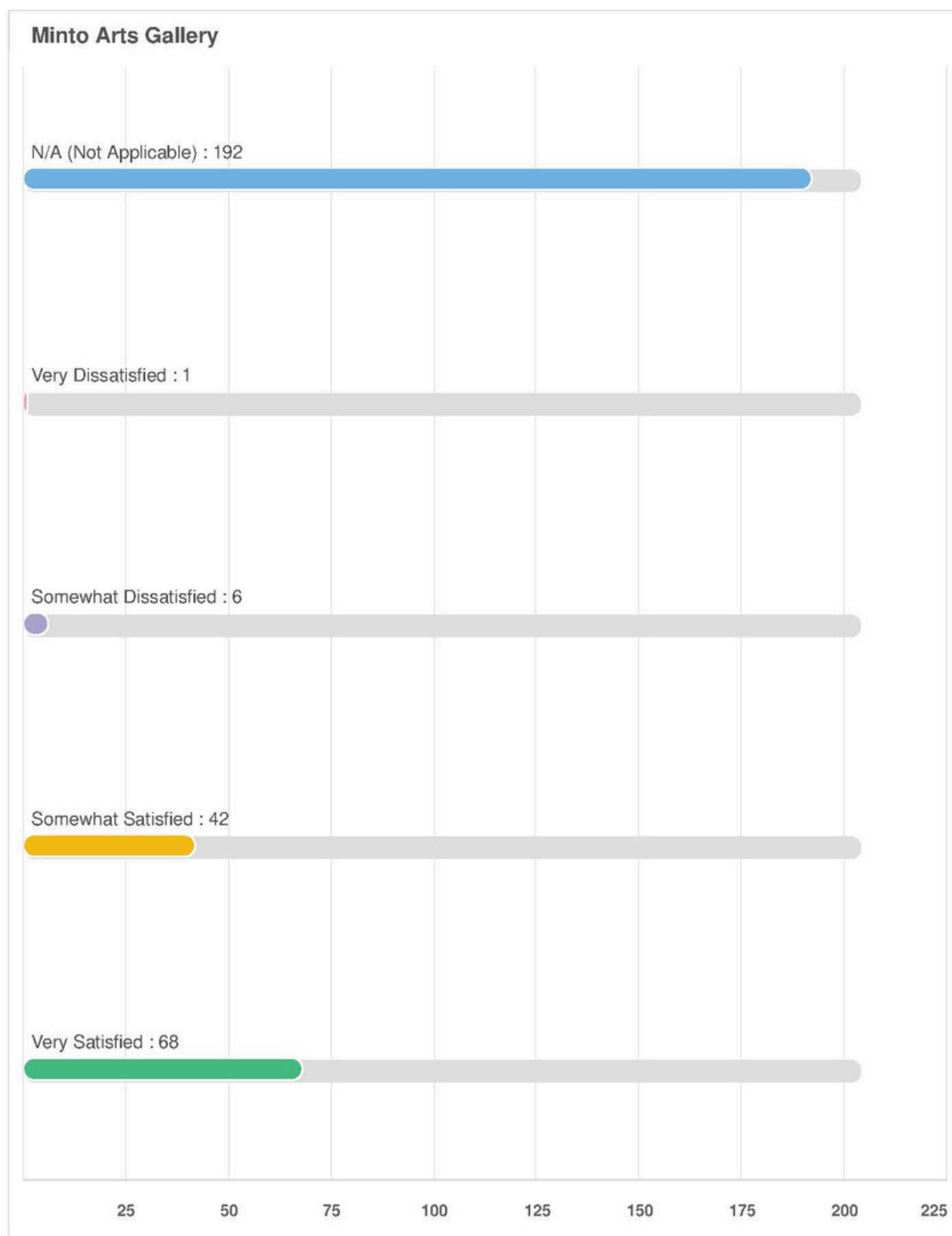
### Norgan Theatre

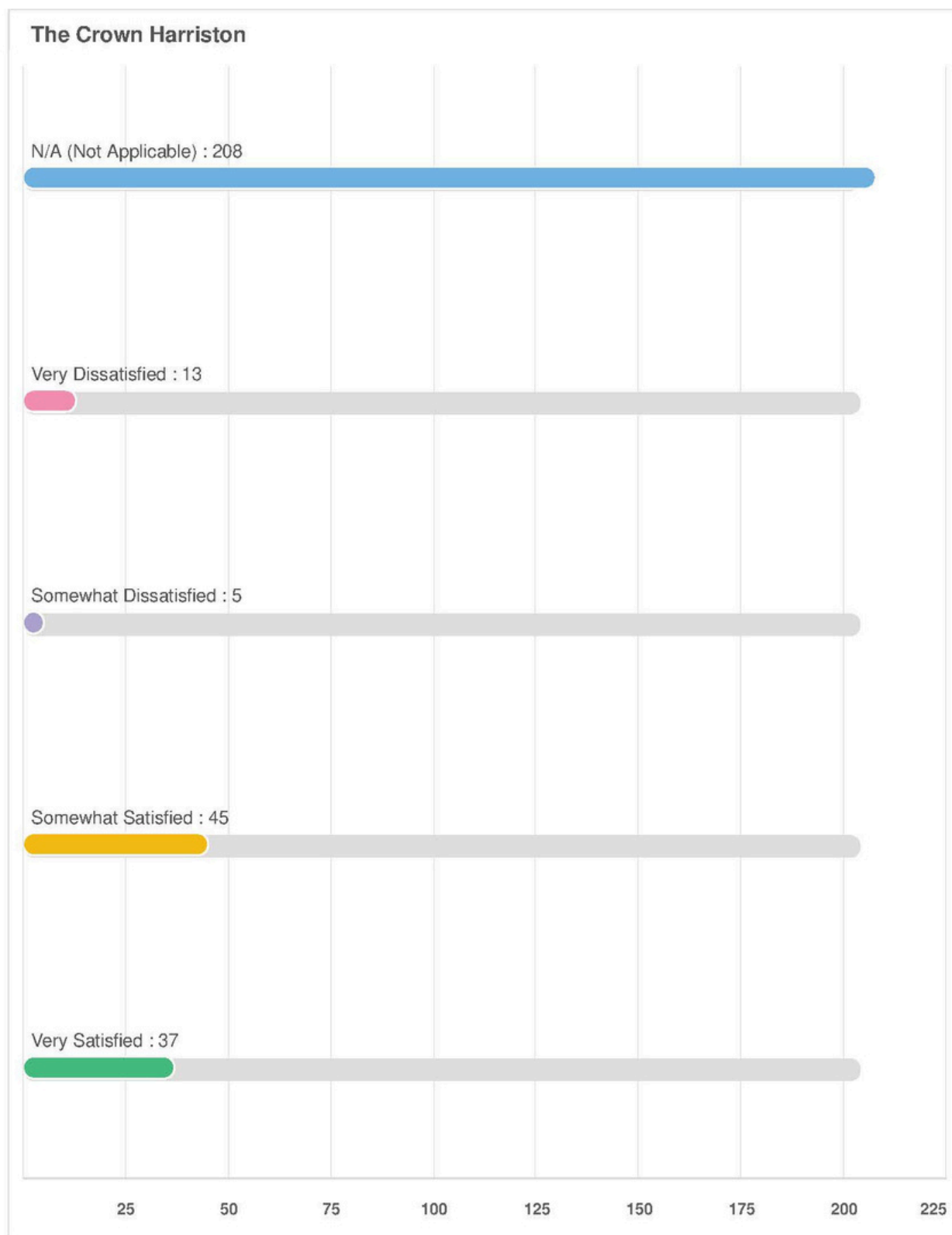


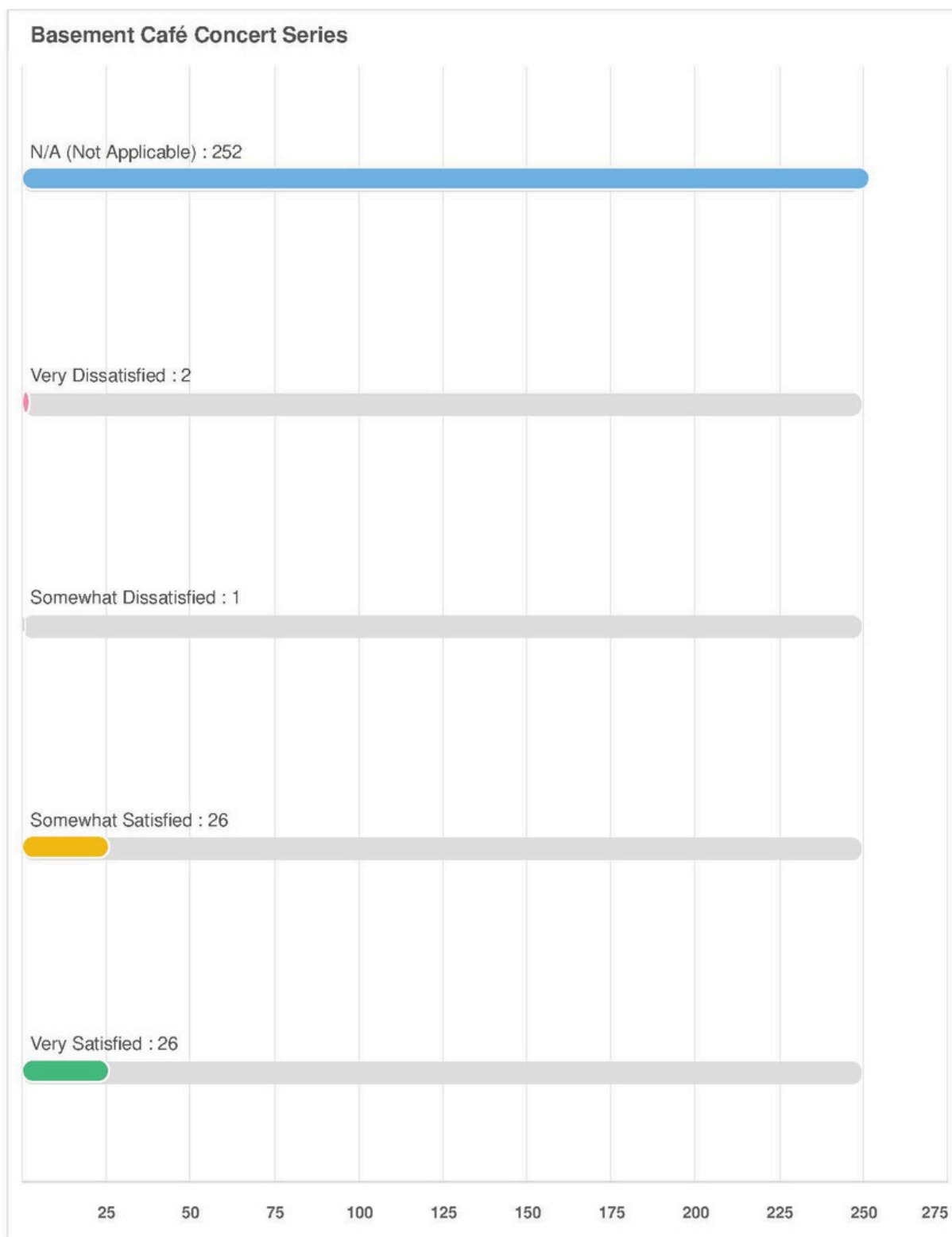




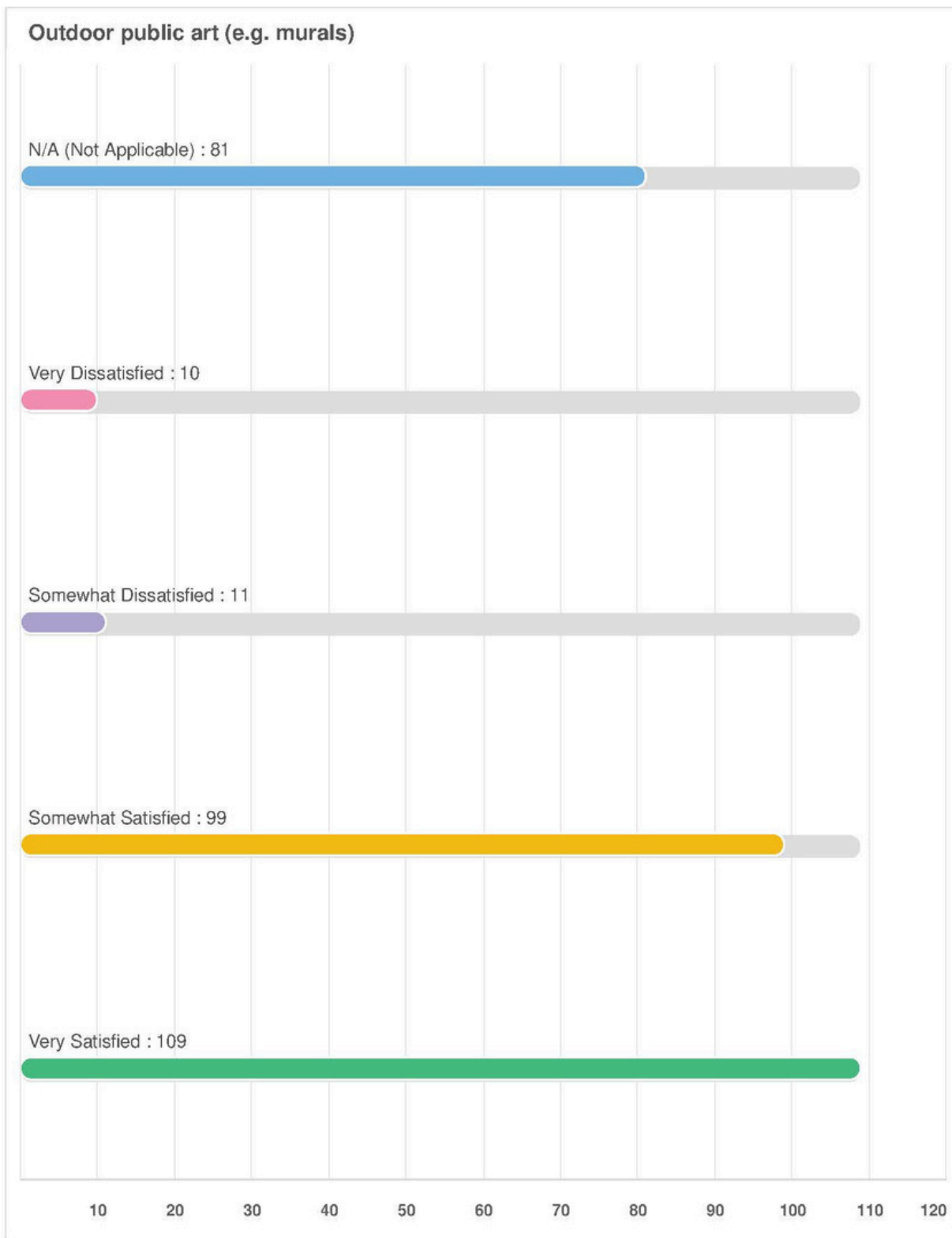




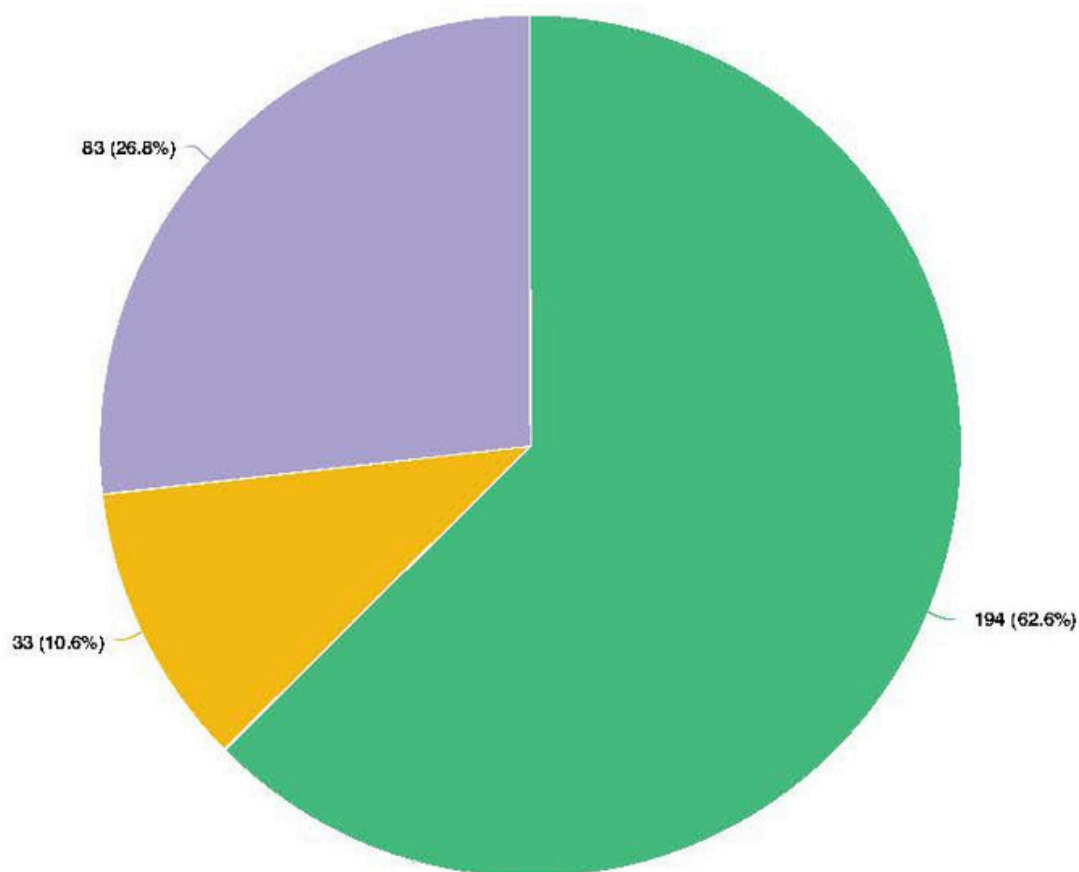








**Q22** In your opinion, are you satisfied are you with the current variety/range of cultural activities in the Town?

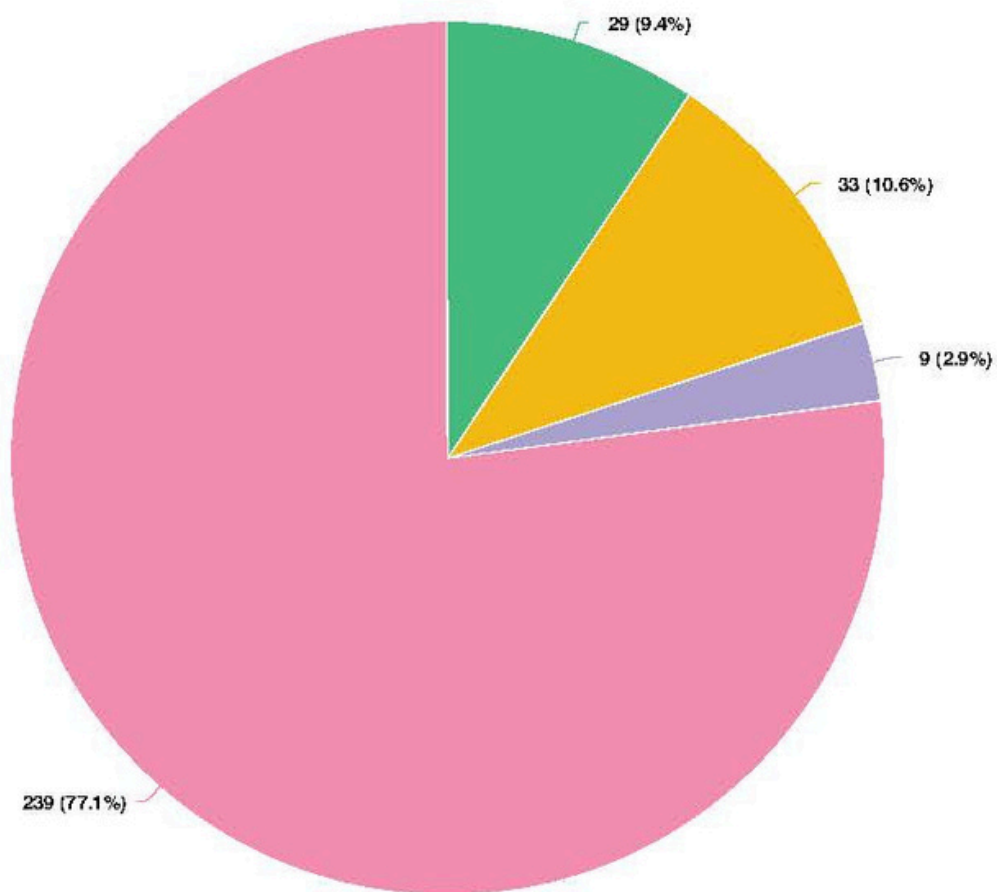


**Question options**

☐ No opinion/not applicable ☐ No ☐ Yes

Optional question (310 response(s), 10 skipped)

Question type: Radio Button Question

**Q24 | Who should run cultural programming and events in the Town?****Question options**

Combination of the Town of Minto and Clubs/Organizations

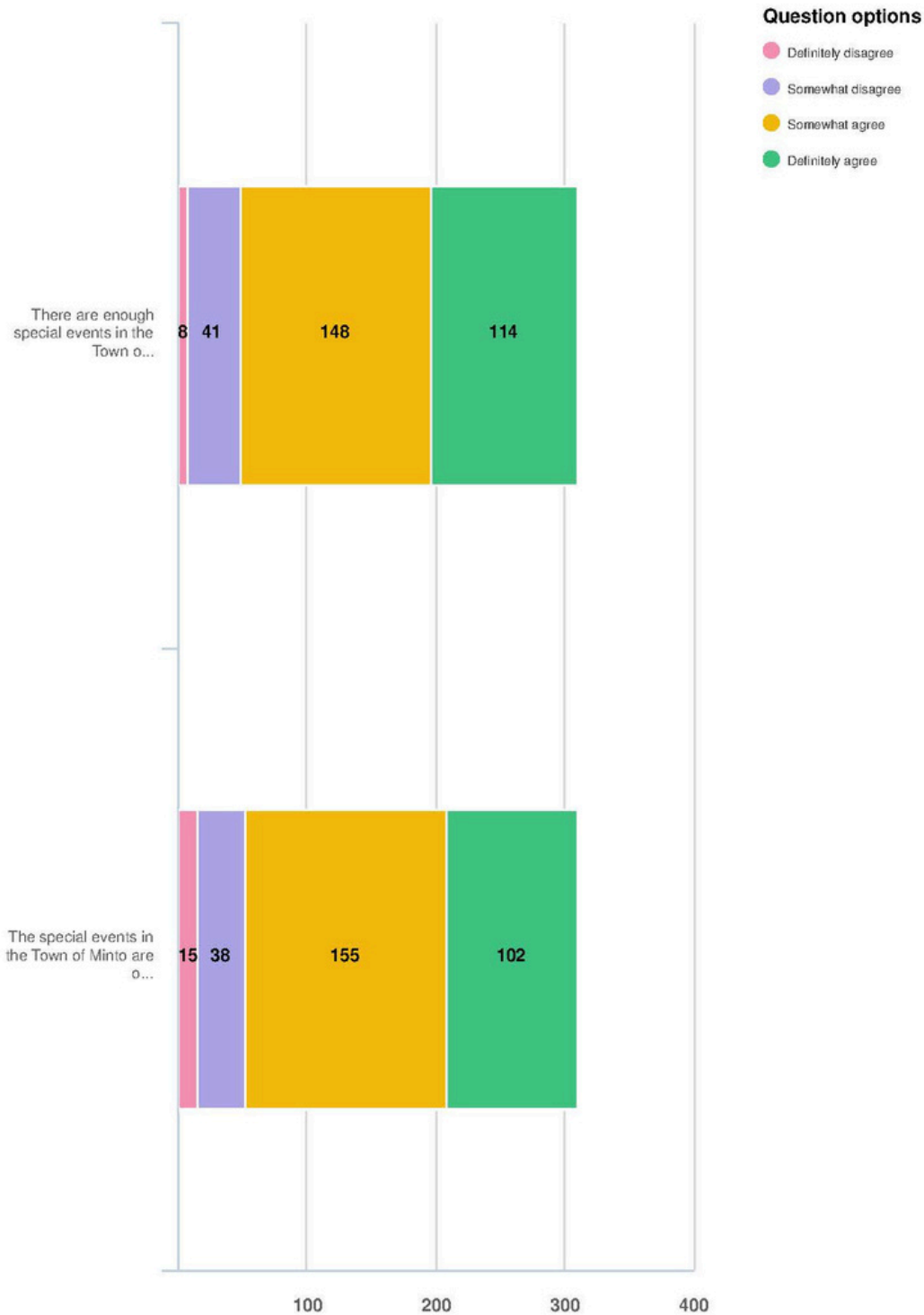
Private Groups/Businesses

Service Clubs/Volunteers

The Town of Minto

*Optional question (310 response(s), 10 skipped)**Question type: Radio Button Question*

**Q25** Thinking about the special events in the Town of Minto, please indicate your level of agreement with the following statements:



Optional question (312 response(s), 8 skipped)  
Question type: Likert Question

**Q25** Thinking about the special events in the Town of Minto, please indicate your level of agreement with the following statements:

**There are enough special events in the Town of Minto**

Definitely disagree : 8



Somewhat disagree : 41



Somewhat agree : 148



Definitely agree : 114



20

40

60

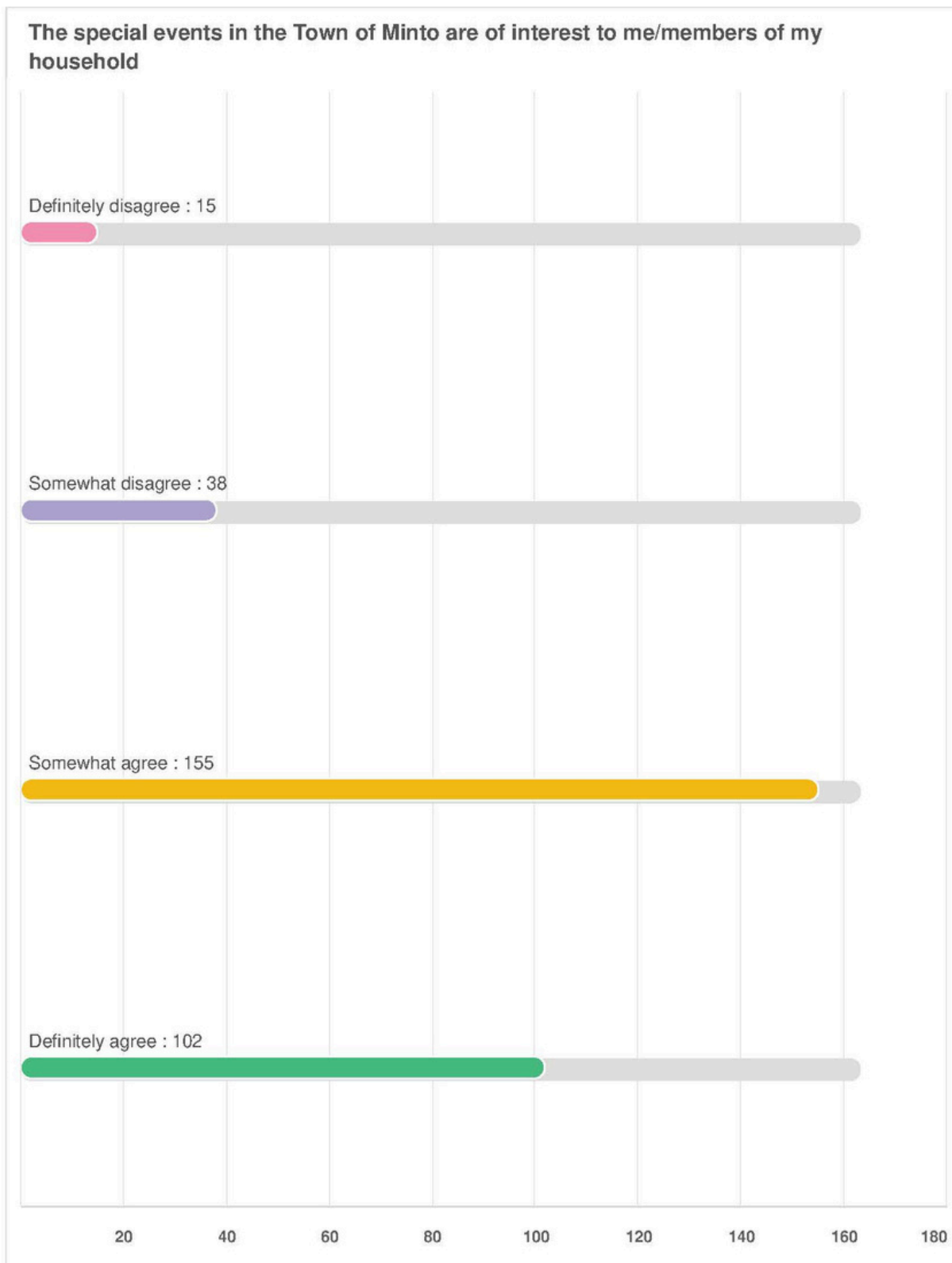
80

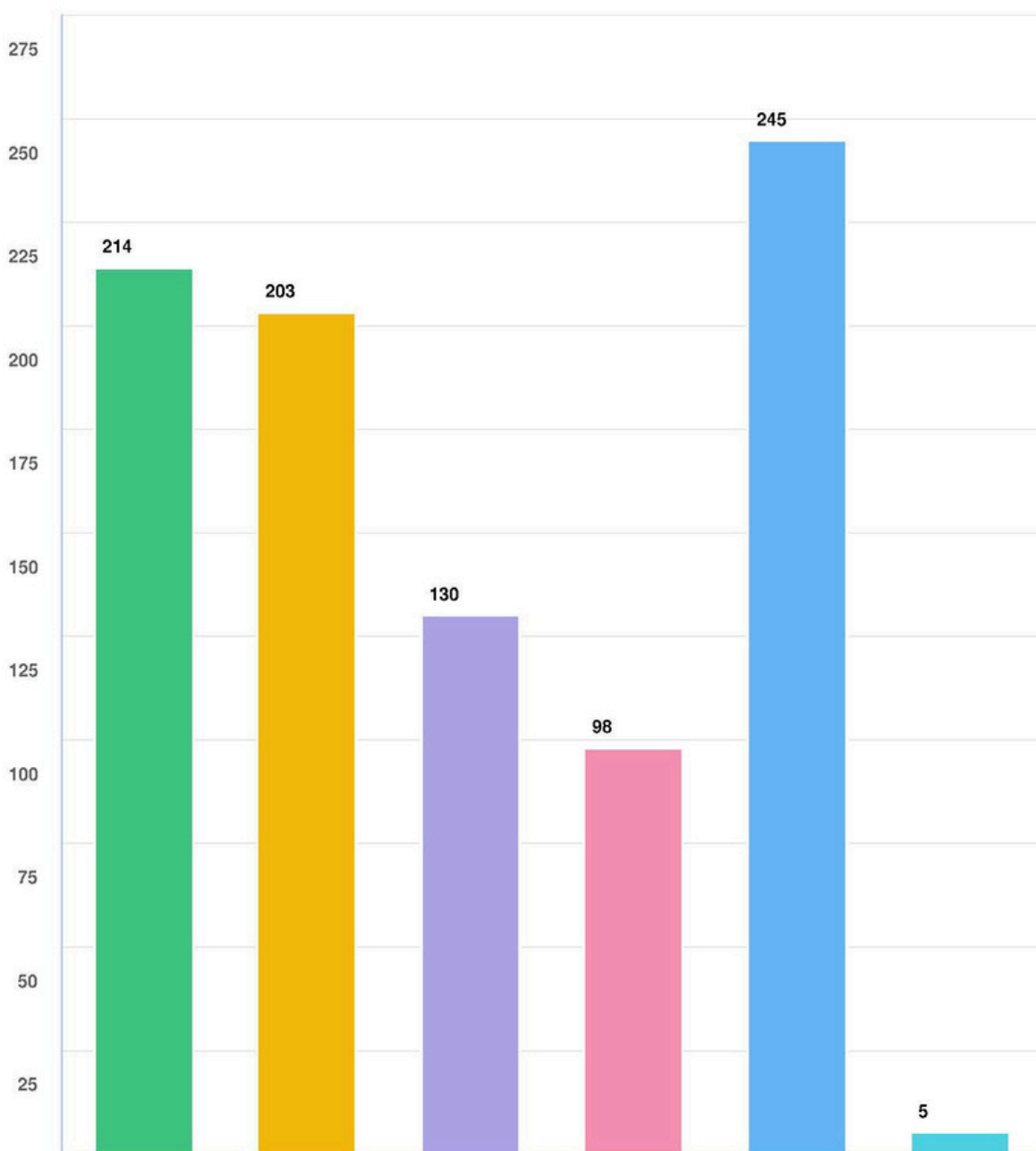
100

120

140

160



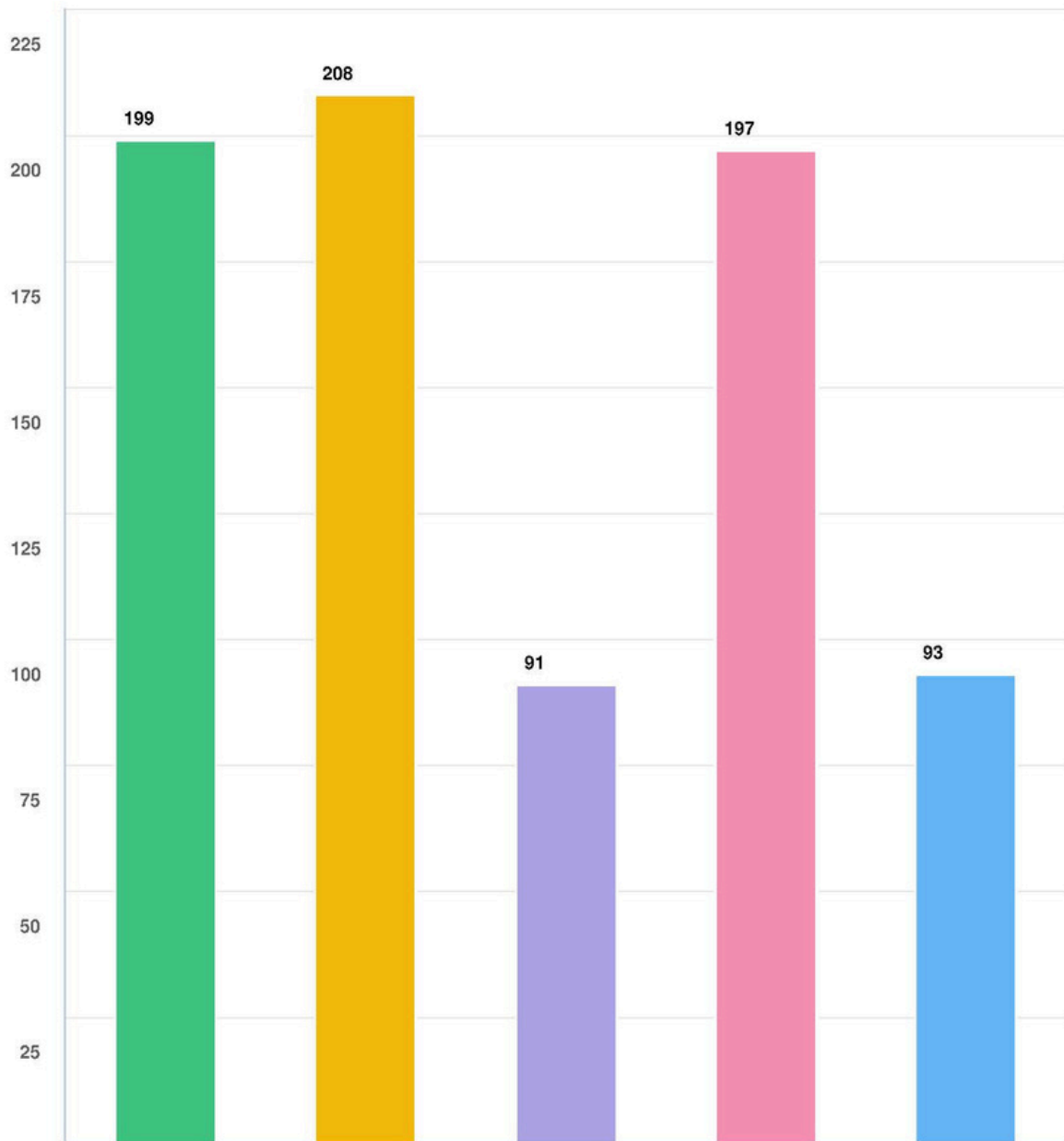
**Q26 What motivates you to attend special events in the Town of Minto? Select all that apply.****Question options**

Other (please specify) Entertainment Volunteer opportunities Community pride  
Something for the family to do together Socialization

Optional question (307 response(s), 13 skipped)

Question type: Checkbox Question

**Q27** The special events that take place in the Town of Minto throughout the year are often collaboration between the Town of Minto and volunteer organizations or businesses. In your opinion, what are the top three types of events that the Town of Minto ...



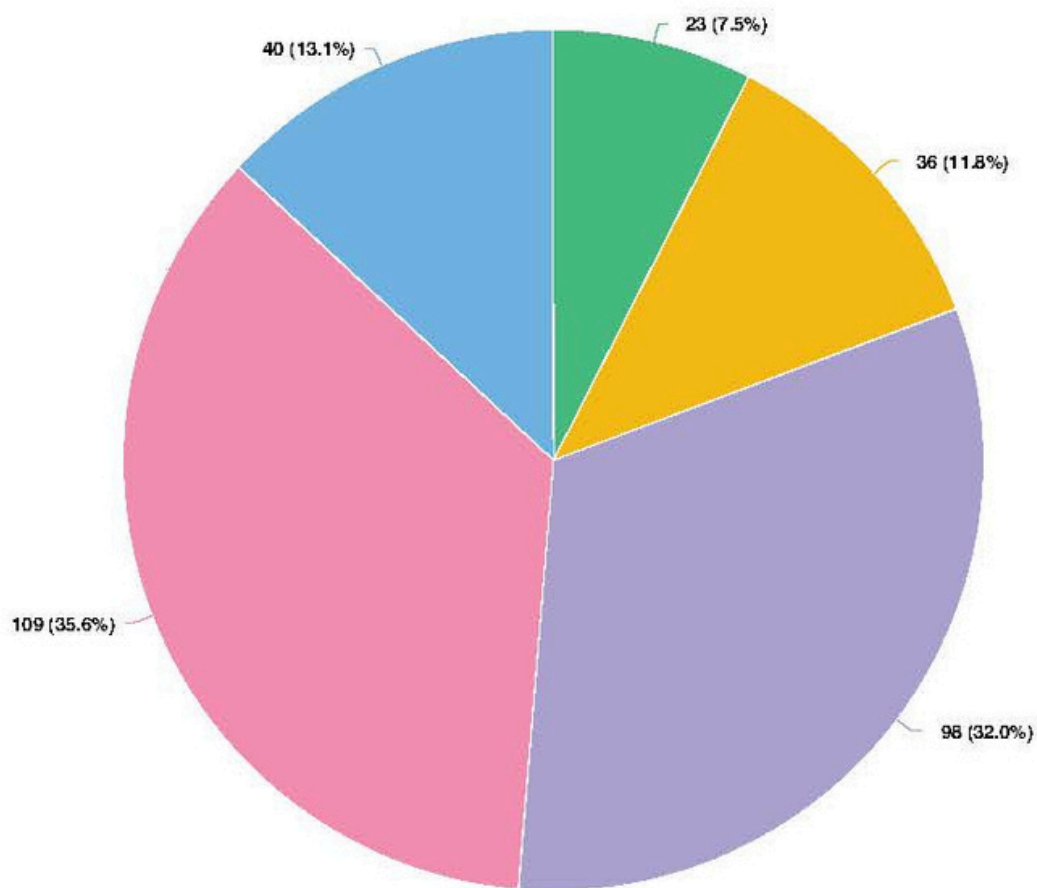
**Question options**

- ☐ Cultural Events/Festivals (e.g. Black History Month, Minto Solidarity)
- ☐ Food Events (e.g. Raleway Fest)
- ☐ Historical events (e.g. Machines and Memories)
- ☐ Performing Arts Events/Festivals (e.g. Party in the Park)
- ☐ Horticultural/Agricultural Events

Optional question (300 response(s), 20 skipped)  
Question type: Checkbox Question



**Q29** How would you rate the Town of Minto in getting information out in a timely, accurate and creative way?

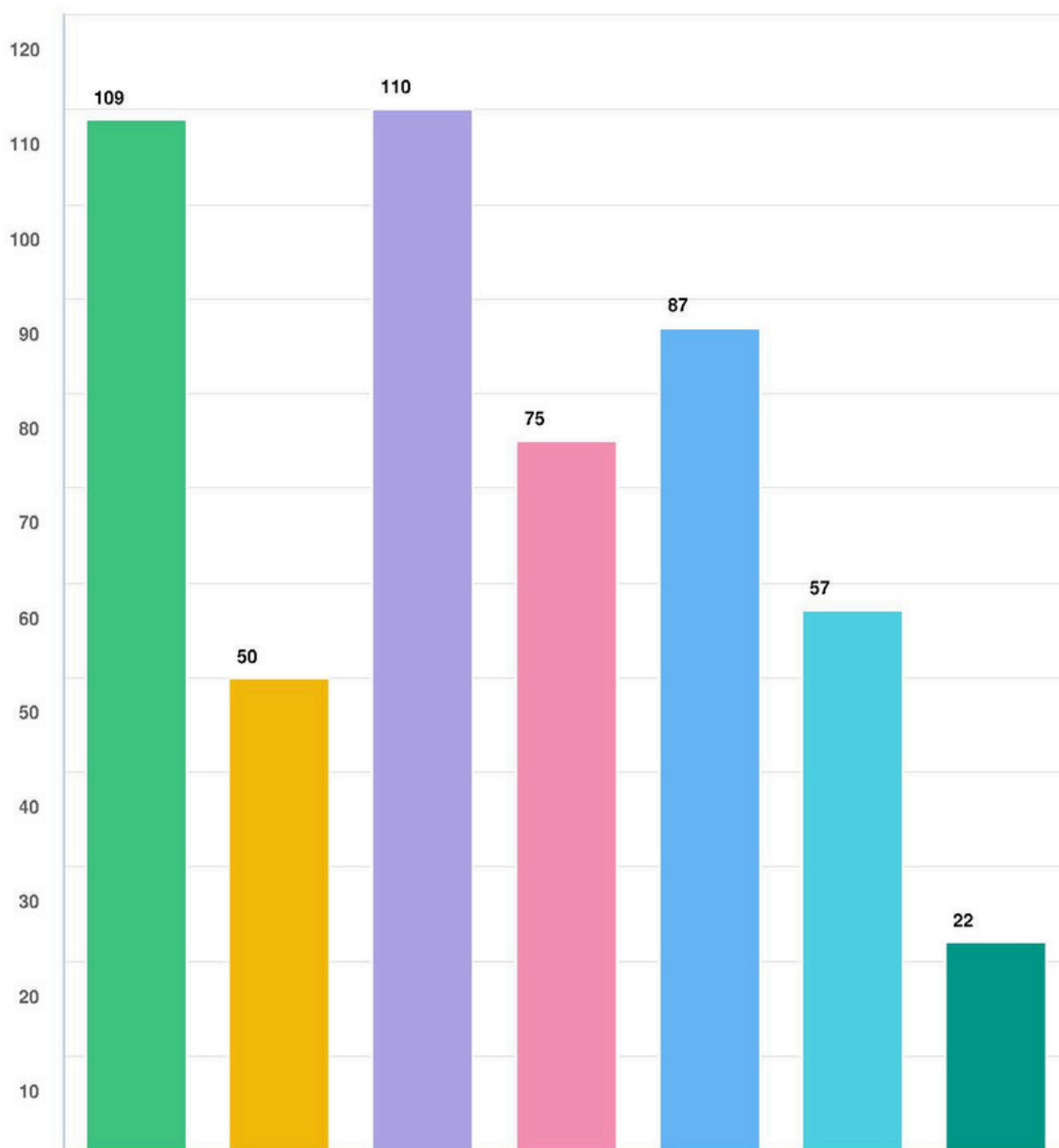


**Question options**

Excellent Good Adequate Poor Very Poor

Optional question (306 response(s), 14 skipped)  
Question type: Emoji Question

**Q30** What are the major barriers to finding information about recreation and culture activities in the Town? Select all that apply.



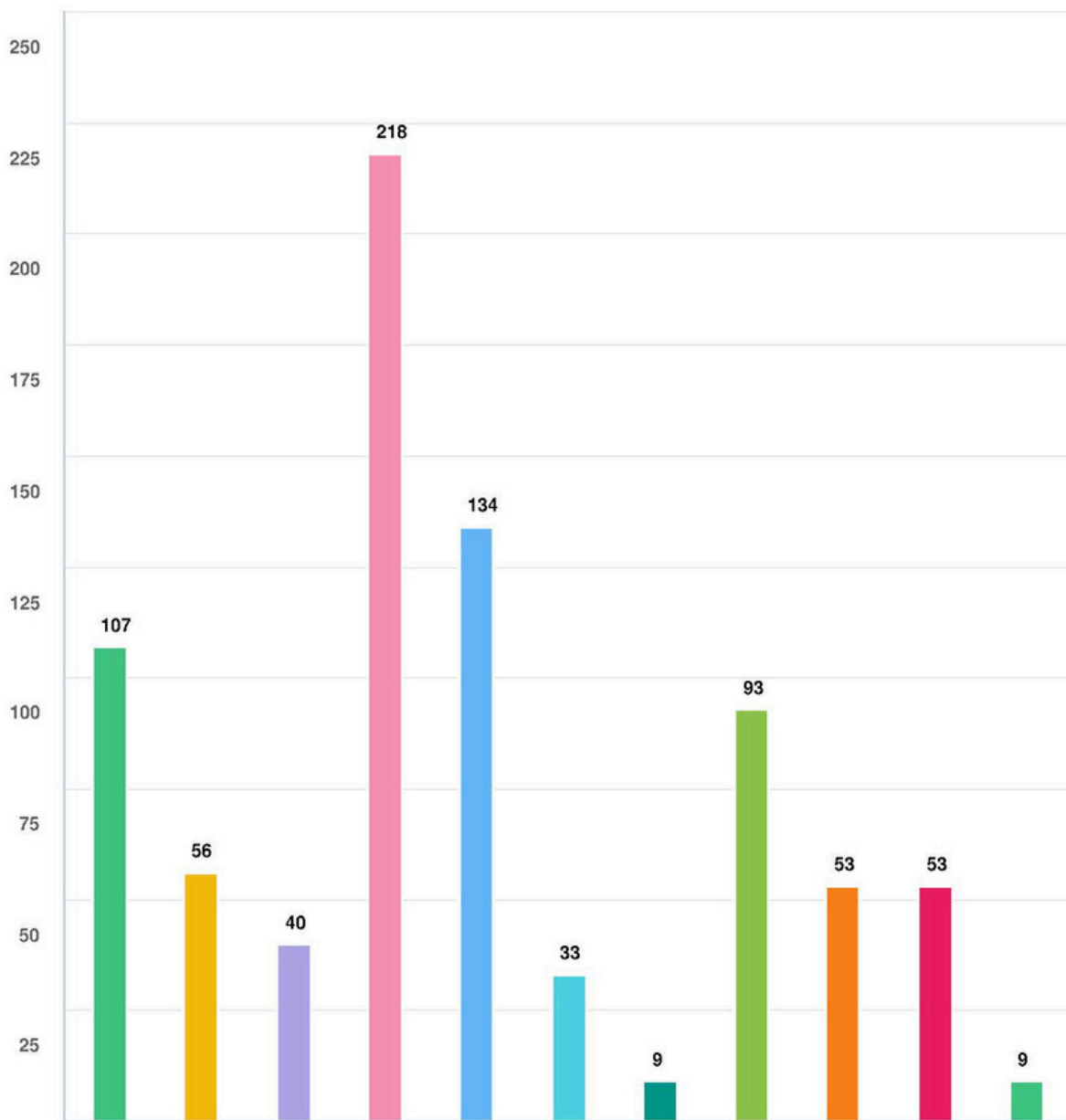
**Question options**

- Other (please specify)
 ● Online registration is challenging
 ● Lack of information on social media
- Lack of information in print media
 ● Lack of information in public spaces (e.g. posters in library, sign boards)
- Town Website is not up to date
 ● Town Website is hard to navigate

Optional question (253 response(s), 67 skipped)

Question type: Checkbox Question

**Q31** Pick the top three most effective was for you to find out about recreation and culture programs and events in the Town of Minto? Select only 3.



**Question options**

- Other (please specify)    Volunteer organizations/networks (e.g., Agricultural Society, Sport Organizations, Cultural Roundtable)
- Radio    Newspaper (i.e. Wellington Advertiser)    Church newsletters    Community Directory (print or online)
- Information boards/posters in the community (e.g. signage, library)    Social Media    Direct Mail (Canada Post)
- Email Newsletter    Town Website

Optional question (304 response(s), 16 skipped)

Question type: Checkbox Question



**FOR MORE INFORMATION**

**Economic & Community Development Department**

5941 Highway 89, Harriston, Ontario  
519-338-2511 ext 241  
[www.town.minto.on.ca](http://www.town.minto.on.ca)





**TOWN OF MINTO**

**MEETING DATE:**

October 15, 2024

**REPORT TO:**

Mayor and Council

**SERVICE AREA:**

Economic Development

**SUBJECT:**

EC DEV 2024-018 – Town of Minto Cultural Plan

**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives report EC DEV 2024-018 Town of Minto Cultural Plan, prepared by the Director, Economic and Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto officially endorses and adopts the Cultural Plan as presented.

**BACKGROUND**

In the summer of 2023, the Town of Minto issued a Request for Proposal (RFP) for the procurement of a consulting firm for the development of a Corporate Strategic Plan, a Recreation Master Plan, an Economic and Community Development Master Plan, and a Cultural Master Plan.

The Town of Minto decided on an integrated, multi-faceted approach to a series of plans to guide the Council and staff in addressing community-driven strategic priorities in several key service delivery areas. McQueen Galloway Associates (MGA) was awarded the RFP to complete the four (4) plans.

**COMMENTS:**

Work on the Cultural Plan began in March 2024, and involved meeting with the Cultural Roundtable, reviewing background reports and studies, community and staff engagement sessions, stakeholder surveys, 1:1 interviews, and an online public survey.

The six (6) key pillars of the plan with corresponding actions include:

- Cultural Investment
- Organizational Capacity
- Community Expectations and Investment
- A Welcoming Community
- Regional Sharing and Organizational Networking
- Minto: A Cultural Destination

The 'Town of Minto Cultural Plan' attached, outlines in detail the process used to arrive at the final document.

### **FINANCIAL CONSIDERATION:**

The new Cultural Plan will be an integral part of the annual budget process in guiding recommendations on the resources required to achieve the Department and Town's goals, priorities, and actions.

### **STRATEGIC PLAN**

Goal 4: Inclusive Community - Foster a welcoming, accessible, and understanding community where your family belongs.

4.1 (i) Approve the Cultural Master Plan which will provide priority recommendations for implementation.

**PREPARED BY:** Belinda Wick-Graham, Director, Economic & Community Development

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

**THE CORPORATION OF THE TOWN OF MINTO**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

DRAFT



**THE CORPORATION OF THE TOWN OF MINTO**  
**INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

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	Page
INDEPENDENT AUDITOR'S REPORT	3 - 4
CONSOLIDATED FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Changes in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9 - 19
Consolidated Schedule of Tangible Capital Assets	20
Consolidated Schedule of Accumulated Surplus	21
Consolidated Schedule of Segmented Disclosure	22
<b>TRUST FUNDS</b>	
INDEPENDENT AUDITOR'S REPORT	23 - 24
FINANCIAL STATEMENTS	
Statement of Financial Position and Statement of Continuity	25
Notes to the Financial Statements	26

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Minto

### Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Minto, which comprise the consolidated statement of financial position as at December 31, 2023 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Minto as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of The Corporation of the Town of Minto in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWN OF MINTO**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2023**

	<b>2023</b>	<b>2023</b>
<b>FINANCIAL ASSETS</b>		
Cash (note 5)	\$ 15,262,341	\$ 13,876,804
Portfolio investments	1,628,591	1,360,519
Taxes receivable	509,770	628,791
Accounts receivable	3,576,385	3,728,115
Accounts receivable - Canada	621,048	1,473,517
Accounts receivable - Provincial	140,336	665,241
North Wellington Health Care Corporation loan receivable (note 6)	1,150,000	1,200,000
Long term investment (note 7)	1,696,046	1,696,046
	<u>24,584,517</u>	<u>24,629,033</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	3,130,036	4,266,073
Asset retirement obligations (note 17)	544,429	0
Post employment benefits	237,000	249,000
Deferred revenue	252,846	190,536
Deferred revenue - obligatory reserve funds (note 8)	3,127,642	3,500,053
Long term debt (note 9)	9,570,917	10,807,650
	<u>16,862,870</u>	<u>19,013,312</u>
<b>NET FINANCIAL ASSETS</b>	<u>7,721,647</u>	<u>5,615,721</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets (schedule 1)	88,564,247	87,160,431
Inventories	87,673	86,373
Prepaid expenses	95,993	69,345
	<u>88,747,913</u>	<u>87,316,149</u>
<b>ACCUMULATED SURPLUS</b> (schedule 2)	<u>\$ 96,469,560</u>	<u>\$ 92,931,870</u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>2023 Budget (note 10)</b>	<b>2023 Actual</b>	<b>2023 Actual</b>
<b>REVENUES</b> (schedule 3)			
Taxation	\$ 6,272,300	\$ 6,269,101	\$ 6,102,032
User fees	6,405,600	6,689,289	6,459,448
Grants (note 11)	1,715,300	2,242,576	4,365,369
Other income (note 12)	362,600	1,385,955	1,590,872
Obligatory reserve fund (note 8)	153,000	2,496,373	1,046,543
Gain (loss) on disposal of tangible capital assets	0	689	(1,208,484)
	<u>14,908,800</u>	<u>19,083,983</u>	<u>18,355,780</u>
<b>EXPENSES</b> (schedule 3)			
General government	1,714,801	1,508,383	1,611,414
Protection services	2,375,446	2,621,067	2,389,938
Transportation services	3,335,406	3,729,829	3,356,797
Environmental services	3,779,099	3,590,957	4,014,681
Health and social services	268,746	224,416	272,124
Recreation and cultural services	3,138,875	3,162,661	3,066,372
Planning and development	735,703	708,980	724,698
	<u>15,348,076</u>	<u>15,546,293</u>	<u>15,436,024</u>
<b>ANNUAL (DEFICIT) SURPLUS</b>	(439,276)	3,537,690	2,919,756
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>92,931,870</u>	<u>92,931,870</u>	<u>90,012,114</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 92,492,594</u>	<u>\$ 96,469,560</u>	<u>\$ 92,931,870</u>

THE CORPORATION OF THE TOWN OF MINTO  
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023 Budget (note 10)	2023 Actual	2023 Actual
<b>ANNUAL (DEFICIT) SURPLUS</b>	\$ (439,276)	\$ 3,537,690	\$ 2,919,756
Acquisition of tangible capital assets	(4,057,500)	(5,008,012)	(10,445,800)
Amortization of tangible capital assets	3,410,376	3,346,074	3,410,376
(Gain) loss on disposal of tangible capital assets	0	(689)	1,208,484
Proceeds on disposal of tangible capital assets	0	258,811	286,445
Prepaid expenses	0	(26,648)	68,235
Inventories	0	(1,300)	20,131
	<u>(647,124)</u>	<u>(1,431,764)</u>	<u>(5,452,129)</u>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>	(1,086,400)	2,105,926	(2,532,373)
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>5,615,721</u>	<u>5,615,721</u>	<u>8,148,094</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 4,529,321</u>	<u>\$ 7,721,647</u>	<u>\$ 5,615,721</u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>2023</b>	<b>2023</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 3,537,690	\$ 2,919,756
Items not requiring an outlay of cash		
Amortization of tangible capital assets	3,346,074	3,410,376
(Gain) loss on disposal of tangible capital assets	(689)	1,208,484
	<u>6,883,075</u>	<u>7,538,616</u>
Changes in non-cash working capital		
Taxes receivable	119,021	11,332
Accounts receivable	151,730	(1,430,288)
Accounts receivable - Canada	852,469	(1,066,161)
Accounts receivable - Provincial	524,905	(655,176)
North Wellington Health Care Corporation loan receivable	50,000	50,000
Inventories	(1,300)	20,131
Prepaid expenses	(26,648)	68,235
Accounts payable and accrued liabilities	(1,136,037)	1,399,901
Asset retirement obligations	544,429	0
Post employment benefits	(12,000)	(10,000)
Deferred revenue	62,310	190,536
Deferred revenue - obligatory reserve funds	(372,411)	1,649,017
	<u>7,639,543</u>	<u>7,766,143</u>
<b>CASH USED IN FINANCING ACTIVITIES</b>		
Long term debt	<u>(1,236,733)</u>	<u>(1,234,900)</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(5,008,012)	(10,445,800)
Proceeds on disposal of tangible capital assets	258,811	286,445
	<u>(4,749,201)</u>	<u>(10,159,355)</u>
<b>CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		
Portfolio investments	<u>(268,072)</u>	<u>650,428</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	1,385,537	(2,977,684)
<b>NET CASH, BEGINNING OF YEAR</b>	<u>13,876,804</u>	<u>16,854,488</u>
<b>NET CASH, END OF YEAR</b>	<u>\$ 15,262,341</u>	<u>\$ 13,876,804</u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of The Corporation of the Town of Minto are the representation of management prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) **ACKNOWLEDGEMENT OF RESPONSIBILITY**

Management and Council of The Corporation of the Town of Minto acknowledge their responsibility for the creation and compilation of the following significant accounting policy decisions and the related policy notes.

(b) **BASIS OF CONSOLIDATION**

- (i) These consolidated financial statements reflect the assets, liabilities, sources of financing and expenditures for the current fund, reserve funds and reserves and include the activities of all committees of Council and the boards and municipal enterprises, which are under the control of Council:

Minto Cemetery

Minto Waterworks Department

Minto Sewer Department

All interfund assets and liabilities and sources of financing and expenditures have been eliminated with the exception of loans or advances between reserve funds and any other fund of the municipality and the resulting interest income and expenditures.

- (ii) The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in the municipal fund balances of these consolidated financial statements.
- (iii) Trust funds and their related operations administered by the municipality are not consolidated but are reported separately on the trust fund Statement of Continuity and Financial Position.

(c) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.
- (ii) Capital outlay to be recovered in future years, which represents the outstanding principal portion of unmatured long term liabilities for municipal expenditures or capital funds transferred to other organizations, is reported on the Consolidated Statement of Financial Position.

(d) **USE OF ESTIMATES**

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include accrued liabilities, asset retirement obligations, and useful lives of tangible capital assets. Actual results could differ from those estimates.



**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(e) FINANCIAL INSTRUMENTS**

The municipality initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The municipality subsequently measures all its financial assets and financial liabilities at cost or amortized cost.

Investments in equity instruments that are quoted in an active market are measured at fair value. Changes in fair value are recognized in annual surplus.

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in annual surplus in the year incurred. Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument. When the instrument is measured at amortized cost, transaction costs are recognized in annual surplus over the life of the instrument using the straight-line method.

**(f) CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include all cash balances and temporary investments that are readily convertible into cash within a maturity period of three months or less from the date of acquisition.

**(g) NON-FINANCIAL ASSETS**

Non-financial assets are not normally available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess revenues over expenses, provides the consolidated change in net financial assets for the year.

**(h) INVESTMENTS**

Portfolio investments are recorded at fair value. Discounts and premiums arising on the purchase of bonds and debentures are amortized over the terms of the investments.

Long term investment is recorded at cost. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss.

**(i) INVENTORIES AND PREPAID EXPENSES**

Inventories are held for consumption and are measured at the lower of cost and replacement cost, with cost being determined on a first-in first-out (FIFO) basis.

Prepaid expenses relate to expenditures incurred in the current year which relate to and will be expenses in a future fiscal year.

**(j) POST-EMPLOYMENT BENEFITS**

The municipality pays post employment benefits to eligible employees on retirement. The benefits earned are recognized when management can make an estimate of salary escalation, benefit costs, and retirement ages of employees.

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(k) TANGIBLE CAPITAL ASSETS**

Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Assets are amortized on the basis of their estimated useful life using the straight-line method, using the following rates:

Buildings	7-150 years
Vehicles	5-25 years
Equipment	2-40 years
Infrastructure	2-80 years

Building components will be treated as betterments to the building structure and these betterments will be capitalized upon completion. A review of the remaining years of estimated useful life of the building structure will be reviewed and updated at that time.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt.

**(l) TAXATION AND RELATED REVENUES**

Property tax billings are prepared by the municipality based on assessment rolls issued by the Municipal Property Assessment Corporation. Tax rates are established annually by Council, incorporating amounts to be raised for local services. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the municipality determines the taxes applicable and renders supplementary tax billings.

Assessments and the related property taxes are subject to appeal. Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of allowance for anticipated uncollectable amounts.

**(m) REVENUE RECOGNITION**

User fees are recorded upon the sale of goods or provision of service when collection is reasonably assured.

Other income is recorded upon sale of goods or provision of service, when collection is reasonably assured.

Investment income earned on surplus funds (excluding obligatory reserve funds) is reported as revenue in the period earned. Investment income on obligatory reserve funds is recorded directly to each fund balance.

Grants are recognized in the period the related expenditure occurs.

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(n) ASSET RETIREMENT OBLIGATIONS**

An asset retirement obligation liability is recognized when all of the following criteria are met as at the financial statement reporting date:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual, or legal obligations associated with the retirement of tangible capital assets when those obligations arise from the acquisition, construction or development and normal use of an asset. Asset retirement obligation liabilities for the abatement of asbestos from facilities, removal and disposal of underground asbestos pipe and end of lease requirements are initially recognized at the best estimate of future expenses.

For assets in productive use, asset retirement obligations are discounted using present value methodology at a rate of 4.25% and recorded as a liability with an annual adjustment for accretion expense. As a result, there is a corresponding increase to the associated tangible capital asset which is then expensed over the useful life of the tangible capital asset in accordance with the policies outlined in (k). For assets that are no longer in productive use or were never recorded, the liability is offset against accretion expense in the period. In subsequent periods, the liability is adjusted for any changes in the amount or timing of the underlying future cash flows.

**2. CHANGE IN ACCOUNTING POLICY**

Asset Retirement Obligations

Effective January 1, 2023, the municipality adopted PS 3280, Asset Retirement Obligations. The new standard establishes guidelines for acknowledging, assessing, presenting, and disclosing legal responsibilities connected with the retirement of tangible capital assets. The municipality has chosen the prospective approach where liabilities are recognized on a forward-looking basis for the current and subsequent years only. The valuation and accounting of the asset retirement obligation is completed at the time of adoption without consideration for previous years.

**3. FINANCIAL INSTRUMENTS**

Unless otherwise noted, it is management's opinion that the municipality is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from the financial instruments.

The extent of the municipality's exposure to these risks did not change in 2023 compared to the previous year.

The municipality does not have a significant exposure to any individual customer or counterpart.

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**3. FINANCIAL INSTRUMENTS (continued)**

Market risk

Market risk is the risk that the fair value or future cash flows of the municipality's financial instruments will fluctuate because of changes in market prices. Some of the municipality's financial instruments expose it to this risk, which comprises interest rate risk.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk as a result of the variable interest rates on the long term debt.

**4. TRUST FUNDS**

Trust funds administered by the municipality amounting to \$611,665 (2022 - \$590,410) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations.

**5. CASH**

The municipality has an authorized operating line of credit with a limit up to a maximum of \$1,500,000. The line of credit bears interest at prime plus 1.00% per annum and is secured by a current borrowing by-law. The balance at year-end was \$0 (2022 - \$0).

**6. NORTH WELLINGTON HEALTH CARE CORPORATION LOAN RECEIVABLE**

The municipality provided North Wellington Health Care Corporation (NWHC) with a loan to assist the construction of a medical centre. Under the terms of the loan agreement dated November 6 2015, NWHC is obligated to repay the loan one business day prior to the due date for principal and interest payments in respect of the related debenture incurred by the entity - see note 8. The total amount outstanding as at December 31, 2023 is \$1,150,000 (2022 - \$1,200,000).

**7. LONG TERM INVESTMENT**

The municipality owns 9.28% of the outstanding common shares of Westario Power Holdings Inc., a private company incorporated under the laws of the Province of Ontario. The shares have no fixed maturity dates and are not exposed to interest rate risk. The shares are valued at cost and the fair market value of these shares is not practicable to determine in the absence of a liquid trading market for these shares.

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**8. DEFERRED REVENUE**

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
<b>Obligatory reserve funds</b>					
Development charges	\$ 2,067,609	\$ 479,626	\$ 128,132	\$ (350,000)	\$ 2,325,367
Federal gas tax	367,648	286,959	21,009	(673,000)	2,616
Building reserve (Bill 124)	532,543	0	30,432	(109,373)	453,602
Cash in lieu of parkland	44,546	4,000	2,546	0	51,092
OCIF	487,707	1,143,388	27,870	(1,364,000)	294,965
	<u>\$ 3,500,053</u>	<u>\$ 1,913,973</u>	<u>\$ 209,989</u>	<u>\$ (2,496,373)</u>	<u>\$ 3,127,642</u>

**9. LONG TERM DEBT**

	<b>2023</b>	<b>2023</b>
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due July 2028	\$ 297,000	\$ 351,000
Canada Mortgage and Housing Corporation (CMHC) debenture, interest rate of 3.99%, repayable in annual blended principal and interest payments of \$210,736, due November 2024	202,651	397,526
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 3.89%, repayable in semi-annual principal repayments of \$12,500 and variable semi-annual interest payments, due December 2033	250,000	275,000
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 2.26%, repayable in semi-annual principal repayments of \$46,250 and variable semi-annual interest payments, due August 2025	185,000	277,500
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due November 2025	399,000	591,000
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 3%, repayable in semi-annual principal repayments of \$16,500 and variable semi-annual interest payments, due June 2037	445,500	478,500

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**9. LONG TERM DEBT (continued)**

	<b>2023</b>	<b>2023</b>
Real Term Energy Corporation, interest rate of 10%, repayable in annual variable principal and interest payments, due August 2025	128,348	193,151
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due November 2026	356,000	470,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due May 2028	294,000	348,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due May 2038	1,215,000	1,285,000
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 2.88%, repayable in semi-annual principal repayments of \$25,000 and variable semi-annual interest payments, due June 2046	1,150,000	1,200,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due November 2031	4,555,000	4,859,000
Outstanding tile drainage loans	<u>93,418</u>	<u>81,973</u>
	9,570,917	10,807,650
Less current portion:		
Cash repayments required within 12 months	<u>1,294,639</u>	<u>1,259,334</u>
	<u>\$ 8,276,278</u>	<u>\$ 9,548,316</u>

Future minimum payments on long term obligations are as follows:

2024	\$ 1,294,639
2025	1,089,385
2026	753,007
2027	644,668
2028	658,368
Thereafter	<u>5,130,850</u>
	<u>\$ 9,570,917</u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**10. BUDGET**

The budget figures are presented for comparison purposes as prepared and approved by Council, reclassified to conform to the current financial statement presentation. The budgeted figures are prepared on the cash basis of accounting and have been restated to conform to the accrual basis of accounting on which the actual figures are reported. The following chart reconciles the approved budget with the budget figures as presented in these consolidated financial statements:

**Revenue**

Approved budget	\$ 19,373,000
Transfers from reserves and reserve funds	<u>(4,464,200)</u>
<b>Total revenues</b>	<u><b>14,908,800</b></u>

**Expenses**

Approved budget	15,144,800
Acquisition of tangible capital assets	(4,057,500)
Debt principal repayments	(1,248,700)
Amortization	3,410,376
Transfers to reserves and reserve funds	<u>2,099,100</u>
<b>Total expenses</b>	<u><b>15,348,076</b></u>

<b>Annual surplus</b>	<u><u><b>\$ (439,276)</b></u></u>
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**11. GRANTS**

	<b>2023 Budget</b>	<b>2023</b>	<b>2022</b>
<b>Operating</b>			
Government of Canada	\$ 5,000	\$ 205,520	\$ 880,254
Province of Ontario	1,533,300	1,858,992	3,307,275
Other	<u>177,000</u>	<u>178,064</u>	<u>177,840</u>
	<u><b>\$ 1,715,300</b></u>	<u><b>\$ 2,242,576</b></u>	<u><b>\$ 4,365,369</b></u>

**12. OTHER INCOME**

	<b>2023 Budget</b>	<b>2023</b>	<b>2023</b>
Penalties and interest on taxation	\$ 80,000	\$ 108,553	\$ 92,078
Investment income	70,000	720,789	406,382
Developer contributions	0	197,655	39,450
Other charges	196,300	216,577	980,987
Donations	<u>16,300</u>	<u>142,381</u>	<u>71,975</u>
	<u><b>\$ 362,600</b></u>	<u><b>\$ 1,385,955</b></u>	<u><b>\$ 1,590,872</b></u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**13. PENSION AGREEMENTS**

The municipality makes contributions to the Ontario Municipal Employees Retirement System (OMERS) on behalf of its staff. The amount contributed to OMERS was \$781,308 (2022 - \$673,658). The contribution rate was 9.0% to 14.6% (2022 - 9.0% to 14.6%) depending on age and income level. The ongoing adequacy of the contribution rates will need to be monitored as fluctuations in the financial markets may lead to increased future funding requirements.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2023 which reported \$128.8 billion in net assets available for benefits (2022 - \$124.4 billion), \$134.57 billion as the defined benefit accrued pension obligation (2022 - \$128.8 billion) and a defined benefit funding deficit of \$4.2 billion (2022 - \$6.7 billion). Ongoing adequacy of the current contribution rates will need to be monitored as fluctuations in financial markets may lead to increased future funding requirements.

**14. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON**

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Wellington:

	<b>2023</b>	<b>2022</b>
School boards	\$ 2,568,894	\$ 2,474,256
County of Wellington	<u>7,709,999</u>	<u>7,212,286</u>
	<u>\$ 10,278,893</u>	<u>\$ 9,686,542</u>

**15. CONTINGENT LIABILITIES**

In the normal course of its operations, the municipality is subject to various litigations and claims. The ultimate outcome of these claims cannot be determined at this time. However, the municipality's management believes that the ultimate disposition of these matters will not have a material adverse effect on its financial position.



**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**16. SEGMENTED DISCLOSURE**

The Corporation of the Town of Minto is a diversified municipal government institution that provides a wide range of services to its citizens, such as general government, fire, transportation services, water and wastewater, recreational and cultural services, and planning and development. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This segment encompasses the revenues and expenses related to administrative departments and activities including Council, accounting and finance, property taxation, human resources, legislative services, legal services, information and communications technology and corporate facilities.

Protection Services

Protection is comprised of fire protection and emergency services, building code and municipal by-law enforcement.

Transportation Services

Transportation is responsible for providing the municipality with road maintenance and administration including winter control and maintenance of sidewalks, stormwater collection, traffic signals and systems, parking and street lighting.

Environmental Services

This segment encompasses waste water management and control, and provision of water for consumption. User rate funded activities for water and wastewater are mandated by the Province to be self funding and are included in this segment.

Health and Social Services

This segment encompasses the operations of the Clifford Medical Clinic, community gardens and after-school childcare.

Recreational and Cultural Services

This segment encompasses all recreation facilities, program costs, parks maintenance, and related direct administration revenues and expenses.

Planning and Development

This segment encompasses all administration expenses and revenues to operations of the building and economic development departments.

**THE CORPORATION OF THE TOWN OF MINTO**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**17. ASSET RETIREMENT OBLIGATION**

The municipality owns and operates the following assets that have asset retirement obligations associated with them:

Asbestos Obligation:

Asbestos and other designated hazardous materials represent a health hazard upon disturbance and as a result carry a legal obligation to remove them when an asset undergoes a significant renovation, demolition, or removal. The municipality owns and operates several assets that are known to have asbestos containing materials. As a result, the municipality recognized an obligation relating to the removal of the hazardous materials upon adoption of PS 3280, Asset Retirement Obligations. This resulted in a 2023 liability of \$371,074 and a corresponding increase to the cost base of the associated assets.

Well Decommissioning Obligation:

The Groundwater Protection Regulation provides specific guidelines for decommissioning wells which give rise to a retirement obligation. The City must recognize an asset retirement obligation related to one well owned by Leeds and the Thousand Islands that will be required to be decommissioned at the end of life. This resulted in an increase of \$173,355 to retirement liability with a corresponding increase to the cost base of the associated assets.

	<b>Asbestos Obligation</b>	<b>Well Decommissioning</b>	<b>2023</b>
Adoption of PS 3280	\$ 355,946	\$ 166,288	\$ 522,234
Accretion Expense	<u>15,128</u>	<u>7,067</u>	<u>22,195</u>
	<u><u>\$ 371,074</u></u>	<u><u>\$ 173,355</u></u>	<u><u>\$ 544,429</u></u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Schedule 1**

	Land	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	2023	2023
<b>COST</b>								
Balance, beginning of year	\$ 6,170,107	\$ 25,245,623	\$ 6,933,460	\$ 6,037,485	\$ 65,765,059	\$ 51,396,079	\$ 161,547,813	\$ 154,494,952
Additions during the year	333,631	437,237	990,226	540,187	1,329,586	1,377,145	5,008,012	10,445,800
Disposals during the year	(153,946)	0	(119,685)	(4,319)	(206,262)	(470,790)	(955,002)	(3,392,939)
Balance, end of year	<u>6,349,792</u>	<u>25,682,860</u>	<u>7,804,001</u>	<u>6,573,353</u>	<u>66,888,383</u>	<u>52,302,434</u>	<u>165,600,823</u>	<u>161,547,813</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	1,450,195	12,106,695	3,837,019	3,975,400	34,347,605	18,670,468	74,387,382	72,875,016
Amortization	99,290	338,808	481,049	263,044	1,002,815	1,161,068	3,346,074	3,410,376
Disposals during the year	(45,443)	0	(100,456)	(4,319)	(199,637)	(347,025)	(696,880)	(1,898,010)
Balance, end of year	<u>1,504,042</u>	<u>12,445,503</u>	<u>4,217,612</u>	<u>4,234,125</u>	<u>35,150,783</u>	<u>19,484,511</u>	<u>77,036,576</u>	<u>74,387,382</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 4,845,750</u>	<u>\$ 13,237,357</u>	<u>\$ 3,586,389</u>	<u>\$ 2,339,228</u>	<u>\$ 31,737,600</u>	<u>\$ 32,817,923</u>	<u>\$ 88,564,247</u>	<u>\$ 87,160,431</u>

**THE CORPORATION OF THE TOWN OF MINTO**  
**CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

*Schedule 2*

	<b>2023</b>	<b>2023</b>
<b>SURPLUS</b>		
Invested in tangible capital assets	\$ 78,542,319	\$ 76,434,754
General fund	<u>4,903,462</u>	<u>4,890,510</u>
	<u>83,445,781</u>	<u>81,325,264</u>
<b>RESERVES</b>		
Working capital	1,204,000	1,204,000
General rate stabilization	1,306,414	1,015,432
Legal and insurance	52,590	52,590
Economic development	16,081	17,691
Minto mental health	<u>5,000</u>	<u>5,000</u>
	<u>2,584,085</u>	<u>2,294,713</u>
<b>RESERVE FUNDS</b>		
Administration	(1,460)	104,565
Building - capital	96,550	92,276
Cemeteries	0	4,565
Community centres	445,120	388,777
Economic development	66,440	83,762
Fire	(350,929)	74,797
Minto hydro - shares	1,696,046	1,696,046
Minto hydro - westario dividends	364,836	309,986
Municipal elections	16,730	690
Municipal modernization	231,085	218,594
Norgan theatre	152,615	115,528
Parks, pools and satellite facilities	0	119,309
Roads	222,196	148,769
Safe restart agreement	94,700	89,581
Water services contingency	500,000	510,124
Wastewater services contingency	500,000	510,077
Water services capital	2,899,404	2,134,322
Wastewater services capital	<u>3,506,361</u>	<u>2,710,125</u>
	<u>10,439,694</u>	<u>9,311,893</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 96,469,560</u>	<u>\$ 92,931,870</u>

THE CORPORATION OF THE TOWN OF MINTO  
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2023

Schedule 3

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	Total 2023	Total 2023
<b>REVENUE</b>									
Taxation	\$ 637,699	\$ 1,098,717	\$ 1,538,128	\$ 1,521,678	\$ 125,965	\$ 1,008,865	\$ 338,049	\$ 6,269,101	\$ 6,102,032
Grants	1,524,622	377,587	0	16,386	0	268,426	55,555	2,242,576	4,365,369
User fees	264,746	371,695	188,829	4,501,321	127,162	1,067,025	168,511	6,689,289	6,459,448
Other income	1,385,955	0	0	0	0	0	0	1,385,955	1,590,872
Obligatory reserve fund	0	0	2,337,000	0	0	50,000	109,373	2,496,373	1,046,543
Gain on disposal of TCA	0	9,127	(6,731)	(99,481)	0	0	97,774	689	(1,208,484)
	<u>3,813,022</u>	<u>1,857,126</u>	<u>4,057,226</u>	<u>5,939,904</u>	<u>253,127</u>	<u>2,394,316</u>	<u>769,262</u>	<u>19,083,983</u>	<u>18,355,780</u>
<b>EXPENSES</b>									
Salaries and benefits	1,008,985	1,317,115	833,898	996,652	34,218	1,573,849	320,088	6,084,805	5,479,634
Interest on debt	0	0	83,924	136,088	34,203	12,179	22,708	289,102	319,772
Materials	356,237	790,335	1,498,979	1,172,586	79,902	1,110,411	241,674	5,250,124	5,443,163
Contracted services	34,269	30,268	64,738	68,230	0	5,316	4,179	207,000	429,153
External transfers	29,843	185,512	0	0	29,926	0	14,420	259,701	259,486
Rents and financial	23,710	0	3,082	239	37,645	26,036	18,775	109,487	94,440
Amortization	55,339	297,837	1,245,208	1,217,162	8,522	434,870	87,136	3,346,074	3,410,376
	<u>1,508,383</u>	<u>2,621,067</u>	<u>3,729,829</u>	<u>3,590,957</u>	<u>224,416</u>	<u>3,162,661</u>	<u>708,980</u>	<u>15,546,293</u>	<u>15,436,024</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ 2,304,639</u>	<u>\$ (763,941)</u>	<u>\$ 327,397</u>	<u>\$ 2,348,947</u>	<u>\$ 28,711</u>	<u>\$ (768,345)</u>	<u>\$ 60,282</u>	<u>\$ 3,537,690</u>	<u>\$ 2,919,756</u>

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Minto - Trust Funds

### Opinion

We have audited the accompanying financial statements of the trust funds of The Corporation of the Town of Minto, which comprise the statements of financial position as at December 31, 2023 and the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Town of Minto as at December 31, 2023 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the trust funds of The Corporation of the Town of Minto in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the trust funds of The Corporation of the Town of Minto financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the trust funds of The Corporation of the Town of Minto's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds of The Corporation of the Town of Minto or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the the trust funds of The Corporation of the Town of Minto's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the the trust funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the the trust funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the the trust funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

**THE CORPORATION OF THE TOWN OF MINTO - TRUST FUNDS**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2023**

	<b>2023</b>	<b>2023</b>
<b>ASSETS</b>		
Cash	\$ 22,175	\$ 226,403
Investments	<u>589,490</u>	<u>364,007</u>
	<u>\$ 611,665</u>	<u>\$ 590,410</u>
<b>FUND BALANCES</b>		
Fund balance, end of year	<u>\$ 611,665</u>	<u>\$ 590,410</u>

**THE CORPORATION OF THE TOWN OF MINTO - TRUST FUNDS**  
**STATEMENT OF CONTINUITY**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<b>2023</b>	<b>2023</b>
<b>FUND BALANCE, beginning of year</b>	<u>\$ 590,410</u>	<u>\$ 563,360</u>
<b>Capital Receipts</b>		
Investment income	15,949	1,453
Sale of plots, maintenance fees	<u>21,255</u>	<u>27,050</u>
	<u>37,204</u>	<u>28,503</u>
<b>TRANSFER TO THE TOWN OF MINTO</b>	<u>15,949</u>	<u>1,453</u>
<b>FUND BALANCE, end of year</b>	<u>\$ 611,665</u>	<u>\$ 590,410</u>



**THE CORPORATION OF THE TOWN OF MINTO - TRUST FUNDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the trust funds of The Corporation of the Town of Minto are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) **BASIS OF ACCOUNTING**

- (i) Sources of income and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**2. INVESTMENTS**

Trust fund investments are fixed income securities and are recorded at market value.



**TOWN OF MINTO**

**MEETING DATE:** October 15, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Finance  
**SUBJECT:** FIN 2024-012 - 2023 Audited Financial Statements

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives report FIN 2024-017 2023 Audited Financial Statements, prepared by the Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the 2023 Audited Financial Statements and Financial Information Return as presented.

**BACKGROUND:**

The 2023 Financial Statements have been prepared in accordance with Canadian Generally Accepted Accounting Principles as set by the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Standards Board (PSAB). These statements have been audited by RLB, LLP, Chartered Professional Accountants.

These statements have been prepared under the PSAB regulations which require the use of full accrual accounting and the recording of tangible capital assets (TCAs) at historical cost and amortized over their estimated useful lives.

**COMMENTS:**

Since the annual budget and financial records are primarily prepared on a cash-basis, the annual surplus contained in the records of the municipality differ greatly from that calculated using the accounting concepts prescribed by PSAB.

The conversion to full-accrual accounting and the adjustments necessary to record TCAs have resulted in an annual surplus under the PSAB rules of \$3,537,690. The Consolidated Statement of Financial Position shows the municipality's historical cost of TCAs as \$165,600,823 less accumulated amortization of \$77,036,576 for a net book value of \$88,564,247. In order to address the infrastructure deficit, Council has continued to invest in capital replacements and additions. The annual depreciation on the tangible capital assets is just under \$3 million. This figure is similar to that recorded in recent years. The Town of Minto continues to work with our partner Wellington County municipalities as all entities have implemented Citywide software and using more standard definitions for useful lives and condition ratings.

Many projects which were included in Work-in-Progress as at December 31, 2022 have now been transferred into active service. the overall Work-in-Progress is reduced to a little of \$1million as at December 31, 2023.

Depreciation provides one tool to set capital budgeting targets. Council has allocated the following amounts to capital the last five years:

Year	Amount
2020	\$6,683,500
2021	\$11,872,900
2022	\$4,373,000
2023	\$4,112,500
2024	\$3,702,400

The Town's capital plan for 2025 to 2027 proposes approximately \$27 million in capital spending on infrastructure. This figure may be adjusted in consideration of the updated Asset Management Plan and available resources and funding from other levels of government.

The Consolidated Statement of Operations includes the activity of the former operating, capital and reserve funds. All operating and capital revenues and expenses are shown on this statement. The Net Financial Assets (or Net Debt if in a deficit) is the amount of cash available if all cashable assets were liquidated and all liabilities paid off. The balance of the Town of Minto's Net Assets at December 31, 2023 was \$7,721,647. The Accumulated Surplus of \$96,469,560 does not represent available liquid funds. The bulk of this figure is comprised of assets which are capital investments used to deliver municipal services such as roads, buildings, water towers, sanitary sewer pipes and fire trucks. The replacement value of these assets of approximately \$384 million as noted in the last update of the Asset Management Plan (AMP) in June 2024 is much higher than the historical cost. This revised AMP includes all Tangible Capital Assets (TCAs) such as recreation, fire protection, vehicles and other equipment and land holdings in addition to the core assets of roads and bridges, stormwater, water and wastewater. The large increases in capital replacement costs experienced in the last two years means that even this estimate is most probably quite low. Council continues to meet the provisions of Ontario Regulation 588/17. The next deadline under this legislation is July 1, 2025, which requires a review of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities. Updated replacement costs for both Core and Non-Core assets are also to be included in a revised Asset Management Plan

The Consolidated Statement of Cash Flows shows how the Town financed its activities and met its cash requirements. It is divided into four sections: operating activities, capital activities, investing activities and financing activities. Cash increased by \$1,385,537 to a

balance of \$15,262,341 on December 31, 2023, primarily due to increased development charges and user fees collected, reductions in receivables, capital acquisitions and no new borrowing.. Net principal payments on long term debt were \$1,236,733. The ending outstanding external debt is \$9,570,917 which includes \$1,150,000 borrowed on behalf of the North Wellington Health Care Corporation. During the year, as taxes are collected and large County and school board remittances are made, as well as paying for capital expenditures, this cash balance greatly fluctuates.

The Municipal Act, 2001, S.O. 2001, c.25, as amended, states that each Municipality will annually report on its financial affairs, accounts, and transactions in the form of the annual Financial Information Return (FIR). The FIR includes many non-financial pieces of information which are used to compile statistics and submit data under the Municipal Performance Measurement Program (MPMP).

The format of the 2023 FIR is similar to that of 2022, with major changes is the format of this Return continuing to be deferred for several years, according to the latest pronouncements. The major change for 2023 is the incorporation of calculations with regard to Asset Retirement Obligations (AROs). In general, the numbers contained in the FIR tie in very closely to those reflected in the financial statements, but with much more detailed breakdowns.

Budgeted figures which approximate PSAB format amounts are shown in the Consolidated Statements of Operations and Accumulated Surplus and Change in Net Financial Assets for 2023.

#### **FINANCIAL CONSIDERATIONS:**

There is no financial impact directly associated with this report, although there are financial penalties levied if these documents are not filed when required. The information contained here should be part of 2025 budget deliberations, along with the useful qualitative and quantitative information contained in the updated Asset Management Plan.

#### **STRATEGIC PLAN:**

Goal 5: Responsible Government. Deliver services in an open, accountable and transparent manner.

**PREPARED BY:** Gordon Duff, Treasurer

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

# DOWNTOWN PALMERSTON BUSINESS MEETING

*You're Invited!*

# BIG DIG 2026



## PALMERSTON ARENA

**OCTOBER 30TH, 2024 | 8:00AM-9:30AM**

**CONTINENTAL BREAKFAST PROVIDED**

*In the summer of 2026, the reconstruction of Main Street East and West, Palmerston will commence. The limits of the reconstruction are 400 metres west of Toronto Street to 140 metres east of King's Highway 23.*

*The overall scope of the project includes the full replacement of underground infrastructure (existing watermain, sanitary and storm sewer), including new services to property line for properties serviced from Main Street E/W, as well as road surface works including; improved roadway cross-sections, sidewalks, and driveway entrances as well as various intersection improvements and streetscaping.*

***Learn about the new project & ask questions!***

**WORK  
TOGETHER TO  
BRAINSTORM**

**EVENTS**

**MARKETING**

**PROMOTIONS**

*Have a say in how we will SURVIVE & THRIVE during the construction.*

**Please RSVP for free on  
[www.minto-chamber.on.ca](http://www.minto-chamber.on.ca) or  
by contacting 519-510-7400/  
[info@minto-chamber.on.ca](mailto:info@minto-chamber.on.ca).**



157



*For questions related to the project, contact Belinda at [belinda@town.minto.on.ca](mailto:belinda@town.minto.on.ca) or 519-338-2511 ext 241*



*You're Invited!*

ALL RESIDENTS WELCOME  
PALMERSTON DOWNTOWN MEETING

**BIG DIG** 2026

**PUBLIC INFORMATION SESSION**

**PALMERSTON ARENA**

**OCTOBER 30TH, 2024 | 5:00PM-8:00PM**

*In the summer of 2026, the reconstruction of Main Street East and West, Palmerston will commence. The limits of the reconstruction are 400 meters west of Toronto Street to 140 meters east of King's Highway 23.*

*The overall scope of the project includes the full replacement of underground infrastructure (existing watermain, sanitary and storm sewer), including new services to property line for properties serviced from Main Street E/W, as well as road surface works including; improved roadway cross-sections, sidewalks, and driveway entrances as well as various intersection improvements and streetscaping.*

***Drop-in to learn about the new project & ask questions!***

*Any questions, please contact Belinda at [belinda@town.minto.on.ca](mailto:belinda@town.minto.on.ca)*

For more information & updates about the project, please visit [town.minto.on.ca](http://town.minto.on.ca) or follow @townofminto on social media.



158





# The Corporation of the Town of Cobourg

## Resolution

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Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

**Sent via email**

September 27, 2024

Please be advised that the Town of Cobourg Council, at its meeting held on September 25, 2024, passed the following resolution:

WHEREAS the increased importation and use of non-Original Equipment Manufacturer (OEM) aftermarket batteries is presenting a significant increase in fire and explosion, putting citizens and responding personnel in danger; and

WHEREAS these aftermarket batteries are not Underwriter Laboratories of Canada (ULC) certified but can be imported into Canada without any associated regulations; and

WHEREAS unlicensed persons and locations can store and modify lithium-ion batteries in our communities without regulations, providing dangerous conditions within a community and charging these batteries within the home or multi-unit dwellings can result in larger fires with grave results; and

WHEREAS as Canada becomes more aware of Green Energy solutions, these batteries are used more often, increasing the danger to our communities.

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg supports the resolution from the from Municipality of Wawa regarding regulations for the importation of safe use of lithium-ion batteries; and

FURTHER THAT the Council of the Corporation of the Town of Cobourg does hereby support the Ontario Fire Marshal's program to educate citizens on the danger associated with lithium-ion batteries and encourage every municipality to actively promote safe practices for the use of lithium-ion batteries; and

FURTHER THAT Council does hereby call upon all levels of government to enact regulations for the importation, sale, storage, and use of non-OEM or ULC certified lithium-ion batteries and that this resolution be shared with the Township of Otonabee-South Monaghan, the Ontario Municipal Fire Prevention Officers Association and all Ontario Municipalities.

Sincerely,

Kristina Lepik  
Deputy Clerk/Manager, Legislative Services



The Corporation of the City of Temiskaming Shores  
Regular Council Meeting  
Tuesday, September 17, 2024

## Resolution

### **Provincial decision regarding alcohol sales in convenience stores and locations that sell fuel to drivers, and the development of a comprehensive provincial alcohol strategy**

#### Resolution No. 2024-332

Moved by: Councillor Whalen

Seconded by: Councillor Wilson

Whereas excessive consumption of alcohol has a negative impact on many communities because of detrimental health effects, road safety, and other harms; and

Whereas the number of cases of individuals driving under the influence are increasing in Ontario, and the Timiskaming District has recently seen its highest rate ever for impaired driving infractions with 10 in April of 2024; and

Whereas jurisdictions with broader access to alcohol have higher rates of driving under the influence and crashes associated with alcohol; and

Whereas alcohol causes at least seven types of cancer and is a risk factor for, disease, disability and premature death, and is a direct cause of 4,300 deaths and 195,000 emergency department visits per year in Ontario; and

Whereas alcohol related emergency department visits increased 18 percent after the introduction of alcohol sales in grocery stores in Ontario; and

Whereas 35 percent of youth in grades 10 and 11 in the Timiskaming District have indicated that they consumed alcohol at 13 years or younger; and

Whereas 49 percent of youth in grades 10 and 11 in the Timiskaming District have been drunk at least once in their life; and

Whereas alcohol related harms cost the Ontario economy 7 billion dollars a year; and

Whereas alcohol is a factor in many domestic, sexual and physical assaults in Ontario; and



Whereas most tax revenue generated by the sale of alcohol goes to the province yet the costs and harms that are alcohol related are borne by the municipalities in the form of policing and social services and public health costs.


Therefore be it resolved that Council for the City of Temiskaming Shores requests the Government of Ontario reverse their decision to allow alcohol to be sold in more locations and implement the following recommendations:

1. Permit municipalities to opt out of retail alcohol expansion;
2. Grant municipalities the powers to use zoning to determine where new alcohol retail locations are acceptable;
3. Not permit alcohol sales within 150 m of schools, daycares, or substance use facilities;
4. Prohibit the sale of Alcohol at gas stations;
5. Require health warning labels on all alcohol containers;
6. Dedicate a portion of provincial alcohol revenue to addressing alcohol related harms; and
7. Develop and implement a comprehensive provincial alcohol strategy, in partnership with municipalities, that prioritizes health and safety and considers the costs associated with alcohol consumption.

Further that a copy of this resolution be provided to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; the Honourable Doug Downey, Attorney General; the Honourable Prabmeet Sarkaria, Minister of Transportation; John Vanthof, MPP Timiskaming Cochrane; AMO; FONOM; ROMA; Temiskaming Municipal Association (TMA); Timiskaming Health Unit (Planet Youth Timiskaming); Temiskaming Shores OPP Detachment Board; and all Ontario Municipalities.

**Carried**

Certified True Copy  
City of Temiskaming Shores



Logan Belanger  
Municipal Clerk

**The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE**



**Regular Meeting of Council**

**Agenda Number:** 7.4.

**Resolution Number** 2024-325

**Title:** Resolution stemming from May 15, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #12

**Date:** August 14, 2024

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**Moved by:** Councillor Loftus

**Seconded by:** Councillor Laframboise

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution #26-24 passed by Public Health Sudbury and Districts, regarding recommendations for Government Regulations of nicotine pouches;**

**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Premier of Ontario, Doug Ford; the Deputy Premier and Minister of Health, Sylvia Jones; our local member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO); the Public Health Sudbury & Districts; and all Ontario Municipalities.**

**CARRIED**

  
MAYOR

April 22, 2024

VIA ELECTRONIC MAIL

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford:

**Re: Recommendations for Government Regulation of Nicotine Pouches**

In July 2023, Health Canada gave approval to Imperial Tobacco Canada to sell Zonnica under the [Natural Health Product Regulations](#) as a Nicotine Replacement Therapy (NRT) product. Consequently, Zonnica is sold under the Health Canada approval without adhering to the restrictions of the Federal [Tobacco and Vaping Products Act, 1997](#) and the [Smoke-Free Ontario Act, 2017](#).

Since this time, nicotine pouches have become widely available to youth. These flavoured pouches can be legally purchased by those under 18 years of age in Ontario. The unrestricted sale, display, and promotion of nicotine pouches contribute to accessibility, normalization, and potential health hazards. Nicotine is highly addictive and its use, in any form, is unsafe for children<sup>1</sup> and youth<sup>2</sup>. Exposure to nicotine can have adverse effects on the developing brains of children and youth and increases the likelihood of initiation and long-term use of tobacco<sup>2</sup>.

In March 2024, Public Health Sudbury & Districts released an advisory alert to local health system partners sharing concerns related to nicotine pouches. Additionally, letters were sent to education directors, educators, and parents to increase awareness of the availability and risks of nicotine pouches to children and youth.

At its meeting on April 18, 2024, the Board of Health for Public Health Sudbury & Districts took further action and carried the following resolution #26-24:

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

34 rue Birch Street  
Box / Boîte 485  
Chapleau ON P0M 1K0  
t: 705.860.9200  
f: 705.864.0820

**toll-free / sans frais**

1.866.522.9200

[phsd.ca](http://phsd.ca)



*WHEREAS Health Canada approved nicotine pouches for sale under the Natural Health Product regulations providing no restrictions on advertising or sale to children and youth; and*

*WHEREAS the unrestricted sale, display, and promotion of nicotine pouches contribute to their accessibility, the normalization of nicotine use, and potential health hazards; and*

*WHEREAS nicotine is highly addictive and its use, in any form, is unsafe for children and youth; and*

*WHEREAS exposure to nicotine can have adverse effects on the developing brains of adolescents and young adults and increases the likelihood of initiation and long-term use of tobacco products; and*

*WHEREAS the emergence of nicotine pouch products occurred rapidly without requiring adherence to the restrictions of the federal [Tobacco and Vaping Products Act, 1997](#), and the [Smoke-Free Ontario Act, 2017](#); and*

*THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly encourage Health Canada to take immediate action to close the regulatory gap that permits the sale of nicotine pouches to youth under 18 years of age; and*

*FURTHER THAT the Board of Health urge Health Canada to strengthen regulations to restrict the sale of new and emerging tobacco and nicotine products, ensuring that nicotine availability to children and youth never occur again; and*

*FURTHER THAT the Board of Health for Public Health Sudbury & Districts strongly encourage the Government of Ontario to exclusively sell nicotine pouches from behind pharmacy counters, limit their display in retail settings, and restrict their promotion, especially to youth; and*

*FURTHER THAT the Government of Ontario expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.*

We strongly encourage the Government of Ontario to follow immediately the Government of British Columbia and the Government of Québec to exclusively sell nicotine pouches in pharmacies, specifically behind the counter. This decision reduces product availability, restricts their promotion, and limits their display in retail settings.

Until tighter restrictions of nicotine pouches are implemented, the widely available and accessible product will continue to expose children and youth to nicotine. The Board of Health for Public Health Sudbury & Districts strongly encourages the Government of Ontario to expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.

We thank you for your speedy attention to this important issue, and we continue to look forward to opportunities to work together to promote and protect the health of Ontarians.

Sincerely,



René Lapierre  
Chair, Board of Health



M. Mustafa Hirji, MD, MPH, FRCPC  
Acting Medical Officer of Health and Chief Executive Officer

cc: Honourable Mark Holland, Minister of Health of Canada  
Honourable Sylvia Jones, Deputy Premier and Minister of Health  
Honourable Ya'ara Saks, Canada's Minister of Mental Health and Addictions and Associate Minister of Health  
Honourable Michael Parsa, Minister of Children, Community and Social Services  
Yasir Naqvi, Parliamentary Secretary to the Minister of Health, Honorable Mark Holland  
Dr. Kieran Moore, Chief Medical Officer of Health of Ontario  
France Gélinas, Member of Provincial Parliament, Nickel Belt  
Jamie West, Member of Provincial Parliament, Sudbury  
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin  
Viviane Lapointe, Member of Parliament, Sudbury  
All Ontario Boards of Health  
Association of Local Public Health Agencies

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<sup>1</sup> U.S. Department of Health and Human Services. (2014). "The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General."

<https://www.ncbi.nlm.nih.gov/books/NBK294308/#ch5.s2>

<sup>2</sup> National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. (2016). "E-cigarette Use Among Youth and Young Adults: A Report of the Surgeon General." Retrieved on January 30, 2024 from

[www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016\\_sgr\\_entire\\_report\\_508.pdf](http://www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016_sgr_entire_report_508.pdf).

April 22, 2024

VIA ELECTRONIC MAIL

The Honourable Mark Holland  
Minister of Health of Canada  
House of Commons  
Ottawa, Ontario K1A 0A6

Dear Minister Holland:

**Re: Recommendations for Government Regulation of Nicotine Pouches**

In July 2023, Health Canada gave approval to Imperial Tobacco Canada to sell Zonnica under the [Natural Health Product Regulations](#) as a Nicotine Replacement Therapy (NRT) product. Consequently, Zonnica is sold under the Health Canada approval without adhering to the restrictions of the Federal [Tobacco and Vaping Products Act, 1997](#) and the [Smoke-Free Ontario Act, 2017](#).

Since this time, nicotine pouches have become widely available to youth. These flavoured pouches can be legally purchased by those under 18 years of age in Ontario. The unrestricted sale, display, and promotion of nicotine pouches contribute to accessibility, normalization, and potential health hazards. Nicotine is highly addictive and its use, in any form, is unsafe for children<sup>1</sup> and youth<sup>2</sup>. Exposure to nicotine can have adverse effects on the developing brains of children and youth and increases the likelihood of initiation and long-term use of tobacco products<sup>2</sup>.

In March 2024, Public Health Sudbury & Districts released an advisory alert to local health system partners sharing concerns related to nicotine pouches. Additionally, letters were sent to education directors, educators, and parents to increase awareness of the availability and risks of nicotine pouches to children and youth.

At its meeting on April 18, 2024, the Board of Health for Public Health Sudbury & Districts took further action and carried the following resolution #26-24:

*WHEREAS Health Canada approved nicotine pouches for sale under*

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

34 rue Birch Street  
Box / Boîte 485  
Chapleau ON P0M 1K0  
t: 705.860.9200  
f: 705.864.0820

**toll-free / sans frais**

1.866.522.9200

[phsd.ca](http://phsd.ca)



*the Natural Health Product regulations providing no restrictions on advertising or sale to children and youth; and*

*WHEREAS the unrestricted sale, display, and promotion of nicotine pouches contribute to their accessibility, the normalization of nicotine use, and potential health hazards; and*

*WHEREAS nicotine is highly addictive and its use, in any form, is unsafe for children and youth; and*

*WHEREAS exposure to nicotine can have adverse effects on the developing brains of adolescents and young adults and increases the likelihood of initiation and long-term use of tobacco products; and*

*WHEREAS the emergence of nicotine pouch products occurred rapidly without requiring adherence to the restrictions of the federal [Tobacco and Vaping Products Act, 1997](#), and the [Smoke-Free Ontario Act, 2017](#); and*

*THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly encourage Health Canada to take immediate action to close the regulatory gap that permits the sale of nicotine pouches to youth under 18 years of age; and*

*FURTHER THAT the Board of Health urge Health Canada to strengthen regulations to restrict the sale of new and emerging tobacco and nicotine products, ensuring that nicotine availability to children and youth never occur again; and*

*FURTHER THAT the Board of Health for Public Health Sudbury & Districts strongly encourage the Government of Ontario to exclusively sell nicotine pouches from behind pharmacy counters, limit their display in retail settings, and restrict their promotion, especially to youth; and*

*FURTHER THAT the Government of Ontario expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.*

We applaud your pledge to take action to review the approval process for flavoured nicotine sales and advertising. We acknowledge the advisory Health Canada issued in March stating nicotine pouches should be used for nicotine replacement therapy in adults and the emphasis on keeping them out of reach of children and youth.

However, only until tighter restrictions of nicotine pouches are implemented, the widely available and accessible product will continue to expose children and youth to nicotine. The Board of Health for Public Health Sudbury & Districts strongly encourages the federal government to take immediate action to close the regulatory gap by restricting the sale of nicotine pouches to those under 18 years of age. We also support Health Canada in their assertion to halt the legal purchasing loophole and ensure that nicotine availability to children and youth never occurs with new and emerging products.



We thank you for your attention to this important issue, and we continue to look forward to opportunities to work together to promote and protect the health of Canadians.

Sincerely,



René Lapierre  
Chair, Board of Health



M. Mustafa Hirji, MD, MPH, FRCPC  
Acting Medical Officer of Health and Chief Executive Officer

cc: Honourable Doug Ford, Premier of Ontario  
Honourable Sylvia Jones, Deputy Premier and Minister of Health  
Honourable Ya'ara Saks, Canada's Minister of Mental Health and Addictions and Associate Minister of Health  
Honourable Michael Parsa, Minister of Children, Community and Social Services  
Yasir Naqvi, Parliamentary Secretary to the Minister of Health, Honorable Mark Holland  
Dr. Kieran Moore, Chief Medical Officer of Health of Ontario  
France Gélinas, Member of Provincial Parliament, Nickel Belt  
Jamie West, Member of Provincial Parliament, Sudbury  
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin  
Viviane Lapointe, Member of Parliament, Sudbury  
All Ontario Boards of Health  
Association of Local Public Health Agencies

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<sup>1</sup> U.S. Department of Health and Human Services. (2014). "The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General."

<https://www.ncbi.nlm.nih.gov/books/NBK294308/#ch5.s2>

<sup>2</sup> National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. (2016). "E-cigarette Use Among Youth and Young Adults: A Report of the Surgeon General."



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Retrieved on January 30, 2024 from  
[www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016\\_sgr\\_entire\\_report\\_508.pdf](http://www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016_sgr_entire_report_508.pdf).

**The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE**



**Regular Meeting of Council**

**Agenda Number:** 7.2.

**Resolution Number** 2024-323

**Title:** Resolution stemming from May 15, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #5

**Date:** August 14, 2024

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**Moved by:** Councillor Loftus

**Seconded by:** Councillor Lachance

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Motion #14 passed by the Town of Plympton-Wyoming supporting the Resolution dated March 18, 2024 passed by the Township of Adelaide Metcalfe, regarding a request to increase the tile drain loan limit;**

**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Minister of Agriculture, Food and Rural Affairs (OMAFRA), Lisa Thompson; the Association of Municipalities of Ontario (AMO); the Rural Ontario Municipal Association (ROMA); and all Ontario Municipalities.**

**CARRIED**

  
MAYOR



The Honourable Lisa Thompson  
Ministry of Agriculture, Food and Rural Affairs  
11<sup>th</sup> Floor  
77 Grenville St  
Toronto, ON  
M5S 1B3

(sent via e-mail)

April 12<sup>th</sup>, 2024

Re: Request to Increase Tile Drain Loan Limit

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on April 10<sup>th</sup>, 2024, passed the following motion supporting the resolution from the Township of Adelaide Metcalfe regarding a Request to Increase Tile Drain Loan Limit.

**Motion #14**

Moved by Councillor Kristen Rodrigues

Seconded by Councillor John van Klaveren

That Council support correspondence item 'I' from the Township of Adelaide Metcalfe regarding a Request to Increase Tile Drain Loan Limit.

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca).

Sincerely,

Ella Flynn  
Executive Assistant – Deputy Clerk  
Town of Plympton-Wyoming

Cc: Association of Municipalities Ontario [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
Rural Ontario Municipal Association [roma@roma.on.ca](mailto:roma@roma.on.ca)  
All regional Municipalities



March 22<sup>nd</sup>, 2024

The Honourable Lisa Thompson  
Ministry of Agriculture, Food and Rural Affairs  
11th Floor  
77 Grenville St.  
Toronto, ON M5S 1B3

**RE: Township of Adelaide Metcalfe – Request to Increase Tile Drain Loan Limit**

Dear Minister Thompson,

On March 18, 2024, the Township of Adelaide Metcalfe Council approved the following resolution:

*WHEREAS farm drainage is of paramount importance in Ontario due to its significant impact on agricultural productivity and sustainability. Effective drainage systems help mitigate waterlogging, control soil moisture levels, and enhance soil structure, thereby optimizing growing conditions for crops;*

*WHEREAS improved drainage also facilitates timely field operations, reduces erosion, and minimizes nutrient runoff, contributing to environmental conservation efforts;*

*WHEREAS Ontario's diverse agricultural landscape, where weather variability is common, well-maintained drainage systems play a crucial role in ensuring stable yields, economic viability, and long-term resilience for farmers across the Province;*

*WHEREAS the Tile Loan Drainage Act, R.S.O 1990, c. T.8 allows for the borrowing of money for the purpose of constructing drainage works;*

*WHEREAS the maximum annual limit for these loans, unchanged since 2004, is currently set at \$50,000.*

*WHEREAS costs for Tile Drainage has increased markedly since 2004;*

*NOW THEREFORE the Council of the Township of Adelaide Metcalfe requests that the Province through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) consider increasing the maximum annual Tile Loan limit to a minimum of \$100,000.*

*AND THAT this resolution be circulated the Honourable Lisa Thompson – Ministry of Agriculture, Food and Rural Affairs (OMAFRA), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all Ontario municipalities.*

Your consideration of Council's request is appreciated.

Kind regards,

A handwritten signature in dark ink, appearing to be 'MB', with a long horizontal line extending to the right.

Michael Barnier  
Clerk & Manager of Legislative Services  
Township of Adelaide Metcalfe  
[mbarnier@adelaidemetcalfe.on.ca](mailto:mbarnier@adelaidemetcalfe.on.ca)

Cc: Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
All Ontario Municipalities



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
705-432-2355

October 1, 2024

The Honourable Doug Ford  
Premier of Ontario

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Re: Rideshare Services

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Please be advised that Council adopted the following resolution at their Council meeting held on September 23, 2024:

C-2024-226

"Whereas, the Township of Brock faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community; and

Whereas Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel; and

Whereas, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework; and

Whereas, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

Therefore, Be It Resolved that the Township of Brock Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

Be It Further Resolved that the Township of Brock Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable Laurie Scott, Member of Provincial Parliament for Haliburton-Kawartha Lakes-Brock; the

Association of Municipalities of Ontario (AMO); the Region of Durham; all Durham Region lower-tier municipalities, and all Ontario municipalities."

Should you have any questions or concerns please do not hesitate to contact Clerks@Brock.ca.

Yours truly,

THE TOWNSHIP OF BROCK

A handwritten signature in cursive script that reads "Maralee Drake".

Maralee Drake  
Deputy Clerk

MD:dh

- cc. Hon. Prabmeet Sarkaria, Minister of Transportation – minister.mto@ontario.ca
- Hon. Paul Calandra, Minister of Municipal Affairs & Housing – minister.mah@ontario.ca
- Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock - laurie.scott@pc.ola.org
- Robin Jones, President, AMO - amopresident@amo.on.ca
- Durham Region municipalities
- All Ontario municipalities

## Municipal Newsletter

October 2024

This is the October 2024 municipal update about the work we do, in partnership with you, to protect municipal drinking water sources in Maitland Valley and Ausable Bayfield source protection areas.

### Contents:

1. Source Protection Plan updated
2. New Source Protection Committee member
3. New Staff for Source Water Protection Program
4. *Water Wise* events
5. Source protection region supports water protection through Water Wednesdays information campaign this autumn

### 1. Source Protection Plans updated

The Ausable Bayfield Maitland Valley (ABMV) Source Protection Committee (SPC) has developed two separate updates to the source protection plans to better protect sources of drinking water.

a. Updates to the Maitland Source Protection Plan were approved by the Province of Ontario on July 24, 2024. The amendment reflects changes to the Lucknow and Century Heights drinking water systems. The vulnerable area mapping for both systems have been updated, while the previously approved policies in the Maitland Valley Source Protection Plan remain unchanged.

The approval was posted the Environmental Registry at <https://ero.ontario.ca/notice/019-8799>

b. In March 2024, the Province approved a comprehensive update to the Source Protection Plans. Numerous policies were changed to align with changes to the Ontario *Clean Water Act, 2006* and to address policy implementation challenges.

Thanks to all our local municipalities for their input during consultation.

Updated documents can be downloaded at this link:

<https://www.sourcewaterinfo.on.ca/the-plans/>

### About Us

#### Source Protection Committee

- 12 members plus a Chair
- Represents local municipalities; economic sectors; and Other/Public

#### Source Protection Plans (SPP)

- Developed locally
- Approved by Province in 2015
- Updates approved in 2024
- Policies to protect municipal sources of drinking water
- Area covered – Ausable Bayfield and Maitland Valley source protection areas

**Goal:** To protect region's municipal sources of drinking water – aquifers and lakes – from contamination and overuse



## 2. New Source Protection Committee member

The newest member of the local source protection committee is Carol Leeming. She is a representative of the agriculture sector on the Ausable Bayfield Maitland Valley Source Protection Committee (SPC). She attended her first committee meeting on Wednesday, September 25, 2024 in Holmesville.

Matt Pearson is Chair of the SPC. He says the new committee member will be a positive addition to the committee.

“Carol brings many strengths to her new role as a Source Protection Committee member,” he said. “Her experience in farming, local government, and the volunteering sector will complement the diverse skills and insights of the committee members. We look forward to working with Carol on our mandate to protect source water supplies.”

Welcome, Carol!



## 3. Elizabeth Balfour replaces retiring Program Co-Supervisor Mary Lynn MacDonald

Mary Lynn MacDonald has retired from her position of Co-Supervisor for the local source water protection program, following more than 15 years of dedicated and resourceful contributions, to our region, in different roles. We are pleased that Elizabeth Balfour has agreed to join the team as her replacement. Elizabeth has worked at Ausable Bayfield Conservation Authority (ABCA) for nine years and has a strong background in watershed management, agriculture, and GIS analysis. She is already familiar with the source water protection program and has successfully completed the Province’s Risk Management Official training.

Welcome, Elizabeth!



## 4. ‘Water Wise’ Events: Promoting water protection to landowners with private wells

Very few landowners with private wells get their water tested on a regular basis. They may be aware that annual testing is important but often find the process to be challenging. In 2023 and early 2024, drinking water source protection staff, with assistance from Huron Perth Public Health (HPPH), organized several *Water Wise* events in partnership with local community and service groups. The goal was to encourage well water testing by providing a one-time local drop-off point for the water samples.



Local community groups hosted the Water Wise best practices events and assisted with distribution of water sampling bottles to local residents. Participating community groups include the Goderich, Dublin, Monkton, Londesboro, and Atwood Lions Clubs; and the Kirkton-Woodham and Howick Optimists, plus shoreline residents from Ashfield-Colborne Lakefront Association.

More than 420 people attended the events and more than 440 water bottle samples were provided to local public health for testing. There were more than 1,500 water bottles distributed by community volunteers. At these events, private well owners also received information about protecting source water and maintaining their wells and septic systems.

Provincial funding for this pilot project was provided to promote Ontario's Best Practices for non-municipal water (<https://www.ontario.ca/document/best-practices-source-water-protection>). The message to the public, at these events, was to **Test, Protect and Maintain**: test your well water; protect your source of water; and maintain your well and septic system.

Support for an additional event in 2024 was made possible thanks to the County of Huron's Huron Clean Water Project.

## 5. Source protection region supports water protection through Water Wednesdays information campaign this autumn

Ausable Bayfield Maitland Valley Source Protection Region, in partnership with the Province of Ontario and Conservation Ontario, is promoting positive local action to protect local municipal drinking water sources. The region is educating the public through **#WaterWednesdays** source protection posts on social media on Wednesdays, in autumn 2024, from October 2 to November 13. Campaign messages include:

- Drop off hazardous waste at municipal household hazardous waste days or depots.
- Select non-toxic chemicals and cleaners when doing fall cleanup this autumn.
- Tips for protecting your septic systems.



We encourage you to follow Ausable Bayfield and Maitland Valley source protection platforms and to share the posts with your neighbours.

To find out more visit the Ausable Bayfield Maitland Valley Source Protection Committee web page (<https://www.sourcewaterinfo.on.ca/the-committee/>) on the local source protection region website at <https://www.sourcewaterinfo.on.ca>

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Ausable Bayfield Maitland Valley Source Protection Region  
c/o Ausable Bayfield Conservation Authority  
71108 Morrison Line, R.R. 3  
Exeter, ON N0M 1S5

Tel 519-235-2610  
Toll-free 1-888-286-2610  
[www.sourcewaterinfo.on.ca](https://www.sourcewaterinfo.on.ca)

This project has received funding support from the Government of Ontario.  
Such support does not indicate endorsement of the contents of this material.



# The Corporation of the Town of Cobourg

## Resolution

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Honourable Doug Ford, Premier of Ontario  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

### **Delivered via email**

Doug.fordco@pc.ola.org  
premier@ontario.ca

October 4, 2024

RE: Motion from Mayor Lucas Cleveland regarding Support of Involuntary Care for  
Individuals with Severe Mental Health and Addictions Issues

Please be advised that the Town of Cobourg Council, at its meeting held on September 25, 2024, passed the following resolution:

WHEREAS the Province of British Columbia has announced the creation of highly secure facilities to provide involuntary care for individuals with severe mental health and addictions issues under the Mental Health Act, including dedicated mental health units in correctional centres and regional secure care facilities; and

WHEREAS the Town of Cobourg, along with municipalities across Ontario, are facing growing challenges in addressing the complex needs of individuals with severe mental health and addictions issues, which place a significant strain on local emergency services, healthcare systems, community resources, and public safety; and

WHEREAS individuals experiencing severe mental health and addictions issues often cannot voluntarily seek the care they need, and involuntary care, provided with compassion and appropriate safeguards, can ensure they receive the necessary treatment to help stabilize their condition and improve community safety.

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg supports the BC government's approach to providing secure, involuntary care for individuals with severe mental health and addictions challenges, as a compassionate and necessary intervention for those unable to seek help on their own; and

FURTHER THAT the Town of Cobourg urges the Province of Ontario to implement similar measures to ensure that individuals with severe mental health and addictions issues in Ontario have access to secure, involuntary care when necessary; and



# The Corporation of the Town of Cobourg

## Resolution

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FURTHER THAT this motion be forwarded to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), The Premier, Honourable David Piccini, MPP, all other Members of Provincial Parliament and all Ontario municipalities to seek their endorsement and support.

Sincerely,

Kristina Lepik  
Deputy Clerk/Manager, Legislative Services

cc. Association of Municipalities of Ontario (AMO);  
the Federation of Canadian Municipalities (FCM);  
Honourable, David Piccini, Minister of Labour, Immigration, Training and Skills  
Development and Northumberland – Peterborough South MPP;,  
All other Members of Provincial Parliament; and  
All Ontario Municipalities

September 20, 2024

**BY E-MAIL**

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

Dear Minister Khanjin:

### **Ontario Deposit Return Program**

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I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

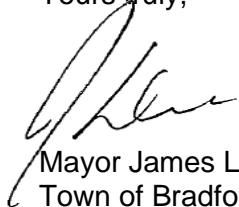
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc  
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe  
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic  
Ontario's Municipal Councils and Conservation Authorities



## Celebrating 30 years of SMART Exercise Classes



VON is celebrating the 30<sup>th</sup> Anniversary of the VON SMART (Seniors Maintaining Active Roles Together) ® Exercise and Falls Prevention Program on October 17<sup>th</sup>, 2024. SMART offers group exercise class to community members 55 years and older or any adult living with a disability who want to improve their strength, balance and mobility through low-impact exercise.

In 1994, VON started their first SMART Classes in London, Middlesex, Elgin. The program has expanded since then and currently there are **over 1500 SMART Classes** running each week in **over 700 locations** serving **more than 10, 000 clients** throughout Ontario and Nova Scotia.

On October 17<sup>th</sup>, 2024 at 10:30 SMART will be celebrating by hosting exercise classes across every region (in-person and virtually). All sites will be participating in the same exercise class. We invite you to register to participate in a class in your region and help us celebrate the accomplishments of the SMART team and bring awareness to SMART. We are hoping to create a record with the attendance at classes on October 17<sup>th</sup>, 2024

The classes in **Wellington County** will be taking place at the following locations:

### List Locations

Village By The Arbouretum - Reid Hall 221 Stone Rd. E Guelph ON (Residents and VON Staff/Volunteers Only) N1G 4X7
Trinity United Church (Gym) 400 Stevenson St. N Guelph ON N1E 5C3
Melville United Church 300 St Andrew St. W Fergus N1M 2W7
Arthur Arena (Gym) 158 Domville St Arthur ON N0G 1A0
Mount Forest and District Sports Complex (Leisure Room) 850 Princess St. Mount Forest ON N0G 2L3

Zoom Link <https://ca01web.zoom.us/j/67762800394> Meeting ID 67762800394  
If you would like to attend in-person or virtually please register and get more information by calling or emailing Danielle Dawkins Phone: 519-803-0144 or Email: [Danielle.dawkins@von.ca](mailto:Danielle.dawkins@von.ca)



Please remember to email [communications@von.ca](mailto:communications@von.ca) with your VON Week site activities, staff photos, local public displays of support, media/PR opportunities, or if you require additional support.

**From:** Scott Butler <[scott@goodroads.ca](mailto:scott@goodroads.ca)>

**Sent:** October 9, 2024 12:06 PM

**To:** Annilene McRobb <[annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)>

**Subject:** Establishment of an Ontario Rural Road Safety Program

You don't often get email from [scott@goodroads.ca](mailto:scott@goodroads.ca). [Learn why this is important](#)

**CAUTION:** This email originated from outside of The Town of Minto. Do not click links or open attachments unless you recognize the sender and/or know the contents to be safe.

# Good Roads

Wednesday, October 09, 2024

To: Town of Minto Head of Council and Council Members

Sent via email to: [annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)

**Subject: Establishment of an Ontario Rural Road Safety Program**

Too many Ontarians are being seriously injured or killed on our roads.

In 2023, there were 616 people killed and 36,090 people injured. The number of fatalities is up nearly 20% in the last ten years.

In 2021, the most recent year of complete data from MTO's *Ontario Road Safety Annual Report* (ORSAR), there were 561 fatalities – 426 of which occurred on municipal roads. While rural Ontario only represents 17% of the province's population, 55% of these deaths occurred on rural roads. By any measure, Ontario's rural roads are disproportionately more dangerous.

At the same time, municipal insurance premiums continue to increase. With no plausible reform being considered for joint and several liability, municipalities need to find innovative means for managing risk, particularly on their roadways,

To deal with this crisis, Good Roads has designed a multifaceted rural road safety program and have been in discussions with the Ministry of Transportation to fund it. The program would target a municipality's most dangerous roads, perform road safety audits, and install modern safety infrastructure that prevents serious injuries and save lives. This program is designed to be cost effective while also providing rural municipalities with a direct means for addressing risk associated with their roadways.

Good Roads has proposed leading a five-year \$183 million program that leverages our 131 years of municipal road expertise and our industry partnerships to quickly put in place the solutions that will address some of Ontario's most dangerous roads.

Good Roads is seeking support to address these preventable tragedies.



If the Town of Minto would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Premier and the Minister of Transportation:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Town of Minto requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

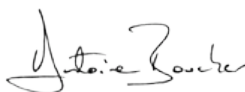
If you have any questions regarding this initiative please contact Thomas Barakat, Good Roads' Manager of Public Policy & Government Relations, at [thomas@goodroads.ca](mailto:thomas@goodroads.ca) at your convenience.

Sincerely,



Scott R. Butler

Executive Director



Antoine Boucher

President

Good Roads Board of Directors



*Thank You*

Oct, 2024

Mayor David Tutton  
and Town of Minto Council;

Thank you from the bottom of our  
hearts for choosing us as recipients  
of the Minto Mayor's Golf Tournament!

We had a wonderful time that day!

The funds we received are so important  
for our agency to help children and youth  
in our community ignite their full potential.

With Gratitude. Marianne

Executive



**TOWN OF MINTO**

**MEETING DATE:** October 15, 2024

**REPORT TO:** Mayor and Council

**SERVICE AREA:** Public Works

**SUBJECT:** PW 2024-022 – Housing-Enabling Core Servicing Fund Application

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**RECOMMENDATIONS:**

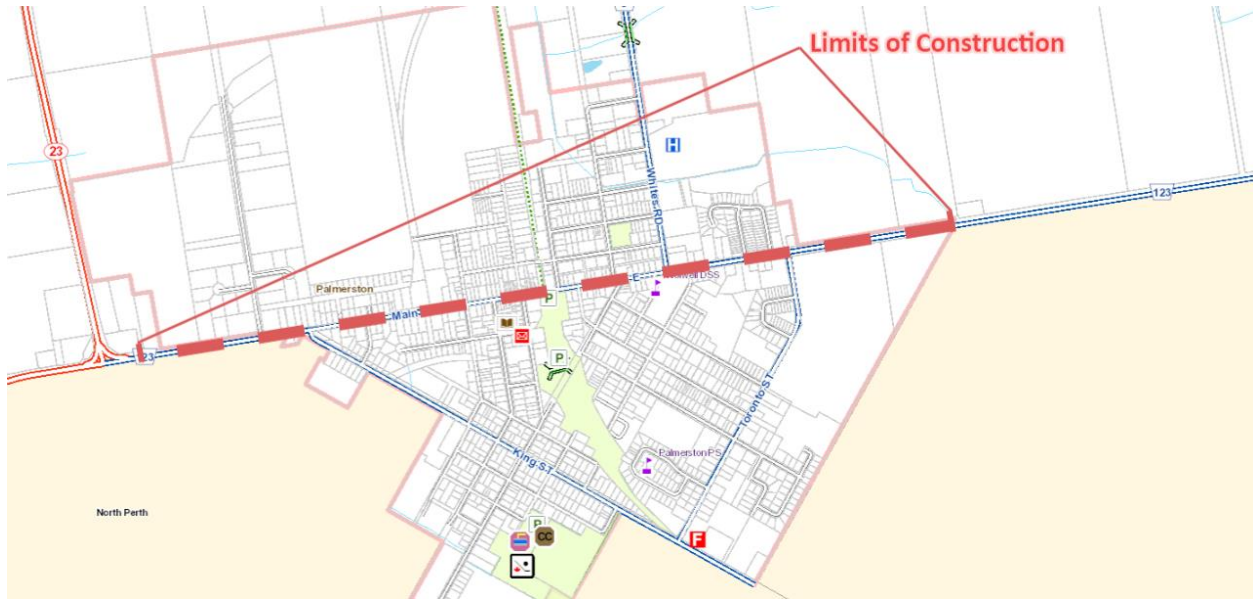
THAT the Council of the Town of Minto hereby receives report PW 2024-022 Housing-Enabling Core Servicing Fund, prepared by the Roads and Drainage Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the submission of a joint grant funding application with the County of Wellington for the Reconstruction of Wellington Rd 123 (Main St, Palmerston) project under the Housing-Enabling Core Servicing Fund (HECS)

**BACKGROUND:**

During the recent AMO conference held in Ottawa, the Province of Ontario announced various funding streams available for application submissions with deadlines in October and November. The primary emphasis of these streams is directly related to infrastructure to promote growth of new housing. The Housing-Enabling Core Servicing (HECS) fund will invest in the development, repair, rehabilitation and expansion of municipal roads and bridges to promote growth and enable housing for growing and developing communities.

This report seeks Council endorsement to submit a joint application with the County of Wellington to the Housing-Enabling Core Servicing (HECS) fund for the reconstruction of Wellington Road 123 (Main St), Palmerston, within the town limits.



### **COMMENTS:**

County and Minto staff have considered various project options for the funding streams available with both parties agreeing that the reconstruction of Wellington Road 123 (Main St) is the most eligible for the application, meeting the criteria and the deadlines provided by the Province. Joint projects between multiple eligible applicants are encouraged. As part of the application assessment, additional consideration will be given to joint projects that optimize housing enabling outcomes.

### **FINANCIAL CONSIDERATIONS:**

This funding streams includes a minimum of 50% of eligible expenditures covered by municipalities, matched by a maximum 50% by the province.

### **STRATEGIC PLAN:**

Goal #5: Responsible Government:

5.3 (i): Lobby upper levels of government for sustainable funding for infrastructure, housing, and social services.

**PREPARED BY:** Mike McIsaac CRS-S, Roads and Drainage Manager

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



**TOWN OF MINTO**

**MEETING DATE:** October 15, 2024

**REPORT TO:** Mayor and Council

**SERVICE AREA:** Public Works

**SUBJECT:** PW 2024-023 – Housing-Enabling Water Systems Fund Application

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**RECOMMENDATIONS:**

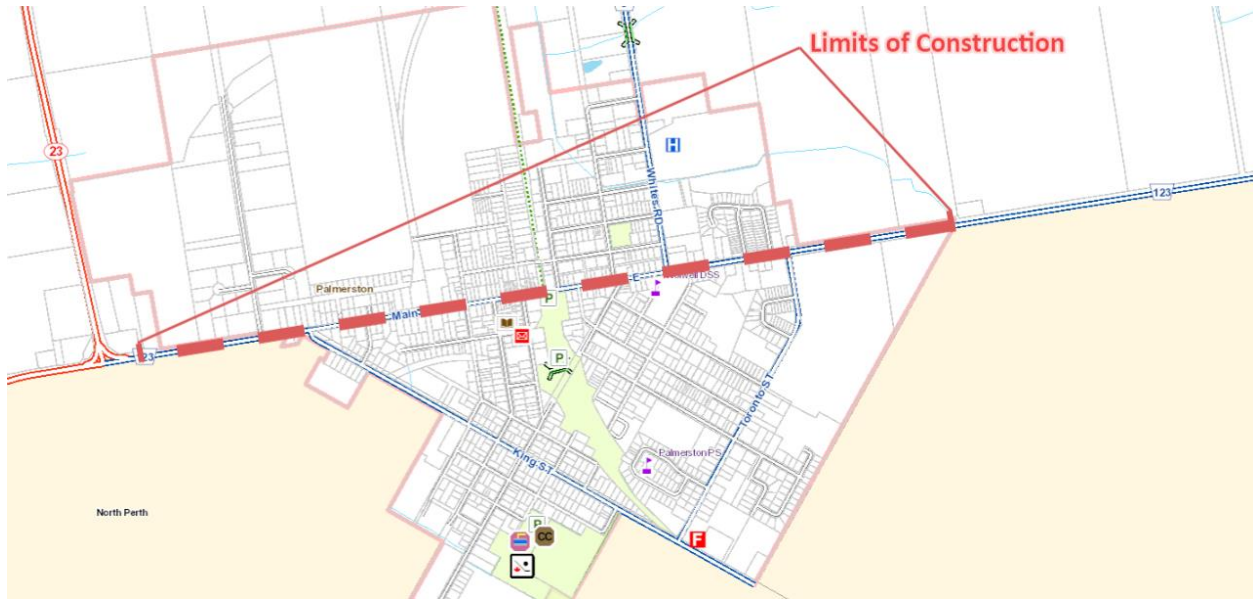
THAT the Council of the Town of Minto hereby receives report PW 2024-023 Housing-Enabling Water Systems Fund Application, prepared by the Roads and Drainage Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the submission of a joint grant funding application with the County of Wellington for the Reconstruction of Wellington Rd 123 (Main St, Palmerston) project under the Housing-Enabling Water Systems Fund (HEWSF).

**BACKGROUND:**

During the recent AMO conference held in Ottawa, the Province of Ontario announced various funding streams available for application submissions with deadlines in October and November. The primary emphasis of these funding streams is directly related to infrastructure to promote growth of new housing. The Housing-Enabling Water Systems Fund (HEWSF) is an application-based program. Projects funded through the program will aim to protect communities by investing in the development, repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing.

This report seeks Council's endorsement to submit a joint application with the County of Wellington to the Housing-Enabling Water Systems Fund (HEWSF) for the reconstruction of Wellington Road 123 (Main St), Palmerston, within the town limits.



### **COMMENTS:**

County and Minto staff have considered various project options for the funding streams available with both parties agreeing that the reconstruction of Wellington Road 123 (Main St) is the most eligible for the application, meeting the criteria and the deadlines provided by the Province. Joint projects between multiple eligible applicants are encouraged. As part of the application assessment, additional consideration will be given to joint projects that optimize housing enabling outcomes.

On September 26<sup>th</sup>, 2024, County Council approved and endorsed the joint HEWSF application for this project.

### **FINANCIAL CONSIDERATIONS:**

The Province would fund a maximum of 73% (up to \$35 million) of the eligible project costs with the municipality required to fund all remaining eligible project costs.

### **STRATEGIC PLAN:**

Goal #5: Responsible Government:

5.3 (i): Lobby upper levels of government for sustainable funding for infrastructure, housing, and social services.

**PREPARED BY:** Mike McIsaac CRS-S, Roads and Drainage Manager

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



**TOWN OF MINTO**

**MEETING DATE:** October 15, 2024

**REPORT TO:** Mayor and Council

**SERVICE AREA:** Public Works

**SUBJECT:** PW 2024-024 – Connecting Links Funding

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives report PW 2024-024 Connecting Links Funding, prepared by the Roads and Drainage Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the submission of an application for the Highway 23 (Arthur Street West) project in Harriston under the 2025-2026 Connecting Links Program.

**BACKGROUND:**

In 2015 the province announced Connecting Link Funding was reinstated. This program helps pay for Provincial highways that local municipalities maintain. In Minto, connecting link roads are Highway 9 and Highway 23/Highway 89 in Harriston and Highway 9 in Clifford.

In August 2024, the Ontario government launched a “New” round of Connecting Link funding (Intake 9). The Connecting Link Funding under Intake 9 will provide \$30 million to support municipalities with the construction and repair of roads and bridges on connecting links.

Applications for projects under Intake 10 are due by Wednesday, November 13, 2024. Up to 90% of total eligible project costs may be funded and the maximum request is \$3 million per road project.

This report seeks Council endorsement of a submission under the 2025-2026 Connection Links Program for the reconstruction of Arthur Street West, Harriston, from Elora Street to the Westerly town limits.

**COMMENTS:**

With ongoing uncertainties around funding opportunities, Municipalities need to apply for funding as it is available. The unpredictability of government funded grants means this opportunity could be discontinued at any time. Currently there are only two sections of Connecting Link within the Town of Minto left that would be eligible at this time which include Elora Street North, Harriston, from Adelaide Street to the Northerly town limits and Arthur Street West, Harriston, from Elora Street to the Westerly town limits. The Elora Street North section was resurfaced in 2016 to allow time for development opportunity plans and servicing requirements to be confirmed. Arthur Street West from Elora Street to the West Connecting Link has not been identified for reconstruction in the current capital 5-year plan



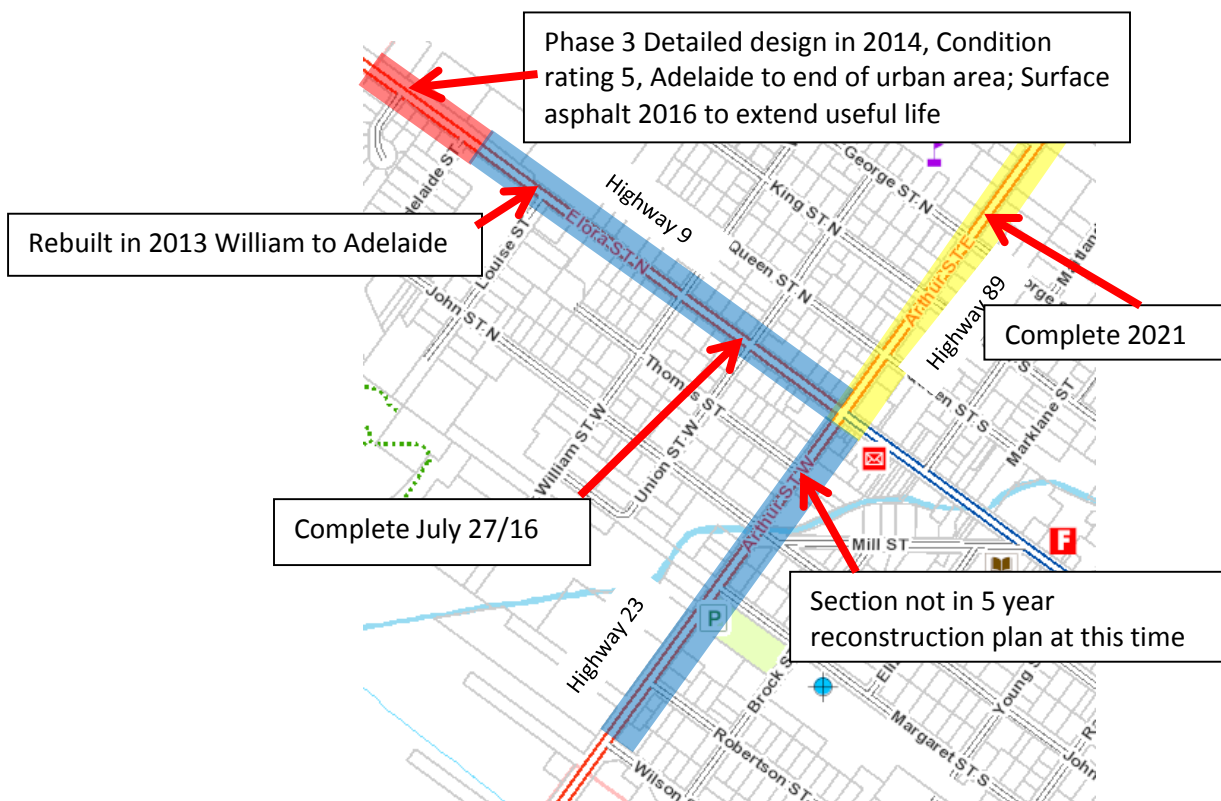
however, maintenance activities are becoming more predominate, primarily in the winter seasons, and is increasingly using staff resources.

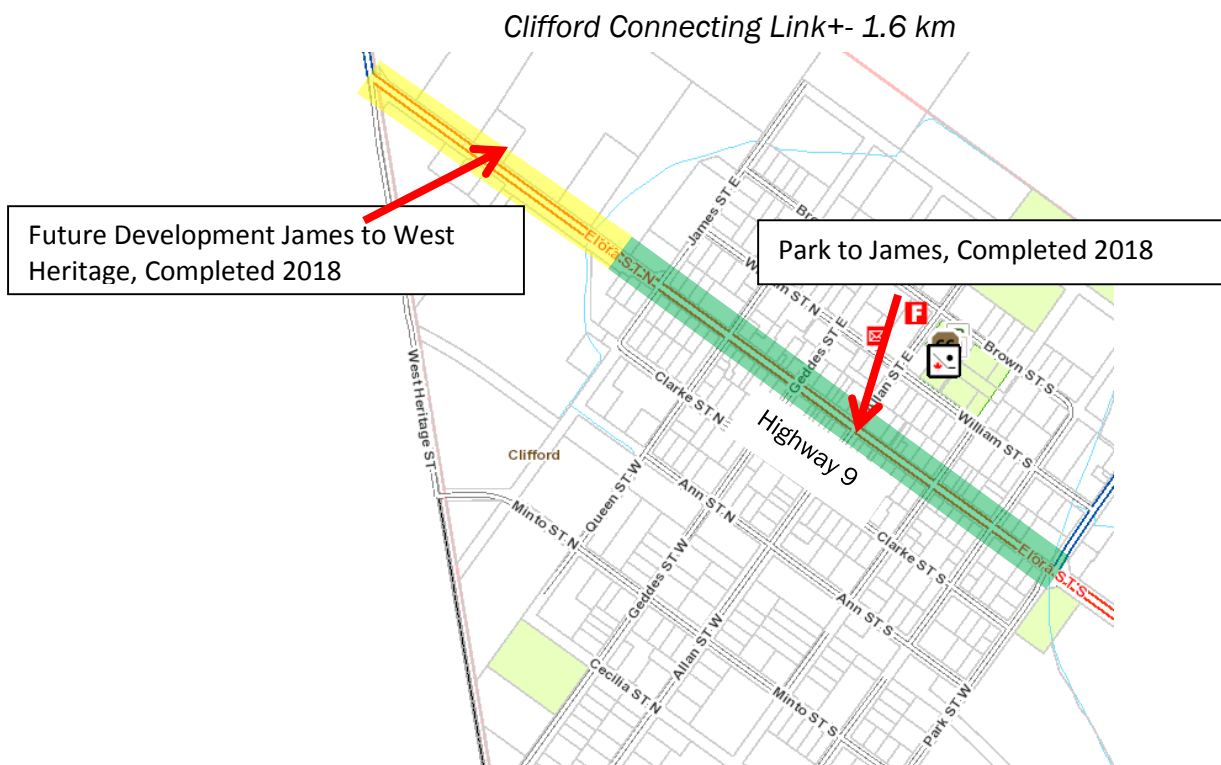
Although total road reconstruction is not required at this time on Arthur Street West, this could be an opportunity to complete resurfacing, stop light upgrades and storm sewer improvements as needed to extend the useful life another 15-20 years.

Water and Wastewater infrastructure in this road section were upgrading in 2008 and no further servicing requirements are known at this time and are not eligible costs for this funding.

The following maps show Minto connecting links completed and proposed projects:

*Harriston Connecting Links; Arthur St +-1.2km Elora St N +-0.91km*





### **FINANCIAL CONSIDERATIONS:**

The estimated cost for the reconstruction of Arthur Street West, Harriston, from Elora Street to the Westerly town limits is \$2 million. If the Town is successful in its application, the Town's contribution would be 10% or \$200,000.

### **STRATEGIC PLAN:**

Goal #5: Responsible Government:

5.3 (i): Lobby upper levels of government for sustainable funding for infrastructure, housing, and social services.

**PREPARED BY:** Mike McIsaac CRS-S, Roads and Drainage Manager

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



**TOWN OF MINTO**

**MEETING DATE:** October 15, 2024

**REPORT TO:** Mayor and Council

**SERVICE AREA:** Public Works

**SUBJECT:** PW 2024-025 - Winter Maintenance Contract, County Road 2

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives report PW 2024-025 Winter Maintenance Contract for County Road 2, prepared by the Roads and Drainage Manager, for information purposes;

AND FURTHER THAT the Council of the Town of Minto agrees to provide winter maintenance services, on behalf of Wellington County, on Wellington County Road 2 for \$9,000/km for the 2024/2025 winter season.

**BACKGROUND:**

The Town of Minto enters into an agreement with the County of Wellington for Winter Maintenance (plowing, sanding, and routine patrol) on Wellington Road 2 annually.

Wellington County is offering to pay the Town of Minto, again in 2024/2025, \$9,000/km. There is no dollar change from last season. The section of Wellington County Road 2 that the Town of Minto will maintain is only 1 km, within the town limits of Clifford. Maintenance would start November 15, 2024, or whenever winter maintenance has commenced and up to and including April 15, 2025, or until such time as winter operations have ended.

**FINANCIAL CONSIDERATION:**

This contract will cover the actual cost of maintenance, and the revenue produced from the contract (\$9,000) will be included in the 2025 operating budget.

Wellington County has offered compensation for any unforeseen additional costs which may be incurred by the Town due to heavy snowfall or ice storm events outside of regular maintenance operations, as proposed in the attached letter from the County of Wellington.

**STRATEGIC PLAN:**

NA

**PREPARED BY:** Mike McIsaac CRS-S, Roads and Drainage Manager

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

Attachment: Winter Maintenance Minto 2024



OFFICE OF THE COUNTY ENGINEER  
ADMINISTRATION CENTRE  
T 519.837.2601  
F 519.837.8138

COUNTY OF WELLINGTON  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

September 17, 2024

Mayor David Turton  
Town of Minto  
5941 Highway 89  
Harriston, ON N0G 1Z0

Via Email - dturton@town.minto.on.ca

RE: **Winter Maintenance**

Dear Mayor Turton:

Once again, I am writing to inquire as to whether your municipal staff would agree to maintain our Wellington Road 2 from November 15, 2024 or whenever winter maintenance have commenced, up to and including April 15, 2025 or until such time as winter operation have ended.

The winter maintenance would include plowing, sanding, and routine patrolling such as necessary to protect the motoring public. It would not include sign repair, pothole patching or wash outs but we would expect to be notified when these deficiencies are encountered. I offer the following compensation of \$9,000/km for the 2024/2025 winter season.

Road	Length	Compensation	Anticipated Total
Wellington Road 2	1 km	\$9,000/km	\$9,000
			<b>\$9,000</b>

In addition, if the 2024/2025 seasonal cost exceeds the proposed compensation I will cover those extra costs.

If this arrangement is acceptable please let me know so that our routes can be confirmed.

Sincerely,

Joe de Koning, P.Eng  
Manager of Roads

Copy: Brad Hutchinson, County of Wellington (bradh@wellington.ca)  
Jamie Blenkiron, County of Wellington(jamieb@wellington.ca)  
Mike McLsac, Town of Minto (mike@town.minto.on.ca)



**TOWN OF MINTO  
NOTICE OF MOTION**

**Date:** September 17, 2024

**MOTION TO AMEND**

**Moved by:** Mayor Turton

**THAT Council of the Town of Minto review the 2025 Council meeting schedule set on August 13, 2024, and consider changes to the starting time of the Council meetings.**

Mayor Dave Turton

**The Corporation of the Town of Minto  
By-law No. 2024-044**

to provide for drainage works in the Town of Minto  
known as Municipal Drain No. 14-2024

**WHEREAS** the Council of the Town of Minto has procured a report under Section 78 of the Drainage Act R.S.O. 1990 for the improvement of Municipal Drain No. 14:

**WHEREAS** a report prepared Streamline Engineering Inc. of Milverton, Ontario dated July 19, 2024, has been filed with the Corporation of the Town of Minto.

**WHEREAS** the estimated total cost of constructing the drainage works is \$207,000.

**AND WHEREAS** the Council is of the opinion that the drainage of the area is desirable:

**NOW THEREFORE**, the Council of the Town of Minto under the Drainage Act hereby enacts as follows:


1. The Engineer's Report Streamline Engineering Inc. of Milverton, Ontario dated July 19, 2024, Reference No 0006 is hereby provisionally adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. The following attachment is extracted from the Engineer's report and is hereby adopted and forms part of this by-law as Schedule "A" - Assessment of Costs
3. A special annual rate sufficient to recover the costs of the drainage works and associated interest costs shall be levied upon the lands as set forth in the attached Schedule "A" to be collected in the same manner and at the same time as other taxes are collected in each year for (5) five years after the passing of this by-law.
4. The Town of Minto may borrow on the credit of the Corporation the amount of \$207,000 being the amount necessary for construction of the drainage works. The Corporation may issue debentures for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the Act.
  - b) commuted payments made in respect of the lands and roads assessed within the Municipality.
  - c) monies paid under Subsection 61 (3) of the Act; and
  - d) monies assessed in and payable by another municipality, and such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the lender on the date of sale of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in Schedule "A" attached to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this By-law.
  - a) For paying the amount assessed upon the landowners in accordance with the schedule of Assessment as provided in the report, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon each of the assessed owners, to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments over \$1,000.00 will automatically be placed on the tax roll without further notification unless the Treasurer is contacted by the owner to have the amount debentured for five years at the going rate.
7. All assessments of \$1,000.00 or less are payable in the first year in which the assessment is imposed or will automatically be placed on the tax roll without further notification.


8. The Treasurer and Collector of taxes are hereby authorized to accept part payment, from time to time, on account of any taxes due and to give a receipt for such payment provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under this Clause hereof in respect of nonpayment of any taxes or any class of taxes or of any installment thereof.

9. In respect to the payment of taxes by tenants of lands owned by the Crown or in which the Crown has an interest provision is hereby provided that where any such tenant has been employed either within or outside the municipality by the same employer for not less than thirty (30) days such employer shall pay over to the Treasurer or Collector on demand out of any wages, salary or other remuneration due to such employee the amount then payable for taxes under this By-law and any such payment shall relieve the employer from any liability to the employee for the amount so paid.

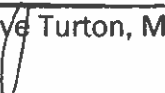
10. This by-law shall come into force and effect upon the third and final reading and may be cited as "Municipal Drain No. 14-2024 By-law, 2024-044"

Read a first and second time and provisionally adopted in open Council this 13<sup>th</sup> day of August 2024.

  
\_\_\_\_\_  
Dave Turton, Mayor

  
\_\_\_\_\_  
Annilene McRobb, Clerk

Read a third time and passed in open Council this            day of            2024.

  
\_\_\_\_\_  
Dave Turton, Mayor

\_\_\_\_\_  
Annilene McRobb, Clerk



Drain Name: Minto Drain No. 14 Improvement 2024

PRIVATE LANDS (The Town of Minto)							For Information Purposes Only					
Lot	Conc.	Property Owner	Roll No.	Affected Area (acres)	Benefit (Sect. 22)	Outlet (Sect. 23)	Total Assessment	Total Allowances	OMAFRA 1/3 Grant	Estimated Net Assessment		
6 & Pt 7	9	Delton, Martha, Maynard & Julianne Martin	3-021	4.1	\$ 1,200	\$ 400	\$ 1,600	\$ 1,500	\$ 533	\$ (433)		
Pt 7	9	Edgar & Lena Martin	3-022-5	1.5	\$ 1,200	\$ 100	\$ 1,300	\$ 200	\$ 433	\$ 667		
Pt 6	8	Roger Sisco	4-180-5	0.6	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ 300		
6	8	Maynard & Julianne Martin	4-181	53.2	\$ -	\$ 14,900	\$ 14,900	\$ -	\$ 4,967	\$ 9,933		
7	8	Edgar & Lena Martin	4-182	95.8	\$ 28,400	\$ 33,200	\$ 61,600	\$ 2,700	\$ 20,533	\$ 38,367		
8	8	Clare & Marie Martin	4-183	59.1	\$ -	\$ 19,800	\$ 19,800	\$ -	\$ 6,600	\$ 13,200		
W ½ 7	7	Linda Sinclair	4-167	3.0	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ 367	\$ 733		
W ½ 6 & E ½ 7	7	Lena Martin	4-168	65.0	\$ -	\$ 23,500	\$ 23,500	\$ -	\$ 7,833	\$ 15,667		
E ½ 6	7	Lena Martin	4-169	40.2	\$ -	\$ 15,300	\$ 15,300	\$ -	\$ 5,100	\$ 10,200		
5	7	Mark & Florence Martin	4-171	29.4	\$ -	\$ 8,100	\$ 8,100	\$ -	\$ 2,700	\$ 5,400		
PRIVATE LANDS (The Town of Minto) SUBTOTAL							\$ 351.9	\$ 30,800	\$ 116,700	\$ 4,400	\$ 49,067	\$ 94,033

ROADS						
Road Name	Property Owner	Affected Area (acres)	Benefit (Sect. 22)	Outlet (Sect. 23)	Total Assessment	
8th Line	• Town of Minto	1.4	\$ 1,200	\$ 600	\$ 1,800	
Road 1 North	• Town of Minto	2.2	\$ -	\$ 2,500	\$ 2,500	
ROADS SUBTOTAL		3.6	\$ 1,200	\$ 3,100	\$ 4,300	

Total Affected Area (acres)	355.5
TOTAL PROJECT COST	\$207,000

SPECIAL ASSESSMENTS (SECT. 26)	
Special Assessment against the Town of Minto for work on the 8th Line	
SPECIAL ASSESSMENT SUBTOTAL	\$ 55,200

Notes:  
Properties are presumed to have agricultural tax class, and thus be eligible for a ½ OMAFRA grant, with the exception of properties denoted with a "-". Property owners shall note it is their individual responsibility to confirm the tax class of each of their properties and verify grant eligibility under the most current agricultural drain infrastructure (ADIP) policies.

The Corporation of the Town of Minto  
By-law No. 2024-056

to amend By-law 2019-18 being a by-law respecting Construction,  
Demolition, and Change of Use Permits and Inspections

**WHEREAS** Section 7 of the Building Code Act, S.O. 1992, c. 23, as amended, empowers municipal councils to pass by-laws respecting construction, demolition and change of use permits and inspections and related matters;

**AND WHEREAS** Section 35 of the Building Code Act, S.O. 1992, c. 23, as amended provides that Act and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings;

**AND WHEREAS** the Council of the Corporation of the Town of Minto deems it necessary to amend the Building By-law 2019-18 as follows:

**THAT Schedule “C”** be removed and replaced with the attached updated Schedule “C”.

This by-law shall come into force and effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 15<sup>th</sup> day of October 2024.

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Dave Turton. Mayor

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Annilene McRobb, Clerk

## Schedule C - Building and Development

### Group A & B – Assembly and Institutional Occupancies

Description	Admin Fee	BP Fee (per sq. ft.)	BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.80		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.70		01-Jan-25	E

### Group C – Residential Occupancies

Description	Admin Fee	BP Fee (per sq. ft.)	BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction – SFD/Semi/Additions (No Fee For Basement)	\$300.00	\$1.50		01-Jan-25	E
New Construction - Multi-Residential (No Fee For Basement)	\$300.00	\$1.50		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.80		01-Jan-25	E
Attached Garage	\$300.00	\$0.60		01-Jan-25	E
Deck / Porch	\$300.00	\$0.60		01-Jan-25	E
Accessory Apartments	\$300.00	\$0.80		01-Jan-25	E

### Group D & E – Occupancies

Description	Admin Fee	BP Fee (per sq. ft.)	BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.80		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.70		01-Jan-25	E

### Groups F – Occupancies

Description	Admin Fee	BP Fee (per sq. ft.)	BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.70		01-Jan-25	E
Renovation / Alteration	\$300.00	\$0.60		01-Jan-25	E

### Agriculture

Description	Admin Fee	BP Fee (per sq. ft.)	BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.35		01-Jan-25	E
Liquid Manure Tanks **(per linear foot)**			\$6.00	01-Jan-25	E
Grain Bin / Tower Silo			\$450.00	01-Jan-25	E
Bunk Silos			\$600.00	01-Jan-25	E

## Other

Description	Admin Fee	BP Fee (per sq. ft.)	BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
Accessory Structures	\$300.00	\$0.60		01-Jan-25	E
Demolition Permits			\$150.00	01-Jan-25	E
<b>Class 4 On-Site Septic Systems</b>					
a) New / Replacement System			\$600.00	01-Jan-25	E
b) Replacement Tank			\$150.00	01-Jan-25	E
c) Bed Replacement			\$450.00	01-Jan-25	E
Plumbing Permit			\$150.00	01-Jan-25	E
Conditional Permit (plus completion permit amount)			\$350.00	01-Jan-25	E
Solid Fuel Fired Appliance			\$300.00	01-Jan-25	E
Tent Permit			\$150.00	01-Jan-25	E
Temporary Structure (Temp Dwelling, School Portable, etc)			\$300.00	01-Jan-25	E
Change of Use (No Construction)			\$150.00	01-Jan-25	E
Solar			\$300.00	01-Jan-25	E
Pool Fence Enclosure			\$150.00	01-Jan-25	E

### Notes to tables:

- Where work has commenced prior to the issuance of the required building permit, the Admin Fee and BP Fee shall be doubled.
- Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$11.00 per \$1,000.00 of construction value shall be charged for a building permit.
- Inspection only - no permit required: a fee of \$150.00 per hour shall be applied.
- Inspection requested and not ready or repeated failed inspections: a fee of \$150.00 shall apply per inspection.
- The BP Fee shall be indexed annually based on the October Construction Index.

## Refund of Fees

Stage of Permit Application	Refund (% of Entire Fees Payable)	Effective Date
Application Received No administrative functions done	90%	01-Jan-25
Application Processed Plans reviewed and permit issued or refused	60%	01-Jan-25
Permit issued and inspection(s) completed	0%	01-Jan-25

### Notes to table:

- a) When an application for a Building Permit has been revoked by the Chief Building Official, the amount refundable, as per above table, will be refunded to the applicant. In cases where the Building Permit fee has not been paid at the time of the application, the amount due at the time of revocation will be the Building Permit fee minus the refundable amount.
- b) No refund will be given when the request for refund of a voided Building Permit has not been made within 12 months of the issuance of the permit.
- c) Grading/Damage Deposits not eligible to be refunded to the applicant within 3 years from that date of the issuance of the Building Permit shall be retained by the Town.

The Corporation of the Town of Minto  
By-law No. 2024-057

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held October 15, 2024

**WHEREAS** the Council of the Town of Minto met on October 15, 2024, 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 Council meeting held on October 15, 2024, 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 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 15<sup>th</sup> day of October 2024.

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Dave Turton, Mayor

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Annilene McRobb, Clerk