



## Council Agenda

Tuesday, December 3, 2024

3:00 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 November 19, 2024 Regular Council meeting be approved.

- a. Regular Council Minutes of November 19, 2024

1

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

6. Delegations

- a. McQueen Galloway Associates, Recreation Plan

9

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report CS 2024-005 Town of Minto Recreation Plan, prepared by the Director of Community Services, for information purposes;

AND FURTHER THAT the Council of the Town of Minto officially endorses and adopts the Recreation Plan 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. | Township of Papineau-Cameron, Ontario Building Code   | 119 |
| b. | Clifford Life Outdoors Show, Request for Support  | 121 |
| c. | Township of Terrace Bay, Ambulance Shortages and Healthcare System Issues   | 122 |
| d. | Township of Puslinch, ERO Posting 016-9196 Enabling Greater Beneficial Reuse Excess Soil  | 124 |
| e. | Maitland Valley Conservation Authority, Meeting Minutes of October 16, 2024   | 127 |
| f. | Saugeen Valley Conservation Authority, Draft 2025 Budget for Circulation  | 131 |
| g. | Mapleton Seniors Centre of Excellence, December 2024 Newsletter   | 133 |
| h. | Saugeen Valley Conservation Authority, Saugeen Valley Conservation Authority Board Approves Cessation of Winter Operations at Durham Upper Dam to Prevent Structural Failure and Ensure Public Safety | 143 |

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

- |    |   |     |
|----|---|-----|
| a. | Committee Minutes for Approval  |     |
|    | 1. Diversity, Equity and Inclusion Committee Minutes of November 14, 2024 | 145 |

**RECOMMENDATION:**

THAT Council receives the Diversity, Equity, and Inclusion Committee minutes of November 14, 2024 as information and approves any recommendations contained therein.

- |  |   |     |
|--|---|-----|
|  | 2. Cultural Roundtable Minutes of November 25, 2024 | 148 |
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**RECOMMENDATION:**

THAT Council receives the Cultural Roundtable minutes of November 25, 2024 as information and approves any recommendations contained therein.

b. Staff Reports

1. Wellington County Emergency Management, 2024 Annual Emergency Management Programme 175

**RECOMMENDATION:**

That Council receives the annual Emergency Management Programme Report for 2024, prepared by the Emergency Manager/CEMC, and accepts the report on the status of the Town's Emergency Management Program for 2024.

2. Wellington County Emergency Management, Emergency Management Programme Committee Update 185

**RECOMMENDATION:**

THAT the Council of the Town of Minto updates the appointments of the Emergency Management Programme Committee from 2016 for the Town of Minto to remove the Chief Building Official and Economic Development (Director of Economic and Community Development) as follows;

Member of Council (Mayor)

CAO

Clerk

Public Works (Roads and Drainage Manager)

Finance (Treasurer)

Parks and Recreation (Director of Community Services)

Local Municipal Fire Department (Fire Chief)

Wellington OPP (Inspector or Staff Sergeants, Sergeants)

Guelph Wellington EMS (Chief, Acting Chief, Supervisors)

Wellington Dufferin Guelph Public Health (Health and Safety Coordinator/Inspectors)

Emergency Management (CEMC) and

Any other persons or agency representatives that may be appointed by Council from time to time.

AND FURTHER THAT Council designates authority to the committee to appoint the CAO as Chair on behalf of their members;

AND FURTHER THAT the Committee is responsible for overseeing the development of the Town of Minto's Emergency Management Program ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual

basis.

AND FURTHER THAT the CEMC shall provide Council with an annual report on the status of the Town of Minto's Emergency Management Program for their review, consideration and approval.

3. EC DEV 2024-019, Signage Grant #P28 - NACK Reinforcing Steel Services 187

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report EC DEV 2024-019 Signage Grant P28 – NACK Reinforcing Steel Services, prepared by the Director, Economic and Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the \$1,000 Signage Grant.

4. PLN 2024-038, B102/24 - JEM Freight Inc. c/o John Martens (Severance Urban Residential) 310 York Street, Palmerston 190

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby recommends to the County of Wellington Land Division Committee that they approve Consent Application B102/24 – JEM Freight Inc. c/o John Martens, for land legally described as PART LOT 8, with a municipal address of 310 York St, Palmerston, in the Town of Minto, and that the following conditions be considered:

1. THAT the owner/applicant satisfies all the requirements of the Town of Minto of the following:
  - Financial and otherwise, which the Town of Minto may deem necessary for the proper and orderly development of the subject lands, including but not limited to the payment of any monies owed to the Town of Minto, and ensuring that all accounts are in good standing;
  - Parkland dedication as provided for in the Planning Act, R.S.O. 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or as specified in the applicable policy of the Town;
  - Frontage fees, where applicable and as required by the Town, have been paid to the satisfaction of the Town;

AND FURTHER THAT the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

1. THAT the owner/applicant confirms they are aware of the following:
  - That development costs of the parcel(s) are solely the responsibility of the developer.
  - That servicing and right-of-way works required for any future development of the parcels must be completed in conformance with The Town of Minto Procurement By law and in accordance with the Town's Service Extension & Connection Policy and Municipal Servicing & Design Standards;
  - That there is satisfactory access for both the severed and retained parcels, an Entrance Permit can be obtained from the road authority with jurisdiction, to the satisfaction of the Town of Minto;

AND FURTHER THAT the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

1. THAT a satisfactory Grading, Drainage & Servicing Plan, in accordance with the Town's Building By-law, is submitted and approved by the Town; and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. THAT The owner obtains a Municipal Servicing Permit for the newly created lot from the Town of Minto and pay the associated fees; and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. THAT zoning compliance be achieved to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**RECOMMENDATION:**

THAT Council of the Town of Minto receives report PLN 2024-039 regarding PLC 2024-01 – Daniel Charles Sinclair, for lands being Part Lots 15 & 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto, County of Wellington, with a municipal address of 255 to 315 Henry Street South;  
AND FURTHER THAT Council considers passing a By-law in Open session.

6. PW 2024-028, Municipal Drain #120 RFT Results 197

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives Report PW 2024-028 Municipal Drain #120 RFT Results, prepared by the Drainage Superintendent, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto awards the contract to TAS Excavating and Rentals Ltd. for the total tender price of \$156,199.95 excluding HST.

7. PW 2024-029, Municipal Drain Maintenance Assessments 200

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives Report PW 2024-029 Municipal Drain Maintenance Assessments, prepared by the Drainage Superintendent and Treasurer, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto considers passage of the related Assessment By-Law in open session.

8. FIN 2024-023, 2023 Parkland Reserve Fund 218

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives Report FIN 2024-023 2023 Parkland Reserve Fund, prepared by the Treasurer, for information purposes.

9. FIN 2024-024, 2023 Development Charges Reserve Funds 221

**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives Report FIN 2024-024 2023 Development Charges Reserve Funds, prepared by the Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto accepts the Treasurer's declaration that the Town is in compliance with Section 59.1 (1) of the Development Charges Act, 1997;  
AND FURTHER THAT the report and related attachments be posted on the Town's website.

c. Announcements

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

**RESOLUTION:**

THAT the Committee of the Whole convenes into Regular Council.

**11. Notices of Motion**

**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. 2024-065, Part Lot Control Henry Street 227

b. 2024-066, Municipal Drain Maintenance 229

**RESOLUTION:**

THAT By-laws 2024-065 and 2024-066 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

c. 2024-067, Confirmatory 243

**RESOLUTION:**

THAT By-law 2024-069; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held December 3, 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, November 19, 2024 7:00 p.m.**  
**Council Chambers**

**Council Present:**

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

**Staff Present:**

Annilene McRobb, Clerk  
Gregg Furtney, Chief Administrative Officer  
Gordon Duff, Treasurer  
Terry Kuipers, Director of Building and Planning Services  
Ryan Binkle, Development Technician & Drainage Superintendent  
Quinn Gorecki, Deputy Clerk/Coordinator, Legislative & Human Resource Services

1. **Call to Order at 7:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act – None.**
3. **Minutes of Previous Meeting**

**RESOLUTION: 2024-197**

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

**THAT minutes of the Town of Minto October 29, 2024 Regular Council meeting be approved.**

**Carried**

a. **Regular Minutes of October 29, 2024**

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: 2024-198**

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

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

**Carried**

**5. Public Meeting**

a. Official Plan Amendment 2024-03, Zoning Bylaw Amendment 2024-09, and Draft Plan of Subdivision 23T-24003, Cachet Homes Inc. - 41 Park Street W, Clifford

Mayor Turton acted as the Chair of the Public Meeting and called the meeting to order at 7:01 p.m. ensuring that any member of the public present is recorded on the attendance record. Chair Turton stated if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the by-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Land Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

Clerk McRobb stated the property subject to the proposed amendment is located Part of Lot 61, Concession D, Clifford, in the Town of Minto. The subject property is approximately 10.65 ha (26.3 ac) in size. The purpose and effect of the proposed zoning by-law amendment is to rezone the subject lands from Agricultural site specific (A-1) and Future Development (FD) Zone to Residential site specific (R2-x), Residential site specific (R3-x) and Open Space (OS) Zone to facilitate the proposed Draft Plan of Subdivision (23T-20202).

The Proposed Draft Plan of Subdivision will consist of 117 single detached dwellings and 72 street townhouses dwellings. The OS zone is requested to apply to the park block, a walkway block and a stormwater management block. Site specific exceptions are being requested to the R2 and R3 zones to permit a reduced minimum lot area for select single detached lots, reduced lot frontage for corner townhouse lots, reduced side and rear yard setbacks, to permit additional townhouse units in a row per block, and an increase in maximum lot coverage for single detached dwelling lots.

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies and posted on the subject property on October 21st, 2024.

Reports/comments were received from Curtis Marshall, Manager of Development Planning; Wellington County, Sama Haghghi, Planning Coordinator; Town of Minto, Hailey Till, Planning Technician, Upper Grand District School Board and Danielle Walker – Source Protection Coordinator, Wellington Source Water Protection.

Chair Turton called on the County Planner to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Curtis Marshall, Manager of Development Planning reviewed the County report for Council and noted next steps.

Chair Turton called on the Town of Minto's Director of Building & Planning Services to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Terry Kuipers had nothing further to add.

Chair Turton called on the owner/applicant to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Andrew Eldebs, Clifford (Park St) Development Inc thanked staff for their assistance with the process. Micheal Witmer, Planner, GSP Group Inc provided information to Council on the Clifford Park Subdivision.

Chair Turton requested any persons wishing to speak to the application to come forward. No one came forward.

Chair Turton gave members of Council an opportunity to ask questions. Council had questions on the proposed relief being requested and the size of the homes to be built.

Chair Turton called on the owner/applicant for any response or rebuttal. Andrew Eldebs, spoke to the reduced side yards, sight triangle reduction and street layout. Kuipers noted parking will follow the By-law.

Micheal Witmer, spoke on the placement of driveways and the number of units being planned.

Chair Turton stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at [annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca) With no further comments, Chair Turton adjourned the Public Meeting at 7:44 p.m.

## **6. Delegations**

### **a. Nuclear Innovation Institute, Southwestern Ontario Isotope Coalition Overview**

CEO Jessica Linthorne and Mayor Ian Boddy presented the delegation. They are not looking for a financial contribution but having someone to be dedicated in supporting the SOIC.

## **7. Public Question Period**

Rodger Hnatiuk asked why can Wellington North Council can propose a 3.5% tax increase, and the Town of Minto is 6.5%? CAO Furtney noted that the reserves are important for our infrastructure. Furtney stated the budget open house is on December 3<sup>rd</sup> for the public to provide their input.

Hnatiuk stated he asked Councillor Dirksen to ask a question for him during the Public meeting and she would not. Councillor Dirksen stated she will not be taking questions from the public to ask on their behalf. Hnatiuk questioned parking on the proposed subdivision in the winter. Director of Building and Planning Terry Kuipers stated that there with sufficient parking with the use of the garages.

Dale Hurlbut asked about the speed cameras going up in Palmerston and if the Fire Department members are “registered” so they will not get charged. Kuipers stated that volunteer Firefighters, even with green flashing lights are not allowed to speed.

Hurlbut noted there was an engineering firm that talked about excess water flow for Harriston and talked about 35 homes that had to be moved in the proposal and does that add to the cost and do the homeowners know? Councillor Dirksen stated that the houses are not being “moved” but the zone may be changing for the area that the 35 homes are in.

Stefan Von Muhlenen spoke about 60 years ago in his hometown about high rises going in. Councillor Elliott called a point of order for a question to be asked. Von Muhlenen asked why high rises are not going in? Kuipers stated that the Provincial Policy Statement and Official Plan has different density targets based on the local area.

Von Muhlenen asked why Isotopes go to Germany? Mayor Turton noted further information can be provided to him.

Jim Dopfer noted he lives on Main Street in Palmerston and asked if the speed cameras being set up could be moved to cover Main Street from King Street to Henry Street? Turton stated they are being placed in the Community Safety Zones for 6 months as a pilot project. Dopfer asked if speeding cameras can be put in at Tim Hortons? Mayor Turton noted that after the pilot project further opportunities may be looked at.

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

- a. County of Wellington, OPA 123 Future Development Lands
- b. Township of Puslinch, Provincial Projects and Excess Soil Management Practices
- c. Joint Fire Services Oversight Committee Meeting Minutes of October 30, 2024
- d. Maitland Valley Conservation Authority, Draft Conservation Areas Strategy
- e. Township of McGarry, Request the Redistribution of Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

**MOTION: COW 2024-157**

**Moved By: Councillor Elliott; 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- None
- b. Staff Reports
- 1. PLN 2024-037, Part Lot Control 2024-03, 2554283 Ontario Inc. - Lots 87, 88 and 89 Plan of the Village of Clifford

**MOTION: COW 2024-158**

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

**THAT the Council of the Town of Minto hereby receives report PLN 2024-037 Part Lot Control Exemption Application for 2554283 Ontario Inc. (Allan Williamson) for property legally described as Lots 87, 88 and 89 of the Plan of the Village of Clifford, in the former Village of Clifford, with a municipal address of 21 William St S in the Town of Minto, prepared by the Planning Coordinator, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto considers passing a By-law in open session.**

Carried

Councillor Gunson assumed the Chair

- 2. PW 2024-027, Municipal Drain 14 Tender

**MOTION: COW 2024-159**

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

**THAT the Council of the Town of Minto hereby receives report PW 2024-027 Municipal Drain #14 RFT Results, prepared by the Drainage Superintendent, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto awards the contract to Hanna and Hamilton Construction Co. Ltd. for the total tender price of \$109,873.50 excluding HST.**

Carried

Councillor Dirksen assumed the Chair

- 3. FIN 2024-020, Tile Drainage Loan

**MOTION: COW 2024-160**

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

**THAT the Council of the Town of Minto hereby receives report FIN 2024-020 Tile Drainage Loan, prepared by the Deputy Treasurer, for information purposes;  
AND FURTHER THAT the Council of the Town of Minto approves the Tile Drainage Rating By-Law 2024-061 during open session.**

**Carried**

**4. FIN 2024-021, Appointment of Auditors**

**MOTION: COW 2024-161**

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

**THAT the Council of the Town of Minto hereby receives report FIN 2024-021 Appointment of Auditors, prepared by the Treasurer, for information purposes;  
AND THAT the Council of the Town of Minto reappoints RLB Chartered Professional Accountants for a one-year term (2024 audit).  
AND FURTHER THAT the Council of the Town of Minto considers the related By-Law during open session.**

**Carried**

**5. FIN 2024-022, Third Quarter Financial Review**

**MOTION: COW 2024-162**

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

**THAT the Council of the Town of Minto hereby receives report FIN 2024-022 2024 Third Quarter Financial Review, prepared by the Treasurer, for information purposes.**

**Carried**

Mayor Turton

c. Announcements

Councillor Dirksen noted that the Christmas parades begin this weekend. November 23 in Harriston November 30 in Clifford and December 7<sup>th</sup> in Palmerston. Dirksen stated that the Grey Wellington Theatre Guild is presenting Anne of Green Gables beginning this Friday.

Councillor Zimmerman noted Thursday November 21<sup>st</sup> is the Kris Kringle Market in Palmerston. On November 23<sup>rd</sup> from 2-4 pm Harriston Rising is hosting Home Time Christmas in Tannery Park, and the Crown Theatre will be showing Rudolph the Red Nose Reindeer at 5:30 p.m. Zimmerman noted that a fundraising hockey game will be held at 5:30 p.m. in Harriston with donations to Skyler Buehler who is fighting cancer. Donations can be made directly by calling Shelley Fisk at 519-503-0968.

Deputy Mayor Anderson stated the Annual Christmas dinner will be happening December 25 at the Harriston arena with pickup of meals ½ hour before the sit-down dinner. Rides and deliveries will not be available. Anderson stated that Violets in the Barn will be hosting a Christmas Urn demonstration on November 27<sup>th</sup> at 7 p.m....Wednesday evening is the Harriston Horticultural Society's AGM and potluck dinner. Positions are available on their board.

Councillor Elliott stated that Light up the Park in Palmerston took place last week with record crowds. On November 28<sup>th</sup> at the Norgan Theatre the Moore Family Band will be playing. Tickets are \$20 in advance or \$25 at the door. On November 23<sup>rd</sup> the 81's are playing Seaforth. With this being Minto Minor Hockey Day, children wearing jerseys will get into the game for free.

Councillor Gunson stated that Minto Minor Hockey Day on November 23 will start at 8 am with many draw prizes available. Gunson thanked Councillor Zimmerman for providing the information on the fundraiser for his niece Skyler Buehler.

Mayor Turton thanked everyone who was able to get to the cenotaphs for Remembrance Day on November 11. Mayor Turton noted that shopping local is important and asked people to support our local businesses.

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

**RESOLUTION: 2024-199**

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

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

**Carried**

**11. Notices of Motion None.**

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

**RESOLUTION: 2024-200**

**Moved By: Councillor Elliott; 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. 2024-053, Municipal Drain 120 Third Reading**

**RESOLUTION: 2024-201**

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

**THAT By-law 2024-053 be read a third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- b. 2024-061 Drain Tile Loan for Hale
- c. 2024-062, Appointment of Auditors for 2024
- d. 2024-063, Part Lot Control Williamson

**RESOLUTION: 2024-202**

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

**THAT By-laws 2024-061 through 2024-063 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- e. 2024-064, Confirmatory

**RESOLUTION: 2024-203**

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

**THAT By-law 2024-064, To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held November 19, 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 8: 45 p.m.

**RESOLUTION: 2024-204**

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

**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



# Town of Minto

## DRAFT RECREATION PLAN







Congratulations on completing Strategic Plan, Economic and Community Plan, Cultural Plan and now Recreation Plan

### WHY SHOULD COUNCIL AND STAFF DO A RECREATION PLAN?

- Blueprint Council and staff
- Recognizes financial pressures facing the Town
- Defines a clear and Strategic Vision
- Holds leadership accountable for delivering on goals
- Identifies timelines for budgeting and financial planning
- Gets the community engaged and gives residents a voice
- Addresses the gaps in services
- Legacy for Council and the community





# THE PROJECT JOURNEY





## PHASE 1 – Research

**Kick-off Meeting with Project Team – February 2024**

### PHASE 1

- Policies and Plans
- Financials
- Utilization
- Facility Assessments
- Staff Structure
- Program and Event Analysis
- Trends and National and Policies Review





## PHASE 2 – Community Engagement



- 1. COMMUNITY ENGAGEMENT SESSIONS:**  
Held on April 23 and 24, 2024, in Palmerston, Harriston, and Clifford.
- 2. STAFF ENGAGEMENT WORKSHOP:** Conducted on April 24, 2024.
- 3. STAKEHOLDER ENGAGEMENT:**  
Held virtually on April 29 and 30, 2024.
- 4. STAKEHOLDER SURVEY:** Distributed to over 40 sport, recreation, and culture organizations.
- 5. PUBLIC SURVEY:** Conducted from May 15 to May 31, 2024, via the Town website's community engagement platform.
- 6. 1:1 INTERVIEWS:** Conducted with the Director of Finance, Director of Community Services, and the Programs and Facilities Coordinator.





## PHASE 3 – Plan Development





## RECREATION PLAN LAYOUT

The Recreation Plan has 5 sections with a total of **61 Recommendations** over 10 plus years.



**CORPORATE  
POLICY**



**FUNDING OF  
PARKS AND  
RECREATION**



**PARKS AND  
OPEN SPACES**



**INDOOR  
FACILITIES**



**PROGRAMS  
AND EVENTS**



## EACH SECTION CONTAINS:

- i. Recommendation(s)
- ii. A Proposed Timeline - short, medium and long term

The overall Plan has:

- 17 recommendations – Ongoing
- 19 recommendations – Short term
- 18 recommendations – Mid Term
- 7 recommendations – Long Term

SECTION 4: INDOOR FACILITIES	
SUGGESTED TIMING	RECOMMENDATION
SHORT TERM	<b>CLIFFORD ARENA</b> Develop a site rendering and detailed implementation plan to fully convert the building to an accessible multi-use sports facility to meet new community-wide indoor facilities needs such as pickleball, volleyball, basketball, sport training etc.
MID TERM	<b>ARENAS AND CURLING CLUBS</b> Install new signage to better direct users to various amenities within each ice facility.
<b>COMMUNITY HALLS</b>	
ONGOING	<b>PALMERSTON LIONS CLUBHOUSE</b> Monitor Palmerston Lions Club willingness to continue to maintain the hall.
ONGOING	<b>DREW COMMUNITY HALL</b> <ul style="list-style-type: none"><li>• Accessibility improvements to access the hall.</li><li>• Review annual usage of all Town Community Halls and reduce the number of halls to decrease operating and capital costs in maintaining community halls.</li></ul>
LONG TERM	<b>CLIFFORD COMMUNITY HALL</b> Upon completion of renovations to the Clifford Arena into a multi-use indoor sports facility, investigate a partnership agreement with the church group to manage and operate the community hall. This could be based on existing agreements in Drew Community Hall, Palmerston Lions Clubhouse, and Harriston Lawn Bowling.



## CORPORATE POLICY



### 2 RECOMMENDATIONS – OVER 10 YEARS

- Classification of parks
- Standards for all parks that align with Strategic Plan and Policies







## FUNDING OF PARKS AND RECREATION



### 12 RECOMMENDATIONS – OVER 10 YEARS

- Development charges
- Asset management plan – using outside consultants on building audits
- Capital levy to address short falls in reserves, operating budget and Parks and Recreation infrastructure
- Accessibility improvements





## PARKS AND OPEN SPACES



### 28 RECOMMENDATIONS – OVER 10 YEARS

- Play structures need upgrades
- Improve the state of repair of park buildings, washrooms and amenities
- Assess unused amenities for alternative use
- Feasibility for dog park
- Connectivity of trails throughout the Town



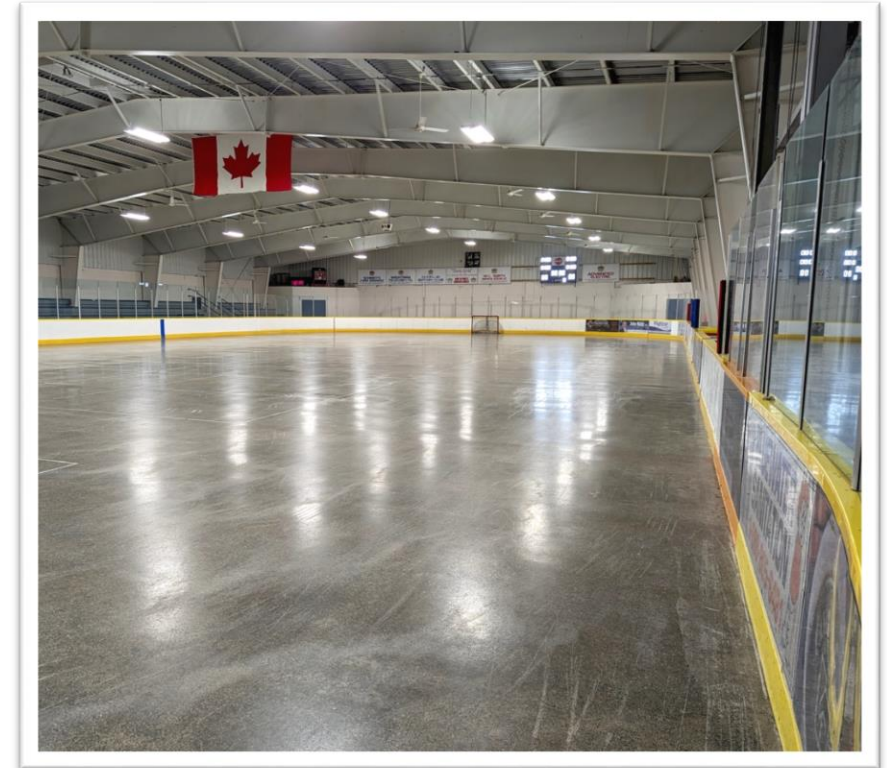


## INDOOR FACILITIES



### 6 RECOMMENDATIONS – OVER 10 YEARS

- Moving forward with Clifford Arena to an accessible multi-use sports facility
- Accessibility improvements
- Signage improvements
- Review usage and volunteers willingness to continue these buildings



## PROGRAMS AND EVENTS



### 13 RECOMMENDATIONS – OVER 10 YEARS

- Ongoing training and certification for program staff and childcare
- Volunteer framework to build capacity and quality
- Develop one-day sports tournament strategy
- Expand programming and day camp offerings



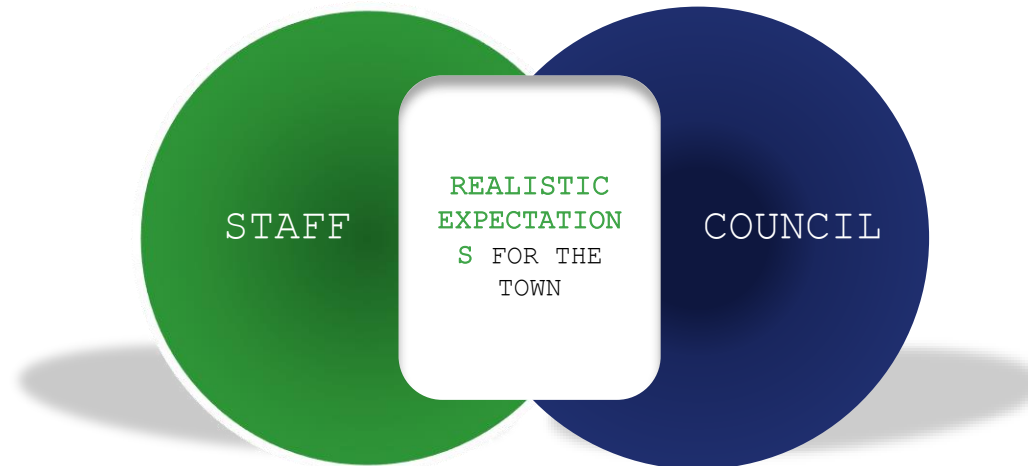


## COUNCIL'S ROLE IN PLAN

In order to support improved maintenance, maintain facilities, improved amenities, better efficiencies and customer experiences...

## COUNCIL NEEDS TO SUPPORT THE PLAN

STAFF NEED TO SUPPORT THE MASTER PLAN = Realistic expectations for the Town



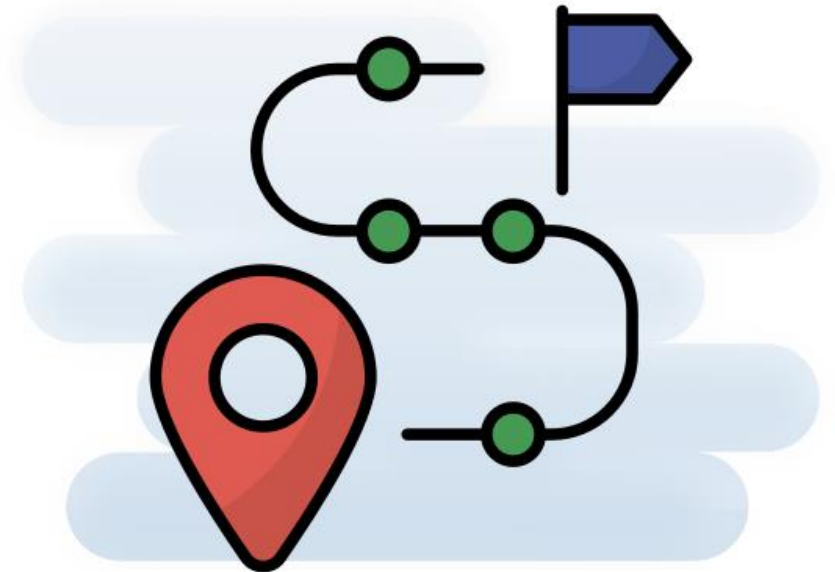


**THIS PLAN – is a roadmap that needs to remain flexible.**  
Council and Staff need to be accountable in the delivery.

### IN CLOSING

**A review process should be conducted annually.**

- New and changed information
- Financial review including new revenue sources
- Community feedback
- Changing trends
- Staff additions and changed duties
- Changing Town and County priorities
- Growth or decline impacts





# Thank you!

## **MGA TEAM**

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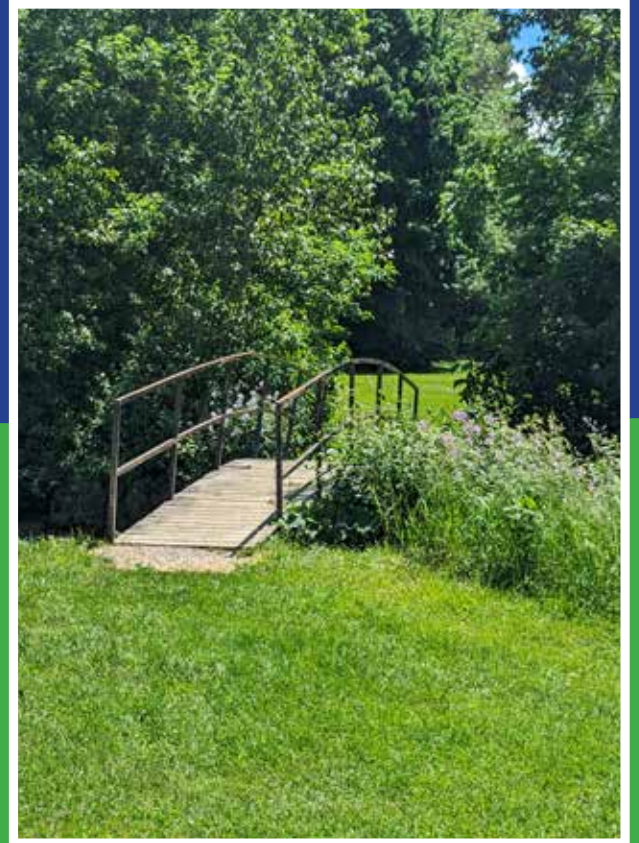
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# RECREATION PLAN



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## INTRODUCTION

As a distinct objective of the Town of Minto's Strategic Plan, the municipal pillars include:



**All of these goals are directly influenced and enhanced by this ten-year Recreation Plan.** Council recognized the importance of developing a comprehensive Recreation Plan to provide a guiding framework for planning service delivery, renewing facilities and parks, while aligning with the Strategic Plan's direction. Through amalgamation and a historical commitment to residents' quality of life, the Town of Minto offers numerous indoor and outdoor recreational opportunities for residents and visitors alike.

Given defined staff resources, the Town of Minto relies on and supports community volunteers to provide parks and recreation services, using a community development or 'facilitator' approach. However, with an aging population and a decline in volunteerism, the Town must plan strategically to maintain and grow community participation in programs and activities.



### COMMUNITY PROFILE

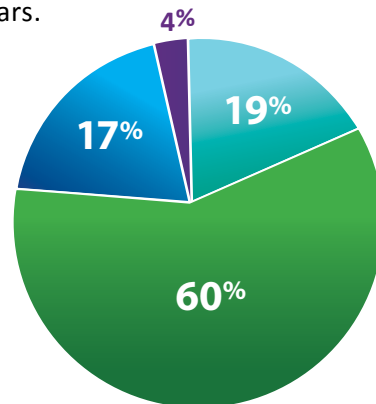
The following section contains select demographic information that is intended to offer insight into characteristics that should be considered in the provision of parks and recreation services.



**THE AGE PROFILE OF THE TOWN IS UNIQUE** from the provincial age profile showing consistently high age cohorts of children, youth, adults, and older adults through to age 74 years.



- 0-14
- 15-64
- 65 & over
- 85 & over



**63%** of residents are married

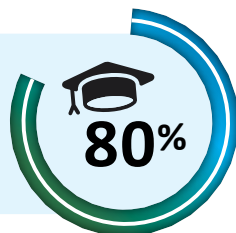


the remaining **37%** are single

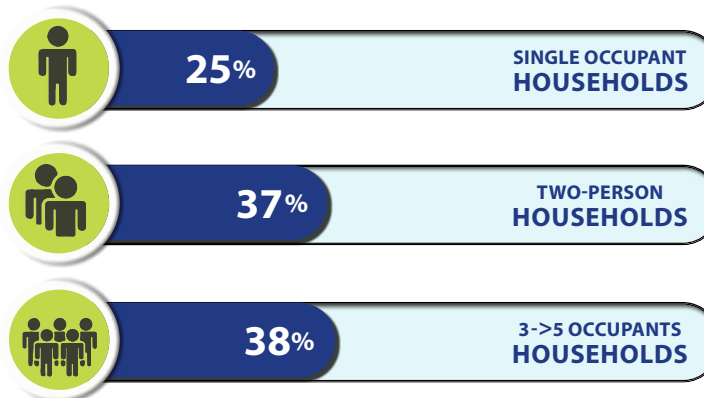
### MINTO POPULATION PROJECTION

The Town of Minto is expected to grow from a population of 9,094 in 2021 to 12,370 by 2036. This represents an increase of 3,276 net new residents or a population increase of 36%.

of residents have secondary or post-secondary education



### MINTO HOUSEHOLD DEMOGRAPHICS



- The average after-tax household income in Minto is \$89,000, which is \$7,000 less than the provincial average.
- The Town of Minto is **well below the provincial average of residents living in low-income households (LICO4)**.
- **Most households (93%) speak English in the home.** Of the remaining 7%, the majority of those households (75%) speak Germanic languages.
- **Two percent of residents have identified themselves as Indigenous, either First Nations or Métis.**
- **Four percent of residents have identified themselves as a visible minority.**

## THE RECREATION PLAN PROCESS

This Recreation Plan was developed using a proven methodology embedded within the strategic goals of the Town of Minto. It was guided by continuous dialogue and information sharing with municipal officials and informed by key stakeholders within the community.

The plan employed an evidence-based approach, utilizing a mix of historical quantitative data and current and future qualitative information to uncover distinct recommendations related to programs, services, and facilities in Minto. The resulting recommendations are supported by a strategic implementation plan designed to be realistic, actionable, and accountable.

## THE HIERARCHY OF STRATEGIC PLANNING

The Recreation Plan is an integral part of the Town of Minto’s strategic planning context, aligning with various planning cycles for municipal responsibilities. The Town’s Official Plan represents the overarching direction for growth. The Recreation Plan sets short, medium, and long-term goals over a ten-year horizon based on quantitative and qualitative evidence from 2024. Consequently, the Town’s Capital Budget and Forecast should be informed by these recommendations. It is acknowledged that internal and external factors, such as government grant programs, capital projects, and community response, may influence the proposed priorities of the ten-year plan.

The Town of Minto, like all Ontario municipalities, is subject to new municipal leadership every four years. Each new Council reserves the right to establish a new Strategic Plan to reflect evolving community



needs. The Recreation Plan followed the Economic & Community Development Plan and Cultural Plan, ensuring all plans are synchronized and aligned with the Strategic Plan.

Council and staff should be congratulated with their forward-thinking approach as a Recreation Plan is a vital tool for communities seeking to enhance their parks and recreation services strategically. When implemented, it offers numerous benefits, including improved resource allocation, community engagement, health and well-being, economic development, environmental stewardship, and social cohesion. By developing and implementing comprehensive Plans, the Town of Minto can ensure that their parks, culture, and recreational facilities meet the current and future needs of their residents, contributing to a high quality of life and a vibrant, sustainable community.

**A COMMUNITY-DRIVEN PLAN**

Community and stakeholder consultation was a fundamental pillar of the Recreation Plan. Understanding the needs and challenges of stakeholders and users was crucial in determining the direction the Town of Minto should take to ensure continued leadership and contributions to parks and recreation. Minto’s stakeholders, representing a broad spectrum of community interests, support, deliver, or benefit from community recreation and leisure services.

Given the interrelationship between Recreation and Culture (e.g., use of Town facilities, support for volunteers, event hosting), the engagement process was collaborative, with questions and facilitated feedback sought for both areas. The engagement process utilized several approaches:

1. **COMMUNITY ENGAGEMENT SESSIONS:**  
Held on April 23 and 24, 2024, in Palmerston, Harriston, and Clifford.
2. **STAFF ENGAGEMENT WORKSHOP:**  
Conducted on April 24, 2024.
3. **STAKEHOLDER ENGAGEMENT:**  
Held virtually on April 29 and 30, 2024.
4. **STAKEHOLDER SURVEY:**  
Distributed to over 40 sport, recreation, and culture organizations.
5. **PUBLIC SURVEY:**  
Conducted from May 15 to May 31, 2024, via the Town website’s community engagement platform.
6. **1:1 INTERVIEWS:**  
Conducted with the Director of Finance, Director of Community Services, and the Programs and Facilities Coordinator.



ENGAGEMENT HIGHLIGHTS

Community Engagement (April 23 and 24, 2024)

Sessions were held in Palmerston (5 attendees), Harriston (12 attendees), and Clifford (3 attendees). Discussions facilitated by consultants used a SOAR exercise (Strengths, Opportunities, Aspirations, Results) to gather feedback for the Cultural and Recreation Plans. Attendees included representatives from various organizations and the general public:

- STRENGTHS:** Unique, friendly, quiet, safe, and peaceful community; abundance of activities; strong volunteer base; blending of sports; cultural amenities; recognition of recreation as an investment; active service clubs and agricultural societies; clean parks and good amenities; accessible sports and health facilities.
- OPPORTUNITIES:** Improve garbage disposal and respect for rural areas; address transportation and communication barriers; expand program opportunities for children under 5; consider an indoor pool and therapy pool; develop a place for youth to hang out; address small dressing rooms and arena floor issues in Harriston; revitalize the Railway 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; enhanced trail connectivity and signage.

## COMMUNITY INPUT SURVEY RESULTS

RECREATION

89%

of respondents participate in recreation activities

38% | 29% | 12%

Harriston | Palmerston | Clifford

Where the majority of respondents reside

THE MAJORITY OF RESPONDENTS ARE SATISFIED or very satisfied with the current facilities and outdoor recreation amenities

HOW FAR ARE YOU WILLING TO TRAVEL to attend recreation & culture activities?

25% 10 MINUTES

32% 20 MINUTES

27% 30 MINUTES

TOP RECREATION PROGRAMMING

Swimming Lessons

Skating

Sports Leagues (Hockey/Baseball/Soccer)

The majority of respondents are satisfied, or very satisfied, with:

- THE QUALITY
- VARIETY\*
- COST

of the programs currently available.

\*Many respondents still wish for additional program offerings.

MOST REQUESTED:

IMPROVED ADVERTISEMENT & COMMUNICATION OF PROGRAMS

on the Town website, public information boards, social media, print media, etc...

ADDITIONAL PROGRAMMING DESIRES:

Fitness and Exercise Classes

Drop-in/pick-up, yoga, zumba, seniors stretching

Youth and Teen Programming

Drop-in, hobbies and STEM clubs, crafts, leadership

Non-Sport Programming

Cooking classes, arts & crafts, gardening, book club, tech help

RECREATION

"It is very important that each community has accessible recreation sites that can be reached by foot or bike. This ensures youth or members of the community without transportation can participate."

"Please continue aquaft in Harriston. The ladies love it!"

"The residents of Clifford are always expected to travel to other towns for recreational activities."

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TOWN OF MINTO | RECREATION PLAN

6

**Recreation Staff Engagement (April 24, 2024)**

The workshop with recreation staff emphasized several key areas for development: adherence to policies, better communication about tournaments and sports organizations, promotion of the Town’s facilities, and encouraging inter-community travel for activities. Staff also called for an analysis of underutilized space, addressing event planning costs, updating the Asset Management Plan, monitoring sports trends, and launching a grass-cutting awareness campaign. Additionally, it focused on tackling the challenge of recruiting aquatic staff, fostering a facilitator role in program provision, and expanding the popularity of summer camps.

**Stakeholder Engagement (April 29 and 30, 2024)**

Virtual discussions were held with representatives from various organizations, addressing:

- **Volunteer and Patron Sufficiency:** Ensuring enough volunteers and patrons to support events and programs.
- **Maximizing Minto’s Competitive Advantages:** Leveraging the unique strengths of Minto.
- **Addressing Attendance Challenges:** Improving attendance for programs and events.
- **Recruiting New Volunteers:** Finding new volunteers and improving event attendance.
- **Simplifying Services and Accessibility:** Making services easier to use and more accessible.
- **Enhancing Communication:** Promoting key events and improving overall communication.
- **Addressing Community-Specific Challenges:** Solving issues unique to different communities and encouraging local participation.

**Vision:**

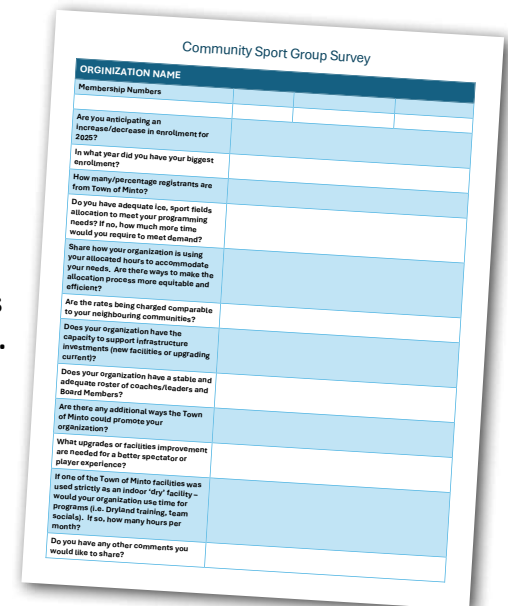
- Attract newer, younger members and fresh ideas.
- Utilize Clifford Arena for larger events.
- Streamline invoicing and billing processes.
- Promote the value of sport, culture, and volunteerism.
- Simplify volunteer recruitment and management.
- Enhance centralized registration and in-person events.

**Sports Survey (May 2024)**

A form was sent to community user groups to assess trends in minor sport in the Town of Minto and get direct feedback from the user groups on their needs. We received five sport group completed surveys:

- Harriston Skating Club
- Palmerston Marlins
- Palmerston Skating Club
- Minto Minor Hockey
- Minto Minor Ball

**For complete user group survey results see Appendix 3.**



The image shows a 'Community Sport Group Survey' form. It includes sections for 'ORGANIZATION NAME', 'Membership Numbers', and various questions about participation, needs, and facility usage. The form is partially filled out with blue shading.

**CONNECTION TO THE CULTURAL PLAN**

Parks, Recreation, and Culture are deeply interwoven. In smaller communities, staff often fulfill multiple roles that encompass facilities management, program delivery, community engagement and special events, connecting culture, parks, and recreation. As part of the Recreation Plan, community engagement and surveys were conducted jointly with the Culture Plan, which was approved in October 2024. To view the Community Input - Culture and Recreation Plan Survey Response Report, visit: <https://www.town.minto.on.ca/government/boards-and-committees/minto-cultural-roundtable>

The Culture Plan includes several recommendations that closely align with and reinforce the goals set out in the Recreation Plan. While these recommendations are part of the Culture Plan and have their own numbering, they are crucial to the success of Parks and Recreation, as they help foster stronger community connections, optimize shared resources, and support collaborative programming. Key recommendations include:



SUGGESTED TIMING		RECOMMENDATION
<p><b>SHORT TERM</b></p> <p><b>MID TERM</b></p> <p><b>LONG TERM</b></p>	A.1	<p><b>CULTURAL INVESTMENT</b></p> <p>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.</p>

<p><b>SHORT TERM</b></p>	A.4	<p>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.</p>
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RECOMMENDATIONS – SUGGESTED TIMING			
<p><b>SHORT TERM</b></p> <p>1-3 YEARS</p>	<p><b>MID TERM</b></p> <p>4-7 YEARS</p>	<p><b>LONG TERM</b></p> <p>+8 YEARS</p>	<p><b>ONGOING</b></p>



SUGGESTED TIMING		RECOMMENDATION
<b>SHORT TERM</b> — —	B.1	<p><b>ORGANIZATIONAL CAPACITY</b></p> <p>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.</p>
<b>SHORT TERM</b> — —	B.3	<p>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.</p>

**SHORT TERM**  
— —

C.5  
A



**COMMUNITY EXPECTATIONS AND ENGAGEMENT**

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, public art installations.
- Promotion of new art programs – pottery, working with textiles, print making, digital media, animation, jewellery making, coding, Ninja.
- Outdoor music concerts, outdoor movie nights.
- Pop-up live performances.
- New programs for children/youth and special need.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS — —	<b>MID TERM</b> 4-7 YEARS — —	<b>LONG TERM</b> +8 YEARS — —	<b>ONGOING</b> — —

SUGGESTED TIMING		RECOMMENDATION
<b>MID TERM</b> 	C.5 B	<p><b>COMMUNITY EXPECTATIONS AND ENGAGEMENT</b></p> <p>Continue to expand program offerings.</p> <p>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.</p>
<b>LONG TERM</b> 	F. 5	<p><b>MINTO AS A CULTURAL DESTINATION</b></p> <p>Promote sustainable practices to the visiting public including:</p> <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> <li>• Bike storage/lock up areas and repair stations.</li> </ul>

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS 	<b>MID TERM</b> 4-7 YEARS 	<b>LONG TERM</b> +8 YEARS 	<b>ONGOING</b> 

## TOP TRENDS IN SMALL, RURAL ONTARIO FOR RECREATION, PARKS, AND PROGRAMMING

The following trends highlight the evolving role of parks and recreation services in addressing environmental, social, and technological changes, ensuring they continue to meet the diverse needs of communities in Ontario.

It should be noted that these trends are determined to be provincial in nature. Our experience knows that there are unique or distinct differences among regions in Ontario. Through the research phase of this project, coupled with our robust community engagement program, we will establish the most relevant trends that staff of Minto should position themselves to address in the near term.



### HUMAN RESOURCES

**Four-Day Work Week:** The rise of the four-day work week may affect park and facility operational hours, programming, and staff schedules. Town of Minto might need to adjust programming and staffing to accommodate different operational hours and increased demand for recreational activities on weekdays.

**Remote Work:** Changes in workplace norms, with some employees returning to offices, may influence park and facility usage patterns as more people seek recreational opportunities close to work locations. Minto could develop programs and facilities that cater to remote workers by offering i.e. lunchtime fitness or skating classes or post-work recreational leagues.

**Volunteerism:** Volunteerism remains crucial but faces challenges post-pandemic, with a critical lack of volunteers and burnout among existing ones. Town’s need to provide additional support (financial, training, mentoring) to volunteers and create targeted recruitment campaigns to attract new volunteers.

### PARKS

**Environmental Education:** Increasingly, parks and facilities are used as sites for environmental education, leveraging AI and other technologies to provide history and real-time information on flora, fauna, and ecological processes. The Town of Minto should work with horticultural groups to provide educational programs and install interactive displays and mobile apps that enhance residents’ knowledge and engagement with the parks.

**Dog Parks:** Increasing pet ownership drives the demand for dedicated dog parks. Design and develop more dog parks with safe, fenced areas, agility equipment, and socialization spaces for pets and owners.

**All-Wheel Parks:** Traditional skateboard parks are evolving into all-wheel parks for bikes and boards. Incorporate pump tracks, skate park features, seating areas, shade elements, and public art to make these spaces vibrant and attractive to youth of all ages.

### PARKS (continued)

**Interactive Playgrounds:** Technology is being integrated into playgrounds to create interactive, educational play experiences. Install interactive panels, augmented reality (AR) features, sensory play equipment, and electronic games to engage children in physical activity and learning.

**Smart Infrastructure:** Adoption of smart technologies to reduce environmental impact and operational costs. Implement solar-powered lighting, water-saving irrigation systems, and other eco-friendly technologies in park and indoor facilities. The use of AI and mobile data to track park usage can also improve operational efficiency by determining the frequency of the parks.

**Inclusivity in Playgrounds:** Designing inclusive playgrounds for individuals of all abilities. Build playgrounds with accessible equipment, eco-conscious designs, and natural elements to ensure everyone can enjoy them.

**Outdoor Washroom and Amenities for Parks and Trail Heads:** Install washrooms that are sustainable, inclusive, and user-friendly, enhancing the overall experience for visitors.

### TECHNOLOGY INTEGRATION

**Recreation Management Software:** Use of software to manage program registration, facility bookings, and to gather data on program utilization and attendance.

### RECREATION PROGRAMS

**Pickleball/Paddle Popularity:** Pickleball's rapid growth across all age groups is increasing demand for new courts and facilities. Create additional pickleball courts and programs and integrate them into existing facilities.

**Fitness and Wellness Programs:** Offering diverse fitness and wellness programs, including yoga, Tai Chi, and guided nature

walks to promote community health. Expand program offerings and cater to the interests of older adults who are seeking more active and dynamic activities.

**Renewed Focus on Walking and Outdoor Activities:** Enhancing walking trails and indoor opportunities for walking. Improve and promote walking opportunities and fitness equipment to encourage more people to engage in simple yet effective exercise.

**Shifting Older Adult Activity Preferences:** Understanding the changing preferences of healthier and more active older adults. Offer more active and dynamic programs for older adults, such as pickleball and leisure programming.

**Youth Leadership Programs:** Initiatives that foster leadership skills and community involvement among youth.

### FACILITIES

**Multi-Purpose Facilities:** Facilities designed for year-round indoor programs and training. Facilities that can accommodate a variety of activities, such as arenas being used for different sports and events throughout the year by developing versatile spaces that can be used for various activities throughout the year.

**Indoor Aquatic and Therapeutic Facilities:** Meeting the diverse needs of the community with indoor pools that promote wellness. Currently, the Town of Minto does not have the population to support an indoor pool plus there are four indoor pools within 40 minutes of Minto.

**Impact of Climate Change:** Recreation departments play a larger role in emergency management during natural disasters. Facilities need to be equipped to serve as shelters and temporary heating/cooling centers, and train staff for emergency response roles.

By staying abreast of these trends and implementing strategic initiatives, parks and recreation services in Ontario can continue to evolve, meeting the diverse needs of their communities while addressing environmental, social, and technological changes.

RECOMMENDATIONS

SECTION 1: CORPORATE POLICY



COUNTY OF WELLINGTON  
OFFICIAL PLAN - PARKS & OPEN SPACE

The Town of Minto land use planning is managed by the County of Wellington Official Plan with specific land use regulations set out for the entire county with some conditions specifically for Minto. The Wellington County Official Plan outlines the following regarding public spaces, parks, and open space.

**4.11 PUBLIC SPACES, PARKS AND OPEN SPACE**

*Planning and design play an important role in community health by providing opportunities for active lifestyles and recreation activities.*

*Wellington is fortunate to have a number of publicly-accessible rail trails; agreement forest trails; rivers, lakes and reservoirs; conservation areas; and municipal parks and recreation complexes. Equally important is the involvement of community groups who provide support and stewardship for a number of these facilities.*

*The County will promote healthy, active communities by:*

- a) planning public roads, streets and facilities to be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including but not limited to, walking and cycling;*
- b) providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, open space areas, trails, and, where practical and appropriate, water-based resources;*
- c) providing opportunities for public access to shorelines;*
- d) considering the impacts of planning decisions on parks, agreement forests and conservation areas.*

All lands are designated in the official plan as “Recreational”.



**TOWN OF MINTO ZONING BY-LAW – PARKS & OPEN SPACE**

“A comprehensive zoning by-law is a precise legal document used by a municipality to regulate the use of land and the buildings upon it. It states exactly what type of land uses are permitted in a specific area or zone and provides the requirements or regulations that apply to such land. Under Ontario's Planning Act, local municipalities can establish zoning by-laws to control the use of land and future development of their community. Zoning By-laws also protect property owners from the development of conflicting land uses”

– *Town of Minto Zoning By-law 01-86*

**SECTION 28.1 of the Zoning bylaw identifies “Open Space Zone” and the following is permitted in these zone**

**28.1 PERMITTED USES** • Campgrounds • Community Centre • Fairgrounds • Golf Course • Golf Driving Range • Passive Recreation • Parks • Parking Lots • Places of Recreation • Cemetery including mausoleums and crematoriums • Accessory uses, buildings and structures

Several regulations are noted in the bylaw with a few other provisions.

The bylaw does not designate open spaces as Neighbourhood/Hamlet, Community, Urban Parks/Squares, & Regional as is common in larger municipalities. Town staff typically refers to their parks and open space system as “Community” Parks.

As there are limited standards and regulations for parks and open space the Town and developers would benefit from a set of development standards for all new parks and opens spaces including setting out standards for sports fields, play structures, trails, splash pads, etc.



**RECOMMENDATIONS**

**SECTION 1: CORPORATE POLICY**

- **Given the rural nature of the Town of Minto, the current designation for parks and open space should be continued until such time as new parks are added to the inventory and reclassification is required for effective park planning using established standards and criteria.** For example, if the Town is desirous of developing a community-wide park to support a centralized approach to facility planning, it may wish to enhance the current classification with additional detail and/or categories aligned with criteria (size, use, amenities, etc.). Regional, Community, Neighbourhood, Linear Parks and “Parkettes/Village Square or Pocket Park” are examples for this type of classification.
- **Develop a parks/open space and trail development standard for all new development that aligns with the Town’s Strategic Plan Goal 2.3** (Ensuring well planned & connected open spaces and trails enjoyed by all).

RECOMMENDATIONS

SECTION 2: FUNDING OF PARKS AND RECREATION



The Town of Minto has been fortunate over the years that many organizations and individuals have contributed significant funding to new parks and recreation facilities. Several service clubs have contributed significantly to the development of facilities and parks. There are also examples of donations in arenas including scoreboards, score clocks and equipment from local residents and agricultural societies.

Several groups also help to manage and operate some of the Town’s facilities including the Drew Community Centre, the Palmerston Lions Clubhouse and the Harriston Lawn Bowling Club.

For a small community, the Town of Minto has many recreation and parks facilities, and this impacts the annual operating and capital budget requirements for the Town to operate, maintain, repair and replace these facilities and amenities annually. Like other municipalities, the Town has many other services like roads, bridges, fire, water, wastewater, etc. that it must operate and fund, which is always a challenge given the limited revenues streams a local municipality has available and the challenge to balance property taxes with service provision.

It will be important moving forward that the Town continues to work with these organizations to provide new funding for new facilities, amenities and equipment and should also consider assisting with renovations of older facilities and amenities. Funding requirements for parks and recreation are only going to continue to grow, as the community grows, and pressures on the Town to fund hard infrastructure for roads, bridges, etc. will continue to be a pressure on the Town’s financial situation.



RECOMMENDATIONS

SECTION 2: FUNDING OF PARKS AND RECREATION

- **Continue to develop partnerships with service clubs and other third parties for new facilities, amenities, and equipment as well as for future capital and operating funding. Consider increasing the fund-raising target for partnership projects to include an amount that can be put into a reserve to assist with future maintenance and/or replacement costs.** In this way, partners will see their efforts contributing to the provision of facilities and their ongoing upkeep to meet public expectations. This is especially important when property taxes are not able to fund all required services.
- **Continue to explore new revenue streams and funding opportunities to offset operating expenses of these facilities, amenities, and equipment.**

**TOWN OF MINTO CAPITAL BUDGET & FORECAST**

The Town completes a Current Year and 3 Year Forecast Capital Budget that is reviewed annually by Council. The total 2024 approved capital funding for all departments is \$3,702,400 and increases year to year with forecasts of \$6,656,100 (2025), \$17,127,100 (2026), and \$3,793,500 (2027). Like all municipalities the Town of Minto has a large inventory of infrastructure to pay for maintenance, upgrades and planned new projects and only one main source of funding which is property taxation. There is substantial pressure on prioritizing capital funding to the right projects and



**RECOMMENDATION  
SECTION 2: FUNDING OF PARKS AND RECREATION**

- **Given the large percentage of capital assets within recreation and cultural facilities, the Town should increase the annual allocation of its capital budget to these facilities.** The Town could consider increasing the percentage (currently at 10%) based upon the overall budget for recreation and culture as a percentage of the entire Town asset base or using a formula that reflects the large asset base within recreation and culture. A gradual approach to this increase will be necessary to deal with ongoing financial challenges in all service areas.

each year many needed projects cannot be funded. Major infrastructure such as roads, bridges, water and sewer projects have the largest allocation of capital funding as these are current Council priorities.

While the Community Services Department can forecast long term capital improvements/investments needed for Parks and Recreation facilities and amenities, budget restrictions do not provide adequate funding for all the forecasted projects. Therefore, Community Services is allocated an annual funding amount from the overall capital budget, allowing staff to set priorities within the current year.

In 2024 that amount is \$385,000 (10% of total Town capital budget) with the following break down and three-year forecast.

	2024	2025	2026	2027	TOTAL
Trails		125,000			<b>125,000</b>
Recreation Facilities	190,000	145,000	310,000	355,000	<b>1,000,000</b>
Satellite Facilities	10,000	30,000	30,000	30,000	<b>100,000</b>
Norgan Theatre		75,000			<b>75,000</b>
Playgrounds	50,000	100,000	100,000	100,000	<b>350,000</b>
Equipment & Fixtures		30,000			<b>30,000</b>
Vehicles (new)					
Vehicles (replacement)	125,000		60,000	40,000	<b>225,000</b>
Structural Inspections		50,000			<b>50,000</b>
Community Services Plan	10,000				<b>10,000</b>
Contingency					
<b>TOTAL</b>	<b>385,000</b>	<b>555,000</b>	<b>500,000</b>	<b>525,000</b>	<b>1,965,000</b>



It is especially important to note that the capital budget does not project any new amenities to its parks i.e. splash pads, sports fields, pickleball, etc. It also does not show any funding to do upgrades or major repairs to park facilities and amenities. While the Town has an abundance of facilities and amenities, many are reaching the end of their useful life and will need significant upgrades or replacement in the coming years. Funding for this will have to come from alternate sources, such as grants or partnerships. The latter will need to include both capital and ongoing operating funding in order to be sustainable.

Based on our visual inspection for facilities and park spaces, they are well maintained, however with the substantial number of facilities and amenities, the Town will be facing a large capital funding requirement for major facilities upgrades (i.e. roofs, arena floor, ice mechanical systems, mechanical and electrical, community hall flooring and kitchen equipment, etc.). Parks will require replacement including park pavilions, play structures, field lighting, fencing, outdoor washrooms, splash pads, etc.

### ASSET MANAGEMENT PLAN

In June, Minto Council approved a new Asset Management Plan (AMP) required by Provincial regulations. An Asset Management Plan is a long-term process that allows municipalities to plan for their infrastructure requirements including maintenance, renewal, replacement, and or disposal of all their assets. These plans help municipalities set targeted funding levels to keep their service levels in place to serve their community. The Town’s 2024 AMP now includes Community Services buildings and parks/open space with a projected total replacement cost of \$21.3 million. This portion of the AMP was undertaken internally by staff. The plan forecasts a backlog need of \$467,000 for parks and recreation and an ongoing allocation of over \$4 million between 2024 and 2033 (yearly average \$400,000).

The total Town of Minto Replacement of its assets is \$384 million. “To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the

Town’s average annual capital requirement totals \$10 million.” (Town of Minto 2024 AMP – page 2). Currently the Town allocates just under \$4 million annually in its capital budget for all infrastructure needs. If projects exceed this amount, it will require a multi-year plan.

It is important to note the AMP does not include any new facilities or assets.



## RECOMMENDATIONS SECTION 2: FUNDING OF PARKS AND RECREATION

- **Given the importance of Asset Management, the Town of Minto should consider retaining external consultants with specific building audit technical knowledge to update the AMP for recreation and cultural facilities.** This would supplement the work undertaken by staff but would provide an additional level of expertise to address structural, mechanical and other facility needs. E.g., roof inspections, review of supporting walls, internal plumbing and electrical systems etc.
- **The Town could consider a dedicated capital levy as part of the annual preparation of the operating budget and setting of the tax levy to build reserves specific for Parks, Recreation and Cultural facilities.**

**NOTE:** This would help supplement the Town’s allocation of operating funds (approximately \$180,000 TO \$200,000 annually) into their Parks & Recreation Reserve fund.

### DEVELOPMENT CHARGES

The Town undertook and updated Development Charges Background Study in 2020 with Watson & Associates. Development Charges have traditionally provided funding to a municipality realized from new development to pay for new infrastructure, facilities, and amenities to meet a growing municipality. Prior to the 2020 study the Town did not collect development charges for indoor and outdoor recreation facilities.

The 2020 study identifies the population in Minto to be “10,825 by early 2030, 12,185 by early 2040 and 12,305 by mid 2041. It is anticipated that 88% of this growth will be 88% low density (single detached and semi-detached), 8% medium density (multiples except apartments) and 4% high density (bachelor, 1-bedroom and 2-bedroom apartments).” (Watson Development Charges Study 2020). The Study also identifies the following areas for growth over the 10-year forecast period.

- Clifford – 16%,
- Harriston - 24%
- Palmerston – 45%
- Rural – 15%

The Watson study identifies municipal wide indoor recreation and outdoor recreation which can be collected through development charges at 90% of estimated costs. The following is noted in the study.

“The 10-year capital needs for parks and recreation services to accommodate growth have a total gross capital cost of approximately \$322,111. These capital needs include the development of the Connecting Link trail, the provision of additional parkland amenities and trails, as well as a parks and recreation plan. A deduction of approximately \$14,650 has been applied to reflect the benefit to existing development. The statutory 10% deduction applicable for parks and recreation services totals \$29,975. After incorporating the reserve fund deficit balance of \$7,711, the resulting in net growth-related capital costs for inclusion in the calculation of the D.C.s total \$277,486. As the predominant users of parks and recreation services tend to be residents of the Town, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.”

– (Development Charges Study 2020 – page 5-2)



### RECOMMENDATIONS

#### SECTION 2: FUNDING OF PARKS AND RECREATION

- **The Town of Minto should continue to update its Development Charges by-law and background studies as needed and implement new parks and recreation facilities as identified.**
- **Review current legislative framework to ensure the Town is maximizing all growth-related revenue streams (i.e. Parkland Dedication by-law).**
- **Development Charges for growth related infrastructure will have to be supplemented by other sources of funding (reserves, grants, fundraising, dedicated levy) in the budget forecast.**

### ACCESSIBILITY

The Ontario Accessibility for Ontarians with Disabilities Act 2005 (AODA) and the Ontarians with Disabilities Act, 2001 (ODA) sets out regulations and accessibility standards<sup>1</sup> in its goal to create an accessible Ontario by 2025. Under the Act municipalities are responsible for ensuring public facilities and services are accessible to persons with disabilities within their communities. The Design of Public Spaces Standard is currently being updated and is expected to be completed in 2024.

This website provides information on the standards for:

- Recreational trails and beach access routes.
- Outdoor public eating areas like rest stops or picnic areas.
- Outdoor play spaces, like playgrounds in provincial parks and local communities.
- Accessible parking (on and off street).
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals.

In reviewing the Town of Minto’s parks, recreation spaces, and facilities, the Town has done some work making facilities and services accessible. As funding is available, there is an opportunity to improve accessibility at many sites, to make more facilities and parks welcoming and easier to access for everyone. Any significant renovations must meet the provincial regulations under the AODA and should align with the County of Wellington’s Facility Accessibility Design Manual (FADM).

The County of Wellington also has an Accessibility Fund Incentive Program to assist municipalities with annual accessibility improvements. This is a funding opportunity for the Town to complete annual accessibility improvements. The Town of Minto has received funding in 2024 and in the previous number of years to install an accessible ramp and new door at the Drew Community Centre for \$10,000.

1. O. Reg. 191/11: Integrated Accessibility Standards <https://www.ontario.ca/laws/regulation/110191>

### Accessibility Resources:

1. **Holland Bloorview – Inclusive Playground Playbook**  
- <https://hollandbloorview.ca/research-education/bloorview-research-institute/research-centres-labs/epic-lab-inclusive>
2. **Province of Ontario - What is the Design of Public Spaces Standard?**  
<https://www.ontario.ca/page/how-make-public-spaces-accessible>

**Note that an update is in progress and an interim report is available here:** <https://www.ontario.ca/page/improving-accessible-built-environment-standards-2023-initial-recommendations-report>



## RECOMMENDATIONS

### SECTION 2: FUNDING OF PARKS AND RECREATION

- **Undertake an Accessibility Audit of its parks and recreation facilities to develop a progressive multi-year plan for accessibility improvements and funding requirements to meet the AODA regulations where feasible.**
- **Utilizing external funding sources if required, collaborate with accessibility specialists to provide relevant staff and volunteers with training and support in order to complete the accessibility audit of key facilities and parks.**
- **Acquire additional accessible picnic tables and accessible connecting trails to existing park pavilions in community parks.**
- **If feasible, develop the Clifford Rail Trail link to include accessibility features that meet the provincial regulations.**
- **Continue to apply annually for the County’s Accessibility fund to assist in implementing accessibility improvements at its recreation and parks facilities and spaces.**

RECOMMENDATIONS

SECTION 3: PARKS AND OPEN SPACES



The Town of Minto has a variety of parks and outdoor spaces spread out throughout communities but mainly based in Clifford, Harriston and Palmerston. Most of the larger parks and open spaces are community-based parks with sports fields and there are several neighbourhood/specialty parks.

The Town staff complete regular maintenance to all parks and amenities and inspect playgrounds monthly as required by the CSA standards. For some parks, volunteers take on the regular maintenance in agreements with the Town. This helps to reduce operating and capital costs for the Town.

COMMUNITY PARKS

A Community Park is a larger park meant to serve a larger geographic area than the surrounding neighbourhood. These parks are designed to engage families and visitors for an entire day with multiple and diverse activities and amenities throughout.

NEIGHBOURHOOD PARKS

A Neighbourhood Park is an open space within a residential area that is designed to provide leisure-time physical activity opportunities and promote physical activity. It is an important venue for the community to engage in recreational activities and social interactions.



**COMMUNITY PARKS**

**Rotary Park – Clifford (9.2 ha/22.85 ac)**

Located in the north easterly part of Clifford the park is a large community park (22.85 acres) which is adjacent to the Clifford Arena, Community Hall, Public Works building, and Clifford Fire Station. The park includes a large gravel parking lot at the entrance, an enclosed picnic shelter and washrooms, a small play structure area, a soccer field (no lights), fenced lit softball diamond with bleachers, and a new concession and viewing deck adjacent to the softball diamond. The park hosts a few annual events. Recently the Town took over cutting the grass from volunteers which has increased operational costs for the park. The park also includes part of the trail system.

The park has a large amount of open space currently underutilized. As the Town looks at new sports facilities or other recreational opportunities this park could accommodate additional facilities/ sports fields such as an outdoor ice rink, pickleball courts, all-wheel park, tennis courts, multi-use court, splash pad, dog park area, etc.

The overall park is not accessible for people with disabilities. As part of the accessibility review, upgrades to the existing trail should be considered.<sup>2</sup>

**VISUAL CONDITION ASSESSMENT:**

- This large open space is well maintained and in good condition.
- The play structure is quite small for such a large community park.
- The soccer field needs grading improvements, and there is the possibility to add lighting to increase use.

<sup>2</sup> The Integrated Accessibility Standards do not require that 100% of a trail be accessible, but that any significant upgrade or expansion of trail include accessible features (with exceptions for natural trails).



**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- **The play structure needs upgrades with additional variety of equipment and seating.**
  - **Complete grading improvements to all fields to increase playing time and user satisfaction. Evaluate lighting to further increase availability for rentals.**
  - **Consider completing a site-specific park plan to explore new, creative year-round uses.**

**Clifford Rotary Celebration Square (0.15 ha/0.37 ac)**

Located in downtown Clifford right on Hwy 9 this urban style park is mainly hard surface with a small gazebo, planters, flagpole, historical plaques, picnic tables and memorial benches, and a large, paved parking lot. The plaques provide education about the history of Clifford.

**VISUAL CONDITION ASSESSMENT:**

- The space is well maintained and in good condition.

**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- Promote location as an Instagram site for visitors.



**Palmerston & District Community Arena and Fairgrounds  
(8.36 ha/20.66 ac)**

This large community space includes the Palmerston Arena (single pad), community hall, curling club, paved and gravel parking areas, and several outdoor facilities. The park area includes two fenced lit softball diamonds with dugouts and bleachers, one full size soccer field, one mini-soccer field, a wood picnic shelter with concrete floor, an unlit unfenced ball field, a medium sized play structure with plastic border and mulched surface area, and a fenced in batting cage. One softball diamond has an announcers booth building with washrooms which is also adjacent to the picnic shelter. There is also an undeveloped soccer field with two nets in the newer ball diamond outfield which is used for practices when the ball field isn't being used. The Agricultural Society also has a tractor pull area and grassed event space within the park adjacent to the arena parking lot. The Town recently had an addition added to the arena which now provides an accessible washroom for arena and park users.

The park hosts the Palmerston Fair each year in mid-August as well as the Upper Canda Two Cylinder Club event and several ball tournaments.

**VISUAL CONDITION ASSESSMENT:**

- The park area is well maintained.
- The two wooden shelters need upgrading (i.e. painting).
- The batting cage requires some maintenance.



**SITE-SPECIFIC**



**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- **Improve state of repair for park buildings, washrooms and amenities (e.g. batting cage).**

**Lions Heritage Park, Palmerston Pool & Fountain Park  
(7.76 ha/19.18 ac)**

The very large park in Palmerston’s central park area consists of a good variety of facilities including the Railway Museum and the old Railway bridge as it’s central theme. It includes a long central hard surface trail with lights, large picnic shelter with concrete floor, large washroom building, paved multi-used court surface area for basketball and road hockey, a large play structure with plastic border and mulch surface area, two tennis courts (no lights), a small splash pad with concrete surface, an old steam locomotive, and a large number of memorial trees and gardens. The trail extending from one end of the park to the other does provide some accessibility but many of the other park amenities are not fully accessible. The park hosts the Party in the Park, Pride in the Park, Makers’ Market, and many annual private rentals each year. The Railway Museum also hosts the summer Farmers’ Market on Saturdays from 9am to 12pm – June through September.

The park also includes an outdoor pool with a concrete block building including changerooms, staff area, storage and mechanical equipment. The pool is fenced for security with a concrete deck and 35’ x 75’ inground pool. The pool includes a small slide but does not include any accessible access.



**VISUAL CONDITION ASSESSMENT:**

- Park is well maintained, visually appealing, and in good condition.
- The tennis courts need new surfacing and paint.
- The trail does provide good accessibility to most amenities in the park, but some improvements are required.



**SITE-SPECIFIC**



**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- Improve state of repair for park buildings, washrooms and amenities (i.e. solar panels, Railway Museum features, etc.).



**Harriston Fairgrounds (4.52 ha/11.00 ac)**

This large park open space includes the Harriston Arena, community hall, curling club, fairgrounds building, community gardens, Public Works building, a large wooden pavilion, a softball diamond, soccer field, and grassy treed areas for gatherings along a creek. The park hosts the Harriston-Minto Fall Fair each year in mid-September as well as some ball tournaments each year.

Recently the Town of Minto undertook a plan for the park which was endorsed by Council in March 2024.<sup>3</sup>

The new plan includes the existing softball diamond, market lawn, new junior soccer field, events field, new parking areas and road access, a new park pavilion with concession and washroom, a multi-sport court, walking trails and new pedestrian bridge connecting the Kinsmen Pool and Playground area, and new parking areas.

**VISUAL CONDITION ASSESSMENT:**

- The fairgrounds are poorly organized and have competing uses. Improved maintenance and tree removal in some areas is required.
- Limited accessibility to all amenities for those with disabilities, strollers, seniors, etc.



**SITE-SPECIFIC**

**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- **Implement endorsed plan as capital budget and service club funding is available.**



3. View the March 4, 2024 Council Staff Report <https://mintopublishing.escribemeetings.com/filestream.ashx?DocumentId=24014> and Approved Harriston Fairgrounds Concept Plan <https://mintopublishing.escribemeetings.com/filestream.ashx?DocumentId=24015>. Accessed July 2024



**Conservation Park (3.35ha/8.33 ac)**

Located off King Street South and connected to the Harriston Fairgrounds with a small pedestrian bridge, the natural area provides a quiet grass and tree area for enjoyment. The Maitland River flows along the edge of the park, and it also includes the Harriston Greenway Trail.

**VISUAL CONDITION ASSESSMENT:**

- Lack of signage at entrance on King Street South. Many people would not even know this was a park entrance.

**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- Install signage at entrance to trail/park and consider educational/awareness sign and location map to feature its connectivity to surrounding facilities.



**Harriston Cenotaph (0.02 ha/0.05 ac)**

Adjacent to the Town Hall Theatre within downtown Harriston, it contains the Harriston Cenotaph and small gardens.

**VISUAL CONDITION ASSESSMENT:**

- The area is in good condition.

**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- Work with the Legion on any new initiatives at the Cenotaph, such as additional educational signage.

**Harriston Kinsmen Pool & Playground (0.44 ha/1.10 ac)**

Located on Queen St East, and across the Maitland River from the Harriston Fairgrounds, the outdoor pool built in 1975 is a rectangular inground pool (35' x 75') with small concrete block changeroom building. The open space area also includes a medium sized play structure with plastic borders and mulched surface area. The wading pool area was not set up for summer use and staff are looking at other opportunities for the use of the space.

**VISUAL CONDITION ASSESSMENT:**

- Park area is in good condition as is the play structure.
- The pool building exterior needs painting and the solar heating system on the roof needs removed as it no longer is operable.
- The interior of the building is painted concrete and needs ongoing painting to keep it clean.
- The building or pool is not accessible for persons with disabilities.



**SITE-SPECIFIC**



**RECOMMENDATIONS**  
**SECTION 3: PARKS AND OPEN SPACES**

- Complete minor maintenance on exterior of building.
- Assess the feasibility of converting the unused wading pool into an alternative use.



**Drew Community Centre (1.5 ha/3.7 ac)**

The park consists of a softball diamond with lights and is fenced. It also includes a wooden picnic shelter with gravel floor, two newly renovated washrooms (not accessible) and a small gravel parking lot. The Drew Community Hall is also located in the park area and has an accessible wood ramp for access into the hall. There is a small play structure located behind the hall with plastic border and wood chip surface area.

The site is maintained and operated by the Drew Community Board, and they fundraise to fund the park and community hall maintenance and any capital upgrades. The Town also provides additional funds for capital repairs to the facility.

**VISUAL CONDITION ASSESSMENT:**

- Community Hall ramp requires attention as it has a step up to use, limiting accessibility. County Accessibility funding provided for this project in 2024.
- The backstop will need to be replaced.
- The play structure surface needs to be upkept seasonally.



**SITE-SPECIFIC**



**RECOMMENDATIONS**  
**SECTION 3: PARKS AND OPEN SPACES**

- Based on field use statistics, explore options for alternative uses for the ball field. Engage current users and community residents to inform decision making.
- Review and implement minor sports groups requests for additional weekly hours by re-distributing some games/ practices to the ball diamond.

**NEIGHBOURHOOD PARKS**

**Clifford Cenotaph Park (0.32 ha/0.79 ac)**

A park with a large play structure with plastic border and mulch surface area, a small wooden picnic shelter with concrete floor, small, paved basketball court with lights, flagpole, cenotaph, and benches.

**VISUAL CONDITION ASSESSMENT:**

- The park is in good condition.



**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- Work with the Legion on any new initiatives at the Cenotaph, such as additional educational signage.

**Clifford Old Rotary Park (0.59 ha/1.46 ac)**

The park is located on the main road (Hwy 9) through Clifford and has a small meandering creek flowing through the park. Alongside the roadway is a small wooden covered bridge, a wood picnic shelter with concrete surface, brick BBQ facility. In the back part of the park is a Labyrinth, a large grass area, and a number of memorial trees.

**VISUAL CONDITION ASSESSMENT:**

- The parkland is well maintained, however some of the amenities are in disrepair.
- The barbeque is currently unusable.



**SITE-SPECIFIC**



**RECOMMENDATIONS**  
**SECTION 3: PARKS AND OPEN SPACES**

- Restore and repair barbeque.
- Repair and maintain the picnic shelter to improve longevity and functionality.
- Conduct an annual safety audit on the wooden bridge, and conduct maintenance as required.
- Assess the feasibility and community need for a dog park at this location.



**Lawrence Park – Palmerston (0.64 ha/1.58 ac)**

The park is nestled in a nice residential neighbourhood. The small ball diamond is used by Minto Minor Ball and Norwell DSS, although the left outfield has smaller than average dimensions. In addition, there is a small play structure with plastic border and mulched surface. A small wooden picnic shelter with concrete floor and old small concession buildings are adjacent to the ball diamond.

**VISUAL CONDITION ASSESSMENT:**

- The park is in good condition and the trees are mature.
- The picnic shelter and old concession building need attention.

**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- Conduct an assessment of the need for the concession and picnic shelter.



**Harriston Lawn Bowling Club (0.2 ha/0.49 ac)**

Located on Arthur St. in Harriston the lawn bowling club has a small clubhouse building, shed, and lawn area with two light standards for nighttime play. The car park is located on the street.

**VISUAL CONDITION ASSESSMENT:**

- Good condition and maintained by the club. Was unable to view interior of clubhouse at time of visit.

**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 3: PARKS AND OPEN SPACES**

- Continue to monitor current utilization and requests for alternate use of site (i.e. outdoor rink) to ensure maximum community benefit.

**Harriston Medical Centre Playground (0.1 ha/0.25 ac)**

Located at the Medical Centre, but owned by the Town, the play structure and small grassed area is fenced in for the kids' safety as it is located on a busy street. The medium play structure has a plastic border and mulched playing surface. The structure is in good condition.

**VISUAL CONDITION ASSESSMENT:**

- Generally, the playground area is in good condition. The play surface requires consistent maintenance.



SITE-SPECIFIC



**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- Conduct ongoing seasonal maintenance on play surface area.

**Maitland Meadows Subdivision - Harriston**

A new neighborhood park is part of the new subdivision. The new park fronts onto the main street entering the subdivision and is a flat, grassy area void of trees, plantings, structures. Also in the development is a proposed open space area adjacent to the creek which will include trails. The developer has proposed a park concept for the park and open space.

**VISUAL CONDITION ASSESSMENT:**

- Flat area with just grass.



SITE-SPECIFIC



**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- Implement the existing plans to upgrade the area into a neighbourhood park.

**Tannery Park – Harriston (0.03 ha/0.74 ac)**

Located in Harriston’s downtown, the small urban open space is a small sitting area and used for some small downtown events.

**VISUAL CONDITION ASSESSMENT:**

- The park is well maintained with planters and sitting area.



**Marshall Park - Clifford (1.38 ha/3.41 ac)**

This is an open space area with young and mature woodlot. Some small unconstructed natural trails are within the woodlot.



**SITE-SPECIFIC**

**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- Explore the potential to create a natural trail with educational signage.



**Mill Street Park & Horticultural Gardens – Harriston (0.2 ha/0.49 ac)**

Located adjacent to the Maitland River behind downtown Harriston, the small grass and treed park with small gardens provides a few memorial benches for sitting and a couple of picnic table. The park’s focus is relaxation.

**VISUAL CONDITION ASSESSMENT:**

- Amenities and the park area are in good, well maintained condition.



**SITE-SPECIFIC**

**RECOMMENDATION  
SECTION 3: PARKS AND OPEN SPACES**

- Improve access throughout the park through connecting amenities with trails, etc.

**OTHER MISCELLANEOUS PARKLAND PROPERTIES:**

- Former Beehive school – 6286 Wellington Road 109 (0.19 ha/0.49 ac)
- White’s Junction Trail Vacant – Adjacent to 170 Minnie St (0.41 ha/1.02 ac)



PROVISION OF SPORTS FIELDS, COURTS, PICNIC SHELTERS AND WASHROOMS

	SOCCER FIELD	BASEBALL DIAMOND	TENNIS COURTS	MULTI-PURPOSE COURT	PICNIC PAVILION	WASHROOM
<b>Palmerston Fairgrounds Park</b>	1 U18 1 U6/U8 0.5 U18 (ball field outfield)	3 fenced/lights 1 no light with backstop			1 large 1 medium	1 + Arena
<b>Harriston Fairgrounds Complex</b>	1 U6/U8	1.5 fenced/lights		1 proposed	1 large	Arena + 1 proposed
<b>Clifford Rotary Park</b>	1 U18	1.5 fenced/lights			1 large enclosed	1 + Arena
<b>Clifford Old Rotary Park</b>					1 small	
<b>Clifford Cenotaph Park</b>				1 basketball	1 medium	
<b>Lawrence Park</b>		1 small			1 small	
<b>Lions Heritage Park</b>			2	1 multi-use	1 large	1
<b>Drew Community Centre</b>		1.5 fenced/lights			1 large	1
<b>Norwell DSS (Palmerston) New in 2024</b>	1 U6/U8 1 U10 1 U12					
<b>TOTAL</b>	<b>2.5 U18 1 U12 1 U10 3 U6/U8</b>	<b>7.5 fenced/lit 2 diamonds</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>4 (1) plus arenas</b>

NOTES:

- One Lit field/diamond counts as 1.5 due to more games per day being able to be played.

**Standard provision for soccer fields – 1 field per 80 registered participants.**

- Based on current number of soccer fields in Minto, the Town has sufficient fields to accommodate (7.5 x 80) 600 registered participants.

**Standard provision for Ball diamonds – 1 field per 75 registered participants.**

- Based on current number of diamonds in Minto, the Town has the sufficient fields to accommodate (9.5 x 75) 712 registered participants.



**SOCCER FIELD USAGE 2024**

	<b>PALMERSTON U18</b>	<b>PALMERSTON U18 (Ball field)</b>	<b>PALMERSTON U6/U8</b>	<b>HARRISTON U6/U8</b>	<b>CLIFFORD U18</b>	<b>NORWELL DSS 1ea - U8/U10/12</b>
<b>PER WEEK</b>	3 days/week 6 hrs/week	1 day/week 2 hrs/week	4 days/week 6 hrs/week	1 day/week 1.5 hrs/week	Unused	4 days/week 6hrs

Source: Town of Minto

**Historical Soccer Fields Rental Hours Per week**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>HOURS PER WEEK</b>	16	16	6	8	12	12	21.5

Source: Town of Minto



**NOTES:**

- Norwell DSS is new (2024) through a Community Use Agreement between the Town and School Board. The full-sized field has been divided into 3 U6/U8 across the soccer field. The Town also allows NDSS to use ball diamonds and soccer fields for a nominal fee.
- Harriston Fairgrounds currently has a U6/U8/U10/U12 sized area for use. The new plan proposes to re-orientate and upgrade the area and plant trees for shade for observers and teams.

**BALL FIELD USAGE 2024**

		PALMERSTON 1 Lit Field	PALMERSTON 2 Lit Fields	PALMERSTON 3 Lit Fields	LAWRENCE PARK No lights	HARRISTON Lit Field	CLIFFORD Lit Field	DREW Lit Field
<b>Monday</b>	<b>6:30 pm</b>	Youth Rental	Adult Rental	Youth Rental	Youth Rental	Youth Rental	Youth Rental	
	<b>8:30 pm</b>	Youth Rental	Adult Rental	Youth Rental		Adult Rental		
<b>Tuesday</b>	<b>6:30 pm</b>	Youth Rental	Youth Rental		Youth Rental		Youth Rental	
	<b>8:30 pm</b>		Youth Rental					
<b>Wednesday</b>	<b>6:30 pm</b>	Youth Rental	Youth Rental		Youth Rental	Youth Rental	Youth Rental	
	<b>8:30 pm</b>	Youth Rental	Youth Rental			Adult Rental		
<b>Thursday</b>	<b>6:30 pm</b>	Youth Rental	Adult Rental	Youth Rental	Youth Rental	Youth Rental	Adult Rental	
	<b>8:30 pm</b>	Youth Rental	Adult Rental			Adult Rental	Adult Rental	
<b>Friday</b>	<b>6:30 pm</b>		Adult Rental		Youth Rental			Youth Rental
	<b>8:30 pm</b>	Youth Rental	Adult Rental			Youth Rental	Youth Rental	Youth Rental
<b>Saturday &amp; Sunday</b>		Youth Rentals, Adult Rentals, Special Events						

Source: Town of Minto

<b>LEGEND</b>	
	RED — NOT USED (NO LIGHTS)
	GREEN — OPEN AVAILABILITY FOR BOOKING

**Historical Ball Field Rentals**

	2018	2019	2020	2021	2022	2023	2024
<b>HOURS PER WEEK</b>	37	39	10	28	30	34	40

Source: Town of Minto

**NOTES:**

- Based on usage by Minto organizations there is no need for additional ball fields as the exiting fields have time available for use as noted in the chart above.



**SPORTS FIELDS**



**RECOMMENDATIONS**  
**SECTION 3: PARKS AND OPEN SPACES**

- Continue to monitor annual registered soccer and baseball users to ensure that the current inventory of fields is sufficient to meet future demands.
- Continue to monitor the need for a new full-size soccer field, exploring public/private partnership models.
- The ball diamond in Drew is unused many nights, and an agreement could be developed between the Town and Drew Community Board to encourage more youth rentals.

**PLAY STRUCTURES**

LOCATION	FACILITY	CONDITION	NOTES
Palmerston Fairgrounds Park	1 medium structure	Good	Not centrally located and could be expanded
Clifford Rotary Park	1 small structure	Good	Required upgrade and expansion
Clifford Cenotaph Park	1 large structure	Good	
Lawrence Park	1 medium structure	Good	
Lions Heritage Park	1 large structure	Good	
Harriston Medical Centre	1 medium structure	Good	Requires weeding and some plastic barrier replacement
Harriston Kinsmen Outdoor Pool	1 large structure	Good	
<b>TOTAL</b>	<b>7</b>		

**NOTES:**

- All play structures are inspected monthly by Town staff as per CSA Guidelines.
- All play Structures have plastic borders with wood fiber mulch surfaces for safety which meets CSA Guidelines.
- No play structures in Minto are accessible for persons with disabilities.

**Standard provision of playgrounds in an urban area**

- One playground within 500-800 metres (radius). This distance will take a person approximately 2-12 minutes to walk to.

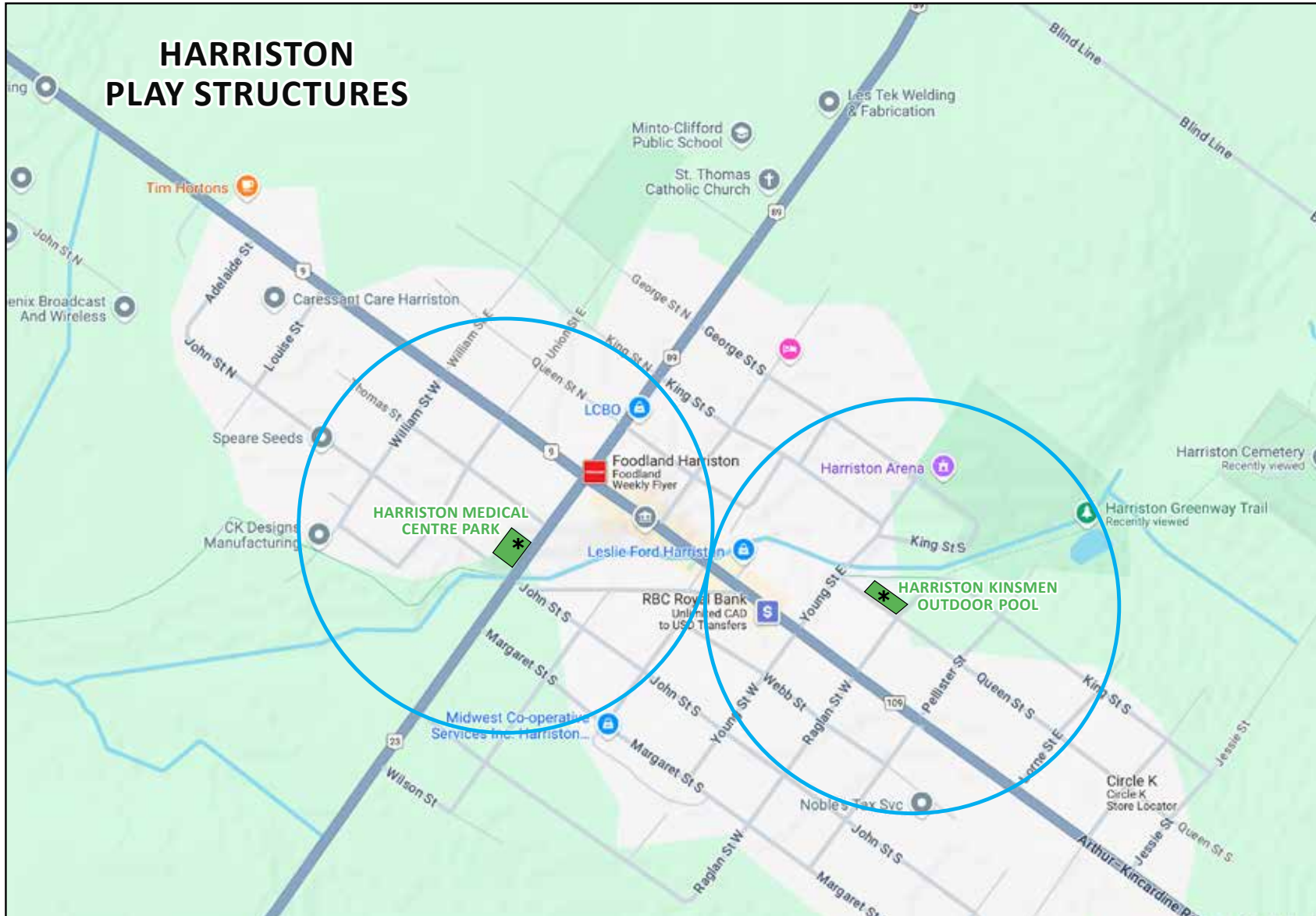


The 3 maps below show the various Minto play structures with a 650 radius.  
From these maps the Town of Minto has sufficient spacing of play structures within the three urban areas.



**LEGEND**

CLIFFORD PARKS
  \* PLAY STRUCTURE
  100m



**LEGEND**

HARRISTON PARKS
 \* PLAY STRUCTURE
 100m

# PALMERSTON PLAY STRUCTURES



**LEGEND**

PALMERSTON PARKS
  \* PLAY STRUCTURE
  100m



**OUTDOOR POOLS AND SPLASH PADS**

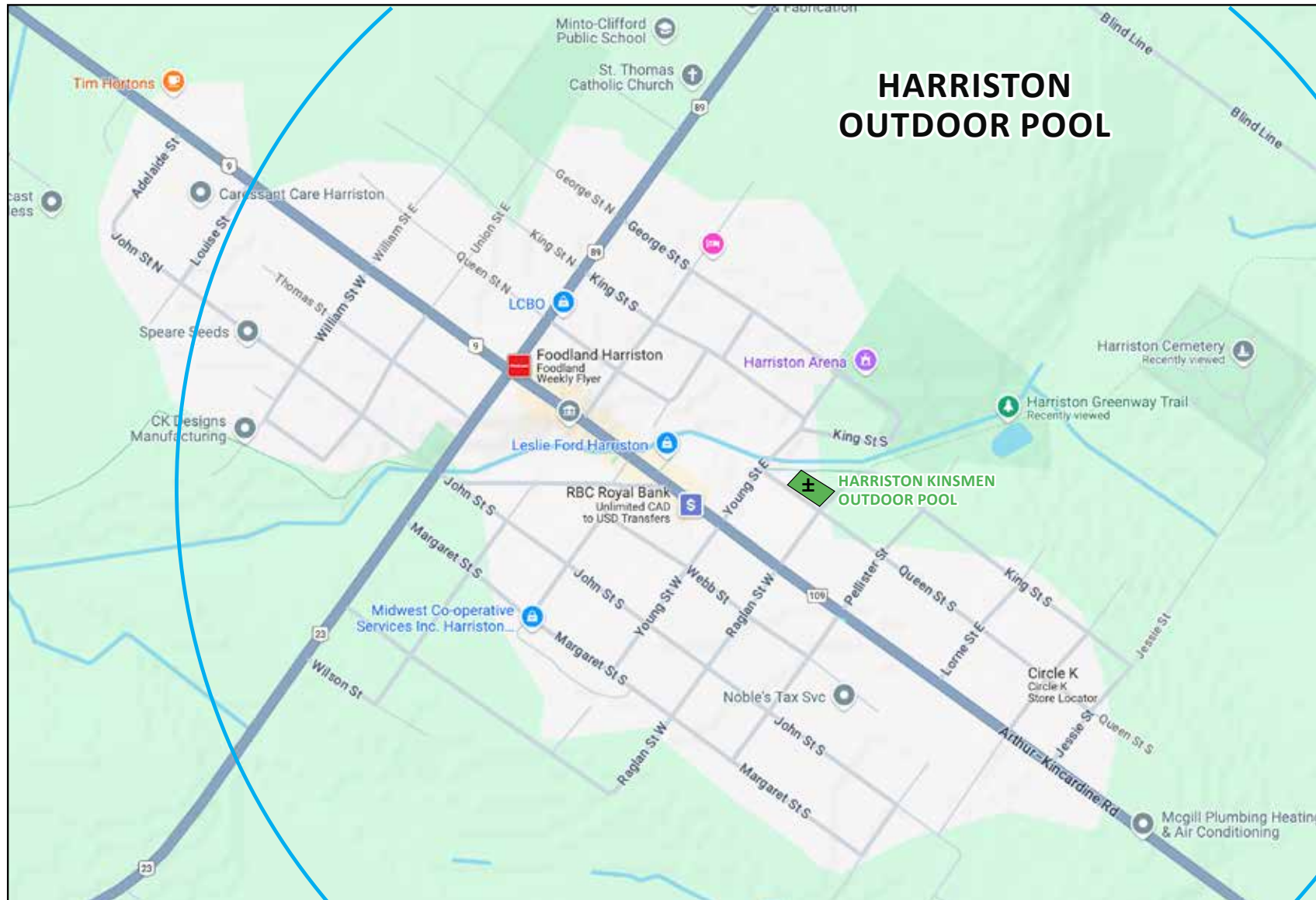
LOCATION	FACILITY	CONDITION	NOTES
Lions Heritage Park (Palmerston)	Small splash pad	Good	<ul style="list-style-type: none"> <li>The splash pad and equipment is in good working order.</li> </ul>
Lions Heritage Park (Palmerston)	Outdoor pool with changeroom building	Good	<ul style="list-style-type: none"> <li>The exterior of the building is in good condition.</li> <li>The interior of the building is in good condition.</li> </ul>
Harriston Kinsmen Pool/Park	Outdoor pool with changeroom building	Good	<ul style="list-style-type: none"> <li>Exterior building painting is required, and removal of un-operable solar water heating system needs to be removed from roof.</li> <li>The interior of the building is older and needs regular painting &amp; maintenance.</li> <li>Pool is in good condition.</li> </ul>

**Standard Provision for Splash Pads**

- One pad within a 2000 m radius of households within an urban area.



The two maps below show the two outdoor pools with a 2000m radius.



**LEGEND**

HARRISTON PARKS
  ± OUTDOOR POOL
  100m

# PALMERSTON OUTDOOR POOLS & SPLASH PADS



**LEGEND**

PALMERSTON PARKS
 ± OUTDOOR POOL/SPLASH PAD
  100m



### ADDITIONAL RECOMMENDATIONS SECTION 3: PARKS AND OPEN SPACES

- **Picnic Shelters** - Review the need/use for all existing picnic shelters located in a variety of parks. If shelters continue to deteriorate, consider removal for operating and capital cost savings.
- **Water Bottle Filling Stations** - Consider installing water filling stations in all major sports facilities/parks.
- **Special Events**
  - Review opportunities to host more special events into the parks to increase tourism and community engagement. Work with Economic and Community Development staff.
  - As a community park and hosting events the expansion of Wi-Fi would provide value added services to users.
- **New Park Plans**
  - Implement the Harriston Park Plan endorsed by Council March 2024.
  - Develop a parks standard for new neighbourhood parks.
- **Signage** - Implement full signage for all parks with street address for park identification for visitors and emergency services. Large parks with several park entrances will require more than one sign. Consider additional educational and informational signage to share the rich history of some of the downtown park areas. Work with Economic and Community Development staff to assess options to expand the Heritage Cultural Marker Program and encourage day-visits to key Minto destinations.
- **New Park & Open Space Amenities (For discussion)** - As part of planning to meet community need, explore the feasibility of installing additional amenities in the existing inventory of parks, for example.
 

○ New splash pad	○ 3-4 outdoor pickleball courts
○ All-wheel park	○ Dog Park areas
○ Disc Golf course	○ Toboggan hill
○ Outdoor ice rink	



RECOMMENDATIONS

SECTION 4: INDOOR FACILITIES



The Town has several indoor recreation facility assets including the Palmerston & District Arena & Curling Club, Palmerston Lions Clubhouse, the Harriston Arena & Curling Club, the Clifford Arena, Clifford Community Hall, and Harriston Senior Centre (Train Station). These facilities serve as a hub to the entire geographical area and are a large component of the quality of life in Minto for all ages.

**For a municipality of the size of Minto there are an abundance of arenas and halls serving the community.** Specifically, the arenas were all built in the 1970’s through Wintario funding and the arenas served as the main community hub for each small community (i.e. Clifford, Palmerston, and Harriston). Each of the arenas also have large open spaces surrounding the indoor facilities which also serve the community with outdoor facilities. Two of the Town’s arenas also have the curling club attached to the facility which is owned and operated by the Town and leased to the two Curling Clubs from October through to April. Both the Palmerston and Harriston Curling Club have a large history in the area.

ICE/FLOOR PADS

**Standard provision for Ice/Floor pads is 1 per 450 registered participants.**

- Based on current number of arenas in Minto, the Town has space to accommodate (3 x 450) 1,350 registered participants.
- Current registration levels only support the provision of one arena.

The consultants, through the Town of Minto staff, sent out survey questionnaires to Minto sports groups to understand their organization’s membership numbers for the current year and past years, statistics, general information, and future needs. The responses



received can be reviewed in Appendix 3. The consultants also received input from some sports organizations through the community engagement session and interviews which also helped guide our analysis. In addition, a review of past and current arena ice use to project future arena ice needs was also completed.

The Town typically installs ice to be ready for use on the second Monday in September in Palmerston and the Tuesday after Thanksgiving in Harriston, and ice is usually taken out at the end of March at both. Minto Minor Hockey, Harriston Skating Club, Palmerston Skating Club, Palmerston Junior Broomball, Norwell DSS, Sunday Night Broomball, and Minto 81’s are the current major user groups in the community.

**Historical Ice/Floor Pad Use**

ARENA (hrs/week) including prime and non-prime time	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>CLIFFORD</b>	38	36	36	COVID	20*	20*	20*
<b>HARRISTON</b>	48	49	50	COVID	30	44	44.5
<b>PALMERSTON</b>	60	62	62	COVID	45	57	63.5
<b>TOTAL</b>	<b>146</b>	<b>147</b>	<b>148</b>	<b>COVID</b>	<b>75</b>	<b>101</b>	<b>108</b>

\* Floor use only

**NOTES:**

- Typically, there are 6 hours of prime-time ice per day during the week (total 30 hours) and 16 hours during the weekend (total of 46 hours prime time per week) and 9 hours per day of non-prime time during the week (total 45 hours non-primetime). Therefore, one arena can accommodate approximately 91 hours of ice rentals per week. Based on these rentable hours the Town of Minto is over-served with arena ice time availability.

In the summer, the ice/floors are used for Town summer programs/camps and few rentals but overall, the arena floor still has very low use.





## ARENAS

### Harriston Arena and Curling Club – 111 George St. South

The facility is located just off Hwy 9 and is part of the Harriston Fairgrounds with residential homes adjacent to the property. The 1967 built arena has a (180' x 80') floor with seating area, a small warm viewing area, four change rooms, concession and washrooms. The floating floor is original and has a crack at the center of ice across the entire width of the floor which is a cause for concern. The facility has limited accessibility for persons with disabilities.

The large community hall can accommodate 299 people and has a full commercial kitchen.

The curling club building is owned by the Town and is leased to the Harriston Curling Club from October to April. The Town uses the club for summer camps in July and August. The Town funds capital requirements for the facility.

The curling club has 4 sheets and the club itself has been around since 1875. A warm viewing area allows people to watch curling events comfortably. There is a basement with a changing room, meeting room and small kitchen. The facility is not accessible for people with disabilities. Some components of the ice making system for the curling floor are shared with the arena floor.

The facility has a large paved and gravel parking lot with 2 electrical car charge stations.

### Recent Capital Work on Building

- **Arena & Community Hall** – A sample of work completed includes the dasher boards partially replaced (2006), roof replaced (2007), dehumidifier replaced (2010), chillers replaced (2010), compressors (1997 & 2010), condenser replaced (2010), moved Vilter compressor from 2010 into Palmerston Arena. Arena, Hall roof repaired (2007), arena floor lighting (2017), dressing room renovations and additional referee room (2017).
- **Curling Club** – A sample of work completed includes the boards (2013), brine pumps (2013), lighting replaced (2015), compressor room heater (2018), lounge lighting (2019), heater (2022).

### VISUAL CONDITION ASSESSMENT:

- The exterior of the building is in good condition.
- Very difficult to see the curling club entrance sign to direct people to the side entrance.
- The interior of the building is well maintained, however life-cycle replacement of major building components i.e. arena floor, ice mechanical system, building mechanical, etc. is a large concern.
- The arena and curling club are not accessible for people with disabilities i.e. changerooms, arena seating, washrooms, etc.



**Palmerston Arena and Curling Club – 520 Cavan Street**

The arena, built in 1977, has a (185’ x 85’) floor with a small warm viewing area and several changing rooms. The arena has a seating area along the entire length of the ice, older small changing rooms and storage under the stands and a concession and washroom. A recent addition included 4 new large change rooms and an accessible washroom for arena and park users. A new large score clock was donated to the Town. The new change rooms are not accessible to people with disabilities. The arena is used by local teams for travel games and tournaments due to the new changing rooms. The arena floor and roof are original.

The community hall can accommodate 299 people and has a commercial kitchen with new equipment. The hall is used for weddings, community events and meetings. The kitchen equipment is all new and was installed recently.

The Palmerston Curling Club is attached to the arena and is owned and operated by the Town. The Town leases the curling club to the Palmerston Curling Club from October to April each year and uses the facility for summer camps in July and August. The curling club has 4 sheets and a small lounge area. Some components of the ice making system for the curling floor are shared with the arena floor.

The facility is not fully accessible for people with disabilities. i.e. new changerooms do not have accessible door operators for the doors, washrooms in changerooms do not meet AODA standards, etc.

**Recent Capital Work on Building**

- **Arena & Community Hall** – A sample of work completed includes the dasher boards fully replaced (2006), curling chiller replaced (2005) and arena (2009), compressors replaced in 1999, and condenser replaced (2011), carpet in viewing area (2018), roof top furnace (2019), community hall lighting and ceiling tiles (2019), entrance and changeroom addition (2022), compressor moved from Harriston to Palmerston (2023).

**VISUAL CONDITION ASSESSMENT:**

- The exterior of the building is in good condition.
- The interior of the building is well maintained.

**ARENAS AND CURLING CLUBS**



**RECOMMENDATION**  
**SECTION 4: INDOOR FACILITIES**

- **Install new signage to better direct users to various amenities within each ice facility.**



**Clifford Arena – 2 Brown Street**

This building was originally constructed as an arena in 1977 and is now a multi-use space (since 2021). The facility has a 185’ x 85’ cement floor with dasher boards and glass, four small changing rooms, a concession, heated viewing area, a small meeting room and staff office, and mechanical, ice resurfacers rooms, and storage areas.

Several years ago, the Town undertook a study, and it recommended that the Clifford Arena be closed due to lack of need for ice. During the past few years, the facility has operated as a multi-use hard surface area to good success. The facility has limited accessibility in terms of AODA standards.

**Recent Capital Work on Building**

- **Arena** – A sample of work completed includes the dasher boards partially replaced (2006), roof replaced (2007) dehumidifier repaired (2006), chiller replaced (2015), compressors replaced (2018) and condenser replaced (2012) – washroom exhaust (2019), dressing room doors (2019), heating system repaired (2019).

**VISUAL CONDITION ASSESSMENT:**

- The exterior of the building is in good condition with plenty of paved parking. The roof was replaced in 2007.
- The interior of the building needs a lot of maintenance. The floors and walls are very dated and the changerooms are very small with washrooms with no privacy.
- No accessibility for persons with disabilities.



**SITE-SPECIFIC**



**RECOMMENDATION  
SECTION 4: INDOOR FACILITIES**

- **Develop a site rendering, concept plan, business plan and implementation strategy to fully convert the building to an accessible multi-use sports facility to meet new community-wide indoor facilities needs such as pickleball, volleyball, basketball, sport training etc.**



**COMMUNITY HALLS**

There is no provision standard for halls or multi-purposes spaces. Based on hours of uses reports by Town staff the halls are underutilized.

**Harriston Senior Centre (Harriston Train Station)**

The old Harriston Train Station (1888) is now used for rentals and includes 2 outdoor shuffleboard courts. The facility can accommodate up to 60 people and is used for senior programs, small gatherings, and meetings. The small hall also has a kitchen and washrooms. Outside are grassy areas, trees and two outdoor shuffleboard courts. The building is partially accessible.

**VISUAL CONDITION ASSESSMENT:**

- The exterior of the building is in good condition.
- The interior of the building is in an older condition but does meet the needs of the seniors. The washrooms are relatively small and not accessible for people with disabilities.

**SITE-SPECIFIC**



**RECOMMENDATION**  
**SECTION 4: INDOOR FACILITIES**

- **Maintain current usage as a rentable facility for small private functions.**



**Palmerston Lions Clubhouse**

Located adjacent to Heritage Park, this small community hall was built in 1920 and is operated by the Palmerston Lions Club. It was renovated in 2015 and provides a large meeting space, accessible ramp, and kitchen which can be used for smaller functions. The Lions Club maintain and manage the facility. There is an old lawn bowling area behind the clubhouse which has not been maintained in years.

**VISUAL CONDITION ASSESSMENT:**

- The exterior of the building is in good condition.
- The interior of the building is in good condition.

**SITE-SPECIFIC**

**RECOMMENDATION  
SECTION 4: INDOOR FACILITIES**

- **Monitor Palmerston Lions Club willingness to continue to maintain the hall.**



**Clifford Community Hall - 2 William St. N**

The older community hall (1997) is a standalone building which can accommodate up to 299 people and has a small stage, commercial kitchen, smaller meeting room. The hall is used for weddings, special occasions, and meetings. The hall is wheelchair accessible with one accessible washroom. The hall is currently used mainly by a church group.

**VISUAL CONDITION ASSESSMENT:**

- The exterior of the building is in good condition.
- The interior of the building is in good condition.

**SITE-SPECIFIC**

**RECOMMENDATION  
SECTION 4: INDOOR FACILITIES**

- **Upon completion of renovations to the Clifford Arena into a multi-use indoor sports facility, investigate a partnership agreement with the church group to manage and operate the community hall.** This could be based on existing agreements in Drew Community Hall, Palmerston Lions Clubhouse, and Harriston Lawn Bowling.



**Drew Community Hall - 6035 Wellington Road 2**

This community centre has a two-level hall with a kitchen, and washrooms, as well as a park and pavilion, and a maintained ball diamond with lighting available. All facilities are wheelchair accessible except the lower level of the hall. It can accommodate 50 people. The hall and park are managed and operated by the Drew Community Board. The Board pays for all operational and capital improvements with some capital funding assistance from the Town. Board volunteers do regular maintenance of the hall and park. Based on a conversation with a Board member, the hall is typically used 2-3 weekends per month with little weekday use.

**VISUAL CONDITION ASSESSMENT:**

- Exterior of building is in good condition. Wood deck could do with some maintenance including removing the step in front of the accessible ramp.
- The interior is in good condition with older décor and amenities.

**SITE-SPECIFIC**



**RECOMMENDATIONS**  
**SECTION 4: INDOOR FACILITIES**

- **Accessibility improvements to access the hall.**
- **Review annual usage of all halls and meeting spaces to reduce operating and capital costs in maintaining community halls.**



RECOMMENDATIONS

SECTION 5: PROGRAMS AND EVENTS



The Town of Minto delivers a variety of recreation programs directly offered within various parks and facilities. Programming is offered at two outdoor pools, Clifford Arena, Palmerston Arena, and Harriston Arena. The service delivery model in Minto is highly integrated with community organizations and volunteers and represents a community development approach. Here are some examples of these community/volunteer groups or leased agreements:

- **Norwell Cobras Gymnastic Club:** Operates out of the high school.
- **Minor Hockey, Figure Skating, Broomball, Baseball, Swimming, and Soccer:** Use Town facilities and sports fields.
- **Curling Clubs**
- **The Grove Youth Wellness:** Serves local youth aged 12-26 with programs and services addressing health and wellness needs.
- **Harriston Lawn Bowling Club:** Has a partnership with the Town, operating the facility and land. The land is owned by the Town.
- **Minto Dance Academy**
- **Grey Wellington Theatre Guild**

PROGRAMS AND SERVICES

Programs and other services under the umbrella of parks and recreation are delivered through a variety of mechanisms, including:

1. **Town-Owned and Managed Facilities:** Parks and recreation facilities owned, managed, and maintained by the Town. Some facilities offer cultural programs and services.
2. **Directly Delivered Recreation Programs:** Some programs are delivered by the Town and funded through a combination of tax funding and/or user fees.

PROGRAMS OFFERED BY THE TOWN OF MINTO

**Aquatics (Seasonal):**

- Learn to swim and advanced aquatic programs (leadership)
- Lifesaving Society programs
- Lane Swim and Aqua Fit

**Child Care:**

- Day Camps and After School programs

**Training Certifications:**

- Home Alone and Babysitter Programs

**Sport Programs:**

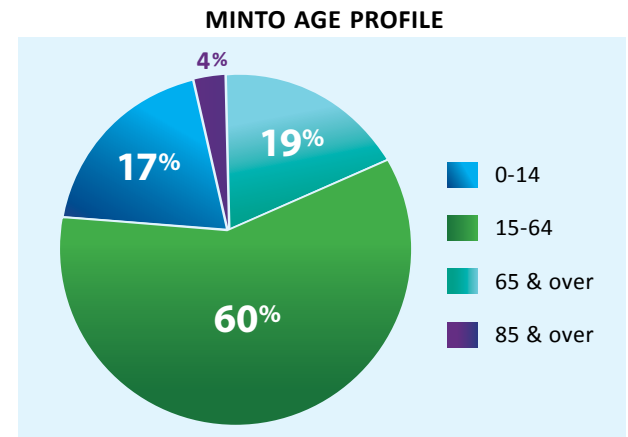
- Ball Hockey League
- Introductory sport programs (grassroots programs): hockey, soccer, volleyball, basketball

**Drop-in Programs:**

- |                         |                  |                |
|-------------------------|------------------|----------------|
| • Public skating        | • Walking        | • Pickleball   |
| • Family Drop-In        | • Roller skating | • Shuffleboard |
| • Shinny and stick/puck |                  |                |

IMPACT OF DEMOGRAPHICS

Given that 60% of the Town of Minto's population is between the ages of 15 and 64, there is a clear need for more adult interest and recreation programs.



RATES AND FEES COMPARISON

**Comparison Rating Key:**

- ↑ Town’s fees are higher than comparators
- ↓ Town’s fees are lower than comparators
- = Town’s fees are similar to comparators
- ≈ Approximately similar (fees may be too variable to be directly compared)

Fees do not include any applicable taxes

ICE/ARENA							
	MINTO	NORTH PERTH	CENTRE WELLINGTON	WELLINGTON NORTH	MAPLETON	HANOVER*	COMPARISON
ICE – PRIME TIME	\$146.02 (adult)	\$162-\$179 <sup>^</sup>	\$210.52	\$148	\$144.80	\$160.20	↓
ICE – MINOR SPORT PRIME TIME	\$119.47	\$131-\$147	\$147.27 (prime) - \$83.52 (nonprime)	\$127	\$119.60	\$112.14	↓
ICE – OUT OF TOWN MINOR	\$146.02			\$170			N/A
ICE – NON-PRIME TIME	\$70.80	\$50-\$106**	\$117.91	\$127	\$94.15	\$131.90	↓
ARENA FLOOR – SPORTS	\$70.80	\$47-58	\$59.67	\$60-\$80			=
ARENA FLOOR DAY RATE	See below	\$772-\$1602	\$1254.15	\$400-\$700	\$545 (\$1740 for full complex)	\$840-\$945 (\$1607 for full complex)	=
ARENA FLOOR SET-UP FEE			\$355.96			\$420-\$472	N/A

\* Hanover: 30% discount for minor sport; 25% discount for affiliate NFP

<sup>^</sup> North Perth Prime Time: \$198 for statutory holidays & April bookings

\*\* North Perth: lower fee is for pick up/private lessons @ \$5 per person \$50 minimum

INDOOR ARENA & HALL							
	MINTO	NORTH PERTH	CENTRE WELLINGTON	WELLINGTON NORTH	MAPLETON	HANOVER	COMPARISON
AUDITORIUM/ARENA OR CURLING FLOOR (WEDDING)	\$619.47/day		See Below	Additional \$168 set up fee			=
AUDITORIUM/ARENA OR CURLING FLOOR (BUCK/DOE)	\$398.23/event	Regular rental +15%	"	\$900			↓
AUDITORIUM/ARENA OR CURLING FLOOR (LARGE GATHERING)	\$265.49/day		"	\$393 - \$698	\$700 (+\$260 for bar service) Day before fee \$130-\$170	\$840.60 - \$945.80	↓
AUDITORIUM SMALL GATHERING	\$132.74/day	\$160 - \$305/day	\$478-722 (large)				↓
SMALL HALL – FULL DAY (NON-LICENSED)	\$88.50/day	\$137/day	\$240 - \$606 (different sizes & locations)	\$125 - \$250/day		\$147.50 - \$317.30	↓
SMALL HALL MEETING/ COMMUNITY USE	\$22.13/hour	\$33/hour	\$26.70/hr	\$38/hr	\$34/hr	\$26 - \$79.hr	↓
THEATRE – PRIVATE RENTAL	\$44.25/hour						N/A
THEATRE AREA PER DAY	\$265.49/day		\$268-\$533			\$221.25 - \$510.85 (multi-room) plus tech costs	=

AQUATICS							
	MINTO	NORTH PERTH	CENTRE WELLINGTON	WELLINGTON NORTH	MAPLETON	HANOVER	COMPARISON
<b>POOL RENTAL</b>	\$146.02 (adult)	\$125-\$310/hr	\$80.50 - \$119.34/hr**	\$130-\$165		\$119.50/hr plus staff cost	=
<b>LEARN-TO-SWIM PER SESSION</b>	\$100 (\$50 for parent & tot)	\$80-\$85	\$87.15	\$75-\$90		\$78.10 - \$107.30	=
<b>SWIM LESSONS PRIVATE – PER 30 MIN LESSON</b>	\$24	\$26	\$26.65	\$30		\$47.10	↓
<b>SWIM LESSONS SEMI PRIVATE – PER 30 MIN LESSON</b>			\$35	\$25		\$39.20	
<b>POOL SEASON PASS</b>	\$100 ind/ \$200 family	\$130 ind/ \$290 family		\$115 ind/ \$260 family		\$164 ind/ \$571 family	↓
<b>POOL ADMISSION SINGLE</b>	\$4.42	\$5	\$2.27-\$4.70			\$5.25-\$6.20	=
<b>AQUAFIT (BULK DISCOUNTS MAY APPLY)</b>	\$8.85 per visit or \$70.80 season pass	\$6	\$7.62			\$7.75	↑

\*\* Centre Wellington: extra guard charges may apply



OUTDOOR							
	MINTO	NORTH PERTH	CENTRE WELLINGTON	WELLINGTON NORTH	MAPLETON	HANOVER	COMPARISON
<b>BALL DIAMOND – ADULT PER GAME</b>	\$57.52	\$58 (\$31 no light or lines)	\$61.35-\$82 (with lights)	\$55/game or \$215/day	\$41.50/game	\$36.70 - \$54.40 (with lights)	=
<b>BALL DIAMOND – MINOR</b>	\$39.82/player	\$34/player	\$44.58-\$56.91 (with lights per game)	\$33-\$44 per game	\$15/player	\$152.32/team per season for practices (plus games)	=
<b>ADULT BALL TOURNAMENT</b>	\$287.61 (1 day/diamond) \$331.86 (2 days/diamond) \$376.11 (3 days/diamond)	\$104-\$259 per game	\$338-\$384 per day	\$215/day per diamond (not serviced)		\$145.75-\$177.75/day per diamond	=
<b>FRIDAY NIGHT ONLY</b>	\$115.04/diamond						N/A
<b>MINOR BALL TOURNAMENT</b>	\$199.12 \$221.24 \$243.36 per diamond	\$29/game	As above	\$200/day per diamond		\$101.98 - \$124.43/day per diamond	≈
<b>SOCCER FIELD – ADULT</b>	\$57.52/game	\$247/team	\$66.25/hr - \$254.20/day	\$33/game not lights	\$25/game	\$13.50 - \$37/hour	≈
<b>SOCCER FIELD – MINOR</b>	\$39.82/player	\$34/player	\$173.73/field/day	\$173.73/field/ per day	\$15/player	above less 30%	≈
<b>ADULT TOURNAMENT (SOCCER)</b>		\$209				\$147.50/pitch per day	N/A
<b>MINOR TOURNAMENT (SOCCER)</b>	\$88.50 small/day \$176.99 large/day	included		\$181/per day		\$103.25/pitch per day (mini fields less)	↓

OUTDOOR							
	MINTO	NORTH PERTH	CENTRE WELLINGTON	WELLINGTON NORTH	MAPLETON	HANOVER	COMPARISON
PAVILION PER DAY	\$88.50 - \$132.74 <sup>^</sup>	\$79		\$250/day		\$80.55 (small) \$174.40 <sup>#</sup>	=
PAVILION KITCHEN PER DAY	\$44.25	\$37					↑
PARK/OPEN SPACE RATES			\$242.95	\$250/day (one location)			
OUTDOOR FITNESS (PER HOUR)	\$20						N/A

<sup>^</sup> Minto: New fee for Heritage Park Pavilion and Canteen

<sup>#</sup> Hanover: Includes kitchen

ADDITIONAL OR SPECIALTY FEES							
TYPE OF FEE	MINTO	NORTH PERTH	CENTRE WELLINGTON	WELLINGTON NORTH	MAPLETON	HANOVER	COMPARISON
KITCHEN	\$66.37	\$88					↓
CAMPING	\$26.55 - \$53.10						N/A
PICNIC TABLES		\$17					
DELIVERY CHARGE		\$50					
EVENT SET UP CHARGE		50% of full rate					
CHILDREN'S CAMP							
SUMMER CAMP/WEEK	\$160-\$200	\$195	\$175.65	\$185	\$175	\$179.40	=
DAY CAMP/DAY	\$40	\$39	\$43.90		\$35	\$48.40	=

**Overall Town of Minto programs and services costs are below their neighbouring communities.**

When user fees for recreation programs and facilities are set below those of neighboring municipalities, several ramifications can arise.

**STRENGTHS:**

- More residents may participate in programs due to affordability, promoting higher community engagement and healthier lifestyles.
- Lower fees can attract more users, potentially increasing overall revenue through higher participation rates.
- Lower fees can enhance accessibility for low-income families, ensuring broader community participation and inclusivity.
- Residents might view the Town favorably for providing affordable recreational options, enhancing community goodwill and satisfaction.

**OPPORTUNITIES:**

- Higher demand may strain resources, facilities, and staff, leading to potential overcrowding and reduced program quality.
- If the increase in participation does not offset the lower fees, there may be budget shortfalls, leading to funding challenges for maintenance and program improvements. Additionally, users who can afford the programs are not contributing adequately. Overall, the Town of Minto has a small percentage of families living within the lower income threshold.
- If lower fees result in reduced service quality or availability, residents’ perception could become negative, affecting community trust and engagement.
- To manage the budget, the Town may need to limit program availability or reduce the number of subsidized spots, potentially creating inequities.

Balancing user fees with budgetary constraints, program quality, and community needs is crucial for the sustainable delivery of recreation services. Regular assessments and adjustments based on feedback and financial analysis can help manage these ramifications effectively.





### SPORTS TOURNAMENTS

Currently, minor organizations are hosting 16 hockey tournaments, 4 broomball tournaments, and 8 baseball tournaments. However, the Town of Minto has a surplus of available time in its arenas and sports fields. To optimize the use of these facilities and justify staff and facility operations, it is essential to increase utilization. One effective way to achieve this is by developing a strategy focused on organizing more one-day sports tournaments in both indoor and outdoor facilities. This approach will help maximize facility utilization and boost the local economy, supported by adequate staff resources.

## RECOMMENDATIONS

### SECTION 5: PROGRAMS AND EVENTS

- **Expand Programming Options to Increase Participation**
  - Expand day camp offerings, possibly in new locations, using and continuing to train qualified part-time staff (HIGH FIVE®).
  - Conduct a comprehensive survey to help identify the specific programs and activities that children and adults are interested in participating in and to understand their willingness to pay.
  - Develop and promote introductory programs for new, emerging activities/sports in collaboration with community volunteers, e.g., lacrosse.
  - Work with existing community organizations (e.g., Minor Hockey, The Grove Youth Wellness) to co-deliver programs and share resources.
  - Secure additional funding sources (grants, subsidies, sponsorship and partnerships) for enhanced programming.
  - Develop policies for sponsorship and partnership models.
  - Develop subsidy policies that create equitable access to programs and services.
  - Assign resources to develop a one day sport tournament strategy for non-traditional or emerging sports with the goal of increasing utilization (e.g., pickleball, corn hole).
  - Assign staff member to participate in the cultural roundtable to enhance recreational and cultural programming, understand facility implications and enhance facility usage.



## RECOMMENDATIONS SECTION 5: PROGRAMS AND EVENTS

### • Staff Recruitment and Training

- Ensure ongoing training and certification for all childcare and program staff is budgeted to maintain high standards and compliance with regulations.
- Ensure quality assurance for all program staff is a key priority through participation with existing programs such as HIGH FIVE®, Lifesaving Society etc.
- Collaborating with schools and swim participants to promote lifeguard certification programs. Offer incentives for certification completion, such as covering the cost of training, uniforms, etc.

### • Data-Driven Decision Making:

- Use recreation software to track program attendance, utilization rates, and participant feedback to inform staffing needs and program adjustments.
- Regularly analyze data to identify trends in registration, areas for improvement, and opportunities for new programs.
- Develop a cost recovery model and achievable targets to evaluate the sustainability of programs.
- Compare fees with neighbouring municipalities to understand discrepancies and justify adjustments on a percentage basis. Clearly communicate the reasons for fee adjustments and the benefits of enhanced programs and facilities.



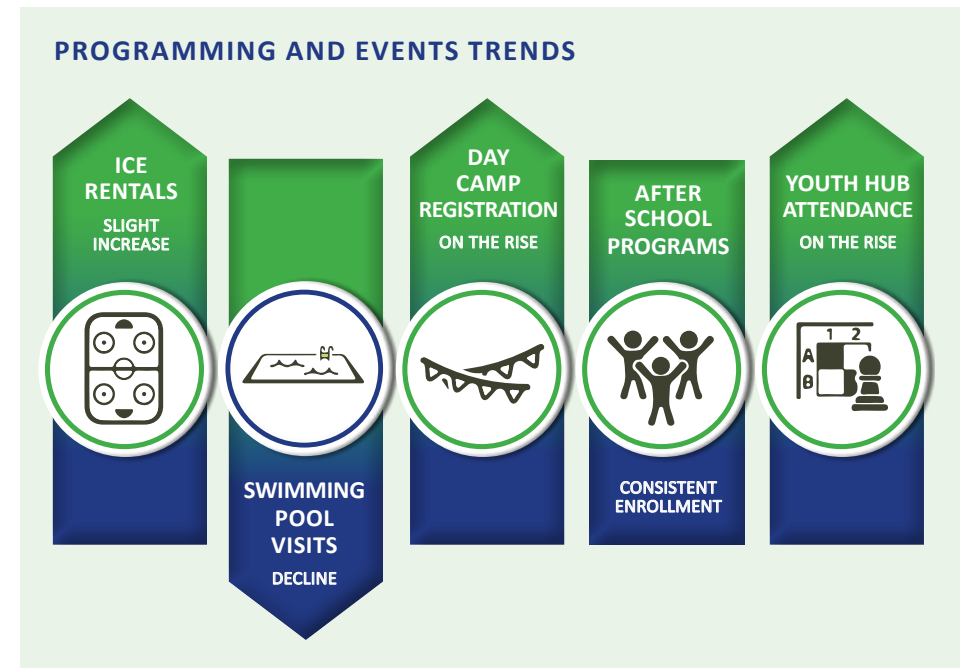


RECOMMENDATIONS  
SECTION 5: PROGRAMS AND EVENTS

• **Volunteer Management:**

- Develop a volunteer framework to build capacity and enhance quality of volunteer-led programs. Include a “Call to Action” to encourage minor sport organizations, community leaders and others to volunteer or propose new programs.
- Ensure that volunteer management is a part of the responsibilities for all staff positions. Provide staff training as needed.
- Develop a volunteer framework to enhance volunteer programs to support staff and reduce labour costs.

The service delivery models are varied and have evolved over time to reflect the interests, needs, and capacities of the Town and the community. The availability of Clifford Arena for additional programming in the winter months, due to not supporting an ice surface, opens further possibilities. The Town is a significant provider of facilities, including arenas, community hall spaces, cultural venues, parks, sports fields, natural areas, and trails.





RECOMMENDATIONS SUMMARY

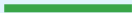







SECTION 1: CORPORATE POLICY

SUGGESTED TIMING	RECOMMENDATION
<b>ONGOING</b>	Given the rural nature of the Town of Minto, the current designation for parks and open space should be continued until such time as new parks are added to the inventory and reclassification is required for effective park planning using established standards and criteria.
<b>MID TERM</b>	Develop a parks/open space and trail development standard for all new development that aligns with the Town’s Strategic Plan.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS	<b>MID TERM</b> 4-7 YEARS	<b>LONG TERM</b> +8 YEARS	<b>ONGOING</b>










SECTION 2: FUNDING OF PARKS AND RECREATION

SUGGESTED TIMING	RECOMMENDATION
<b>ONGOING</b> 	Continue to explore new revenue streams and funding opportunities to offset operating expenses of these facilities, amenities, and equipment.
<b>ONGOING</b> 	<b>DEVELOPMENT CHARGES</b> The Town of Minto should continue to update its Development Charges by-law and background studies as needed and implement new parks and recreation facilities as identified.
<b>SHORT TERM</b>  	Review current legislative framework to ensure the Town is maximizing all growth-related revenue streams (i.e. Parkland Dedication by-law).
<b>SHORT TERM</b>  	<b>ASSET MANAGEMENT PLAN</b> The Town of Minto must consider retaining external consultants with specific technical knowledge to update the AMP for recreation and cultural facilities.  The Town needs to consider a dedicated capital levy as part of the annual preparation of the operating budget and setting of the tax levy to build reserves specific for Parks, Recreation and Cultural facilities.
<b>SHORT TERM</b>  	Continue to develop partnerships with service clubs and other third parties for new facilities, amenities, and equipment as well as for future capital and operating funding. Consider increasing the fund-raising target for partnership projects to include an amount that can be put into a reserve to assist with future maintenance and/or replacement costs.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS  	<b>MID TERM</b> 4-7 YEARS  	<b>LONG TERM</b> +8 YEARS  	<b>ONGOING</b> 





SUGGESTED TIMING	RECOMMENDATION
<b>ONGOING</b> 	<b>ACCESSIBILITY</b> Continue to apply annually for the County’s Accessibility fund to assist in implementing accessibility improvements at its recreation and parks facilities and spaces.
<b>SHORT TERM</b>  	Undertake an Accessibility Audit of its parks and recreation facilities to develop a progressive multi-year plan for accessibility improvements and funding requirements to meet the AODA regulations where feasible.  Utilizing external funding sources if required, collaborate with accessibility specialists to provide relevant staff and volunteers with training and support in order to complete the accessibility audit of key facilities and parks.
<b>MID TERM</b>  	Acquire additional accessible picnic tables and accessible connecting trails to existing park pavilions in community parks.  If feasible, develop the Clifford Rail Trail link to include accessibility features that meet the provincial regulations.
<b>MID TERM</b>  	<b>CAPITAL BUDGET AND FORECAST</b> The Town could consider increasing the percentage (currently at 10%) based upon the overall budget for recreation and culture as a percentage of the entire Town asset base or using a formula that reflects the large asset base within recreation and culture. A gradual approach to this increase will be necessary to deal with ongoing financial challenges in all service areas.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS  	<b>MID TERM</b> 4-7 YEARS  	<b>LONG TERM</b> +8 YEARS  	<b>ONGOING</b> 



SECTION 3: PARKS AND OPEN SPACES

SUGGESTED TIMING	RECOMMENDATION
<b>ONGOING</b> 	<b>HARRISTON LAWN BOWLING CLUB</b> Continue to monitor current utilization and requests for alternate use of site (i.e. outdoor rink) to ensure maximum community benefit.
<b>ONGOING</b> 	<b>HARRISTON MEDICAL CENTRE PLAYGROUND</b> Conduct ongoing seasonal maintenance on play surface area.
<b>SHORT TERM</b>  	<b>ROTARY CELEBRATION SQUARE - CLIFFORD</b> Promote location as an Instagram site for visitors.
<b>SHORT TERM</b>  	<b>HARRISTON FAIRGROUNDS</b> Implement endorsed plan as capital budget and service club funding is available.
<b>SHORT TERM</b>  	<b>HARRISTON CENOTAPH</b> Work with the Legion on any new initiatives at the Cenotaph, such as additional educational signage.
<b>SHORT TERM</b>  	<b>CLIFFORD CENOTAPH PARK</b> Work with the Legion on any new initiatives at the Cenotaph, such as additional educational signage.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS  	<b>MID TERM</b> 4-7 YEARS  	<b>LONG TERM</b> +8 YEARS  	<b>ONGOING</b> 



SUGGESTED TIMING	RECOMMENDATION
<b>MID TERM</b> 	<b>PALMERSTON FAIRGROUNDS</b> Improve state of repair for park buildings, washrooms and amenities (e.g. batting cage).
<b>MID TERM</b> 	<b>LIONS HERITAGE PARK, SWIMMING POOL &amp; FOUNTAIN PARK – PALMERSTON</b> Complete necessary maintenance on all recreational and cultural indoor and outdoor facilities and amenities (i.e. solar panels, Railway Museum features, etc.).
<b>MID TERM</b> 	<b>CONSERVATION PARK</b> Install signage at entrance to trail/park and consider educational/awareness sign and location map to feature its connectivity to surrounding facilities.
<b>MID TERM</b> 	<b>HARRISTON KINSMEN POOL &amp; PLAYGROUND</b> Complete minor maintenance on exterior of building.  Assess the feasibility of converting the unused wading pool into an alternative use.
<b>MID TERM</b> 	<b>DREW COMMUNITY CENTRE</b> Based on field use statistics, explore options for alternative uses for the ball field. Engage current users and community residents to inform decision making.  The ball diamond in Drew is unused many nights, and an agreement could be developed between the Town and Drew Community Board to encourage more youth rentals. Review and implement minor sports groups requests for additional weekly hours by re-distributing some games/practices to the ball diamond.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS 	<b>MID TERM</b> 4-7 YEARS 	<b>LONG TERM</b> +8 YEARS 	<b>ONGOING</b> 



SUGGESTED TIMING	RECOMMENDATION
<b>MID TERM</b> 	<b>MAITLAND MEADOWS SUBDIVISION – HARRISTON</b> Implement the existing plans to upgrade the area into a neighbourhood park.
<b>MID TERM</b> 	<b>CLIFFORD OLD ROTARY PARK</b> Restore and repair barbeque. Repair and maintain the picnic shelter to improve longevity and functionality. Conduct an annual safety audit on the wooden bridge, and conduct maintenance as required. Assess the feasibility and community need for a dog park at this location.
<b>MID TERM</b> 	<b>LAWRENCE PARK – PALMERSTON</b> Conduct an assessment of the need for the concession and picnic shelter.
<b>MID TERM</b> 	<b>MILL STREET PARK &amp; HORTICULTURAL GARDENS – HARRISTON</b> Improve access throughout the park through connecting amenities with trails, etc.
<b>LONG TERM</b> 	<b>MARSHALL PARK – CLIFFORD</b> Explore the potential to create a natural trail with educational signage.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS 	<b>MID TERM</b> 4-7 YEARS 	<b>LONG TERM</b> +8 YEARS 	<b>ONGOING</b> 



SUGGESTED TIMING	RECOMMENDATION
<b>LONG TERM</b>	<p><b>ROTARY PARK – CLIFFORD</b></p> <p>Complete grading improvements to all fields to increase playing time and user satisfaction. Evaluate lighting to further increase availability for rentals.</p> <p>Consider completing a site-specific park plan to explore new, creative year-round uses.</p>
<b>SPORTS FIELDS</b>	
<b>ONGOING</b>	<p>Continue to monitor annual registered soccer and baseball users to ensure that the current inventory of fields is sufficient to meet future demands.</p>
<b>LONG TERM</b>	<p>Continue to monitor the need for a new full-size soccer field, exploring public/private partnership models.</p>

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS	<b>MID TERM</b> 4-7 YEARS	<b>LONG TERM</b> +8 YEARS	<b>ONGOING</b>



SUGGESTED TIMING	RECOMMENDATION
<b>ADDITIONAL RECOMMENDATIONS</b>	
<p><b>ONGOING</b></p>	<p><b>NEW PARK &amp; OPEN SPACE AMENITIES</b></p> <p>Explore the feasibility of installing additional amenities in the existing inventory of parks, for example:</p> <ul style="list-style-type: none"> <li>• New splash pad</li> <li>• 3-4 outdoor pickleball courts</li> <li>• All-wheel park</li> <li>• Dog Park areas</li> <li>• Disc Golf course</li> <li>• Toboggan hill</li> <li>• Outdoor ice rink</li> </ul>
<p><b>SHORT TERM</b></p>	<p><b>SPECIAL EVENTS</b></p> <p>Review opportunities to host more special events in the parks to increase tourism and community engagement. Work with Economic and Community Development staff.</p> <p>As a community park and hosting events the expansion of Wi-Fi would provide value added services to users.</p>

RECOMMENDATIONS – SUGGESTED TIMING			
<p><b>SHORT TERM</b> 1-3 YEARS</p>	<p><b>MID TERM</b> 4-7 YEARS</p>	<p><b>LONG TERM</b> +8 YEARS</p>	<p><b>ONGOING</b></p>



SUGGESTED TIMING	RECOMMENDATION
<b>ADDITIONAL RECOMMENDATIONS</b>	
<b>MID TERM</b> 	<b>WATER BOTTLE FILLING STATIONS</b> Consider installing water filling stations in all major sports facilities/parks.
<b>LONG TERM</b> 	<b>SIGNAGE</b> Implement full signage for all parks with street address for park identification for visitors and emergency services. Consider additional educational and informational signage to share the rich history of some of the downtown park areas. Work with Economic and Community Development staff to assess options to expand the Heritage Cultural Marker Program and encourage day-visits to key Minto destinations.
<b>LONG TERM</b> 	<b>PICNIC SHELTERS</b> Review the need/use for all existing picnic shelters located in a variety of parks. If shelters continue to deteriorate, consider removal for operating and capital cost savings.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS 	<b>MID TERM</b> 4-7 YEARS 	<b>LONG TERM</b> +8 YEARS 	<b>ONGOING</b> 



SECTION 4: INDOOR FACILITIES

SUGGESTED TIMING	RECOMMENDATION
<b>SHORT TERM</b> 	<b>CLIFFORD ARENA</b> Develop a site rendering and detailed implementation plan to fully convert the building to an accessible multi-use sports facility to meet new community-wide indoor facilities needs such as pickleball, volleyball, basketball, sport training etc.
<b>MID TERM</b> 	<b>ARENAS AND CURLING CLUBS</b> Install new signage to better direct users to various amenities within each ice facility.
<b>COMMUNITY HALLS</b>	
<b>ONGOING</b> 	<b>PALMERSTON LIONS CLUBHOUSE</b> Monitor Palmerston Lions Club willingness to continue to maintain the hall.
<b>ONGOING</b> 	<b>DREW COMMUNITY HALL</b> Accessibility improvements to access the hall.  Review annual usage of all Town Community Halls and reduce the number of halls to decrease operating and capital costs in maintaining community halls.
<b>LONG TERM</b> 	<b>CLIFFORD COMMUNITY HALL</b> Upon completion of renovations to the Clifford Arena into a multi-use indoor sports facility, investigate a partnership agreement with the church group to manage and operate the community hall. This could be based on existing agreements in Drew Community Hall, Palmerston Lions Clubhouse, and Harriston Lawn Bowling.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS 	<b>MID TERM</b> 4-7 YEARS 	<b>LONG TERM</b> +8 YEARS 	<b>ONGOING</b> 





SECTION 5: PROGRAMS AND EVENTS

SUGGESTED TIMING	RECOMMENDATION
<b>PROGRAMS AND TOURNAMENTS</b>	
<b>ONGOING</b>	<p><b>STAFF RECRUITMENT AND TRAINING</b></p> <p>Ensure ongoing training and certification for all childcare and program staff is budgeted to maintain high standards and compliance with regulations.</p> <p>Ensure quality assurance for all program staff is a key priority through participation with existing programs such as HIGH FIVE®, Lifesaving Society etc.</p> <p>Collaborating with schools and swim participants to promote lifeguard certification programs. Offer incentives for certification completion, such as covering the cost of training, uniforms, etc.</p>
<b>ONGOING</b>	<p><b>VOLUNTEER MANAGEMENT</b></p> <p>Ensure that volunteer management is a part of the responsibilities for all staff positions. Provide staff training as needed.</p>
<b>MID TERM</b>	<p>Develop a volunteer framework to build capacity and enhance quality of volunteer-led programs. Include a “Call to Action” to encourage minor sport organizations, community leaders and others to volunteer or propose new programs.</p>

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS	<b>MID TERM</b> 4-7 YEARS	<b>LONG TERM</b> +8 YEARS	<b>ONGOING</b>



SUGGESTED TIMING	RECOMMENDATION
<b>PROGRAMS AND TOURNAMENTS</b>	
<b>ONGOING</b> 	<b>EXPAND PROGRAMMING OPTIONS TO INCREASE PARTICIPATION</b> Secure additional funding sources (grants, subsidies, sponsorship and partnerships) for enhanced programming.
<b>SHORT TERM</b>  	<p>Expand day camp offerings, possibly in new locations, using and continuing to train qualified part-time staff (HIGH FIVE®).</p> <p>Conduct a comprehensive survey to help identify the specific programs and activities that children and adults are interested in participating in and to understand their willingness to pay.</p> <p>Develop and promote introductory programs for new, emerging activities/sports in collaboration with community volunteers, e.g., lacrosse.</p> <p>Develop an awareness campaign on subsidy policies that create equitable access to programs and services.</p> <p>Assign staff member to participate in the cultural roundtable to enhance recreational and cultural programming, understand facility implications and enhance facility usage.</p> <p>Develop policies for sponsorship and partnership models.</p>
<b>MID TERM</b>  	Work with existing community organizations (e.g., Minor Sports Organizations, The Grove) to co-deliver programs and share resources.
<b>LONG TERM</b>  	Assign resources to develop a one day sport tournament strategy for non-traditional or emerging sports with the goal of increasing utilization (e.g., pickleball, corn hole).

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS  	<b>MID TERM</b> 4-7 YEARS  	<b>LONG TERM</b> +8 YEARS  	<b>ONGOING</b> 



SUGGESTED TIMING	RECOMMENDATION
<b>PROGRAMS AND TOURNAMENTS</b>	
<b>ONGOING</b>	<b>DATA-DRIVEN DECISION MAKING</b> Regularly analyze data to identify trends in registration, areas for improvement, and opportunities for new programs.
<b>ONGOING</b>	Compare fees with neighbouring municipalities to understand discrepancies and justify adjustments on a percentage basis. Clearly communicate the reasons for fee adjustments and the benefits of enhanced programs and facilities.
<b>SHORT TERM</b>	Use recreation software to track program attendance, utilization rates, and participant feedback to inform staffing needs and program adjustments.
<b>MID TERM</b>	Develop a cost recovery model and achievable targets to evaluate the sustainability of programs.

RECOMMENDATIONS – SUGGESTED TIMING			
<b>SHORT TERM</b> 1-3 YEARS	<b>MID TERM</b> 4-7 YEARS	<b>LONG TERM</b> +8 YEARS	<b>ONGOING</b>

## CONCLUSION

Council and staff should be congratulated with their forward-thinking approach as a Recreation Plan is a vital tool for communities seeking to enhance their parks and recreation services strategically. It offers numerous benefits, including improved resource allocation, community engagement, health and well-being, economic development, environmental stewardship, and social cohesion. By developing and implementing a series of comprehensive Plans, the Town of Minto can ensure that their parks, culture, and recreational facilities meet the current and future needs of their residents, contributing to a high quality of life and a vibrant, sustainable community. This will also continue to establish the Town of Minto as a community of choice with a clear competitive advantage.



APPENDIX 1: BACKGROUND AND CORPORATE POLICY

OFFICIAL PLAN

Town of Minto  
Projected Growth in Wellington County to 2041

	2016	2036	2041
Total Population <sup>1</sup>	9,065	12,380	12,810
Households	3,280	4,435	4,610
Total Employment <sup>2</sup>	3,830	4,900	5,130

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

1. Includes the net undercount adjustment which is estimated at approximately 4.1%

The County’s Official Plan (2024) identifies the following growth projections for the County, Town of Minto, and distribution of growth between the three urban areas and rural area of Minto.

Wellington County  
Projected Growth in Wellington County to 2041

	2016	2031	2036	2041
Total Population <sup>1</sup>	95,805	122,000	132,000	140,000
% of Population in Urban Centres	51	59	61	62
Households	32,960	42,290	45,750	48,740
Total Employment <sup>2</sup>	40,070	54,000	57,000	61,000

The Town of Minto relies on the Counties Official Plan for its policy and planning regime. Policies regarding Parks, Culture, and Recreation rely on Master Plans prepared by the Town. The following are related excerpts from the County’s Official Plan.

**6.10.12 Parks and Open Space (p.81)**

Secondary urban centres shall provide adequate parks and open space areas to serve their population and may provide recreational opportunities for a larger regional population. Parks and open space areas may be located in or adjacent to greenland areas depending on impacts and opportunities.

**8.8.4 Parks, Culture and Recreation Master Plan (p.102)**

A Parks, Culture and Recreation Master Plan may be prepared.

Such a Master Plan will generally:

- a) outline all open space areas, recreational facilities, cultural programs and recreational programs operated by various service providers in the community;
- b) identify community needs with respect to the above program and facilities;
- c) assess the need for additional recreational lands, facilities and programs;

d) outline an implementation plan for the planning and development of recreation and cultural facilities or programs, including the investigation and prioritization of sources of funding for such facilities and programs.

The Parks, Culture and Recreation Master Plan will be used as a policy document to assist in determining parks, culture and recreation requirements. Policies which are adopted, as part of the Parks, Culture and Recreation Master Plan may be included by amendment to the Official Plan.

### 12.2 PEDESTRIAN FACILITIES (p.176)

Pedestrian facilities will be encouraged both as a means of travel and for recreation. The following policies will be supported in Wellington.

d) pedestrian trails, particularly those which re-use abandoned railway right of ways will be encouraged.

### 12.3 CYCLING (p.177)

Cycling facilities will be encouraged both as a means of travel and for recreation. The following policies will be encouraged in Wellington:

- a) undertake studies to determine the potential to provide bicycle lanes on roadways in urban centres;
- b) examine geometric and operational design practices which impede cycling on roadways;
- c) review zoning by-laws to provide bicycle parking standards for uses such as apartments, shopping facilities, industrial uses and community facilities;
- d) support the development of recreational trails that allow for cycling. provide linkage between intensification areas and adjacent neighbourhoods, including dedicated land space for bicyclists on the major street network where practical and feasible.

### 13.12 PARKLAND REQUIREMENTS (p. 191)

#### 13.12.1 General

Parkland and recreational facilities must be developed to meet the needs of the community. All councils shall ensure that adequate parkland is secured and used for the benefit of the community and that opportunities to add to the supply of parkland are pursued.

#### 13.12.2 Parkland Dedication

All councils shall require the dedication of parkland in accordance with the Planning Act for all developments, redevelopment or plans of subdivision.

These lands shall be, in the opinion of Council, suitable for use as municipal parkland and the following criteria shall be considered as desirable.

- a) land adjacent to established parks, schools or storm water management areas;
- b) land within easy walking distance of the residential area served;
- c) land located near the highest density residential areas;
- d) land with adequate street frontage to provide for visibility and safety;
- e) land that is level, regularly shaped and not susceptible to major flooding, poor drainage, or other environmental or physical conditions which would interfere with their development or use for public recreation.

#### 13.12.3 Cash-In-Lieu

A council may require cash-in-lieu of parkland, as provided by the Planning Act, under the following circumstances:

- a) where the amount of land to be dedicated is of insufficient size, in the opinion of council, to be useable for normal public recreational activities;
- b) where an area is adequately served by municipal or other open space lands;
- c) where a municipality wishes to combine the parkland dedications of a number of small developments to provide for a large park area;
- d) in rural developments where parkland may not be needed.

Cash-in-lieu payments shall be held in a separate account and used for the acquisition or development of parklands in the municipality.

#### 13.12.4 Other Lands

A council may accept additional land over and above the parkland dedication and may incorporate these lands in the municipal open space system. Such land may include:

- a) storm water management areas; Wellington County Official Plan Page 191 February 2024
- b) lands having environmental or physical conditions which render them unsuitable for development.

#### 13.12.5 Alternative Requirements

In the case of development or redevelopment for residential purposes, a municipality may by by-law under Section 42 of the Planning Act require that land be conveyed to the municipality for park or other public recreational purposes at a rate of one hectare for each 300 dwelling units proposed or at such lesser rate as may be specified in the by-law.

STRATEGIC PLAN

TOWN OF MINTO | STRATEGIC PLAN

STRATEGIC PLAN



OUR FIVE GOALS



**GOAL 1: MANAGE OUR INFRASTRUCTURE**

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



**GOAL 2: QUALITY OF LIFE**

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



**GOAL 3: STRONG VIBRANT ECONOMY**

Progressively support our local businesses while leveraging Minto's competitive advantages to attract new economic investment.



**GOAL 4: INCLUSIVE COMMUNITY**

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



**GOAL 5: RESPONSIBLE GOVERNMENT**

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



The following section identifies all of the Strategic Plan Goals and related Actions that include the Parks and Recreation Department in either a lead role, support role, or an integrated role.

**GOAL 1 – MANAGER OUR INFRASTRUCTURE**

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

- i. Renew medium and long-term capital financial plans.
- ii. Complete engineered drawings one year in advance of capital funding to ensure shovel ready projects.
- iii. Complete an accessibility and building audit of all municipal facilities.

**1.3 Caring for our environment.**

- i. Evaluate municipal facilities for energy efficiency upgrades.
- ii. Investigate green initiatives for Town fleet.

**GOAL 2 – QUALITY OF LIFE**

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

- i. Approve Parks & Recreation Plan which will identify priority recommendations for annual budgets.
- ii. Expand program opportunities (youth, seniors, etc.) for healthy living throughout the municipality.

**2.2 Supporting our social services.**

- i. Support Health Professionals Recruitment and increase marketing of health care spaces.
- ii. Explore opportunities to expand support of The Grove Youth Wellness Hub, food banks, Blessings to You, and other Not For Profit, social organizations.

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

- i. Develop park/open space and trail development standards for all new development.

**GOAL 4 - INCLUSIVE COMMUNITY**

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

- i. Communicate faith holidays on Town social media.
- ii. Explore the National Rainbow Registered Accreditation Program and become a member of the Canadian Coalition for Inclusive Communities.
- iii. Further develop policies and procedures that promote diversity, equity, and inclusion

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

- i. Highlight volunteer groups and their goals at Council Meetings and in welcome packages.
- ii. Create a volunteer database and explore other support tools for volunteer organizations.
- iii. Explore Community Volunteer Appreciation program.

**GOAL 5 – RESPONSIBLE GOVERNMENT**

**5.2 Explore further service efficiencies.**

- i. Explore municipal and/or businesses partnerships to enhance Town services.
- ii. Develop a cross training program for staff to allow for more flexibility.

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

- i. Continue to leverage Wellington County Accessibility grant for facility accessibility upgrades.
- ii. Work with Wellington County and Ontario By Bike to become a bike certified community.
- iii. Work with Wellington County to promote and deliver new immigrants' programs and services in Minto.
- iv. Work with Wellington County to improve communications on social services and increase childcare and social services programs in Minto.
- v. Work with Wellington County and the Federation of Canadian Municipalities to develop local environmental objectives to build upon Wellington County's Climate Change Mitigation Plan 2022-2024.

**DEVELOPMENT CHARGES BACKGROUND STUDY**

**5.1.2 Parks and Recreation Services**

The Town currently maintains approximately 93 acres of developed parkland within its jurisdiction. Furthermore, the Town provides a variety of amenities in its parks and operates 134,692 square feet of indoor recreation facility space. The Town maintains these assets using a fleet of 13 pieces of large equipment and vehicles. The Town's level of service over the historical 10-year period averaged \$3,751 per capita. In total, the maximum D.C.-eligible amount for parks and recreation services over the 10-year forecast period is approximately \$5.10 million based on the established level of service standards.

The 10-year capital needs for parks and recreation services to accommodate growth have a total gross capital cost of approximately \$322,111. These capital needs include the development of the Connecting Link trail, the provision of additional parkland amenities and trails, as well as a parks and recreation master plan. A deduction of approximately \$14,650 has been applied to reflect the benefit to existing development. The statutory 10% deduction applicable for parks and recreation services totals \$29,975. After incorporating the reserve fund deficit balance of \$7,711, the resulting net growth-related capital costs for inclusion in the calculation of the D.C.s total \$277,486.

As the predominant users of parks and recreation services tend to be residents of the Town, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential."

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less: Other (e.g. 10% Statutory Deduction)	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development			Total	Residential Share 95%	Non-Residential Share 5%
	2020-2029											
1	Connecting Link Trail	2020	117,300	-	117,300	-		117,300	11,730	105,570	100,292	5,279
2	Provision for Parkland Amenities and Trail Development	2020-2029	138,500	-	138,500	-		138,500	13,850	124,650	118,418	6,233
3	Parks and Recreation Master Plan	2024	58,600	-	58,600	14,650		43,950	4,395	39,555	37,577	1,978
	Reserve Fund Adjustment				7,711			7,711		7,711	7,325	386
	<b>Total</b>		<b>314,400</b>	<b>-</b>	<b>322,111</b>	<b>14,650</b>	<b>-</b>	<b>307,461</b>	<b>29,975</b>	<b>277,486</b>	<b>263,611</b>	<b>13,874</b>



**GROWTH RELATED FUNDING**

Service: Indoor Recreation Facilities  
Unit Measure: ft<sup>2</sup> of building area

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Clifford Arena	27,628	27,628	27,628	27,628	27,628	27,628	27,628	27,628	27,628	27,628	\$146	\$165
Clifford Community Centre	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	\$171	\$192
Harriston Pool	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	\$145	\$163
Harriston Arena	44,222	44,222	44,222	44,222	44,222	44,222	44,222	44,222	44,222	44,222	\$160	\$180
Palmerston Arena	48,168	48,168	48,168	48,168	48,168	48,168	48,168	48,168	48,168	48,168	\$155	\$175
Palmerston Pool	1,599	1,599	1,599	1,599	1,599	1,599	1,599	1,599	1,599	1,599	\$284	\$317
Parks Building - Lawrence Park	600	600	600	600	600	600	600	600	600	600	\$87	\$100
Parks Building-Storage	300	300	300	300	300	300	300	300	300	300	\$88	\$101
Sr. Citizens Rec Centre - Margaret St	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	\$267	\$298
Drew Community Hall - 6035 Wellington County Rd #2	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	\$169	\$190
Drew Refreshment Booth/Washrooms - Township	600	600	600	600	600	600	600	600	600	600	\$35	\$42
<b>Total</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>	<b>134,692</b>		

Population	8,351	8,334	8,406	8,472	8,528	8,588	8,671	8,730	8,818	8,946
Per Capita Standard	16.1288	16.1617	16.0233	15.8985	15.7941	15.6837	15.5336	15.4286	15.2747	15.0561

10 Year Average	2010-2019
Quantity Standard	15.6983
Quality Standard	\$177
Service Standard	\$2,786

D.C. Amount (before deductions)	10 Year
Forecast Population	1,786
\$ per Capita	\$2,786
Eligible Amount	\$4,975,010



Inventory of Parks and Recreation – Outdoor Facilities

Service: Parkland Development and Amenities  
Unit Measure: No. of Units

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/Unit)
Parkland (acres)	93	93	93	93	93	93	93	93	93	93	
<b>Parkland Amenities</b>											
Tennis Courts	2	2	2	2	1	1	1	1	1	1	\$343,700
Baseball Fields (lit)	6	6	6	6	5	5	5	5	5	5	\$310,400
Baseball Fields (unlit)	1	1	1	1	1	1	1	1	1	1	\$186,200
Soccer Fields (lit)	1	1	1	1	-	-	-	-	-	-	\$62,000
Soccer Fields (unlit)	5	5	5	5	5	5	5	5	5	5	\$186,200
Pools	2	2	2	2	2	2	2	2	2	2	\$348,400
Wading Pool	1	1	1	1	-	-	-	-	-	-	\$224,700
Splash Pad	1	1	1	1	1	1	1	1	1	1	\$179,800
Open Picnic Shelter Structure - Lawrence Park	1	1	1	1	1	1	1	1	1	1	\$50,200
Batting Cage	2	2	2	2	2	1	1	1	1	1	\$19,200
Concession Booth/Washrooms - Ball Park	2	2	2	2	4	4	4	4	4	4	\$48,700
Pavillion - Ball Park - Barb Wright	1	1	1	1	1	1	1	1	1	1	\$117,100
Centennial Pavillion - Young St	1	1	1	1	1	1	1	1	1	1	\$149,300
Pavillion - New Clifford Rotary Park	1	1	1	1	1	1	1	1	1	1	\$358,400
Two Dugouts - Ball Park	2	2	2	2	4	4	4	4	4	4	\$5,600
Picnic Shelter - Clifford Rotary Park	1	1	1	1	1	1	1	1	1	1	\$27,500
Picnic Shelter - Clarke St Park	1	1	1	1	1	1	1	1	1	1	\$25,100
Wooden Bridge - Clifford Rotary Park	1	1	1	1	1	1	1	1	1	1	\$35,800
Storage Shed - William St Park	1	1	1	1	3	3	3	3	3	3	\$45,400
Two Comfort Stations (Washrooms) - Clifford Rotary Park	1	1	1	1	1	1	1	1	1	1	\$1,600
Floodlighting - various locations	1	1	1	1	1	1	1	1	1	1	\$446,600
Recreational Fencing - various locations	1	1	1	1	1	1	1	1	1	1	\$227,400
Bleachers - various locations	1	1	1	1	1	1	1	1	1	1	\$128,400
Picnic Tables - various locations	1	1	1	1	1	1	1	1	1	1	\$25,700
Playground Equipment - various locations	8	8	8	8	8	8	8	8	8	8	\$41,700
Poolhouse - Palmerston Lions Park	1	1	1	1	1	1	1	1	1	1	\$229,900
Poolhouse - Raglan/Queen St	1	1	1	1	1	1	1	1	1	1	\$184,100
Pavillion/Washrooms-Lions Heritage Park	-	-	-	1	1	1	1	1	1	1	\$88,000
Palmerston Lions Park - Solar Building	-	-	1	1	1	1	1	1	1	1	\$84,500
Palmerston Lions - CNRA Building-built 1920	1	1	1	1	1	1	1	1	1	1	\$211,200
Agriculture Shed-Palmerston Arena-built 1977	1	1	1	1	1	1	1	1	1	1	\$203,100
Agriculture Pavillion - Palmerston Arena-built 1980	1	1	1	1	1	1	1	1	1	1	\$204,300
Palmerston Fairgrounds Shed	-	-	-	-	-	-	-	-	1	1	\$22,200
Trails (km)	8	12	12	12	19	19	19	19	19	20	\$1,698
<b>Total</b>	<b>60</b>	<b>64</b>	<b>65</b>	<b>66</b>	<b>75</b>	<b>74</b>	<b>74</b>	<b>74</b>	<b>75</b>	<b>76</b>	

Population	8,351	8,334	8,406	8,472	8,528	8,588	8,671	8,730	8,818	8,946
Per Capita Standard	0.0072	0.0077	0.0077	0.0078	0.0088	0.0086	0.0085	0.0085	0.0085	0.0085

10 Year Average	2010-2019
Quantity Standard	0.0082
Quality Standard	\$109,352
Service Standard	\$897

D.C. Amount (before deductions)	10 Year
Forecast Population	1,786
\$ per Capita	\$897
Eligible Amount	\$1,601,488

**Operating and Capital Expenditure Impacts for Future Capital Expenditures**

Service	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
Wastewater Services	78,514	487,503	566,018
Water Services	208,625	88,139	296,765
Transportation Services	257,053	102,934	359,988
Fire Protection Services	187,257	79,521	266,778
Parks and Recreation Services	17,305	29,514	46,819
Administration Studies	-	-	-
<b>Total</b>	<b>748,755</b>	<b>787,612</b>	<b>1,536,367</b>

**ASSET MANAGEMENT PLAN (2019-2024)**

The Town’s Asset Management Plan did not include parks and facilities as part of the 2019-2024 Asset Management.

**TOWN OF MINTO CONSERVATION AND DEMAND MANAGEMENT PLAN (2024-2029)**

The Town’s updated Conservation and Demand Management Plan had several recommendations related to parks and recreational facilities identified below.

INITIATIVE	PREFERRED STATE	PRESENT STATE	MEASURES AND APPLICABLE ENERGY SAVINGS	COMPLETION DATE
<b>Palmerston Arena – Net Zero Study (T)</b>	Reduce energy use and GHG emissions	One of the top four energy consumers in the Town’s portfolio of buildings as well as being responsible for 22% of portfolio emissions in 2023	Recommend a study to assess the feasibility of achieving emission reductions in two stages. The first stage could investigate a hybrid heating system using recently installed boilers when they’re near end of life with new heat pumps and the second stage would investigate removal of these new boilers when they’re at end of life and using remaining heat pumps for heating. See also initiative for “Explore FCM funding opportunities (O)”	2025-29
<b>Harriston Arena Net Zero Study (T)</b>	Reduce energy use and GHG emissions	One of the top four energy consumers in the Town’s portfolio of buildings as well as being responsible for 19% of portfolio emissions in 2023	Recommend a study to assess the feasibility of achieving net zero emissions as well as energy cost recovery and see also initiative for “Explore FCM funding opportunities (O)” Energy cost recovery could be up to \$90,000.	2025-29
<b>Monitor other governments’ energy initiatives (O)</b>	A consistent approach to energy conservation	Emerging and changing strategies at all levels	Adapted Minto Energy Strategy that is consistent with other strategies	ONGOING
<b>Explore FCM Funding Opportunities (O)</b>	Maximize funding available for capital works and studies to inform asset decisions	Leveraging many provincial funding opportunities	Based on their energy and emissions footprint, its suggested that Palmerston and Harriston Arenas be submitted for a funding application. See also Technical Initiatives for the above arenas.	2025-6

INITIATIVE	PREFERRED STATE	PRESENT STATE	MEASURES AND APPLICABLE ENERGY SAVINGS	COMPLETION DATE
<b>Monitor Federal Provincial Energy Initiatives (O)</b>	A consistent Federal, Provincial and Municipal approach to energy	Emerging and changing strategies at senior levels	Adapted Minto Energy Strategy that helps locally and is consistent with emerging senior level strategy. The Federal emissions target through the Net Zero Accountability Act <sup>4</sup> states: "...achieve net-zero greenhouse gas emissions by the year 2050." While this is an energy plan, its suggested that an emissions target be referenced in this Plan as emissions are required to be reported by Ontario Regulation 25/23.	
<b>Reduce Energy Use Through Behavioural Changes (B)</b>	Minimize unmoderated and/or unabated energy use	Unmoderated or unabated office energy use for plug loads	Conduct after hours audits (during unoccupied periods) of facilities to determine areas of unmoderated energy use to minimize waste	2025-29
<b>Monitoring and Reviewing Energy Bills (B)</b>	Flag changes 20% or more	Review of billing for payment and compliance reporting	Deputy Treasurer to alert technical staff if threshold surpassed	ONGOING
<b>Better inter-departmental collaboration and workflow management (B)</b>	Gathering as-set information in realtime in a common, easily accessible format for all user needs (mobile / web-based application)	Information scattered, not aggregated	Build on Perth East form for different kinds of capital work ongoing Circulate to public works staff to fill out	

**Estimated and Forecasted Impact of Proposed Measures**

Based on energy billing for 2023, the two arenas indicated in Table 4 could have estimated savings of up to \$240,000. With the Town’s interest in FCM funding—these arenas may be eligible--to maximize funding available for capital works and studies to inform asset decisions, its recommended that the Town plan for a target of net zero emissions. A net zero emissions plan could be funded from FCM’s Community Building Retrofit stream and the plan will also determine options to reduce energy demand and consumption as well as recover costs. This stream will fund studies and capital projects.

Additional technical initiatives such as lighting upgrades and advanced rooftop units controls for the Municipal Office and Fire Halls respectively

could be implemented and note that the impact of these savings will not be as significant when compared to the opportunity noted with the arenas because of the difference in energy use and savings potential. However, the technical initiatives outlined in this plan will have a cumulative benefit in the plan, and the organizational and behavioural measures outlined above will likely result in better reporting and monitoring of such savings.

The new net zero emissions plan which includes significant energy cost reductions that could be funded from FCM is consistent with the Town’s continuous improvement approach to energy management.

### WELLINGTON COUNTY MULTI-YEAR ACCESSIBILITY PLAN (2022)

The County provides \$10,000 in funding to lower-tier municipalities for accessibility improvements. There is no specific mention of activities related to Town of Minto Parks and Recreation facilities, services, and parks. The 2022 to 2026 Plan can be accessed through the following link.

[Multi-year-Accessibility-Plan---2022-to-2026.pdf \(wellington.ca\)](#)

### SUMMARY OF FINDINGS

- The Town of Minto planning regime is governed by the over-arching County of Wellington's Official Plan with general and specific policies related to the Town.
- The County's Official Plan recognizes that the Recreation Plan will serve as the more specific policy document,
- The Official Plan does not include standards for parkland categories or parkland provision targets.
- The Official Plan will require amendments to bring the Plan into conformity related to parkland dedication.
- The recently approved Strategic Plan identifies distinct Goals and Actions related to the parks and recreation department which will be integrated into the Plan.
- The DC Background study identifies 3 growth related projects including the Recreation Plan.
- The Town's Asset Management Plan is silent on Parks and Recreation Indoor and Outdoor facility assets, which should be addressed in future updates.
- There were 6 distinct recommendations for improvements to recreation facilities in the most recent Conservation and Demand Management Plan (staff to confirm if they were executed).
- The County assumes leadership for Accessibility among its lower tier municipalities.

## APPENDIX 2: NATIONAL & PROVINCIAL POLICY CONTEXT

This section forms part of the overall literature review to the Situational Analysis for the Recreation Plan. The focus of this section is to offer insight into national policy frameworks and/or provincial legislation that has specific relevance to the planning of future recreation and park services.

A summary of the relevant policies or legislation is offered, and the specific relevance to the Town of Minto is outlined. The specific frameworks and legislation contained in this report is as follows:

- Framework for Recreation in Canada: Pathways to Wellbeing
- Canadian Sport Policy Canadian Sport Policy 2012
- A Common Vision for increasing physical activity and reducing sedentary living in Canada: Let’s Get Moving
- Affordable Access to Recreation for Ontarians Policy Framework (2009) – Parks and Recreation Ontario
- Parks for All
- Childcare and Early Years Act (CCEYA)
- More Homes, Built Faster Act (2022) (commentary as of summer 2023)

### FRAMEWORK FOR RECREATION IN CANADA: PATHWAYS TO WELLBEING

The Framework for Recreation in Canada: Pathways to Wellbeing 2015 (the Framework) was developed and endorsed by the federal, provincial, and territorial governments to provide guidance and galvanize the parks and recreation sector. It was designed to position parks and recreation as an important means to address and contribute to solving societal challenges by uniting the sector through a collective commitment to a shared vision, values, goals, and priorities.

The Vision of the Framework is a Canada where everyone is engaged in meaningful, accessible recreation experiences that foster:

- individual wellbeing,
- community wellbeing, and
- the wellbeing of our natural and built heritage.

The goals and priorities provide the basis for organizations to develop action plans that, when implemented, can contribute to the wellbeing of individuals, communities, and the built and natural environments.

### THE 5 OVERARCHING GOALS OF THE FRAMEWORK ARE:

1. Active Living
2. Inclusion and Access
3. Connecting People and Nature
4. Supportive Environments
5. Recreation Capacity

The Framework is currently being reviewed with the goal of a full renewal of the document in 2025. An interim “supplement” will be available through the Canadian Parks and Recreation Association. It will provide additional resources and information that brings the 2015 document into the current context.

**CONSIDERATIONS FOR THE TOWN OF MINTO:** As an update for the Framework is forthcoming, strategies should be based broadly on the overarching goals of the Framework and based on a community’s specific priorities. The key benefits of aligning with the Framework is the opportunity to measure your progress and to develop action plans that enhance access to parks, facilities, programs, and non-organized play for all ages.

### CANADIAN SPORT POLICY CANADIAN SPORT POLICY 2012

Like the Framework for Recreation in Canada, the Canadian Sport Policy (CSP) is currently in the process of renewal. This policy helps identify Canadian sport priorities and guides how federal, provincial and territorial governments advance sport. The CSP has always referenced recreational/community sport as a prime objective and documents released in 2023 show that recreational sport still plays an important role in achieving the overall vision for the CSP.

Specifically, the CSP recognizes that most facilities are owned and operated by municipalities and represent a significant investment. Additionally, it notes that municipalities and other community recreation providers have an important role to play in providing opportunities for lifelong participation, which aligns with Goal 1 in the Framework for Recreation in Canada.

**CONSIDERATIONS FOR THE TOWN OF MINTO:** As with the Framework, strategies will align with the key policy objectives of lifelong participation and providing high quality facilities for community sport and recreation. Fostering strong partnerships is also a factor for successful implementation.

### A COMMON VISION FOR INCREASING PHYSICAL ACTIVITY AND REDUCING SEDENTARY LIVING IN CANADA

The Common Vision is Canada’s first national policy focusing on increasing physical activity and reducing sedentary behaviours. Like the CSP and the Framework the Common Vision has broad areas of focus for collaborative action that can be applied at the community level: Cultural Norms, Spaces and Places, Public Engagement, Partnerships, Leadership and Learning and Progress.

**CONSIDERATIONS FOR THE TOWN OF MINTO:** Specific strategic imperatives in the Common Vision directly apply to the development of a Recreation Plan.

**2.1** Prioritize the design of spaces and places to increase recreational physical activity and utilitarian physical activity opportunities across all settings, while also increasing accessibility of existing facilities, venues and infrastructure.

**3.1** Adapt Canadian best practices in promoting physical activity, as well as learn from already successful community based public engagement programs.

**4.5** Adopt an approach to collaboration based on the unique strengths of all partners across sectors with clear roles, targets and deliverables that demonstrate both short- and long-term progress.

### PARKS FOR ALL

Parks for all is a sector-led initiative to provide a framework for enhancing our connection with nature through all types of parks and open space. Its vision is to create a connected hierarchy of park lands and waterways that support healthy people and environments. As such, it aligns and amplifies the goals of the Framework for Recreation in Canada.

**CONSIDERATIONS FOR THE TOWN OF MINTO:** Parks for All highlights both the economic and mental and physical health benefits of parks and access to nature. During COVID-19, the rise in park use has stimulated continued growth in the demand for and use of public outdoor spaces. As such, strategies should be guided by the principles of increasing access to parks and open space through collaboration and leadership. The principle of providing residents and visitors with a variety of open spaces and trails is of key importance.

### AFFORDABLE ACCESS TO RECREATION FOR ONTARIANS POLICY FRAMEWORK (2009) – PRO

This Policy Framework promotes access to recreation for Ontarians. It sets out a vision, objectives and strategic directions to guide those who develop public policy, make funding decisions, offer recreation programs, or build and maintain facilities or open spaces. It is a call to action for all involved to work together in a systematic way to make recreation affordable and accessible to all.

**CONSIDERATIONS FOR THE TOWN OF MINTO:** The Affordable Access to Recreation Framework encourages municipalities to establish systems that remove barriers to participation. It recommends that municipalities have a mix of free programs and/or events as well as some kind of fee assistance program. It is also recommended that a fee assistance program be approved by council, but for smaller municipalities an informal policy can also be effective. Municipalities can partner with community organizations or other charities (i.e. Jumpstart) to provide subsidies. Another option is to base the cost recovery for programs at 80% of capacity, thus allowing up to 20% of the program capacity to be offered free or at a significantly reduced cost.

### AODA: DESIGN OF PUBLIC SPACES

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is the law that sets out a process for developing, implementing, and enforcing accessibility standards. Government, businesses, non-profits, and public sector organizations must follow the standards. Accessibility laws and standards help to reduce and remove barriers and make Ontario more inclusive for everyone.

The following outdoor spaces must comply with accessibility regulations if you are creating new spaces or making major changes to existing spaces (partial list):

1. Trails and beach routes
2. Outdoor eating areas
3. Outdoor play spaces
4. Outdoor paths
5. Parking

**CONSIDERATIONS FOR THE TOWN OF MINTO:** It is recommended that the municipality continue to work with the County’s Accessibility Advisory Committee and a subject matter expert on any new construction or significant renovation of municipal spaces. It should be noted that the regulations do not require 100% of the area of new outdoor parks and trails to be accessible to all, especially where natural features may be negatively impacted.



APPENDIX 3: COMMUNITY SPORT GROUP SURVEY RESULTS

A form was sent to community user groups to assess trends in minor sport in the Town of Minto and get direct feedback from the user groups on their needs.

Harriston Skating Club			
Membership Numbers	2019	2022	2023
	50	81	75
Are you anticipating an increase/decrease in enrollment for 2025?	Hopefully maintain or increase enrollment		
In what year did you have your biggest enrollment?	2022		
How many/percentage registrants are from Town of Minto?	100%		
Do you have adequate ice, sport fields allocation to meet your programming needs? If no, how much more time would you require to meet demand?	Yes, we have been able to negotiate the amount of ice we need from year to year - our ice needs have increased in recent years and we have the ice we need		
Share how your organization is using your allocated hours to accommodate your needs. Are there ways to make the allocation process more equitable and efficient?	We run 4 different programs during our ice block. We have been happy with the equitable distribution of ice and the flexibility of scheduling to accommodate our needs		
Are the rates being charged comparable to your neighbouring communities?	We are satisfied with the rates being charged and they seem to be in line with or less than neighbouring communities		
Does your organization have the capacity to support infrastructure investments (new facilities or upgrading current)?	No, we don't have capacity to contribute to large scale investments like that		
Does your organization have a stable and adequate roster of coaches/leaders and Board Members?	We currently have adequate coaching board members but we are always looking to invest in these areas to ensure long term success of the club		
Are there any additional ways the Town of Minto could promote your organization?	We appreciate the Town of Minto promoting our programs through their social media channels and in the town guide book that is distributed.		
What upgrades or facilities improvement are needed for a better spectator or player experience?	Maybe heaters in the stands		
If one of the Town of Minto facilities was used strictly as an indoor 'dry' facility - would your organization use time for programs (i.e. Dryland training, team socials). If so, how many hours per month?	As long as two ice pads remain in the Town of Minto, we would possibly make use of a third building/floor for off ice training or team building. However we would not want to give up an ice pad for this purpose - we want to keep 2 ice pads in Minto. We would possibly use a space like this 2-3 times over our season.		
Do you have any other comments you would like to share?	We are very happy with the facilities and scheduling for our club! The Town of Minto has been nothing but supportive and accommodating in assisting us to continue offering and expanding our programming.		

Palmerston Skating Club			
Membership Numbers	2019	2022	2023
	n/a	n/a	82
Are you anticipating an increase/decrease in enrollment for 2025?	same		
In what year did you have your biggest enrollment?	1 <sup>st</sup> year in operation		
How many/percentage registrants are from Town of Minto?	80%		
Do you have adequate ice, sport fields allocation to meet your programming needs? If no, how much more time would you require to meet demand?	Yes, needs have been met		
Share how your organization is using your allocated hours to accommodate your needs. Are there ways to make the allocation process more equitable and efficient?			
Are the rates being charged comparable to your neighbouring communities?	Yes		
Does your organization have the capacity to support infrastructure investments (new facilities or upgrading current)?	Yes		
Does your organization have a stable and adequate roster of coaches/leaders and Board Members?	Yes		
Are there any additional ways the Town of Minto could promote your organization?	As always, they are willing to help		
What upgrades or facilities improvement are needed for a better spectator or player experience?	None		
If one of the Town of Minto facilities was used strictly as an indoor 'dry' facility - would your organization use time for programs (i.e. Dryland training, team socials). If so, how many hours per month?	Likely not.		
Do you have any other comments you would like to share?			

<b>Minto Minor Hockey</b>			
<b>Membership Numbers</b>	<b>2019</b>	<b>2022</b>	<b>2023</b>
	<b>148</b>	<b>165</b>	<b>205</b>
<b>Are you anticipating an increase/decrease in enrollment for 2025?</b>	Our numbers should stay consistent		
<b>In what year did you have your biggest enrollment?</b>	2023 has been the largest in 6 years. Due to having a U21 team		
<b>How many/percentage registrants are from Town of Minto?</b>	98%		
<b>Do you have adequate ice, sport fields allocation to meet your programming needs? If no, how much more time would you require to meet demand?</b>	Yes we do		
<b>Share how your organization is using your allocated hours to accommodate your needs. Are there ways to make the allocation process more equitable and efficient?</b>	Practices, games, skills/goalie clinics		
<b>Are the rates being charged comparable to your neighbouring communities?</b>	I believe so. We have never compared		
<b>Does your organization have the capacity to support infrastructure investments (new facilities or upgrading current)?</b>	We have some funds that could be allocated. Not sure how much we could allocate, as we still have programing to run		
<b>Does your organization have a stable and adequate roster of coaches/leaders and Board Members?</b>	We always struggle getting coaches, and volunteers for the board are getting harder to come by		
<b>Are there any additional ways the Town of Minto could promote your organization?</b>	They do a good job of it now		
<b>What upgrades or facilities improvement are needed for a better spectator or player experience?</b>	Larger and more dressing rooms in Harriston		
<b>If one of the Town of Minto facilities was used strictly as an indoor 'dry' facility – would your organization use time for programs (i.e. Dryland training, team socials). If so, how many hours per month?</b>	We could use it for dryland training in the late summer. Probably 2-3 hours		
<b>Do you have any other comments you would like to share?</b>	The only comment I would have is that it would be nice to see the grass roots hockey program be limited to a one year participation for the kids and then they would need to graduate to Minto Minor Hockey. We seem to have low registration numbers in the 4-7 year olds or first time players.		

<b>Palmerston Marlins</b>			
<b>Membership Numbers</b>	<b>2019</b>	<b>2022</b>	<b>2023</b>
	<b>Approx - 60</b>	<b>Approx - 84</b>	<b>Approx - 96</b>
<b>Are you anticipating an increase/decrease in enrollment for 2025?</b>	Increase		
<b>In what year did you have your biggest enrollment?</b>	This year is our largest so far		
<b>How many/percentage registrants are from Town of Minto?</b>	Approx 5%		
<b>Do you have adequate ice, sport fields allocation to meet your programming needs? If no, how much more time would you require to meet demand?</b>	Yes		
<b>Share how your organization is using your allocated hours to accommodate your needs. Are there ways to make the allocation process more equitable and efficient?</b>	Each team has a night allocated to them and they have the diamonds booked weekly and we feel the process is pretty smooth.		
<b>Are the rates being charged comparable to your neighbouring communities?</b>	I'm not sure what other communities charge.		
<b>Does your organization have the capacity to support infrastructure investments (new facilities or upgrading current)?</b>	No		
<b>Does your organization have a stable and adequate roster of coaches/leaders and Board Members?</b>	Yes		
<b>Are there any additional ways the Town of Minto could promote your organization?</b>	I feel we are promoted well		
<b>What upgrades or facilities improvement are needed for a better spectator or player experience?</b>	The batting cages could use some work		
<b>If one of the Town of Minto facilities was used strictly as an indoor 'dry' facility – would your organization use time for programs (i.e. Dryland training, team socials). If so, how many hours per month?</b>	Yes, for winter training. Once or twice a week as an organization and teams could use as needed.		
<b>Do you have any other comments you would like to share?</b>	n/a		

<b>Minto Minor Ball</b>			
<b>Membership Numbers</b>	<b>2019</b>	<b>2022</b>	<b>2023</b>
	<b>Approximately 45</b>	<b>Approximately 60</b>	<b>105</b>
<b>Are you anticipating an increase/decrease in enrollment for 2025?</b>	Increase		
<b>In what year did you have your biggest enrollment?</b>	In 2024 – 113 players		
<b>How many/percentage registrants are from Town of Minto?</b>	99.1% - one out of town player		
<b>Do you have adequate ice, sport fields allocation to meet your programming needs? If no, how much more time would you require to meet demand?</b>	At this point in time, we are short about two hours per week of diamond time.		
<b>Share how your organization is using your allocated hours to accommodate your needs. Are there ways to make the allocation process more equitable and efficient?</b>	We currently have 13 diamond times to accommodate 7 softball teams, plus our T-Ball program. We currently have given the T-Ball program and each of the seven teams one primary hour of diamond time for game nights. That leaves us with 5 hours of diamond time per week for 7 softball teams to split. This can be allocated with some creativity; however, it comes with scheduling challenges. One way this could be alleviated is for the Town to provide access to the “Practice” Diamond that was constructed in 2021 at the Palmerston Arena. We have been unable to utilize this diamond because of scheduling challenges – namely the rise in the popularity of soccer – which does not allow for that diamond to be used. For context, Minto Minor Ball has used the new Practice Diamond twice since it was built.		
<b>Are the rates being charged comparable to your neighbouring communities?</b>	We believe the rates are comparable and fair compared to our neighbours.		
<b>Does your organization have the capacity to support infrastructure investments (new facilities or upgrading current)?</b>	At this time, we have limited funds. We are balancing keeping costs affordable for families while fundraising to replace equipment and uniforms. We could look at assisting with a smaller infrastructure investment, but not with a project of large size.		
<b>Does your organization have a stable and adequate roster of coaches/leaders and Board Members?</b>	Minto Minor Ball does have a core group of parents who sit on the Executive – there are five of us in 2024 – with a group of dedicated volunteers who help coach and assist the teams in other ways. We are in the process of expanding our Executive to allow for succession planning and to try and limit the stress on our volunteers.		
<b>Are there any additional ways the Town of Minto could promote your organization?</b>	The Town of Minto has been very supportive of Minto Minor Ball in the past. Staff have been accommodating for us when we ask for diamond time, and have provided space for Minor Ball to store equipment during the winter months.		

<b>What upgrades or facilities improvement are needed for a better spectator or player experience?</b>	<p>For better player experience: Our diamonds are in pretty good condition. With that said, the infields could use some work in terms of making them softer. Where the grass meets the infield also needs to be cut back/flattened, as a ground ball does some unexpected bounces at times. Installing a drinking water dispenser at the Harriston, Clifford, and Lawrence Park diamonds (similar to the one at the Barb Wright diamond) would be appreciated.</p> <p>In Harriston, it would be great to see the drainage issues by the dugouts addressed. Any time it rains, the water pools where players enter the field.</p> <p>For spectator experience: A refresh of the washroom facilities would be great. Some of the bleachers also need minor maintenance work.</p>
<b>If one of the Town of Minto facilities was used strictly as an indoor ‘dry’ facility – would your organization use time for programs (i.e. Dryland training, team socials). If so, how many hours per month?</b>	Yes, Minto Minor Ball would use this space if available. From February to the end of April, we could see 1-2 hours per week of use, depending on interest from players.
<b>Do you have any other comments you would like to share?</b>	We appreciate what the Town does for our organization, as we know that some Minor Ball organizations do not receive the level of service we do. We are hopeful that the proposed installation of a new soccer pitch in Harriston will provide for additional opportunities to use the Practice Diamond in Palmerston and assist in alleviating our potential diamond time shortage. We would also like to see organizations who have a majority of their participants reside within the Town of Minto have the first choice of diamond time.



**TOWN OF MINTO**

**MEETING DATE:** December 3, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Community Services  
**SUBJECT:** CS 2024-005 – Town of Minto Recreation Plan

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives report CS 2024-005 Town of Minto Recreation Plan, prepared by the Director of Community Services, for information purposes;

AND FURTHER THAT the Council of the Town of Minto officially endorses and adopts the Recreation 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 Plan, an Economic and Community Development Plan, and a Cultural 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 Recreation Plan began in March 2024, and involved meetings with residents and user groups, background reports and studies, staff engagement sessions, stakeholder surveys, 1:1 interviews, and an online public survey.

The recommendations in the plan were broken down into five (5) key areas:

- Corporate Policy
- Funding of Parks and Recreation
- Parks and Open Space
- Indoor Facilities
- Programs and Events

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

**FINANCIAL CONSIDERATION:**

The new Recreation 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:**

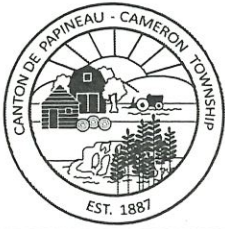
Goal 2: Quality of Life

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

2.1 ii. Approve the Parks & Recreation Master Plan which will identify priority recommendations for annual budgets.

**PREPARED BY:** Matthew Lubbers, Director of Community Services

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



## THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0  
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072  
E-mail: [clerk@papineaucameron.ca](mailto:clerk@papineaucameron.ca) Website: [www.papineaucameron.ca](http://www.papineaucameron.ca)

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November 13, 2024

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

### **RE: Ontario Building Code**

The Council of Papineau-Cameron met at their regular Council meeting on November 12, 2024 and passed the attached resolution 2024-328.

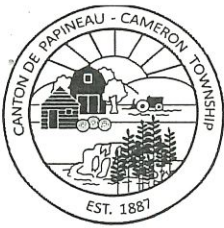
Feel free to contact us if you have any questions.

Sincerely,

Jason McMartin, BA, ADA  
CAO/Clerk-Treasurer

Encl. Council Resolution 2024-328

c.c. Hon. Paul Calandra MPP, Minister of Municipal Affairs and Housing  
Hon. Michael Parsa MPP, Minister of Children, Community and Social Services  
Hon. Victor Fedeli MPP, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade  
Association of Municipalities of Ontario  
Ontario Building Officials Association  
Municipalities of Ontario



**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**

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 Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072  
 Website: www.papineaucameron.ca

**DATE:** November 12, 2024      **RESOLUTION NUMBER:** 2024- 328

**MOVED BY:** *Shelley Belanger*      **SECONDED BY:** *MChenier*

**WHEREAS** Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

**AND WHEREAS** the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

**AND WHEREAS** the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

**AND WHEREAS** current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

**AND WHEREAS** an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

**AND WHEREAS** providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

**THAT** the Council of Papineau-Cameron Township hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. Standardized Designs: Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. Flexible Design Standards: Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. Community Integration: Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. Support for Diverse Models: Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

**AND FURTHER THAT** the Council of Papineau-Cameron Township encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;

**AND FURTHER THAT** this resolution be provided to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

**CARRIED:** *Robert Corriveau*      **NOT CARRIED:** \_\_\_\_\_  
 (Mayor)      (Mayor)

**COPY**

Recorded Vote (Upon Request of Councillor \_\_\_\_\_) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			



**Clifford Country Store | 38 Elora St. N., Clifford, Ontario N0G1M0 | 647-444-5395**  
**[www.cliffordcountrystore.com](http://www.cliffordcountrystore.com)**

Sarah McGoldrick  
% Clifford Country Store  
38 Elora St N  
Box 150  
Clifford Ontario  
N0G1M0

November 13, 2024

Dear Town of Minto Councillors and Park & Rec Staff,

Last year the Life Outdoors Show brought nearly 1,000 people to the community in support of all-things outdoors. Not only was the event a success from an attendance perspective, but many businesses and not-for-profits were able to benefit too through the chance to showcase their services to a broad audience. Additionally, our event partners, the Clifford Rotary Club raised approximately \$5,000 in donations from those in attendance.

As one of the organizers of the Life Outdoors Show, we are reaching out to the Town of Minto to once again offer the Clifford Arena as a space to host the event at no charge.

We are planning to host the event April 5-6 at the Clifford arena. Once again, we have already been in communication with Recreation & Facilities Coordinator Greg Mallett to go over initial logistics and planning. He is in agreement that this event can continue to be successfully held at the arena. In addition, we have been in discussions with the Clifford Rotary Club to be the recipient of proceeds from the event.

We have a strong team of volunteers and have already had inquiries from past participants about once again being a part of this exciting event.

We hope the Town of Minto will continue to join us in this endeavour. Your support will be noted throughout our promotional material.

The event organizers appreciate your consideration and are pleased to answer any questions you may have.

With thanks,

Sarah McGoldrick  
Clifford Country Store





# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Minister of Health Sylvia Jones  
[sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)

Dear Minister Jones,

At the Township of Terrace Bay Regular Council Meeting held on Monday September 16, 2024, the following resolution was put forth by Councillor Chris Dube and was passed.

## **Re: Ambulance Shortages and Healthcare System Issues**

### **Resolution 266-2024**

**Moved by: Councillor Johnson**

**Seconded by: Councillor Dube**

WHEREAS, the Council of the Corporation of the Township of Terrace Bay is gravely concerned about the ongoing shortages and staffing challenges facing Superior North EMS (SNEMS);

WHEREAS, the provincial funding for ambulance services, currently at 50%, along with the city's 50% contribution, has been falling short, leading to financial strain on municipalities and regional partners, including the City of Thunder Bay;

WHEREAS, the rolling shortages of paramedics and EMS personnel in the region present a significant risk to public safety and healthcare services in northern communities, which are disproportionately affected by the province-wide shortage of paramedics;

WHEREAS, recruitment and retention issues, including insufficient wages and benefits, lack of mental health supports, frequent exposure to traumatic experiences, and inadequate recovery time between work periods, are causing high turnover rates and burnout among EMS workers;

THEREFORE, BE IT RESOLVED THAT, the Honorable Sylvia Jones, Minister of Health, be requested to take immediate action to address the funding shortfalls and structural challenges in the delivery of EMS services in northern communities, including:

1. Increasing provincial funding to support EMS services and reduce the financial burden on municipalities;
2. Implementing incentives such as "learn and stay" grants to encourage paramedics to live and work in northern Ontario;
3. Enhancing support systems for EMS workers, including improved wages, benefits, and mental health resources.



## The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

AND THAT, this resolution be forwarded to Minister Sylvia Jones, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Sincerely,

J. Hall  
Chief Administrative Officer/Clerk

**CC:**  
AMO  
All Ontario Municipalities



Hon. Paul Calandra  
Minister of Environment,  
Conversation and Parks  
VIA EMAIL:  
[Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)

Hon. Doug Ford  
Premier of Ontario  
VIA EMAIL:  
[premier@ontario.ca](mailto:premier@ontario.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

November 21, 2024

Hon. Matthew Rae, MPP  
VIA EMAIL:  
[Matthew.Rae@pc.ola.org](mailto:Matthew.Rae@pc.ola.org)

Hon. Ted Arnott, MPP  
181 St. Andrew St. East  
2nd Floor, Fergus  
ON N1M 1P9  
VIA EMAIL:  
[ted.arnottco@pc.ola.org](mailto:ted.arnottco@pc.ola.org)

Hon. Rob Flack  
Minister of Agriculture,  
Food, and Agribusiness  
VIA EMAIL:  
[minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

RE: 10.1 ERO Posting 019-9196 Enabling greater beneficial reuse excess soil

Please be advised that Township of Puslinch Council, at its meeting held on November 20<sup>th</sup>, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2024-415: Moved by Councillor Hurst and  
Seconded by Councillor Sepulis**

**That Council receive the Mayors and Council member updates for information.  
Whereas the Ministry of the Environment, Conservation and Parks is currently  
consulting on proposed amendments to the Excess Soil Regulation, with potentially  
significant implications for local municipalities; and**

**Whereas these proposed changes, including landfilling restrictions and exemptions for  
waste environmental compliance approvals, pose substantial risks to environmental**



**integrity, groundwater protection, local enforcement efforts, and land use planning;  
and**

**Whereas the proposed amendments may undermine local municipalities' ability to effectively manage excess soil, potentially leading to adverse environmental impacts, such as soil and/or groundwater contamination and disruption of local ecosystems;  
and**

**Whereas the relaxation of regulatory requirements for soil management could further hinder the enforcement capabilities of municipal authorities, making it more challenging to monitor and address compliance issues, thus jeopardizing public health and safety; and**

**Whereas the proposed regulations do not provide sufficient clarity regarding whether the intent of the proposed regulations are to permit ARA licensed sites to be used as reuse sites for excess soil; and**

**Whereas the proposed flexibility in soil reuse standards could conflict with established land use planning frameworks, potentially resulting in incompatible land uses and further strain on local infrastructure; and**

**Whereas the introduction of regional mapping for areas with naturally occurring exceedances presents significant financial challenges for municipalities, as the costs associated with implementing such mapping projects may not be feasible given limited budgets and resources; and**

**Whereas relaxing excess soil regulations and implementing regional mapping could negatively impact agricultural lands by allowing excess soil to be disposed of in ways that diminish the quality and usability of these valuable lands for future agricultural purposes, highlighting the need to prioritize the protection of agricultural lands equally with infrastructure projects and housing developments;**

**Therefore, be it resolved that the Council of Township of Puslinch formally objects to the proposed amendments to the Excess Soil Regulation, citing concerns regarding the detrimental effects on local municipalities, the environment, soil and groundwater quality protection, and effective land use planning; and**



**That the Council of Township of Puslinch directs staff to forward this resolution to the Ministry of the Environment, Conservation and Parks, outlining these concerns and advocating for a more balanced approach that prioritizes environmental protection, local governance, and the protection of resident's health and safety; and further,**

**That this resolution be shared with all Ontario Municipalities, the Premier of Ontario; County Planning staff, MPP Arnott; MPP Rae; the Wellington Federation of Agriculture; and OMAFRA requesting support for the protection of agricultural lands and sustainable excess soil management practices in Ontario.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

CC: All Ontario Municipalities, County of Wellington Planning Staff, Wellington Federation of Agriculture, Executive Director of TAPMO



# Membership Minutes

## Membership Meeting #8-2024

October 16, 2024

**Members Present:** Alison Lobb, Ed McGugan, Alvin McLellan, Megan Gibson, Matt Duncan, Evan Hickey, Anita Van Hittersum, Ed Podniewicz, Sharen Zinn, Matt Duncan

**Regrets:** Andrew Fournier, Vanessa Kelly

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Patrick Huber-Kidby, Planning and Regulations Supervisor  
Jayne Thompson, Communications, GIS, IT Coordinator  
Shannon Millar, Restoration Supervisor

**Others Present:** Cory Bilyea, Midwestern News

### 1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the meeting to order at 7:00pm.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #7-2024 held on September 18, 2024.

#### Motion FA #85-24

**Moved by:** Alvin McLellan

**Seconded by:** Evan Hickey

THAT the minutes from the General Membership Meeting #7-2024 held on September 18 2024, be approved.

(carried)

4. Business out of the Minutes:

- a) 75<sup>th</sup> Anniversary Planning Report #60-2024

Report #60-2024 was presented to the members and the following motion was made:

**Motion FA #86-24**

**Moved by:** Matt Duncan

**Seconded by:** Ed Podniewicz

That staff investigate the idea of organizing a river festival as part of MVCA's 75<sup>th</sup> anniversary in 2026.  
(carried)

- b) Administrative Review Draft Policy: Report #61-2024

Report #61-2024 was presented to the members and the following motion was made:

**Motion FA #87-24**

**Moved by:** Evan Hickey

**Seconded by:** Alvin McLellan

THAT the draft Administrative Review policy be approved for posting for 30 days and to review any comments at the November 20th Members meeting  
(carried)

- c) Technical Guidelines for Natural Hazards-Response from the Ministry of Natural Resources: Report #62-2024

Report #62-2024 was presented to the members and the following motion was made:

**Motion FA #88-24**

**Moved by:** Megan Gibson

**Seconded by:** Alison Lobb

THAT the draft interim policy utilizing the most updated Technical guidelines available to MVCA be used to review development applications in hazardous area;  
AND THAT the draft policy outlined in Report 62-2024 be posted for public comment for 30 days; AND FURTHER THAT the comments be reviewed by the Members at the November 20, 2024 meeting.  
(carried)

5. **Business Requiring Decision and or Direction:**

- a) 2025-2027 Work Plan and Budget Forecast: Report #63A&B-2024

Report #63A-2024 was presented to the members and the following motion was made:

**Motion FA #89-24**

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT the three-year work plan outlined in Report #63a-2024 be approved for planning purposes as well as a guide for the development of the 2025 work plan.  
(carried)

Report #63B-2024 was presented to the members and the following motion was made:

**Motion FA #90-24**

**Moved by:** Evan Hickey

**Seconded by:** Megan Gibson

THAT the 2025-2027 financial forecast be accepted with the addition of the inclusion of including a proposed levy increase of \$128,394 for 2027 for planning purposes;

AND THAT the 2025 draft budget include a proposed levy increase of \$175,000;

AND FURTHER THAT the amount of the approved levy allocated for projects be increased by \$10,000 per year over the next three years.

(carried)

b) Southern Lake Huron Coastal Action Plan-Restoring Sediment Pathways & Dam Decommissioning Project: Report #64-2024

Report #64-2024 was presented to the members and the following motion was made:

**Motion FA #91-24**

**Moved by:** Ed Podniewicz

**Seconded by:** Alvin McLellan

THAT THE MVCA's 2024 budget be amended to include the funding received from Environment Canada and Climate Change for the Southern Lake Huron Coastal Action Plan: Restoring Natural Sediment Transport Pathways Project (2024-2028).

(carried)

c) Comments Received – Draft Watershed Strategy: Report #65-2024

Report #65-2024 was presented to the members and the following motion was made:

**Motion FA #92-24**

**Moved by:** Matt Duncan

**Seconded by:** Megan Gibson

That the Township of Howick be thanked for their comments and that the draft watershed strategy be accepted.

(carried)

d) Conservation Lands Strategy: Report #66-2024

Report #66-2024 was presented to the members and the following motion was made:

**Motion FA #93-24**

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT THE Members approve the Draft Conservation Areas Strategy as amended;

AND THAT the members approve public and stakeholder consultation be performed as outlined.

(carried)

## 6. Chair and Member Reports



No reports.

## 7. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Revenue/Expenditure Report for September 2024: Report #67-2024
- b) Agreements Signed: Reepport #68-2024
- c) Carbon Footprint Initiative-October 2 Meeting Summary: Report #69-2024
- d) Story: Destination Maitland

### Motion FA #94-24

**Moved by:** Matt Duncan

**Seconded by:** Alvin McLellan

THAT Report #67-69 along with the respective motions as outlined in the Consent Agenda be approved.  
(carried)

## 8. Adjournment: Next meeting: November 20, 2024, at 7:00 pm at the Administrative Centre, Wroxeter.

### Motion FA #95-24

**Moved by:** Megan Gibson

**Seconded by:** Matt Duncan

THAT the Members Meeting be adjourned at 8:25pm  
(carried)



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Ed McGugan  
Chair



---

Phil Beard  
General Manager / Secretary-Treasurer



1078 Bruce Road 12 | P.O. Box 150 | Formosa ON  
Canada | N0G 1W0 | 519-364-1255  
[www.saugeenconservation.ca](http://www.saugeenconservation.ca)  
[publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca)

November 25, 2024

Dear Municipal Council Members,

Enclosed is the 2025 Draft Budget for Saugeen Valley Conservation Authority (SVCA). The draft aligns with SVCA's programs and services inventory, and the requirements of the Conservation Authorities Act. It highlights key priorities such as natural hazard management, investing in capital assets, and ensuring compliance with legislative mandates.

This draft proposes an overall municipal levy increase of \$463,864 from the 2024 allocation. Please refer to page 2, to view the cost apportionment calculation for your specific municipality.

The adjustments in this budget primarily reflect SVCA Board-approved directives regarding the salary review and pay policy to align the Authority with current industry practices. In addition, significant reductions were undertaken in operational costs across the Administration, Environmental Planning & Regulations, Flood Forecasting & Warning, and Water Resources Management sectors. Capital expenditures within the Motor Pool budget have also been reduced to minimize the impact on the municipal levy for this year.

The development fee freeze imposed by the province in 2022 is expected to continue into 2025. However, should any changes to this freeze occur, SVCA may revisit the 2025 budget to ensure alignment with updated legislation. Additionally, a cost-of-living adjustment (COLA) may be applied to maintain operational sustainability.

At the next meeting of the SVCA Board of Directors, they will discuss final approval of the 2025 draft budget. While this draft budget is intended for circulation amongst watershed councils, it's important to clarify that, through the Conservation Authorities Act, there's no need for a by-law or motion.

SVCA remains committed to working collaboratively with its municipal partners to protect and enhance our shared watershed. We welcome the opportunity to present the draft budget to your respective councils upon request.

Sincerely,

Erik Downing, General Manager/Secretary-Treasurer  
Saugeen Valley Conservation Authority

Encl: 2025 Draft SVCA Budget

Cc: Authority Members, SVCA (via e-mail)

2025 Saugeen Valley Conservation Authority Budget

Category of Program or Service – Summary	Levy	Self Generated	Reserves	Cost Apportioning	Special Levy	Other
Category 1: Mandatory Programs and Services	\$2,785,664	\$1,153,576	\$290,205	\$0	\$250,502	\$253,950
Category 2: Non-mandated program or service delivered to municipality through an agreement	\$0	\$0	\$0	\$0	\$0	\$0
Category 3: Programs and services are cost-apportioned with municipalities	\$0	\$1,298,200	\$449,200	\$111,113	\$0	\$0
<b>TOTAL</b>	<b>\$2,785,664</b>	<b>\$2,451,776</b>	<b>\$739,405</b>	<b>\$111,113</b>	<b>\$250,502</b>	<b>\$253,950</b>
<b>TOTAL 2025 BUDGET</b>	<b>\$6,592,410</b>					

2025 Budget by Municipality

Municipality	2024 Levy	2025 Levy	Levy \$ Change	Assessment % Change	Levy % Change	2025 Cost Apportioning
Municipality of Arran-Elderslie	\$57,817	\$69,251	\$11,434	2.07%	17.71%	\$2,762
Municipality of Brockton	\$199,326	\$239,920	\$40,594	2.57%	17.80%	\$9,570
Township of Chatsworth	\$68,978	\$81,860	\$12,882	1.13%	17.55%	\$3,265
Municipality of Grey Highlands	\$100,110	\$119,901	\$19,791	2.06%	17.71%	\$4,783
Town of Hanover	\$150,613	\$179,831	\$29,218	1.75%	17.65%	\$7,173
Township of Howick	\$6,216	\$7,356	\$1,140	0.84%	17.49%	\$293
Township of Huron-Kinloss	\$128,710	\$154,952	\$26,242	2.59%	17.80%	\$6,181
Municipality of Kincardine	\$404,192	\$480,746	\$76,554	1.35%	17.59%	\$19,176
Town of Minto	\$63,151	\$77,038	\$13,887	3.95%	18.04%	\$3,073
Municipality of Morris-Turnberry	\$4,425	\$5,201	\$776	0.16%	17.37%	\$207
Town of Saugeen Shores	\$490,290	\$594,050	\$103,760	3.25%	17.91%	\$23,695
Municipality of South Bruce	\$113,252	\$134,147	\$20,895	0.94%	17.51%	\$5,351
Township of Southgate	\$165,185	\$202,843	\$37,658	4.64%	18.16%	\$8,091
Township of Wellington North	\$91,182	\$109,253	\$18,071	2.10%	17.72%	\$4,358
Municipality of West Grey	\$278,353	\$329,317	\$50,964	2.36%	15.94%	\$13,136
<b>TOTAL</b>	<b>\$2,321,800</b>	<b>\$2,785,664</b>	<b>\$463,864</b>	<b>2.12%</b>	<b>17.60%</b>	<b>\$111,114</b>



# Heart & Soul of Wellington

SENIORS' CENTRE *for* EXCELLENCE

11 Andrews Drive, West, Drayton, ON N0G 1P0

519-638-1000

EDITION #55



## December 2024

### A Word from Helen

Helen Edwards SCE Seniors' Health Services Coordinator  
[hedwards@mapleton.ca](mailto:hedwards@mapleton.ca)



As we come to the end of another year, for those with family surrounding them, it can, indeed, be the most wonderful time of the year. For those whose families live far away, however, or those dealing with a chronic illness, or for those who have lost a loved one, December can truly be one of the hardest months to endure.

We encourage you to reach out to your friends and neighbours who may be experiencing a tough time. If you have grandchildren, engage them in the activity of creating Christmas cards to share with someone who might need a lift. Maybe you could do some baking and drop by someone who just might need a visit, and share some goodies.

Somedays, the world seems like a bit of a dark place. Be the light for someone you know this holiday season, someone who is lonely, feels forgotten, or is bereaved. Give them the greatest gift anyone can give—your time. We might think that our influence is small, but we can make a big difference in our community if we show compassion and think of others. We can help bring in the light!

*happy holidays*

*Helen*



### AS YOU GROW WISER

Your hearing gets worse, but you listen a lot better.  
Your sight gets blurry. But your vision becomes clearer.  
You sometimes can't think of the right words, but you're no longer just throwing out any that come to mind without care.  
You realize that your heart doesn't pump quite as well, but that every beat counts. Because every beat means that you are still here, still learning, and still loving, as time marches on.

—Doe Zantamata





“Christmas, my child, is love in action. Every time we love, every time we give, it’s Christmas.”  
—Dale Evans Rogers

*Practically Speaking...* **“All I want for a Holiday Gift is a 72-Hour Emergency Kit!”**



*Helen Edwards SCE Seniors' Health Services Coordinator*

After we have been present on this earth for many years, it seems we accumulate a lot of “stuff.” Most people tell me that most of what surrounds them doesn’t really mean that much to them anymore. When I was a teenager, I remember my dad saying, “Please, no more soap on a rope!” This perplexed me as soap on the rope was my go-to for all occasions. I mean, *couldn't he just shower more often?* ... my younger self thought.

Now that we approach another time of both giving and receiving, when someone asks what they can get you, rather than saying, “I don’t need anything” or adding to the “more stuff” pile, why not use this opportunity to build your own Home Emergency Kit?

We know that the weather is become more unpredictable of late. As I write this article, recently a tornado touched down in Fergus. Everything cowers to the power of Mother Nature when such events occur.

*Wellington County Emergency Management* recommends building a 72-hour Emergency Kit in case you need to shelter in place or leave your home immediately.



Your kit should contain essential items for you, your family, and your pets to survive for a minimum of three days or 72 hours at home. Perhaps it is time to start creating your kit, and a few suggested Christmas gifts just might help.

**Here is a list of items you could suggest, after hearing the inevitable question:**

- Three day supply of drinking water
  - Non-perishable food, including for your pets
  - Cash
  - Flashlight
  - Batteries
  - Phone charger
  - Can-opener
  - Battery powered or crank radio
  - First aid kit and emergency blanket
  - Personal toiletries (tooth brush, prescription glasses etc.)
  - Prescriptions and special medical supplies\*
  - Candles and matches/lighter
  - Hand sanitizer or moist towelettes
  - Important personal papers
  - Extra car and house keys
  - Whistle (to attract attention, if needed)
  - Copy of your emergency plan and contact information
- \*Ensure your medications are written down and stored in an easily accessible location.*



While these suggested gifts may seem slightly boring, they are practical, and in the case of a true emergency you will be glad that you have them. Of course you could stay silent and receive more “stuff.” The choice is really yours.





If I share my eggnog that means you're "Egg-stra special" to me.



## Getting Caught in a Snow Storm

Submitted by Seleda Frey

Living in southwestern Ontario means part of winter life is dealing with snow storms. I have had several harrowing experiences, but I think the worst happened one day, about 20 years ago, when it wasn't even officially winter.



My plan was to go to Listowel in the morning, then head to Waterloo to do Christmas shopping, and in the evening go to our son's home, where my daughter-in-law was going to have an *Epicure™* home party. The weather prediction was for a storm to come up in the afternoon, and my husband's advice was to come home at noon and do my shopping another day.

But at noon the weather wasn't bad at all. Hey, it's still November, and it will probably be one of those times when they make a big fuss and it won't amount to much after all, I thought to myself.

I happily did my shopping, blissfully unaware that a storm had indeed blown in. It wasn't until I headed out to our son's home near St. Agatha that I realized how foolish I had been. Of course, the home party had been cancelled, and the host offered for me to stay overnight. I called my husband to see what the weather was like in Moorefield. He didn't use the words "I told you so," but his tone let me know what he thought. I don't think, from the shelter of our home, that he realized just how bad it was, or he would have told me to stay put. I decided to head for home.

Visibility was dreadful or nonexistent, but turning around seemed unwise, so I crept along. Sometimes I had tail lights to follow and as I turned onto the road to Moorefield I said, "Lord, I could sure use some tail lights right about now." Just then a truck that had been parked on the side of the road pulled out ahead of me, much to my relief. I followed it into Moorefield and eventually arrived home safely. After that experience, I paid more attention to weather warnings—and also my husband's advice.



## The Stockings Were Hung ...



*Jan Pinny, sadly, passed away on June 30 of this year. We are thankful she submitted this Christmas story to us. We are sure she would be thrilled that we published it in our December 2024 Newsletter.*

At the age of 18 months in November of 1953, I was adopted in Toronto. My mother lovingly made me a red flannelette Christmas stocking with my name cut out and hand stitched across the white top. Every year it was filled to the brim. My brother was adopted the year after me. Mom made an identical stocking with his name on it. Each Christmas morning our stockings magically appeared, hanging on the fireplace screen, but the rule was that you could open your stocking and eat and unwrap whatever was there, but no touching the bigger gifts!



That gave my parents longer to sleep. Even better, we were set loose on an array of little toys, fruit, nuts and chocolate, all of which often captured our attention for the entire day.

We cherished those stockings. They were folded up and hidden away until the following year. One Christmas, though, we came downstairs to find the fireplace screen was bare. No stockings. We searched high and low until it suddenly occurred to us that we must have been so bad that Santa didn't even leave us our stockings. That conclusion set us to weeping and howling. Hearing all the ruckus, my parents came running fearing a major problem. When we explained our dilemma they began to laugh. "Dry your tears," they chuckled. "Santa thought you were so good this year that he put extra in your stockings and they were too heavy to hang on the screen. He told us he would leave them on the dining room table." Crisis averted.

Over the years my stocking began to fray and look a little shabby, but to me it was a cherished memento and I would not give it up. I was in my forties by then. I took my stocking home with me that year. I overstitched all the edges, reinforcing them. After that I continued to bring my stocking home each year to be filled. That is until I came home one year and my mother had done nothing about preparing for Christmas at all, her favourite holiday. That was when I realized she was descending slowly into dementia. After that I filled my own stocking and took it home with me, even after she was moved to a care facility. It reminded her what day it was, and even if she didn't remember, she got pleasure out of watching me open my gifts, and out of opening those in her own stocking.

After my parents passed, I tried to fill my stocking that Christmas, but it had become a sad activity by then. Every year I would bring it out as a decoration and my friends would ask about it. Last year a friend enquired about whether I still had it. "Of course," I said, laughing at my own sentimentalism. Then she asked if she could take it home with her. She and her family were coming to our place Christmas morning and we had planned on making a late breakfast. Of course I was looking forward to our socializing, but I must admit, what I was really excited about was seeing my stocking back, filled, glowing red and white, even after all these years. (Thank you, Mom.) xoxo



## Homemade Hot Chocolate

(Previously Published in *The Wise & Well Calendar, Dec. 2024*)

### INGREDIENTS

- 2 cups milk
- 2 tbsp unsweetened cocoa powder
- 2 tbsp granulated sugar
- 1/4 cup chocolate chips
- 1/8 tsp vanilla extract



### METHOD:

1. Gently warm the milk in a saucepan over medium-low heat.
2. Whisk in cocoa powder and sugar and heat until warmed.
3. Once the milk is warm, add chocolate chips and whisk until they melt into the mixture.
4. Add a splash of vanilla extract for the perfect finish.
5. Serve immediately, garnished with your favourites: marshmallows, whipped cream, chopped chocolate, or crushed candy canes. *Serves two.*

Thinking of all our Beautiful Friends this Holiday Season!

Merry Christmas Happy Hanukkah Joyous Kwanzaa Yuletide Greetings Happy Holidays  
Joyeux Noël Feliz Navidad Seasons Greetings Happy New Year Joy Celebrate Be merry



## Activities Spotlight

Here's a Sneak Peek into our upcoming ...

## Wisdom Series Workshops



SENIORS' CENTRE for EXCELLENCE



SENIORS' CENTRE for EXCELLENCE

Wisdom Series Workshops



**December 3, Tuesday:**

*True Colours Discover your Personality* – Arthur Library. 10:30 am – 12:30 pm

**December 6, Friday:**

*Beautiful gifts on a Shoestring Budget* - Harriston Library, 1.00 pm – 3.00 pm

ALWAYS ...

For information  
or to register,  
contact:

- Free Admission
- Refreshments

→ [jbrown@mapleton.ca](mailto:jbrown@mapleton.ca)

519-638-1000



Ontario



## Surviving the Holidays



- **Be self compassionate**—incorporate self care, recognize what is causing stress, only take on tasks you want to and are capable of
- **Anticipate**—this is a year unlike any other and it will feel different than years past.
- **It's ok to be sad and happy**—you have lost someone and it hurts but you also may feel some joy.
- **Share** with the people around you, how you feel.
- **Prioritize yourself**—what do you need this season? What would be comforting to you? What is important to you?
- **Say no, or yes or maybe**—recognize that some days, some moments may be easier than others. You are not obligated to do what you have in the past.
- **Ask for the support of others**—people are often looking for ways to support others, ask for help.
- **Find the beauty**—this season will not be easy, but there will be something to be grateful for.





“A little bit of light dispels a lot of darkness.”

—Rabbi Schneur Zalman of Liadi



## Pet Corner

### (Sir) **KATNISS**

*Submitted by Warren Brown*



There's not much to be said about Katniss (a.k.a.—Kat.) He's a good looking cat and weighs 18.1 pounds. I know this, as he likes to sit on the scales.

Yes, Katniss is a big cat. To put it into perspective, I'd say a small Maine coon. His sister, Sidney, is half his size, but does manage to get the occasional swipe in to put him in his place—poor cat.

When he's not sleeping, Katniss likes to caterwaul, and if he was on the TV show, *The Voice*, he would probably get a four-chair turn. His favourite time for 'singing' is somewhere around 6 am to 8 am. Once fed though, Kat generally goes back to sleep.

He loves to lie in the sun, which usually hits the stairs around 9am, basically just in time for me to trip over him so I can go flying down the stairs.

His other passion is to go walking on his leash, and to his credit, he's really good. Even when it snows you'll see his tail showing his position while he walks in the snow. It makes his day when he sees the red leash being taken off the hook, and he even starts purring in anticipation of the excitement.

In the morning, it's boys' time and that means that Katniss and I will sit on the recliner watching the morning news. He's a very polite cat, in that he actually waits for consent to climb aboard. Not so lucky for my wife though, as he just climbs up on her chair using her legs as a ladder—bring on the Polysporin®!



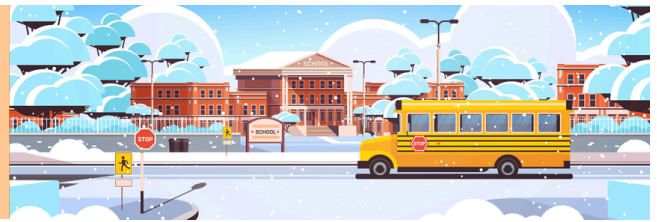
Although kind of lazy, he does like a good puzzle or two, especially if it has treats inside. He has a “treat ball” that you can fill with treats and the idea is that he rolls it around the room to release the treats as the cat plays with the ball. Not Katniss! He's figured out that if he just sits next to the ball and puts his paw on top, he can roll the ball around without all the needless exercise and the treats still come out.

I guess I'll have to take Katniss for what he is—a very smart, cuddle cat. At least he's not interested in buying and selling shares like his sister (long story), but he does like to “Zoom-bomb” my wife whenever she tries to teach on Zoom. I suppose he likes all the female attention. 😊




**\*PLEASE NOTE.**

In case of inclement weather, if school buses are not running in North Wellington, then our Dining and Coffee Programs will be cancelled, too.)



For more information or to register for any of the Dining Programs, please contact the office at 519-638-1000 or send an email to [hedwards@mapleton.ca](mailto:hedwards@mapleton.ca)

DINING PROGRAM	DATE	TIME - COST	LOCATION	GUEST SPEAKER OR EVENT
Palmerston 	Wed. Dec. 18	12 pm \$20	James St. United, Palmerston	<b>The Haywards</b> Christmas Musical Entertainment 

Join us for Coffee!



No need to register for Coffee Hours!

COFFEE PROGRAMS	DAY	TIME	LOCATION
<b>MOOREFIELD COFFEE</b>	December 4 & 18	10:30 am	Maryborough Community Centre, 15 Ball Avenue
<b>DRAYTON COFFEE HOUR</b>	December 5 & 19	10:30 am	Selah Centre 24 Wood St., Drayton

**Decluttering with Doris**

Doris Cassan



Do you know about Love Languages? There are five defined by Dr Gary Chapman: words of affirmation, acts of service, receiving gifts, quality time, and physical touch. If we give the desired type of gift for Christmas, we spare our loved ones the clutter of things they don't really want and that don't make them feel loved anyway!

 **For the Love of Words . Wednesday, December 18.**  
**7 pm via Zoom**

Do you love words? Come join us. We are a non critiquing group of creative writers. Once a month we meet and spend about an hour reading our work to each other and then we do a spontaneous writing exercise in real time.

If this sounds like something you'd like to do, please email Doris Cassan at [4luvwrds@gmail.com](mailto:4luvwrds@gmail.com) to receive the ZOOM link for the upcoming meeting.

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## December Writing Prompt



### Christmas Past

- Do you have memories of Christmases that are hard to forget, for good reasons or otherwise?
- Any funny Christmas memories?

Describe those times and the lasting impact of them. Then dwell in the present and enjoy Christmas 2024.

Doris 



## L.O.S.T. Phone Tips

(Part 1)

by Michael Meunier



*Here are four steps you can take BEFORE your phone goes missing:*

### **L is for LOCK-DOWN**

At minimum, you should require a password to unlock your phone. You can also add similar requirements to important individual apps – like your Banking Account or WhatsApp – to protect your personal finances or private chats.

**O is for OPEN** the “Find My” Feature. This feature is available for both Apple and Android.

#### **For Apple phones:**

- Open the Find My app.
- Choose Devices or Items.
- Select your lost device or item to find it on a map. If you belong to a *Family Sharing* group, you can also find a family member's device or shared item. Choose Directions to open its location in Maps.

#### **For Android phones:**

- On another Android phone or tablet, open the Find My Device app.
- Sign in.
- From the listed devices, select the device you want to locate.
- You may be prompted to provide the lock screen PIN

### **S is for SAVE Important Information**

You probably have many precious photos saved on your phone’s camera roll. It’s a good idea to back them up, along with contacts, calendar items and other files.

Google and Apple offer cloud-based backup services, although their free versions have limited storage space. You can also back up your files to an external hard drive, memory card or a laptop.

**T is for TAKE NOTE of your Phone's Serial Number.**

Also known as an IMEI number, this number can prove your ownership of the phone if it does eventually get recovered. You can retrieve this number, with your phone in hand, by typing \*#06# on your phone's keypad.

*Next month, we'll share four steps you can take AFTER your phone goes missing, especially if you suspect that it's been stolen...*



# SENIORS BUS TOURS

## MOOREBAND HOLLY JOLLY CHRISTMAS SHOW

Drayton Reformed Church

**For  
Seniors  
55+**

**Wednesday,  
December 18**



**Cost: \$25, includes ticket to show and bus transportation**  
**Bus pick ups in Mount Forest (5:30 PM) and Arthur (5:50 PM)**  
**Tickets must be booked by December 9 on Eventbrite**



For more information, contact  
Janice Benson at 519-314-7579 or  
[jbenson@wellington-north.com](mailto:jbenson@wellington-north.com)

**Sponsored by Wellington North with funding support from the Province of Ontario's Seniors Community Grant Program**



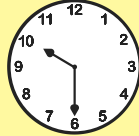
ZOOM with us!



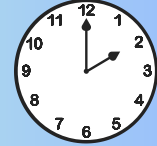
**SENIORS' CENTRE for EXCELLENCE**

To get on the ZOOM list, contact [gbelec@mapleton.ca](mailto:gbelec@mapleton.ca) or call 519-638-1000

**Tuesday**



**Thursday**



**December 3, 2024**

**Mike McGill WCMA**

Christmas Traditions in Wellington County



**December 5, 2024**

**Lynda Alexander**

Christmas Crafts on a Budget



**December 10, 2024**

**Marlene**

New Hope Cat Rescue



**December 12, 2024**

**Rachel Benning.**

Christmas "Past" Fashion



**December 17, 2024**

**Juliana Van Osch Registered Dietitian**

Cooking with Julianna



**December 19, 2024**

TBA

*Thank you!*



As we look forward to the holidays, we want to take a moment to say a collective thank you to **YOU**, our friends, for all the support and encouragement.

Your friends at the Seniors' Centre for Excellence look forward to serving you well in 2025!



**The Tale of the SCE Holiday Hours**

T'was a few weeks before Christmas  
And all through the county  
The Seniors were thankful for their SCE bounty.  
They'd enjoyed some good programs from dining to fairs  
They'd learned at a workshop how to stay safe upon stairs.

But then the big question, they shuddered to say  
When are you closing for your holiday?  
"We're happy to help and so glad that you asked  
On Christmas Eve day we'll perform our last task.  
Then we'll be off until the new year  
On January 2 - we'll all reappear!"



**Office closes Noon on December 24, 2024  
Office opens January 2, 2025**

**Helen, Johanna, Glynis →**



**REMINDER**

**Harriston Dining Program is changing from the last Friday to the last Thursday of the month in 2025.**



If you want to check out past issues of our Heart & Soul Newsletter Archives, click [HERE](#)



## **FOR IMMEDIATE RELEASE – November 26<sup>th</sup>, 2024**

### ***Saugeen Valley Conservation Authority Board Approves Cessation of Winter Operations at Durham Upper Dam to Prevent Structural Failure and Ensure Public Safety***

**ALL SAUGEEN WATERSHED MUNICIPALITIES** – Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington-North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey.

The Saugeen Valley Conservation Authority (SVCA) Board of Directors has approved the end of winter ice operations at the Durham Upper Dam, following repeated engineering assessments highlighting resulting risks to the structure. This decision will be re-evaluated annually.

Since 1977, the Durham Upper Dam has been operated seasonally, with stoplogs and flashboards removed each fall and reinstalled after spring melt. In 2006, West Grey Council voted to adopt management of ice through leaving stoplogs and flashboards in during winter operations at the Durham Upper Dam. Over time, these winter operations contributed to structural deterioration. Engineering assessments in 2021, 2022, and 2024 identified severe concrete damage, stress on the metal walkway, and erosion, confirming that continuing winter operations poses a risk of structural failure.

Operating the Durham Upper Dam in winter for ice management has always been outside the original design and intent of the structure. Years of this practice have caused extensive damage, placing the dam at risk of failure. The decision to stop winter ice operations is not one the Board made lightly. However, it is a necessary step to protect public safety and prevent the dam from failing.

*“The decision to cease winter ice operations at the Durham Upper Dam is grounded in the need to prevent its failure; the risks of continuing winter operations far outweigh any perceived benefits.”*

- Erik Downing, General Manager/Secretary-Treasurer, SVCA

The SVCA Board has directed staff to prioritize the safety of operators, residents, and the community by adhering to engineering recommendations and ensuring compliance with the historical operating plan.

Saugeen Valley Conservation Authority remains committed to working closely with the Municipality of West Grey and the community to ensure transparent communication and address public concerns throughout this process.



Photo credit: Saugeen Valley Conservation Authority.

**For more information, please contact:**

Ashley Richards

Communications Coordinator, Saugeen Valley Conservation Authority

Email: [a.richards@svca.on.ca](mailto:a.richards@svca.on.ca)

Cell: 519-369-4295

**Diversity, Equity, and Inclusion Committee**  
**November 14, 2024**  
**7:00 pm Launchit**

Attendance: Mayor Dave Turton, Deputy Mayor Jean Anderson, Caitlin Hall, Jokelee Vanderkop, Heather Gray, Ahmad Almohammad, Jessica Rowden, Kerry Ammerman, Stefan Von Muhlenen, Brittany Reis and Alicia Becker

Staff Present: Belinda Wick-Graham, Director, Economic & Community Development and Gordon Duff, Treasurer

Regrets: Peggy Raftis, Therese Boertien, Mabel Amapali, Peyton McBeth and Sarah Bowers-Peter

Special Guest: Stephen Martin, Church on the Street

**1. Call to Order at 7:04 by Wick-Graham**

Wick-Graham welcomed everyone to the meeting and roundtable introductions were made.

**2. Minutes of Previous Meeting**

**2.1 Minutes of June 5, 2024, Diversity, Equity and Inclusion Committee**

**MOTION**

**Moved by: Jessica Rowden Seconded by: Heather Gray**

**THAT the Diversity, Equity, and Inclusion (DEI) Committee approve the minutes of the June 5, 2024, meeting.**

**CARRIED.**

**3. Roundtable Discussion**

**3.1 Guest Speaker: Stephen Martin**

Wick-Graham welcomed and introduced Stephen Martin, brother of former Committee member Michael Martin from Church on the Street. Stephen discussed his experience working in rural and urban areas across Ontario and Canada operating “out of the cold” emergency shelter programs. Typically, the shelters opened at 6:30 pm – 8:00 am providing a hot dinner, warm place to sleep and a breakfast. He noted the importance of providing social service supports and stressed that there is a better chance of being successful if you can assist your homeless population in their home communities and that the faster you can get them help the better the chances of their success. A large part of the shelter system is building relationships.



The Committee thanked Mr. Martin for sharing his experiences and asked Mayor Turton to request someone from the County of Wellington Social Services to be a future guest speaker to share what the County is doing to address homelessness in our rural communities.

### **3.2 DEI Committee Chair**

Wick-Graham noted that a Committee Chair will need to be elected by the membership at an upcoming meeting. As per the terms of reference this position will be elected at least once per Council term but no more than annually. Anyone interested was encouraged to reach out to Wick-Graham for more information.

### **3.3 2025 Guest Speaker Ideas**

Wick-Graham noted that the DEI meetings typically begin with a half-hour guest speaker before the Committee dives into the work. The Committee began to develop a list of potential speakers/topics which includes:

- Dr.Terry & Krista Fisk, Gord Blyth and JoAnne Caughill - Settlement of Newcomers
- Rachel Marks, Executive Director of SPARC – Accessibility
- Tiffany Fagen, Team Lead - The Grove Youth Hubs
- Cory Bilyea, Journalist – Indigenous Issues

The Committee was encouraged to continue to think of speaker ideas and bring them to the next meeting.

### **3.4 Review of 2023/2024 Activities and Plans for 2025**

Wick-Graham reviewed the activities that the DEI Committee hosted in 2023/2024, and the Strategic and Cultural Plans which has actions for the DEI Committee to work on in the coming years. Committee members requested to receive copies of the previous minutes for that they could be up to date on past work. Wick-Graham will send to the Committee. The Committee began to brainstorm ideas for 2025. Some initial ideas included:

- Offer pantry drop-off location in Harriston for anyone wanting to donate to the Clifford pantry. Becker offered to deliver to Clifford.
- Clothing Swap – to remove the stigma, make it a fun event noting the numerous benefits of re-using clothing and possibly having seminars as part of it.
- Creation of a Best Practice Guide and training for DEI – to help community groups/businesses. It would provide small ideas and considerations for groups.
- Conduct an Audit – ask what's missing

Wick-Graham noted that working groups would be needed to assist with the various projects and if members were interested in certain initiatives to reach out.

### **3.5 2025 Events**

Events already planned for 2025 include:

Black Heritage Month – February 15<sup>th</sup> at the Harriston Library featuring Tracy Cain. Duff is the lead at this event and anyone else interested in supporting the event is welcome. Help is needed to set up and take down.

Pride in the Park – June 8<sup>th</sup> 12 pm – 4 pm at the Palmerston Lions Heritage Park. The Minto Pride working group will be coordinating.

Solidarity Event – “Standing United Against Hate” previously held in June – Does the Committee want to continue this event?

#### **4. Adjournment at 8:55 pm**

Next meeting December 12, 2024, at 7:00 pm



## Cultural Roundtable Committee Minutes

Monday, November 25, 2024

7:00 p.m.

LaunchIt Minto

Attendance: Chair Peggy Raftis, Caitlin Hall, Rosie Krul, Councillor Ed Podniewicz, Deputy-Mayor Jean Anderson, Jennifer Frayne, Megan Raftis, Mary Jean Hartwig and Raissa Rogers.

Staff Present: Belinda Wick-Graham, Director of Economic & Community Development, Erin Raftis, Marketing and Community Development Coordinator, Gordon Duff, Treasurer.

Regrets: Amy Sjaarda

1. **Call to Order at 7:01 p.m. by Chair Peggy Raftis**
2. **Minutes of Previous Meeting**
  - a. Minutes from the October 21, 2024, Cultural Roundtable Meeting

### MOTION

Moved by: Megan Raftis Seconded by: Rosie Krul

THAT the Cultural Roundtable approve the minutes of the October 21st, 2024, meeting.

**CARRIED**

3. **Updates, Reports and Minutes for Approval**

- a. Minto Pride Update

Caitlin Hall reported that Minto Pride held two social events in November, which were medium-well attended, but allowed for more intimate socializing between attendees and attracted a few new faces. Rosie Krul added that they are busy planning and preparing for the 2025 events.

- b. Minutes from the November 5, 2024, Minto Farmers' Market Meeting

Belinda Wick-Graham shared that, in alignment with our Cultural Plan and inclusion of agriculture/local food, the Minto Farmers' Market Committee will now report to the Cultural

Roundtable. Erin Raftis provided highlights of the November 5, 2024, Minto Farmers' Market meeting, which is attached as Schedule "A". Erin Raftis reported that the group meets twice a year (before and after the season) to plan. She shared that the Market hired a student who was a big help at weekly markets. The student also vastly improved the tracking of attendance and success of events. Raftis noted that the committee is interested in collaborating with the high school students (possibly the comm-tech class) to create promotional videos for the Farmers' Market to share through the season. Jennifer Frayne recommended trying to work on projects such as these in April or May. Raftis added that there is a new change to the Public Health rule to be a "true Farmers' Market" where artisans and non-producers count against the ratio (where you need 50% + 1 primary producers to be an exempt market). She notes how this may impact the variety of vendors allowed at weekly markets. Finally, she shared that she is seeking bakers to sell at weekly markets.

#### **MOTION**

**Moved by: Raissa Rogers      Seconded by: Jennifer Frayne**

**THAT the Cultural Roundtable approve the minutes of the November 5, 2024, Minto Farmers' Market Committee meeting.**

**CARRIED.**

#### **4. Roundtable Discussion**

##### **a. Culture Days Recap**

The Culture Days recap was postponed until January, to allow time for the working group to meet and review.

##### **b. Saugeen Culture Bus Tour Recap**

Wick-Graham updated the Committee on the success of the Culture Bus Tour, which was a collaboration between Wellington North, Hanover, and Minto, and supported by the Government of Canada's Tourism Growth Grant. The planning had a tight turnaround but sold out in all three communities. The feedback was overwhelmingly positive, with those agreeing the length and quality of tour was just right, interesting, and informative. Chair Raftis added that the Grey-Wellington Theatre Guild enjoyed participating as a stop on the tour. A copy of the participant survey is attached as Schedule "B".

##### **c. 2025 Priorities and Budget Allocations**

The Committee participated in a budget allocation and planning activity. Please see attached as Schedule C.

##### **d. 2025 Proposed Meeting Dates**

The Committee will meet 6 times a year on the 4<sup>th</sup> Monday of the month (January, March, May, July (tentative), September, and November).

## 5. Roundtable Update

Jennifer Frayne shared that the All Aboard Palmerston Committee decorated downtown for the holidays. She noted the Remembrance Day Poppy Project was another success, with the help of Paul Brown and the Palmerston Lions Club. She also shared that Norwell is creating holiday hampers.

Gordon Duff reported that the Minto Arts Council's Silent Auction Fundraising is currently open online and in-person. The 2025 Gallery calendar is almost complete. He updated that the Film Fest has had record breaking attendance with over 130 people at the most recent showing. Finally, he shared that the SPARC Committee is preparing for the 2026 symposium and continuing to seek funding.

Rosie Krul updated that the Harriston Library will be hosting "Evergreen Decorations" workshops in collaboration with the Harriston Horticultural Society on November 29<sup>th</sup> for kids and November 30<sup>th</sup> for Adults. The libraries are busy with programming including fireside stories, painting, card making workshops, etc. Krul added that Minto Pride will be at the Clifford Christmas in the Street event on November 30<sup>th</sup> to collect donations and educate the public about the Community Pantry.

Caitlin Hall added that Reroot's Winter Solstice event is on December 15<sup>th</sup> from 2pm - 5pm. She thanked the Committee for the wonderful experience with the Cultural Roundtable as she steps down to focus on Minto's Diversity, Equity, and Inclusion Committee.

Councillor Ed Podniewicz reported that Light up the Park had record breaking attendance. He also noted that the Kris Kringle Market was well attended too.

Raissa Rogers shared that the showing of "Rudolph the Red-Nosed Reindeer" was well attended with over 75 people. It was good weather and the best Harriston Santa Claus parade in years. Rogers added that ice cream season is almost ending.

Mary Jean Hartwig promoted that the Harriston Legion also has a Silent Auction fundraiser from November - December. She added that the Veterans Walk, hosted by the Harriston Historical Society, was a success with over 35 people in attendance. Four graves were visited to share history on local soldiers in World War 2. It was hosted by new member, Madison Dicks, who was also recently a summer student at the Palmerston Railway Heritage Museum.

Megan Raftis encouraged members of the Committee to attend "Anne of Green Gables, the Musical" which runs for the next two weekends.

Erin Raftis noted that the Town of Minto is almost through holiday event season, with four successful events completed. She promoted the next two events, Clifford Christmas in the Street on November 30<sup>th</sup> and Fire and Ice (which is now a PRE-NYE party) on December 29<sup>th</sup>. Finally, she shared that the Minto's Magical Holiday Towns campaign is underway. Everyone is encouraged to shop local between now and December 15<sup>th</sup> to enter to win a \$100 gift

card through the Business Passport contest. More info can be found on [town.minto.on.ca/visitors](http://town.minto.on.ca/visitors). She shared that the funding for the Bright Lights & Festive Nights project has led to 5 beautiful additions of lights to the Palmerston Lions Park and thanked the Palmerston Lions for all their work to install and create the light trail.

Deputy Mayor Jean Anderson shared that the Horticultural Society will be having an Urn-making demonstration on Tuesday, November 26<sup>th</sup> and the AGM and mini-flower show is on November 27<sup>th</sup>. She encouraged anyone interested to join the Horticultural Society Board. She also updated on the Clifford Horticultural Society, noting that if they don't have additional members step up on November 29<sup>th</sup> at their meeting, the club will fold and interested members will join the Harriston group. Finally, she shared that their annual Christmas Dinner will be on December 25<sup>th</sup> in Harriston (due to Arena availability and logistics). She encourages everyone to help bring meals to those in need to help with logistics of the day. The pick-up for meals is 11:30-12:30 and sit-down meal is at 1pm.

Wick-Graham added that Caitlyn Turton is leaving her position as Business Development Coordinator for a position at Centre Wellington. Interviews for her replacement are on November 26<sup>th</sup> and the new person will not start until January. She encouraged those interested to attend our Harriston Rising Ideas session on December 4<sup>th</sup>, which will be brainstorming projects to be ready when funding is released in the new year.

Peggy Raftis encouraged those to attend "Anne of Green Gables, the Musical". She also updated on Halloween Haunt, which was a huge success with over 350 kids in attendance. Erin Raftis added that Hometown Christmas had over 75 in attendance and was a fun way to celebrate the holiday season.

## **6. Adjournment at 8:42 p.m.**

Next meeting in January 2025 at 7:00 p.m. at Launchit.



**MINTO FARMERS' MARKET**  
**2024 Season Kick-Off Minutes**  
**November 5th, 2024 at 7:00 PM**  
**Lion's Club House**

**Attendance:** Anna Martin, Edwin Martin, Lena Martin, Tiffany Byrd, Michael Holzworth, Mabel Amapali, Bob McEachern.

**Staff:** Erin Raftis

**Regrets:** Chair Luke Hartung, Suelaine Poot, Councillor Jean Anderson, Samantha Moore, Rabeca Witzke.

- 1. Call to Order at 7:01 p.m.**
- 2. 2024 Season Wrap-Up Review**

The committee reviewed the 2024 Season Wrap-Up Report, which highlighted key marketing efforts, the Market Bucks and Taste Real initiatives, and attendance tracking by Market Student Sadie-Lyn Bieman. Sadie-Lyn also reported on the success of various events.

The committee agreed to continue hosting monthly events and expressed satisfaction with the Taste Real collaborations, recommending their continuation in 2025.

Bob McEachern, Museum representative, noted that renovations to the Grain Car in 2025 might reduce available vendor spaces.

- 3. 2024 Budget Review**

The committee reviewed the 2024 Actual Budget and the 2025 Proposed Budget (Attached as Schedule A). Chair Luke Hartung's trivia nights were highlighted as a success, raising \$1,130 from the third event, which was donated to the MRI Campaign. Other discussion points included:

- One-time expenses, such as the website, were not expected to recur in 2024, although annual hosting fees would increase.
- The committee decided to continue using the same advertising campaigns in *The Independent Plus*, *Community News*, and Ranch Radio, while ensuring ads also ran on



River Radio. Members discussed incorporating photos of shoppers and vendors into advertisements to encourage local support.

- The committee agreed to approach Norwell DSS about involving communications or technology classes to create video promotions by filming & creating videos about the market in June.
- A donation to the Railway Heritage Museum was approved as a thank-you for hosting the market rent-free.
- The Loyalty Card Program was scheduled for review at the March season kick-off meeting.
- Additional signage and shade for 2025 were discussed. Raftis was tasked with exploring pricing and logistics for more lawn signs and umbrellas or tents for picnic tables.
  - It was noted that there is signage in the shed, that is difficult for the students to place around town without access to a car.

The final 2025 budget will be approved at the Spring meeting.

#### **4. Plan for 2025**

The committee confirmed the 2025 season would run from June 7 to September 27, 2025 at the same vendor fees.

Raftis informed the committee of a change to Public Health's vendor ratio rules for 2025, where artisan vendors would count against the farmer-to-non-farmer ratio. It was noted that this could lead to a waitlist for artisan vendors. Members discussed the possibility of organizing a separate weekly Makers' Market nearby and Raftis agreed to look into this.

The committee acknowledged the need to hire a new market student since Sadie-Lyn would not be returning. It was decided that the job description would be shared with Norwell DSS.

Luke Hartung asked Raftis to share the 2025 Market Trivia dates:

- January 17
- February 21
- March 28

Anna Martin and Edwin & Lena Martin agreed to donate trivia night prizes and will coordinate with Hartung closer to the date.





The committee agreed on the following dates for 2025 events:

- **June 7:** Grand Opening
- **June 21 or 28:** Strawberry Social (Raleway Festival will be on June 21st)
  - to be discussed further at the March Meeting
- **July 26:** Family Day & Breakfast (pending Palmerston Traditional Scouting Association availability)
- **August 2:** Food Day Canada (aligned with Palmerston Homecoming, where the committee expressed interest in participating in the parade)
- **August 23:** Library Day (pending library availability)
- **September 20 or 27:** Fall Fun Day (pending student availability; Raftis noted she would not be available on September 27)

The committee expressed a keen interest in the possibility of offering a weekly breakfast at the market, emphasizing the importance of consistency. May expressed interest in leading this initiative and planned to consult with the Public Health Inspector.

**Adjournment at 8:17 pm**



Schedule A

<b>Minto Farmers' Market Budget</b>			
<i>*As of November 1, 2024 // Approved October 25th, 2023</i>			
	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>
<b>Revenue</b>			
Trivia Night (3 nights)	\$ 1,500.00	\$ 2,970.00	\$ 1,500.00
Strawberry Social	\$ 300.00	\$ 465.00	\$ 300.00
Vendor Fees	\$ 1,500.00	\$ 1,039.00	\$ 1,500.00
Bag Sales	\$ -	60	\$ -
Market Donations	\$ 200.00	\$ 570.10	\$ 200.00
County of Wellington Funding	\$ 2,000.00		\$ 2,000.00
Market Box	\$ -	\$ 2,798.00	\$ -
Market Bucks Payment from County	\$ -	\$ 2,740.00	\$ -
Minto Cultural Roundtable Sponsorship	\$ 500.00		\$ 500.00
Food Day Canada Box		\$ 192.00	
County of Wellington Receipt		20	
Palmerston Ag Society		40	
<b>Total Revenue</b>	<b>\$ 6,000.00</b>	<b>\$ 10,894.10</b>	<b>\$ 6,000.00</b>
<b>Expenses</b>			
<b>Advertising</b>			
Loyalty Cards / Postcards	\$ -	-	\$ -
Social Media Paid Promotions	\$ 200.00	-	\$ 200.00



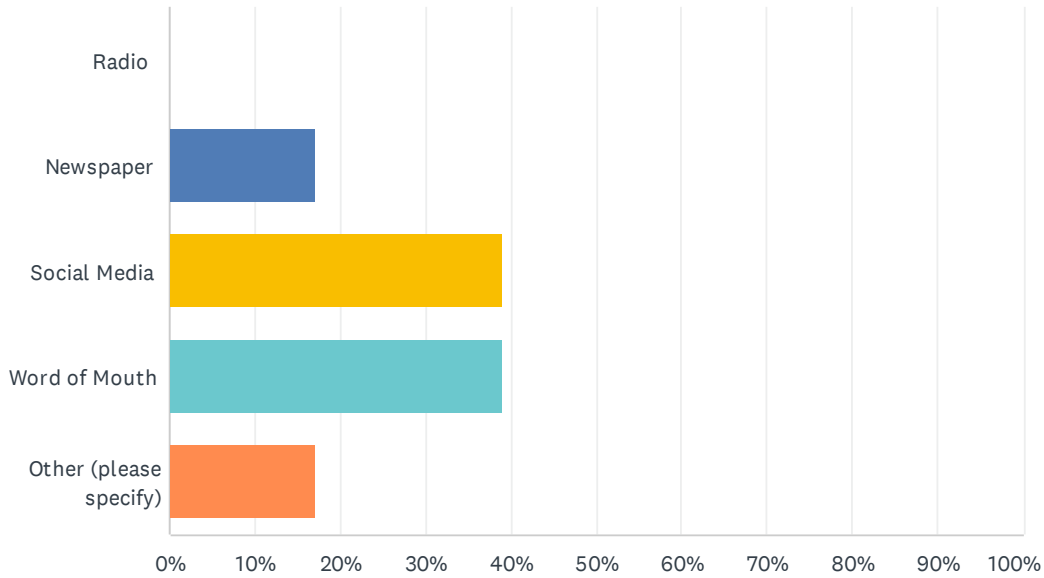
Wellington Advertiser Ads	\$ 900.00	1060.9	\$ 900.00
Banner	\$ 310.00	-	\$ 310.00
Radio Ads (100.1 Ranch)	\$ 615.00	610.56	\$ 615.00
Norgan Pre-Show Advertisements	\$ -	-	\$ -
Misc. Advertisements	\$ -	-	\$ -
<b>Donations</b>			
Mayor's Golf Tournament Sponsorship	\$ 150.00	\$ 150.00	\$ 150.00
Donaton to Railway Museum	\$ 400.00		\$ 400.00
Donation to MRI Campaign		\$ 1,130.00	
<b>Events</b>			
Strawberry Social	\$ 150.00	264.69	\$ 150.00
Family Day	\$ 150.00		\$ 150.00
Library Day	\$ 150.00	\$ 150.00	\$ 150.00
Fall Fun	\$ 150.00	\$ 36.69	\$ 150.00
Coffee/Utensils/Glasses/Plates	\$ 150.00	\$ 289.22	\$ 150.00
Foodland	\$ 100.00		\$ 100.00
Musicians	\$ 600.00	\$ 600.00	\$ 600.00
Loyalty Card Prize Pack			
Taste Real Prize Pack	\$ 100.00	\$ 56.00	\$ 100.00
<b>Memberships</b>			
FMO Membership	\$ 203.52	\$ 203.52	\$ 203.52
<b>Miscellaneous</b>			
Website Update & Domain Renewal	\$ 35.62	\$ 35.62	\$ 35.62
Market Box	\$ -	\$ 2,681.75	\$ -



Market Student	\$ 1,000.00	-	\$ 1,000.00
Market Bucks	\$ -	\$ 2,710.00	\$ -
Website Update	\$1,000	\$ 508.80	\$1,000
Farmers' Market Reusable Bags	\$1,000	\$ 1,260.32	\$1,000
quarterly hosting	\$ -	\$ 396.86	\$ -
Student Tshirt	\$ -	\$ 15.26	\$ -
Yard Signs	\$ -	-	\$ -
Food Day Canada Box	\$ -	\$ 48.00	\$ -
other supplies	0	\$ 17.29	0
<b>Total Expenses</b>	\$ 7,364.14	\$ 12,225.48	\$ 7,364.14

## Q1 How did you hear about the Saugeen Culture Bus Tour?

Answered: 41 Skipped: 1

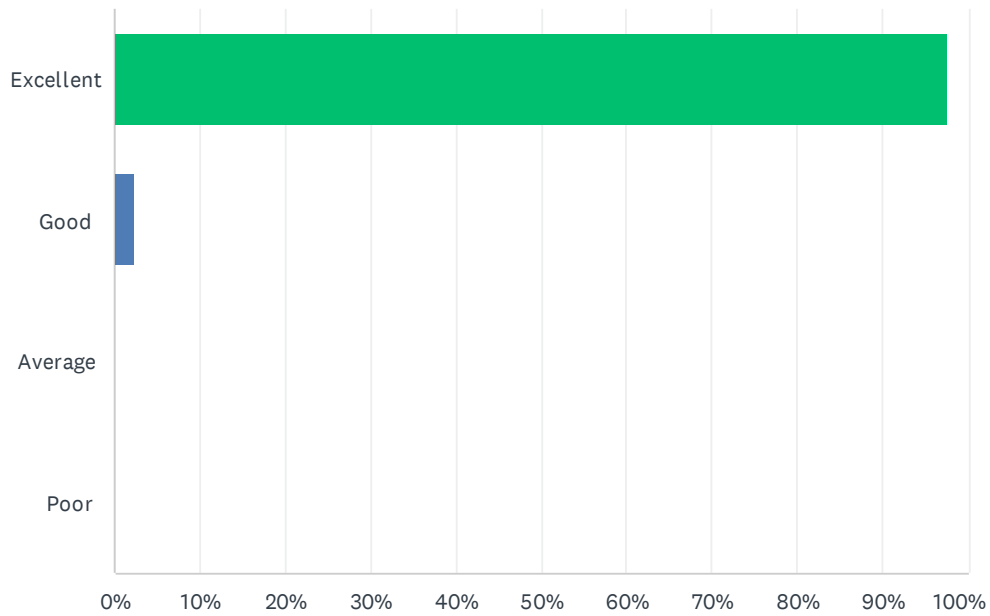


ANSWER CHOICES	RESPONSES
Radio	0.00% 0
Newspaper	17.07% 7
Social Media	39.02% 16
Word of Mouth	39.02% 16
Other (please specify)	17.07% 7
Total Respondents: 41	

#	OTHER (PLEASE SPECIFY)	DATE
1	Grey County Events	11/28/2024 3:00 PM
2	committee	11/28/2024 2:59 PM
3	Email	10/28/2024 2:19 PM
4	CRT	10/28/2024 2:16 PM
5	at seniors wellness program in Arthur	10/28/2024 9:48 AM
6	my wife - last night	10/28/2024 9:38 AM
7	my friend	10/28/2024 9:35 AM

## Q2 How would you rate your overall experience?

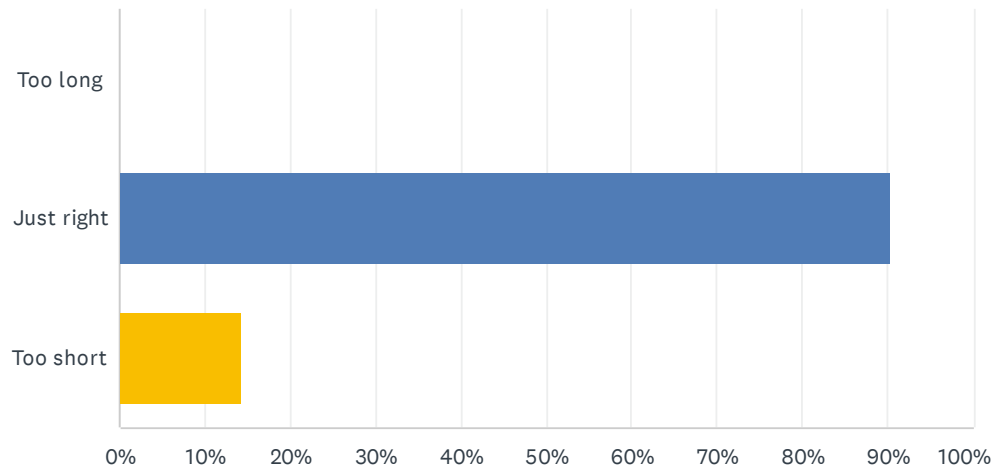
Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	97.62%	41
Good	2.38%	1
Average	0.00%	0
Poor	0.00%	0
Total Respondents: 42		

### Q3 How do you feel about the length of time for each stop?

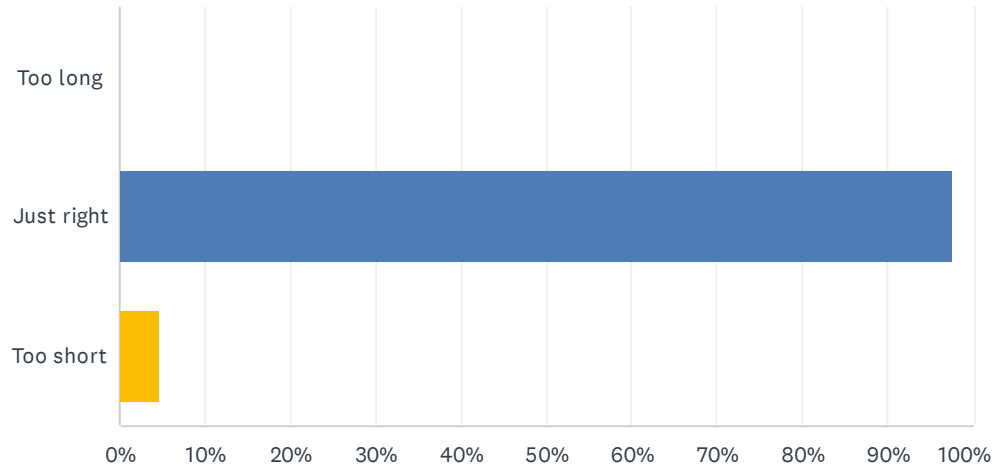
Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES
Too long	0.00% 0
Just right	90.48% 38
Too short	14.29% 6
Total Respondents: 42	

## Q4 How do you feel about the length of the tour?

Answered: 42 Skipped: 0

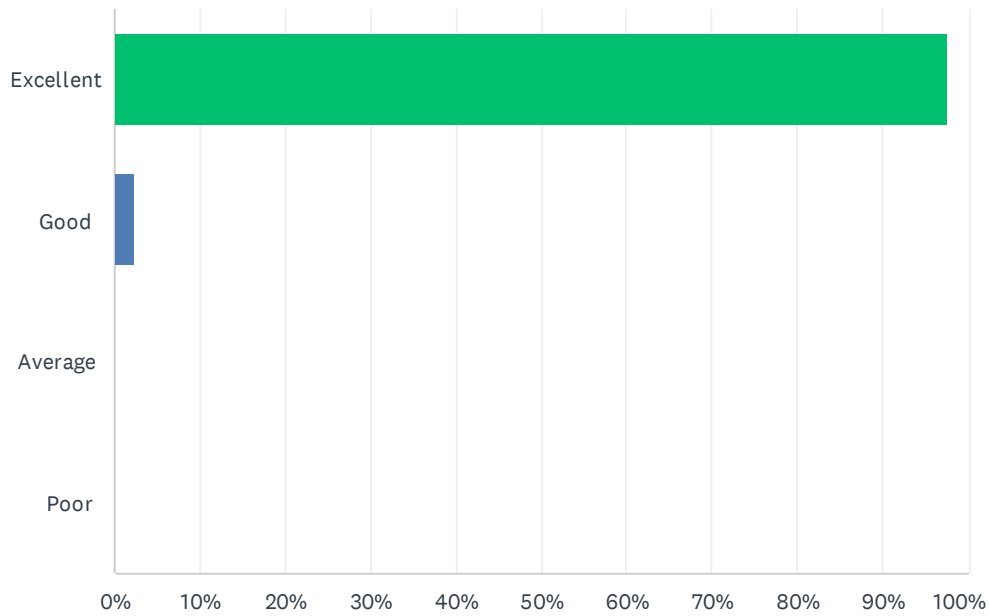


ANSWER CHOICES	RESPONSES	
Too long	0.00%	0
Just right	97.62%	41
Too short	4.76%	2
Total Respondents: 42		



## Q5 How would you rate the comfort and cleanliness of the bus?

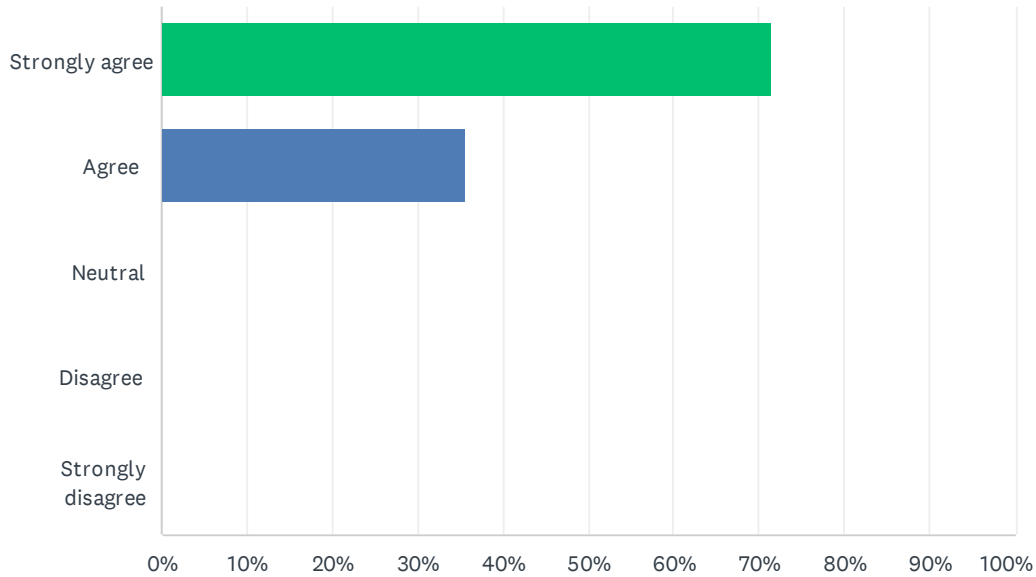
Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	97.62%	41
Good	2.38%	1
Average	0.00%	0
Poor	0.00%	0
Total Respondents: 42		

## Q6 Was the information provided during the tour interesting and informative?

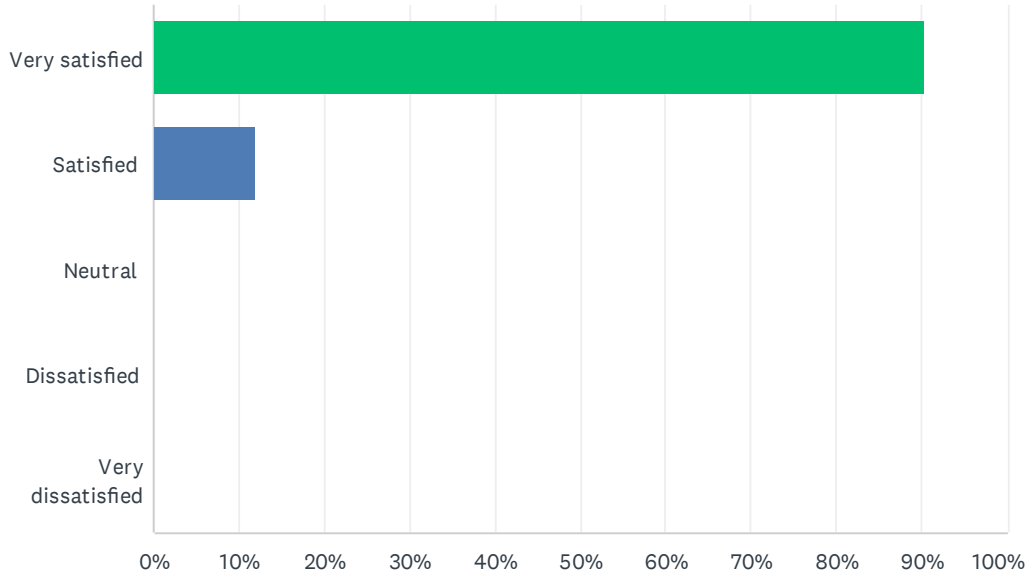
Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	71.43%	30
Agree	35.71%	15
Neutral	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
Total Respondents: 42		

## Q7 How do you feel about the stops and attractions included in the itinerary?

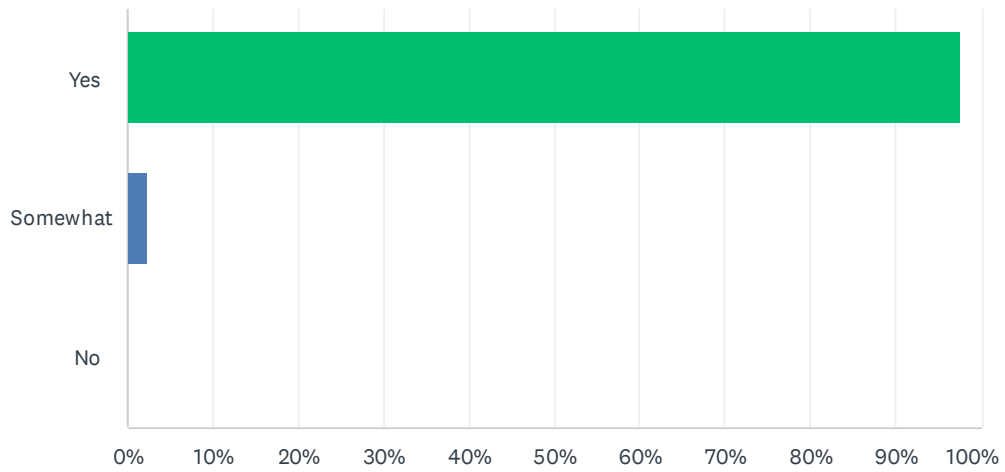
Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	90.48%	38
Satisfied	11.90%	5
Neutral	0.00%	0
Dissatisfied	0.00%	0
Very dissatisfied	0.00%	0
Total Respondents: 42		

## Q8 Did the tour meet your expectations?

Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	97.62%	41
Somewhat	2.38%	1
No	0.00%	0
<b>TOTAL</b>		<b>42</b>

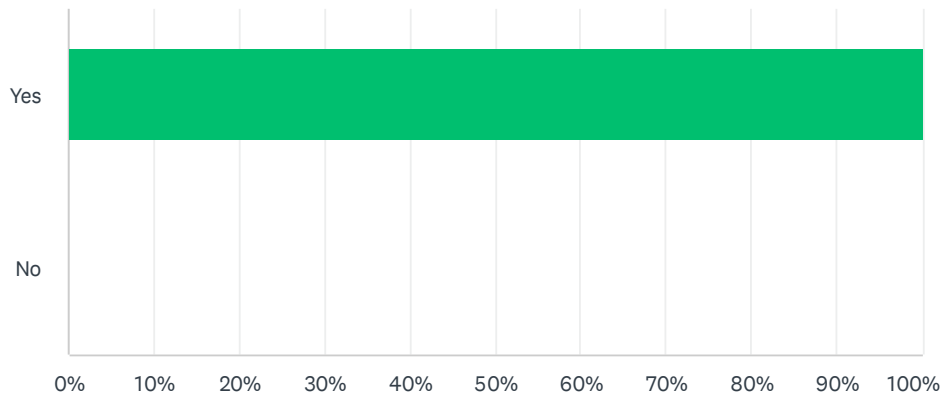
## Q9 Do you have any suggestions for improving the tour experience?

Answered: 21 Skipped: 21

#	RESPONSES	DATE
1	Add 15 mins to each stop. Keep doing it, find more independent interesting spots.	11/28/2024 3:07 PM
2	Keep it local! Unusual local business that are off the beaten path, local history. Try Andre's Alpaca Farm	11/28/2024 3:05 PM
3	No, it was good as expected	11/28/2024 3:00 PM
4	No, it was all great!	11/28/2024 2:59 PM
5	Excellent job in putting together the interesting tour and getting home in a short time	10/28/2024 2:24 PM
6	Napkins	10/28/2024 2:19 PM
7	This tour was in October but maybe it would be nicer in a late spring	10/28/2024 2:16 PM
8	A lot of bags + giveaways( if possible) keep them together + give at the end of the trip. Not a lot of room on the bus. wasn't aware of the free lunch. Maybe have 2 tours- one in the spring + fall to go to more places. so many places to go. excellent tour and size of group	10/28/2024 2:10 PM
9	An operating amish farm Neustadt brewery	10/28/2024 1:55 PM
10	Let us know lunch + drinks are provided I would've packed less.	10/28/2024 1:44 PM
11	maybe napkins	10/28/2024 9:49 AM
12	have tea ready at the coffee stop please	10/28/2024 9:48 AM
13	you've done an excellent job!	10/28/2024 9:43 AM
14	Great job - very personable and engaging. Good job on the weather as well!	10/28/2024 9:41 AM
15	include a map.	10/28/2024 9:39 AM
16	not improving, just suggestions: Industrial or manufacturing, agriculture (Schill or Walker)	10/28/2024 9:38 AM
17	I'll think about it	10/28/2024 9:37 AM
18	tour to St. Jacobs, Elora, Kissing Wood Bridge, Toronto (no one likes driving there)	10/28/2024 9:35 AM
19	name tags	10/28/2024 9:33 AM
20	Napkins	10/27/2024 8:50 AM
21	It was excellent.	10/27/2024 8:26 AM

## Q10 Would you recommend this tour to others?

Answered: 42 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	42
No	0.00%	0
Total Respondents: 42		

## Q11 Any additional comments or feedback?

Answered: 29 Skipped: 13

#	RESPONSES	DATE
1	Would love to do it yearly!	11/28/2024 3:08 PM
2	Love it! Laurie 519-364-4949	11/28/2024 3:07 PM
3	Great adventure. Feel free to call me Sheila Rodgers 519-364-4781	11/28/2024 3:05 PM
4	great time!	11/28/2024 3:03 PM
5	Totally enjoyable experience	11/28/2024 3:01 PM
6	Thanks for your hard work, April, and the rest of your team... well done!	11/28/2024 2:59 PM
7	It was a lot more then I was expecting. No complaints.	10/28/2024 2:34 PM
8	Fantastic tour Belinda it was great. All the places were awesome . met great fellow passengers. Bus was awesome.	10/28/2024 2:32 PM
9	Very interesting and great adventures Thanks!	10/28/2024 2:26 PM
10	Great job Belinda!	10/28/2024 2:24 PM
11	Neustadt brewery, Gary Mclaughing Art Gallery( neustadt) Palmerston Train Museum Children's safe Village	10/28/2024 2:19 PM
12	Nice way to meet and talk to the other people not from Harriston	10/28/2024 2:16 PM
13	I suggest 15 mins more at Barrel House and Distillery, cometary, Lavenders farm outside of Arthur, Bison Farm. Excellent tour guide + people on bus were friendly. Great way to learn about the area and learn something new.	10/28/2024 2:10 PM
14	-Palmerston Post Office-active -coronation + rebuilds -train museum -Palmerston legacy	10/28/2024 1:55 PM
15	Glad we could come on this tour. Great idea! Neustadt Brewery tour + sample coronation renos?	10/28/2024 1:47 PM
16	Great job! learned lots, I love more trips in our area. You never see local stuff or know what your area has, you always go away to see things. -train station -alpaca -cheap house -ice cream place -home newspapers	10/28/2024 1:44 PM
17	A very enjoyable day! Visit Neustadt brewery	10/28/2024 1:38 PM
18	New to area wonderful way to see what is here. Thank you. Looking forward to next year	10/28/2024 1:36 PM
19	I was pleasantly surprised, Excellent tour, Very interesting, Comfortable bus. Enjoyed it very much, Thanks!	10/28/2024 1:32 PM
20	I was pleasantly surprised, Excellent tour, Very interesting, Comfortable bus. Enjoyed it very much, Thanks!	10/28/2024 1:31 PM
21	Thank you, great leaders and presentations	10/28/2024 9:49 AM
22	Finished the day 30 minutes early. We would have appreciated that time for the stops that were rushed. Would like shopping time at the market during the tour. Would have people at a.m. bus stop 15 minutes in advance of departure time in order to load in good time, in order to leave on time. We lost time to late arrivals - causing shorter time at 1st stop. Lost time at the coffee stop because no tea was ready/available. this caused lost time at next stop. Loved the cemetery tour - "stone stories"	10/28/2024 9:48 AM
23	Thank you for arranging re-sale of my two extra tickets. Much appreciated.	10/28/2024 9:41 AM
24	It was a fun day. Friendly tour (bus) guides, great lunch and snack foods at the different stops. Enjoyed seeing the theatres. I'm grateful that the ticket price fit my budget (great value). I hope	10/28/2024 9:40 AM

## Saugeen Culture Bus Tour Participant Feedback Survey

	I can do another tour with you - many thanks.	
25	Great job - exceeded expectations!	10/28/2024 9:36 AM
26	Loved how the tours moved along. Just enough time at each stop. loved all the freebies	10/28/2024 9:35 AM
27	Just perfect	10/28/2024 9:33 AM
28	Thank you. Great leaders and presenters.	10/27/2024 8:50 AM
29	It was well organized. The stops varied in what we experienced. Opened our eyes to so many businesses, activities and events that are within a half hour of our home. Great way to explore the area - and having knowledgeable presenters made the experience even that much more valuable. Everyone was hospitable! Even the bus driver was lovely and patient! Thank you to Mandy & Robyn - you thought of everything!!! The food was great too!!	10/27/2024 8:26 AM



Schedule C

2025 Cultural Plan Priorities and Budget Allocations

ORGANIZATIONAL CAPACITY			
Action	Budget Allocation	Committee Members	Timeline for Completion
			Q1 (Jan-March) Q2 (April – June) Q3 (July- Sept) Q4 (Oct. – Dec.)
<b>B5</b> - 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.	\$200	Mary Jean Hartwig	
<b>B6</b> - 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.	\$450		
COMMUNITY EXPECTATIONS & INVESTMENT			
Action	Budget Allocation	Committee Members	
<b>C1</b> - Engage local youth (the Grove, High School) to identify barriers to participation in the arts, culture, and heritage. Assess options to create new programs and opportunities to build participation based on youth areas of interest. Use of modern social media tools,	\$200	Mary Jean Hartwig	

<p>hosting 'cool' events and sharing youth testimonials should be considered in all outreach activities.</p>			
<p><b>C2</b> -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).</p>	<p><b>\$400</b></p>	<p><b>Mary Jean Hartwig</b></p>	
<p><b>C5A</b> - 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</p>	<p><b>\$600</b></p>	<p><b>Mary Jean Hartwig</b></p>	

over the longer term			
<b>A WELCOMING COMMUNITY</b>			
<b>Action</b>	<b>Budget Allocation</b>	<b>Committee Members</b>	
<b>D6</b> - 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.	<b>\$450</b>		
<b>REGIONAL SHARING &amp; ORGANIZATIONAL NETWORKING</b>			
<b>E2</b> - 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.			
<b>E6</b> - 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	<b>\$1250</b>	<b>Megan Raftis Peggy Raftis Mary Jean Hartwig</b>	

resources for volunteers, discuss calendars for upcoming events, identify opportunities to share resources, and build on existing programs and events.			
<b>MINTO: A CULTURAL DESTINATION</b>			
<b>F1</b> -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.			
<b>F3</b> - 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.	<b>1,250</b>	<b>Peggy Raftis</b> <b>Megan Raftis</b> <b>Deputy Mayor</b> <b>Jean Anderson</b>	
<b>F4</b> - Encourage the integration of artisan markets and farm-totable initiatives into existing festivals and events. Highlighting existing farmers 'markets, and promoting locally grown produce and homemade goods responds to growing farm-totable movement	<b>\$500</b>		
<b>F6</b> - 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.			
<b>F7</b> - Proactively promote the Town of Minto as a cycling-friendly destination that can leverage attendance at cultural events and destinations. Link	<b>\$400</b>	<b>Raissa Rogers</b>	

cultural resources throughout the cycling network using QR codes and other incentives to promote visitation.			
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**Culture Bus: \$800**

**Culture Days: \$1000**

**Tourism Growth Grant Project: \$3,500**



## TOWN OF MINTO

**DATE:** December 3, 2024

**REPORT TO:** Mayor and Council

**SERVICE AREA:** Emergency Management, County of Wellington

**SUBJECT:** 2024 Annual Emergency Management Programme Report

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### **RECOMMENDATION:**

That Council receives the annual Emergency Management Programme Report for 2024, prepared by the Emergency Manager/CEMC, and accepts the report on the status of the Town's Emergency Management Program for 2024.

### **BACKGROUND:**

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act, and how the municipality has fulfilled these requirements for 2024.

### **COMMENTS:**

#### **Program Committee:**

The Town has an Emergency Management Programme Committee (Committee). The Committee met in person on February 15, 2024 to review the Town's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education. The meeting minutes are attached.

#### **Emergency Response Plan:**

The existing Emergency Response Plan was adopted by Council in Fall of 2020.

#### **Training:**

The required prescribed training for 2024 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the Town's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality's annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: April 22-23
2. IMS 200 - Basic Incident Management System Course: March 21-22, November 7-8
3. EM 240- Note Taking Course: April 16, August 14, September 6

#### 4. Self-paced MECEG Essentials PowerPoint presentation

##### **Annual Emergency Management Exercise:**

MECEG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Town's MECEG members participated in an emergency management exercise held on October 17, 2024.

The objectives of the exercise were to:

- a. Assess communication and coordination between the EOC and shelter personnel.
- b. Familiarize the Municipal Emergency Control Group (MECEG) with Emergency Operations Centre operational cycle meetings.
- c. Demonstrate an established congregate shelter and familiarize MECEG's with resident experiences while attending a shelter.

Recommendations/outcomes from the exercise:

- a. **Plans and Procedures:** The MECEG felt it would be beneficial to add the 211 procedures and adding "taking a radio to the shelter" to the Shelter Support Plan would assist in response capacity.
- b. **Emergency Shelters:** MECEG felt it would be beneficial to have Shelter boxes at all designated shelter facilities in the Town of Minto. Further shelter Staff felt it would be beneficial to have the Canadian Red Cross participate on the shelter side during an exercise next time.
- c. **Additional Training:** Shelter staff would like more training, as well as training of other Town staff who may be interested in working in an emergency shelter. The EM team is currently working on a Shelter Management Course and will send out more information when it is available. A suggestion was made to add more information to the IMS Review presentation regarding declaration of an emergency.

##### **Public Education:**

Every municipality's emergency management programme must have public education on risks to public safety and on public preparedness for emergencies.

In total, the Emergency Management division attended 27 public education events across the whole County (up by 8 events from last year). In the Town the Emergency Management team attended 3 events including a presentation on emergency preparedness with the Seniors' Centre of Excellence in Palmerston on March 20 and the Minto/Wellington North Safe Kids Day on May 31.

Emergency Preparedness week was May 5-11. During the week, information was made available through the County's Social Media page, the County page in the Wellington

Advertiser and radio ads. Promotional materials were offered at all the libraries across the County.

The County page in the Wellington Advertiser and the County of Wellington's social media accounts (an average of 4 posts/month) regularly contain emergency preparedness information.

The Emergency Management Division continues with the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

In 2024, preparedness messaging was provided utilizing the following monthly theme's:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

**Critical Infrastructure:**

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Town at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture (COP) with the County GIS division. We are currently working with County GIS to update and simplify the Critical Infrastructure layer within the mapping software, to be completed by mid-2025.

**COVID-19 Final After Action Report (AAR) Update:**

A summary of the report is noted below:



The COVID-19 response by the County and all Member Municipalities' MECG's, as well as the Joint Emergency Operations Centre (JEOC) was found to be very well done. The coordination, collaboration and decision making were critical to a successful response. Work amongst the County and all the member municipalities was successful in the joint declaration of an emergency and continued JEOC meetings and decisions throughout the pandemic. Further, all municipality's felt that we all came out of the pandemic more flexible, adaptable and prepared for future emergencies.

The communications provided by the Emergency Management Division including but not limited to consistent Incident Status Summaries, meeting minutes, County/Member Municipality wide emails with key updates/information to be shared with all staff etc. were found to be effective for the most part. The existing plans could have been more effective, but still supported the response. Specific updates to EM plans can be found in the full report. More training with large scale incidents is desired; while understanding every incident is different so it is hard to feel fully prepared for everything. Overall, it was felt that the effective leadership, clear definition of roles, good communication, the flexibility and adaptability of all involved resulted in a successful response.

**Conclusion:**

The Town of Minto has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2024.

**FINANCIAL CONSIDERATIONS:**

None

**STRATEGIC PLAN**

N/A

Prepared By: Hurania Melgar, Emergency Manager/CEMC, County of Wellington

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**Town of Minto**  
**Emergency Management Program Committee (EMPC) Meeting**  
February 15, 2024 – 1:00 pm Township Office

**DRAFT Meeting Minutes**

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In Attendance:

1. Annilene McRobb, Clerk
2. Callise Loos, Deputy Fire Chief
3. Cathy Sweeney, EM Assistant
4. Chris Harrow, Fire Chief/CAO
5. Chris Haslam, Westario
6. Cole McKnight, Westario
7. Gordon Duff, Treasurer
8. Heather Wickenheiser, EM Coordinator North
9. Hurania Melgar, Emergency Manager/CEMC
10. Jim Brown, GWPS
11. Mark Potter, Deputy Treasurer/CAO
12. Mark Robertson, Wastewater Manager
13. Mike Mclsaac, Roads & Drainage Manager
14. Nathan Latulippe, EM Coordinator South
15. Ron Smith, OPP
16. Silvia Leonov, WDGPH
17. Todd Rogers, Water Manager

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**1. Adoption of minutes**

**Moved:** Annilene McRobb

**Seconded:** Mike Mclsaac

Motion that the minutes of March 15, 2023, are approved as circulated. **Carried**

**2. Business arising from minutes**

- a. **Fire Safety Plans:** Working with County departments involved to update pending plans.
- b. **Virtual EOC Software:** CEMC advised that using teams is not in the future plans but hope to have a chat feature as a part of the new EOC software coming in Fall of 2024.
- c. **EM Website:** The County is updating the whole website including the Emergency Management pages, this will launch in May 2024. Will be more user friendly.

**3. 2024 Essential Maintenance Work Plan**

Committee review essential level work plan chart shared from presentation. No questions or concerns were noted.

#### 4. **2024 Enhanced Project Timeline**

Committee reviewed the enhanced project timeline. Aiming for at least 20 in person events this year, would like to have at least 2 per municipality. No additional questions or concerns noted.

#### 5. **Dashboard Review**

The committee reviewed the dashboard by individual item number as follows:

- (17) Create detour map for Harriston:** It was discussed it might be difficult to complete something like this, as this may change depending on situations. No further action required from Emergency Management. Group agreed this can move to complete.
- (21) Laminated flood maps:** interim EMC-N placed 5/2/23. Move to complete.  
**ACTION:** Interim EMC-N completed, need to confirm maps are within EOC's, as they were handed to the Fire Chief.
- (35) Training for MCEG on COP:** on hold until the COP is available for use.
- (36) Big maps for Fire/EOC:** Interim EMC-N completed placed 7/27/23. Move to complete.
- (44) Instructions for eICS mobile:** on hold until new software is available.
- (46) Contacting Mennonite Community:** It was suggested to reach out to the Deacon as a conduit for staying in touch with the community.  
**ACTION:** EMC-N to reach out to Deacon
- (47) Scale down binders in EOC to 4:** replaced 1/20/24. Move to complete.
- (48) Accessing phone messaging remotely:** confirmed this can be done 2/15/24 with Clerk. Move to complete.
- (49) Municipality group chat:** group chat has been created, members to be included need to be finalized.  
**ACTION:** Callise will finalize and update EMC-N.
- (50) Training for shelter set up:** course is being created at this time. Training will occur once the shelter management course is complete later in 2024.
- (51) Mock shelter set up:** EMC-N was working with staff that has now left.  
**ACTION:** EMC-N will connect when new staff is hired.
- (52) Add IMS cheat sheets to EOC's:** This was completed in January of 2024. Move to complete.
- (53) Add Hydro One to notification list:** group decided not to add to Notification List, will keep contact just in EOC procedures binder. Move to complete.

No further questions or comments.

## 6. HIRA 2022 Review and Approval

The 5-year cycle full plan HIRA review allows for a scientific and research based HIRA's increasing accountability, resiliency and providing a better foundation for each EM programme. The Town of Minto will have a full review in 2024 and be presented at the 2025 EMPC meeting. The only change this year is, name change from infectious disease to human health emergency based on the definition provided by WDGPH. Committee approved.

## 7. Emergency Plans Review

- a. **Emergency Response Plan;** No updates, or questions from the committee regarding the existing County of Wellington ERP version 2020.02
- b. **Harriston Flood Plan:** No updates, or questions from the committee regarding the existing MO Harriston Flood ERP version 2022.08.23.

## 8. Critical Infrastructure (CI) Review

All CI is maintained utilizing the COP. CI data is undergoing an overhaul and will be updated over the next year. The overhaul will ensure that all information such as location, contact information, pictures, etc. is up to date and in a viewable format. All updates should be forwarded to the EMC-N ([heatherw@wellington.ca](mailto:heatherw@wellington.ca)). No edits or updates provided at this time. No other questions or concerns from committee noted.

## 9. Alert Ready

Ontario testing schedule for 2024 will continue to be pushed out through television, radio and mobile phones. The testing dates are as follows:

Wednesday May 8<sup>th</sup>, 2024- 12:55pm EST

Wednesday November 20<sup>th</sup>, 2024- 12:55pm EST

## 10. Updated Training Plan

Committee reviewed training courses updated in the Training Plan and the dates of the courses. Only updates to the plan are included below (a-e).

- a. **EM 240 Note Taking- NEW**  
Provides knowledge on the best practices of note taking for the MECG members.
- b. **Shelter Management Course- NEW**  
Provides the necessary knowledge and skills to effectively manage emergency shelters, for shelter managers and other identified staff.
- c. **Flood Coordinators Training**  
Annual Training provided by the GRCA.
- d. **Critical Incident Stress Management**  
EM will coordinate the course, upon request.
- e. **eICS Software Training**  
Exclusively being used for notification of MECG's during exercises/real incidents.

**Training dates:** Invites will be sent out to those that are missing the courses shortly.

- f. **EM 200 Course (BEM)** -in person, 2 days
  - April 22-23, 2024
- g. **IMS 200 Course** -in person, 2 days
  - March 21-22, 2024
  - November 7-8, 2024
- h. **EM 240 Course (Note Taking)** -in person, half day
  - April 16, 2024
  - September 6, 2024
- i. **IMS In House Training**
  - EM will be recording virtual training and sharing it with the MECG.
- j. **In House Shelter Management Course**
  - TBA, course is currently being created. The plan for the course is that there will be two parts, the first part will be in a classroom and the second would be in person at the designated shelter.

## 11. Public Education Plan

The Emergency Management Civil Protection Act states “the emergency management programme shall consist of, (c) public education on risks to public safety and on public preparedness for emergencies.”

The Emergency Management Public Education Programme aims to equip individuals and communities with the knowledge, skills, and resources necessary to effectively respond to emergencies and mitigate potential risks. Through education, training, and collaboration, the programme will create resilient and prepared communities capable of handling a wide range of emergency situations.

The EM team will continue our “Do one thing” theme. There will be a focus on topic each month that our public education programme will focus on; however, if there is something occurring in the County additional messages will be put out.

- January – Make a Plan/Frozen Pipes
- February – 211
- March – Floods
- April – Sheltering
- May – Emergency Preparedness Week
- June – Tornadoes/ Severe Summer Weather
- July – Emergency Kits
- August – Unique Family Needs
- September – Be Informed/Business Continuity
- October – Power Outages
- November – Winter Weather – Car preparedness
- December – Winter Weather – Driving

Public Education we will be doing in 2024:

- Wellington Advertiser Ads (Monthly)
- Social Media posts (4x/month)
- Radio Ads (Monthly on The Ranch & the River)
- Collaborate with schools
- Distribute material to local businesses, municipalities, and County libraries like:
  - word searches
  - pencils
  - 72-hour kit and pet kit bookmarks
  - 72-hour guides
  - tattoos
  - stickers
  - emergency document holders
  - Be Better Prepared Guides
  - emergency information magnets
  - reflective key chain lights
  - Band-Aids with holder

And more, please reach out if you're interested in certain items.

- May Emergency Preparedness Week May 5-11
- Attend various community events
- Events we will be attending in 2024 can be found on our website:

## 12. 2024 Exercise

Committee decided that October would be best. Type of exercise recommended is related to sheltering with a walk thru at physical site.

## 13. Notification List Review

Advised the following changes: Westario, remove Michael D, add Chris H as primary, and Cole M as alternate. Remove Grace W from scribe, no alternate provided.

**ACTION:** EMA will update Notification list and distribute.

## 14. New Business

- a. **Final COVID-19 After Action Report:** CEMC to reach out to County-wide Joint EOC group and the internal County MECG for feedback. Upon completion, all MECG members will receive the after action report (AAR).
- b. **BIA SOP:** Group was informed that the BIA SOP was approved by Council and now waiting for final translations for templates.  
**ACTION:** Once complete, the BIA SOP will be shared with all member municipality's MECG's.
- c. **Canadian Centre for Cyber Security (CCCS) Offer:** County IT department has free services from the CCCS.
  - They offer:

- weekly notifications.
  - privileged alerts and information from them with intelligence.
  - can set up regular scans outside IP's for issues.
  - offer free self-assessments of your security posture and other tools and resources.
  - Free assessments for municipal systems.
  - Main government page: <https://www.cyber.gc.ca/en/government-institutions>.
  - General all purpose of what they offer: <https://www.cyber.gc.ca/en>.
  - Free presentations are available if interested.
- d. **Finalized EOC Forms Review:** All forms were reviewed, no questions or concerns from committee members.
- e. **EMPC Update:** EM Manager noted that the EMPC structure has changed and does not align with Town of Minto's current by-law. Committee agrees to the following change; remove the CBO and Economic Development positions for the MCEG membership.
- ACTION:** EM Manager will bring a report to council for MCEG membership update.
- f. **eICS Notification Number:** After further investigation into the new eICS phone numbers provided in presentation, we were advised that those numbers were accidentally given for a demo area. **Please ensure that you have this number saved in your phone: 1-888-613-3901** this number is where emergency notifications and tests are sent by both call and text.

## 15. Information and Correspondence

No other questions or concerns from committee noted.

## 16. Adjournment

Meeting was adjourned at 2:36 pm

Meeting secretary: Cathy Sweeney, EM Assistant



**TOWN OF MINTO**

**DATE:** December 3, 2024

**REPORT TO:** Mayor and Council

**FROM:** Hurania Melgar, Emergency Manager/CEMC

**SUBJECT:** Emergency Management Programme Committee Update

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**RECOMMENDATION:**

**That** the Town Council updates the appointments of the Emergency Management Programme Committee from 2016 for the Town of Minto to remove the Chief Building Official and Economic Development (Director of Economic and Community Development) as follows;

Member of Council (Mayor)

CAO

Clerk

Public Works (Roads and Drainage Manager)

Finance (Treasurer)

Parks and Recreation (Director of Community Services)

Local Municipal Fire Department (Fire Chief)

Wellington OPP (Inspector or Staff Sergeants, Sergeants)

Guelph Wellington EMS (Chief, Acting Chief, Supervisors)

Wellington Dufferin Guelph Public Health (Health and Safety Coordinator/Inspectors)

Emergency Management (CEMC) and

Any other persons or agency representatives that may be appointed by Council from time to time.

And further that Council designates authority to the committee to appoint the CAO as Chair on behalf of their members;

And further that the Committee is responsible for overseeing the development of the Town of Minto's Emergency Management Program ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis.

And further that the CEMC shall provide Council with an annual report on the status of the Town of Minto's Emergency Management Program for their review, consideration and approval.

**BACKGROUND:**

Regulation 380/04 of the Emergency Management and Civil Protection Act requires the appointment of an Emergency Management Programme Committee to advise Council on the development and implementation of the County's Emergency Management Programme.



The regulation also sets out the composition of the Committee, which is to include the CEMC, a senior municipal staff representative, a member(s) of Council and municipal employees responsible for emergency management functions for the municipality.

At the April 6, 2005 Session of Council, a resolution was approved setting out the composition of the Town's Emergency Management Programme Committee. The Committee structure was then further updated on September 6, 2016 due to the Town's Emergency Management Programme being enhanced and to allow for the Committee to evolve with the programme. In 2021 small changes including the removal of 'as designated/or alternate' language and identifying the CAO as the Committee chair were made through a report to Council.

At the Emergency Management Programme Committee meeting on February 15, 2024, it was decided through discussion, that the Chief Building Official (CBO) and the Economic Development (Business and Economic Manager) positions should be removed so the Municipal Emergency Control Group (MECG) members are aligned with the Committee membership.

**COMMENTS:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**STRATEGIC PLAN**

N/A

Prepared By: Hurania Melgar, Emergency Manager/CEMC , County of Wellington



**TOWN OF MINTO**

**MEETING DATE:** December 3, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Economic Development  
**SUBJECT:** EC DEV 2024-019 – Signage Grant P28 –NACK  
Reinforcing Steel Services, 380 Minto Road, Palmerston

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**RECOMMENDATIONS:**

**THAT** the Council of the Town of Minto hereby receives report EC DEV 2024-019 Signage Grant P28 – NACK Reinforcing Steel Services, prepared by the Director, Economic and Community Development, for information purposes;

**AND FURTHER THAT** the Council of the Town of Minto approves the \$1,000 Signage Grant.

**BACKGROUND:**

The Signage Grant Program was initiated in 2009. The 2024 CIP budget is \$50,000, and this is the seventh signage application of 2024.

NACK Reinforcing Steel Services Inc. purchased land in the Palmerston Industrial Park in 2021. NACK is a reinforcing steel service company fabricating caissons and placing steel for infrastructure projects. Specializing in the in-shop fabrication and to-site delivery of pre-tie caissons

**COMMENTS:**

The owner is planning to put up a free-standing sign 4’X8’ double sided with the logo and text on sign panel with 2 - 6”X6” posts covered in white PVC skins.

They also plan on placing a 96 in X 24 in banner with grommets, text and two logos on the building.

PROPOSED SIGNAGE and BANNER

2'x8' banner



The next Economic Development and Planning Committee (EDPC) meeting is December 5, 2024, therefore this application was reviewed and approved by the Committee via email on November 19, 2024

**FINANCIAL CONSIDERATION:**

The lowest signage quote provided was for \$3,046.34 and therefore is eligible for a matching grant of \$1,000. If this grant is approved \$30,723.09 will remain in the CIP budget for 2024.

**STRATEGIC PLAN:**

GOAL 3: Strong Vibrant Economy

Progressively support our local businesses while leveraging Minto's competitive advantages to attract new economic investment.

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

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



**TOWN OF MINTO**

**MEETING DATE:** December 3<sup>rd</sup>, 2024  
**REPORT TO:** Mayor Turton and Members of Council  
**SERVICE AREA:** Building Department  
**SUBJECT:** PLN 2024-038– B102/24 – JEM Freight Inc. c/o John Martens (Severance urban residential)  
310 York St, Palmerston

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**RECOMMENDATION**

**THAT** the Council of the Town of Minto hereby recommends to the County of Wellington Land Division Committee that they approve Consent Application B102/24 – JEM Freight Inc. c/o John Martens, for land legally described as PART LOT 8, with a municipal address of 310 York St, Palmerston, in the Town of Minto, and that the following conditions be considered:

**1. THAT** the owner/applicant satisfies all the requirements of the Town of Minto of the following:

- Financial and otherwise, which the Town of Minto may deem necessary for the proper and orderly development of the subject lands, including but not limited to the payment of any monies owed to the Town of Minto, and ensuring that all accounts are in good standing;
- Parkland dedication as provided for in the Planning Act, R.S.O. 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or as specified in the applicable policy of the Town;
- Frontage fees, where applicable and as required by the Town, have been paid to the satisfaction of the Town;

and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**2. THAT** the owner/applicant confirms they are aware of the following:

- That development costs of the parcel(s) are solely the responsibility of the developer.
- That servicing and right-of-way works required for any future development of the parcels must be completed in conformance with The Town of Minto Procurement By law and in accordance with the Town’s Service Extension & Connection Policy and Municipal Servicing & Design Standards;
- That there is satisfactory access for both the severed and retained parcels, an Entrance Permit can be obtained from the road authority with jurisdiction, to the satisfaction of the Town of Minto;

and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**3. THAT** a satisfactory Grading, Drainage & Servicing Plan, in accordance with the Town’s Building By-law, is submitted and approved by the Town; and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

4. **THAT** The owner obtains a Municipal Servicing Permit for the newly created lot from the Town of Minto and pay the associated fees; and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. **THAT** zoning compliance be achieved to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

**BACKGROUND**

Consent application B102/24 is being considered by the County of Wellington Land Division Committee for the proposed severance of approximately 840m<sup>2</sup> (+/- 9045.57 ft<sup>2</sup>) of existing vacant rear yard with +/- 18.2m (+/- 59.71 ft) of frontage on residential land within the urban boundary in Palmerston. The retained parcel is approximately 1050m<sup>2</sup> (+/- 11,321.09 ft<sup>2</sup>) with 41m (+/- 134.51 ft) of frontage on Raglan St, and currently has a detached dwelling.



Figure 1 – Aerial Photo

Source: County of Wellington GIS (2020)

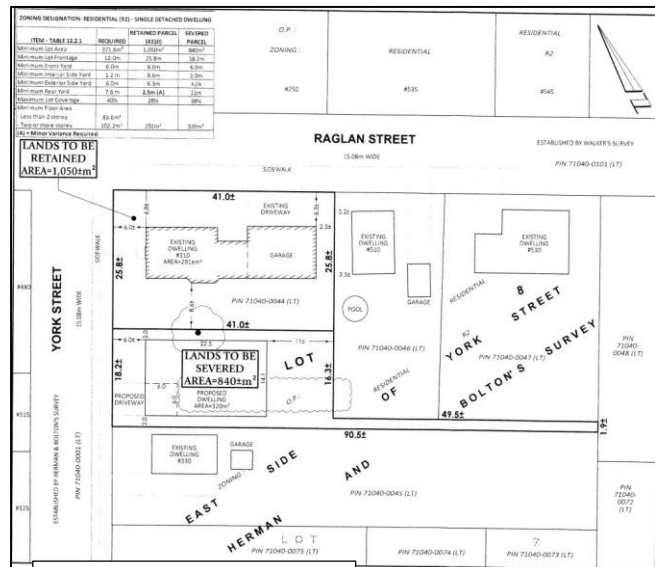
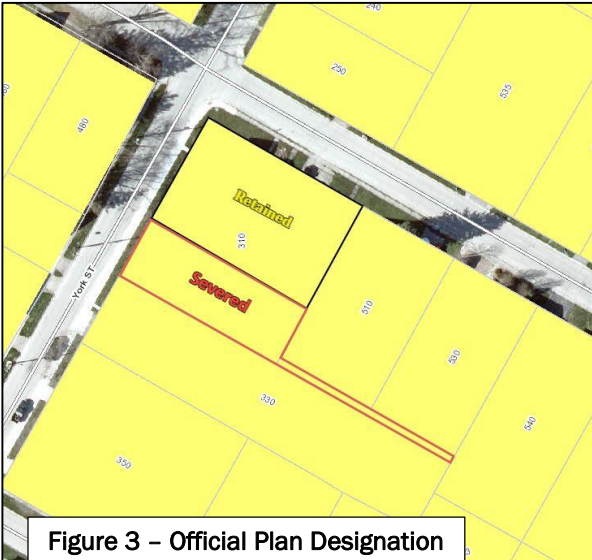


Figure 2 – Survey Sketch

Source: Van Harten (2024)

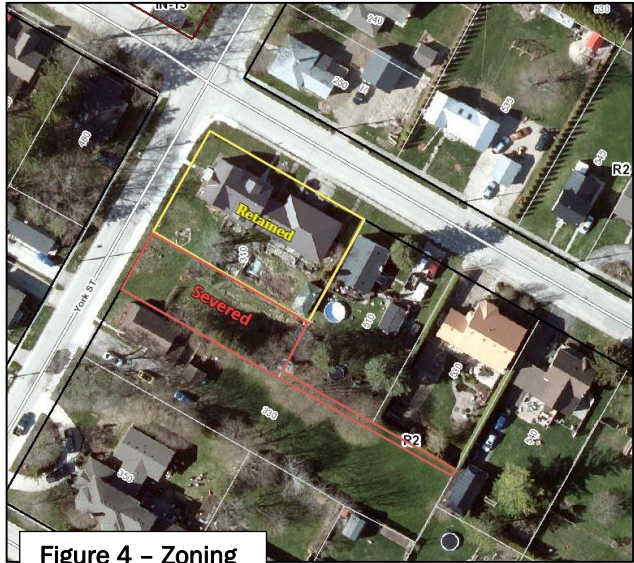
County of Wellington Official Plan	
<b>Designation(s):</b>	Residential
<b>Policy Section:</b>	<p><b>Section 10.1.3</b> outlines general policies for the creation of new lots. It emphasizes that new lots must adhere to both Official Plan and Zoning regulations. Additionally, considerations include ensuring adequate servicing, proper stormwater management, drainage, fire protection, roads, utilities, and solid waste disposal, all meeting municipal standards. Moreover, all lots must have safe driveway access to a publicly maintained road throughout the year, and proposed lots and their intended uses must harmonize with the surrounding area.</p> <p><b>Section 10.6.2</b> of the Official Plan states that lots may be created within Urban Centres provided that the lands are appropriately zoned.</p>

Town of Minto Zoning By-law	
<b>Zone(s):</b>	Medium Density Residential (R2)
<b>Permitted Use(s):</b>	A variety of residential dwelling types (single detached, semi-detached, 3-to-4-unit street townhomes) are permitted with the existing zoning on the properties, provided zoning provisions can be met.



**Figure 3 – Official Plan Designation**

Source: County of Wellington GIS (2020)



**Figure 4 – Zoning**

Source: County of Wellington GIS (2020)

**COMMENTS**

This property previously had a pool located in the rear yard of the existing building, approximately 10 years ago. As part of the requirements for issuing a building permit for severed lot, the pool is required to be properly filled.

Town staff are satisfied that the proposed severed parcel meet the zoning requirements, such as lot area and frontage, based on the severance sketch provided for review, However the retained lot had a n rear yard setback deficiency caused by this consent application.

Town staff have recommended that the following conditions be applied to the approval.

Department	Condition(s)
<b>Clerks &amp; Treasury</b>	<ul style="list-style-type: none"> <li>The owner satisfies all requirements of the Town, financial and otherwise, including the payment of any monies owed, and that all accounts are in good standing.</li> </ul>
<b>Building</b>	<ul style="list-style-type: none"> <li>The owner obtains a written statement confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town, including the forementioned zoning relief.</li> <li>The owner submits a Grading, Drainage &amp; Servicing Plan to the satisfaction of the Town as a Condition of approval of the consent application.</li> </ul>
<b>Public Works</b>	<ul style="list-style-type: none"> <li>Due to the extent of the work required within the Town's Right-of-Way to provide access and servicing for both the retained and severed parcels, Public Works requires that all the servicing and right-of-way restoration works be done as one job, designed, and built in accordance with Town standards and procedures, with construction in conformance with The Town of Minto Procurement Bylaw. This is to ensure this works can be completed under one road closure to minimize impacts to the community.</li> <li>The applicant is required to obtain a Municipal Servicing Permit from the Town of Minto for the newly created lot and pay the associated fees, as a condition of severance.</li> </ul>

The above comments will be addressed through the Town of Minto's recommended conditions.

**STRATEGIC PLAN**

**Goal 1:**

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

**PREPARED BY:** Sama Haghighi, Planning Coordinator

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





**TOWN OF MINTO**

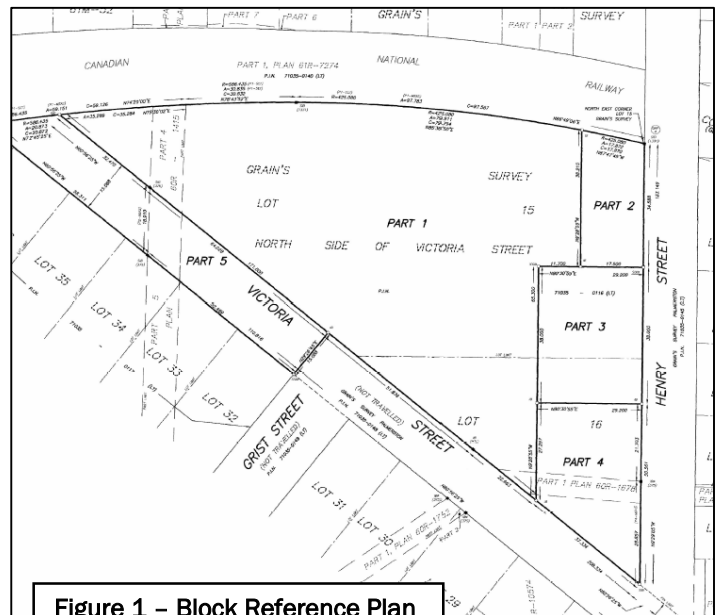
**MEETING DATE:** December 3<sup>rd</sup>, 2024  
**REPORT TO:** Mayor Turton and Members of Council  
**SERVICE AREA:** Building Department  
**SUBJECT:** PLN 2024-039 – Part Lot Control  
PLC 2024-01: Daniel Charles Sinclair  
255 - 315 Henry Street South, Palmerston

**RECOMMENDATION:**

THAT Council of the Town of Minto receives report PLN 2024-039 regarding PLC 2024-01 – Daniel Charles Sinclair, for lands being Part Lots 15 & 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto, County of Wellington, with a municipal address of 255 to 315 Henry Street South;  
AND FURTHER THAT Council considers passing a By-law in Open session.

**BACKGROUND**

The subject lands are legally described as Part Lots 15 & 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, with a municipal address of 255 - 315 Henry Street South. The subject properties currently contain one 3-unit Street Townhouse and one 4-unit Street Townhouse. These buildings are proposed to be subdivided into a total of 7 units with distinct and separate ownership through this Part Lot Control application. Figure 1 illustrates the proposed lot configuration.



**Figure 1 – Block Reference Plan**

The Council may recall this application previously coming forward on March 19th, 2024, for a Part Lot Control exemption to allow the original lots to be legally divided into seven separate properties with distinct ownership. This application differed from previous ones the Council has dealt with, as it included the following conditions that needed to be cleared before the By-Law could be brought to Council for approval:

- Each unit are to be serviced with individual water, sanitary and storm services to the satisfaction of the Public Works Department;
- Verification that any sanitary/storm cross connections have been removed, to the satisfaction of the Public Works Department;
- A registered Reference Plan identifying the individual parcels is to be submitted to the Town;
- Zoning compliance for the individual parcels is to be verified to the satisfaction of the Director of Building and Planning Services; and,
- The registered Reference Plan is to contain access easements to the interior units, to the satisfaction of the Director of Building and Planning Services.

**PURPOSE**

A Part Lot Control exemption is required to allow for the division of the original lots to legally split the parcel into 7 separate properties with distinct and separate ownership.

This Part Lot Control Exemption By-law is proposed to give the developer three years to complete the registration, however, the registration is not anticipated to require the full three years. Expiry dates are known to vary based on the scale of the development they apply to, and generally range in the 2-to-3-year timeframe.



**Figure 2 – Site Photo**

*Source: Town of Minto (2023)*

**COMMENTS**

The Town has received comments from Public Works confirming that all services are in good standing. The registered reference plan has been submitted, and zoning compliance for the individual parcel has been verified. All conditions have now been cleared, and the by-law has been brought to Council.

**STRATEGIC PLAN**

**Goal 1:**

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

**PREPARED BY:** Sama Haghghi, Planning Coordinator

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



**TOWN OF MINTO**  
**MEETING DATE:** December 3rd, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Public Works  
**SUBJECT:** PW 2024-028 - Municipal Drain #120 RFT Results

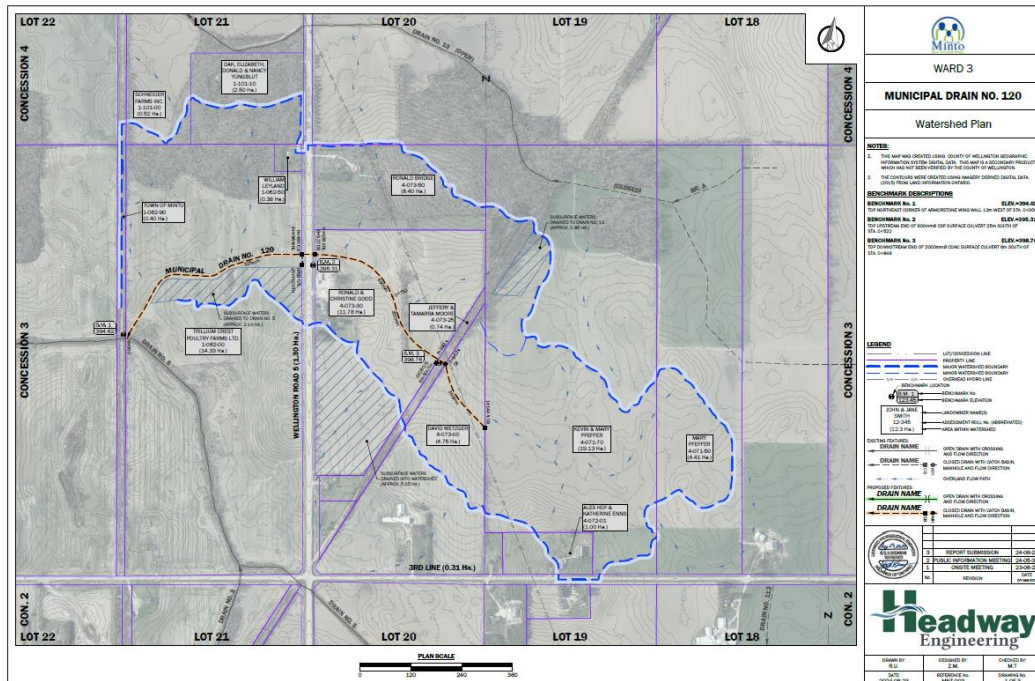
**RECOMMENDATIONS:**

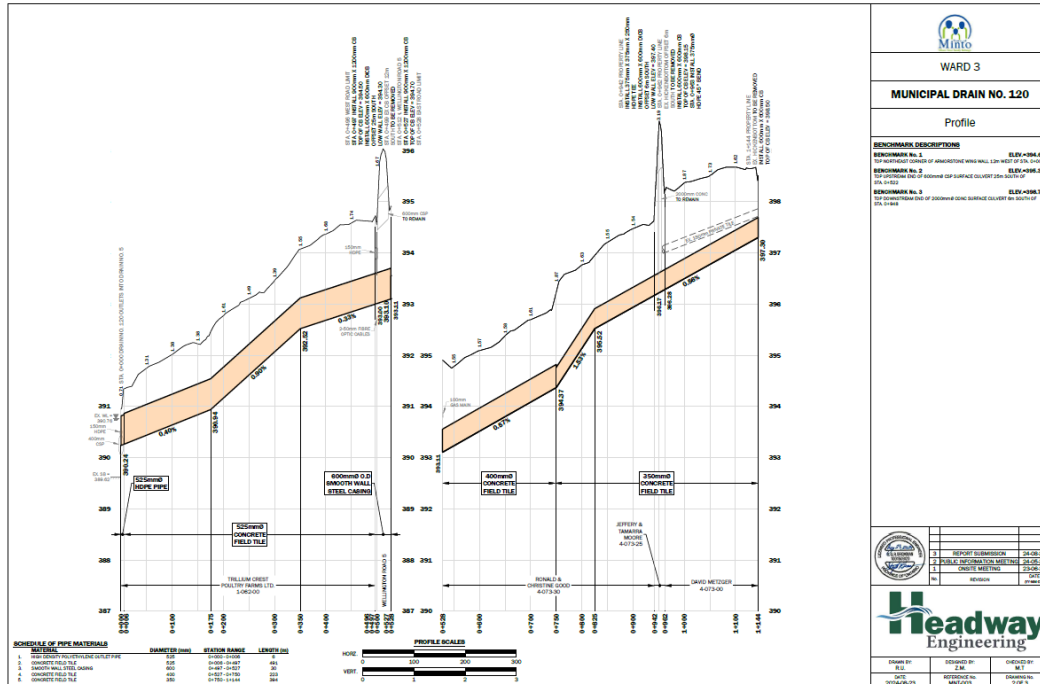
THAT the Council of the Town of Minto hereby receives Report PW 2024-028 Municipal Drain #120 RFT Results, prepared by the Drainage Superintendent, for information purposes;

AND FURTHER THAT the Council of the Town of Minto awards the contract to TAS Excavating and Rentals Ltd. for the total tender price of \$156,199.95 excluding HST.

**BACKGROUND:**

Council may recall receiving the Engineers Report for the creation of a new drain to provide legal outlet for parts of Lots 19 to 21, concession 3 on October 1<sup>st</sup>, 2024. In accordance with the petition drain procedures required by the Drainage Act, following the Court of Revisions with no appeals heard, the Town of Minto has issued a Request for Tenders for the construction of Municipal Drain 120, as detailed in the drawing below.





7 bids were received by the Town of Minto. The table below outlines the tender results.

Company	Total (excluding HST)	Start Date
Robinson Farm Drainage Limited	\$172,377.00	September 1 <sup>st</sup> , 2025
Hanna and Hamilton Construction	\$170,792.56	April 1 <sup>st</sup> , 2025
Marquardt Drainage Ltd	\$160,220.00	June 15 <sup>th</sup> , 2025
Rice Construction Contracting Inc	\$192,100.00	March 15 <sup>th</sup> , 2025
Williams Drainage Inc	\$191,123.00	July 1 <sup>st</sup> , 2025
<b>TAS Excavating &amp; Rentals Ltd</b>	<b>\$156,199.95</b>	<b>January 10<sup>th</sup>, 2025</b>
Nan Bree Infrastructure	\$199,229.20	May 26, 2025

**COMMENTS:**

All bids were received prior to the tender closing deadline and in consultation with the appointed engineer, Headway Engineering, the three lowest bids were reviewed for mathematical errors or omissions. No errors were found, and we are recommending that TAS Excavating and Rentals Ltd. be awarded the contract.

**FINANCIAL CONSIDERATION:**

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

**STRATEGIC PLAN:**

**Goal 1: Manage our Infrastructure**

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

**PREPARED BY:** Ryan Binkle, Drainage Superintendent

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



**TOWN OF MINTO**

**MEETING DATE:** December 3, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Public Works / Finance  
**SUBJECT:** PW 2024-029 - Municipal Drain Maintenance Assessments

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives Report PW 2024-029 Municipal Drain Maintenance Assessments, prepared by the Drainage Superintendent and Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers passage of the related Assessment By-Law in open session.

**BACKGROUND**

The Drainage Act, R.S.O. is one of the oldest pieces of legislation in Ontario with its roots under Common Law. The process to establish a Municipal Drain and assess its costs is established under this Act. Once a Drain has been created, its ongoing maintenance is covered under Section 74. This legislation allows the cost of authorized maintenance and repair works to be assessed against all upstream lands and roads in the watershed of the Drain.

**COMMENTS:**

Drainage Superintendent Ryan Binkle has coordinated drain maintenance on the many Drains included in the Schedules of Assessment of Maintenance. The works were carried out by qualified contractors and the final costs and assessments were calculated. The final calculations are:

Drain	Year of Maintenance	By-Law(s)	Repair Amount	Assessment less Allowances
1	2022	1055	\$47,225.06	\$33,580.39
1	2023	1055	\$3,954.16	\$2,747.91
1	2024	1055	\$30,633.08	\$21,507.74

15	2023-2024	1057	\$47,699.84	\$32,493.53
107	2024	29-88	\$14,900.84	\$10,203.29

**FINANCIAL CONSIDERATION:**

The Town of Minto has paid all amounts due to contractors. The Town is also responsible for all costs assessed against municipally owned lands under these drainage assessments. Drainage assessments which are not paid upon receipt of a valid invoice may be collected in the same manner as property taxes.

**STRATEGIC PLAN**

**Goal 1: Manage our Infrastructure**

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

**PREPARED BY:** Ryan Binkle, Drainage Superintendent  
Gordon Duff, Treasurer

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

Attachments:

Drain maps & Schedules of Assessment

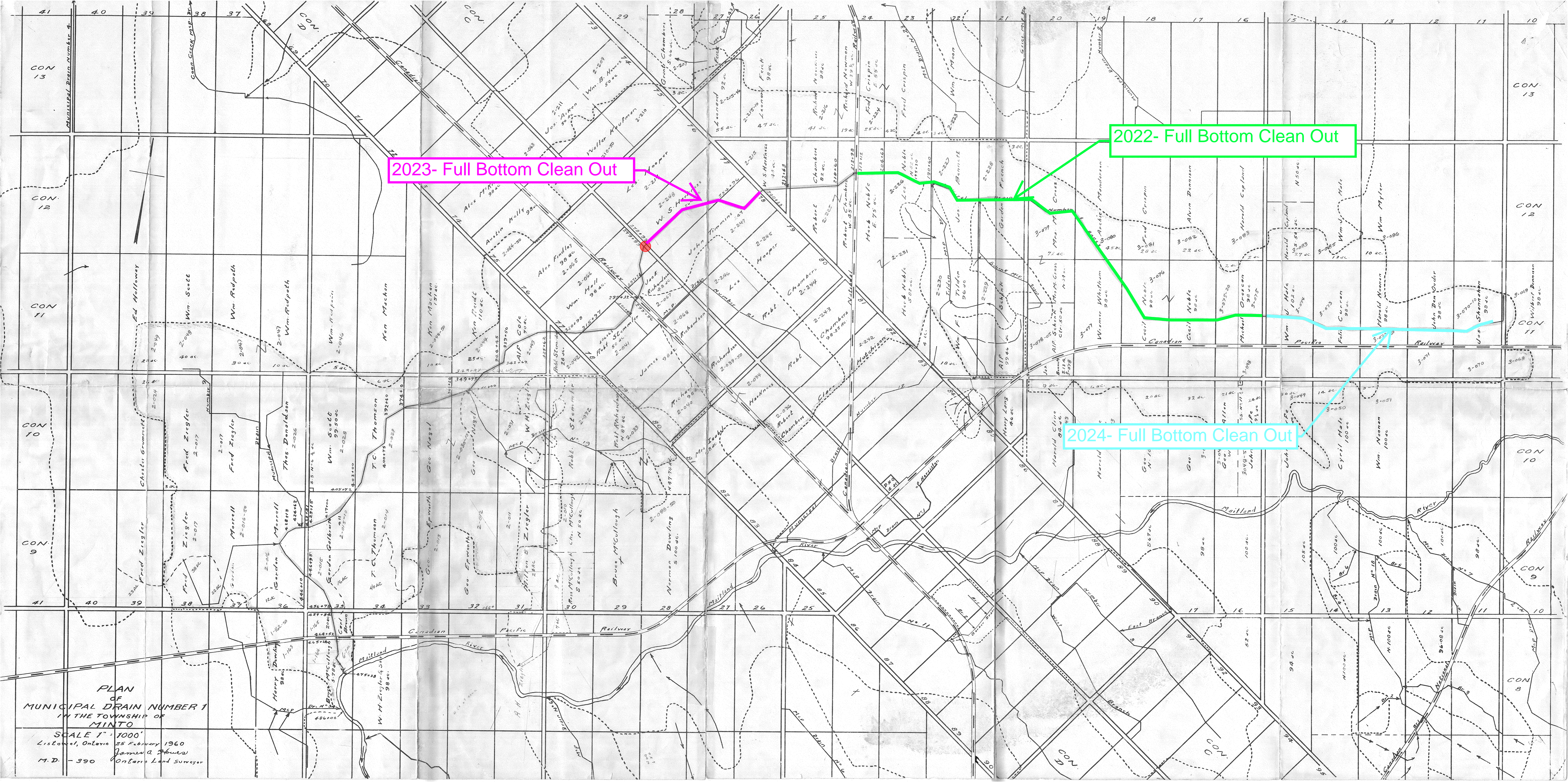


PLAN  
OF  
MUNICIPAL DRAIN NUMBER 1  
IN THE TOWNSHIP OF  
MINTO  
SCALE 1" = 1000'  
Listowel, Ontario 25 February 1960  
James A. Shulwa  
M.D. - 390 Ontario Land Surveyor

2023- Full Bottom Clean Out

2022- Full Bottom Clean Out

2024- Full Bottom Clean Out



**SCHEDULE OF ASSESSMENT FOR MAINTENANCE  
MUNICIPAL DRAIN NO. 1 2022  
Town of Minto  
Wellington County**

**By-Law: 1055**

Type of Repair	Open Ditch Cleanout
Total Maintenance Costs	\$47,225.06

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2022 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Lands</b>										
13	10	3	Wm. Noonan	Elam & Bertha Martin	3-051	\$3.00	\$3.00	\$53.44	\$17.81	\$35.63
* 14	10	14	C. Hale	Aaron & Esther Martin James & Brenda Hunter	3-050 3-050-50	\$15.00	\$13.95 \$1.05	\$248.51 \$18.70	\$82.84	\$165.67 \$18.70
15	10	50	John Fyfe	Cleon & Martha Martin	3-049	\$55.00	\$55.00	\$979.78	\$326.59	\$653.19
Pt. E.49.5 ac. 16	10	24	John Fyfe	Robert Clyne	3-048-50	\$26.00	\$26.00	\$463.17	\$154.39	\$308.78
* Pt. E.49.5 ac. 16	10	0.5	S. S. No. 11	Robert & Jean Clyne	3-048	\$1.00	\$1.00	\$17.81		\$17.81
W. 1/2 16	10	21	Geo. Allen	Martha & Jared James	3-047	\$23.00	\$23.00	\$409.73	\$136.58	\$273.15
17	10	32	Geo. Allen	Martha & Jared James	3-047	\$33.00	\$33.00	\$587.87	\$195.96	\$391.91
N. 100 ac. 18	10	20	Geo. Noble	Mervin & Eileen Steckle	3-046	\$19.00	\$19.00	\$338.47	\$112.82	\$225.65
19	10	6	H. Cline	Steckle	3-043	\$3.00	\$3.00	\$53.44	\$17.81	\$35.63
20	10	9	H. Cline	Steckle	3-043	\$5.00	\$5.00	\$89.07	\$29.69	\$59.38
* 10	11	12	W. Dennison	William & Marion Burke	3-069-50		\$0.65	\$11.58		\$11.58
* 10	11	12	W. Dennison	William & Marion Burke	3-069		\$3.38	\$60.21	\$20.07	\$40.14
* 10	11	12	W. Dennison	Tracy Schoutsen	3-068	\$13.00	\$4.86	\$86.58		\$86.58
* 10	11	12	W. Dennison	Anthony & Jeanetter Aasman	3-067-50		\$1.04	\$18.53		\$18.53
* 10	11	12	W. Dennison	Astrid Waschke	3-067		\$1.95	\$34.74		\$34.74
* 10	11	12	W. Dennison	Maureen Burrell	3-068-50		\$1.12	\$19.95		\$19.95
11	11	73	J. Shannahan	Orvie & Florence Martin	3-070	\$65.00	\$22.29	\$397.08	\$132.36	\$264.72
* 11	11	73	J. Shannahan	Jane Buehler	3-070-10		\$43.95	\$782.93	\$260.98	\$521.95
* 11	11	73	J. Shannahan	Kevin & Carol Hale	3-069-80		\$0.65	\$11.58		\$11.58
12	11	73	J. Den oulder	Darrell & Jane Buehler	3-071	\$80.00	\$80.00	\$1,425.14	\$475.05	\$950.09
* 13	11	83	H. Noonan	Schneider Farms Inc	3-072-50		\$15.89	\$283.07		\$283.07
* 13	11	83	H. Noonan	Earl Schneider	3-072-25	\$91.00	\$66.36	\$1,182.15	\$394.05	\$788.10
* 13	11	83	H. Noonan	Richard Burgess	3-072		\$10.33	\$184.02	\$61.34	\$122.68
14	11	98	F. Curran	Ian Chapman & Janet-Marie Wyseman	3-073	\$110.00	\$111.68	\$1,989.49	\$663.16	\$1,326.33

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2022 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT	
<b>(Main Drain)</b>											
15	11	102	W. J. Hale	Linus Martin	3-074	\$110.00	\$111.68	\$1,989.49	\$663.16	\$1,326.33	
*	16	11	96	M. Oresean	Theresa Beyer	3-075		\$42.00	\$748.20	\$249.40	\$498.80
					Theresa Beyer	3-075-20		\$11.00	\$195.96		\$195.96
					Manuel & Maria Verissimo	3-075-10	\$105.00	\$42.00	\$748.20	\$249.40	\$498.80
					Theresa Beyer	3-075-02		\$10.00	\$178.14	\$59.38	\$118.76
17	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$1,959.56	\$653.19	\$1,306.37	
18	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$1,959.56	\$653.19	\$1,306.37	
19	11	98	W. Whetham	Carl Whetham	3-077	\$110.00	\$111.68	\$1,989.49	\$663.16	\$1,326.33	
S. 13 ac. 20	11	13	Jas. Bennett	Melvin & Joanna Steckle	3-078	\$14.00	\$14.46	\$257.59	\$85.86	\$171.73	
				Keith Clyne	3-078-02		\$2.11	\$37.59	\$12.53	\$25.06	
Ctr. 50 ac. 20	11	50	A. Schenk	John Vanderkooy	3-078-05	\$55.00	\$55.00	\$979.78	\$326.59	\$653.19	
*	N. 34 ac. 20	11	34	Mrs. M. Cross	Town Of Minto	3-079	\$37.00	\$8.88	\$158.19		\$158.19
					Steckle	3-079-10		\$28.12	\$500.94	\$166.98	\$333.96
21	11	94	A. Schenk	John & Jean Vanderkooy	2-229		\$101.50	\$1,808.14	\$602.71	\$1,205.43	
				John & Jean Vanderkooy	2-229-40	\$114.00	\$1.50	\$26.72	\$8.91	\$17.81	
				Rosine Cubitt	2-229-50		\$11.00	\$195.96	\$65.32	\$130.64	
*	22	11	78	Wm. G. Tilden	Willa Wick & Annette Tilden	2-230	\$91.00	\$90.09	\$1,604.88	\$534.96	\$1,069.92
					Willa Wick	2-229-90		\$0.91	\$16.21		\$16.21
13	12	10	Wm. Myler	Paul & Lynne O'Dwyer	3-086	\$9.00	\$9.00	\$160.33	\$53.44	\$106.89	
14	12	13	Wm. J. Hale	Ronald Prue	3-085	\$14.00	\$14.00	\$249.40	\$83.13	\$166.27	
S. 1/2 15	12	27	H. Copland	David & Claudette Taylor	3-082-50	\$22.00	\$22.00	\$391.91	\$130.64	\$261.27	
				David & Claudette Taylor	3-083	\$2.00	\$2.00	\$35.63	\$11.88	\$23.75	
16	12	2	H. Copland	Allen & Mary Horst	3-082	\$20.00	\$20.00	\$356.28	\$118.76	\$237.52	
17	12	22	A. Dennison	Vernon & Laura Horst	3-081	\$23.00	\$23.00	\$409.73	\$136.58	\$273.15	
18	12	28	F. Crispin	James & Susan Zaryski	3-080	\$44.00	\$44.00	\$783.82	\$261.27	\$522.55	
19	12	45	A. manderson	Melvin & Joanna Steckle	3-079-10	\$79.00	\$75.84	\$1,351.03	\$450.34	\$900.69	
				Henry Kornelsen	3-079-50		\$3.16	\$56.29	\$18.76	\$37.53	
20	12	72	Mrs. M. Cross	Little Ireland Grains Inc	2-228	\$106.00	\$106.00	\$1,888.30	\$629.43	\$1,258.87	
*	22	12	100	Jas. bennett	Richard Dalacker	2-227	\$184.00	\$184.00	\$3,277.80		\$3,277.80
					Keith & Doris Clyne	2-231	\$76.00	\$76.00	\$1,353.88	\$451.29	\$902.59
S. 1/2 23	12	78	Herb Noble	Eileen & Mervin Steckle	2-226	\$275.00	\$275.00	\$4,898.88	\$1,632.96	\$3,265.92	
N. 1/2 23	12	82	Les Noble	Keith & Doris Clyne	2-231	\$225.00	\$225.00	\$4,008.19	\$1,336.06	\$2,672.13	
E. 75 ac. 24	12	75	Herb Noble	Lorne & Joyce Bowman	2-223	\$4.00	\$2.76	\$49.17	\$16.39	\$32.78	
*	22	13	3	Wm. Moon	Ryan & Melanie Bauman	2-223-05		\$1.24	\$22.09	\$22.09	
					Lester & Nora Bearinger	2-224	\$9.00	\$9.00	\$160.33	\$53.44	\$106.89
23	13	8	F. Crispin	Lester & Nora Bearinger	2-224	\$31.00	\$31.00	\$552.24	\$184.08	\$368.16	
E. 55 ac. 24	13	25	F. Crispin								
<b>Total Assessment on Lands</b>						<b>\$8,697.00</b>	<b>\$2,532.08</b>	<b>\$45,106.94</b>	<b>\$13,644.69</b>	<b>\$31,462.25</b>	

LOT OR PART	OR CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2022 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Roads</b>										
Con. Road 10-11 in front of lots 10-			10th Line	Town of Minto		\$40.00	\$40.00	\$712.57		\$712.57
Con Road 12-13			12th Line	Town of Minto		\$20.00	\$10.40	\$185.27		\$185.27
Side Road 10-11			Pike Lake Road	Town of Minto		\$8.00	\$8.00	\$142.51		\$142.51
Side Road 15-16			3 Road North	Town of Minto		\$18.00	\$18.00	\$320.66		\$320.66
Side road 20-21			Highway 89	Ministry of Transportation		\$35.00	\$35.00	\$623.50		\$623.50
Road through lots			Ayton Road	Town of Minto		\$5.00	\$0.00	\$0.00		\$0.00
Road at rear of Con. C			Unopened Road Allowance	Town of Minto		\$15.00	\$7.50	\$133.61		\$133.61
<b>Total Assessment on Roads</b>						<b>\$383.00</b>	<b>\$118.90</b>	<b>\$2,118.12</b>		<b>\$2,118.12</b>
<b>Total Assessment on Lands and Roads</b>						<b>\$9,080.00</b>	<b>\$2,650.98</b>	<b>\$47,225.06</b>	<b>\$13,644.69</b>	<b>\$33,580.37</b>

Notes:

1. \* Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
3. Net assessments are subject to a minimum charge of \$5.00.

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE  
MUNICIPAL DRAIN NO. 1 2023  
Town of Minto  
Wellington County**

By-Law: 1055

Type of Repair	Open Ditch Cleanout
Total Maintenance Costs	\$3,954.16

LOT OR PART	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023		LESS 1/3 GOV'T GRANT	NET ASSESSMENT	
						USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT			
(Main Drain)										
Lands										
13	10	3	Wm. Noonan	Elam & Bertha Martin	3-051	\$3.00	\$3.00	\$2.02	\$0.67	\$1.35
* 14	10	14	C. Hale	Aaron & Esther Martin James & Brenda Hunter	3-050 3-050-50	\$15.00	\$13.95 \$1.05	\$9.38 \$0.71	\$3.13	\$6.25 \$0.71
15	10	50	John Fyfe	Cleon & Martha Martin	3-049	\$55.00	\$55.00	\$36.97	\$12.32	\$24.65
Pt. E.49.5 ac. 16	10	24	John Fyfe	Robert Clyne	3-048-50	\$26.00	\$26.00	\$17.48	\$5.83	\$11.65
* Pt. E.49.5 ac. 16	10	0.5	S. S. No. 11	Robert & Jean Clyne	3-048	\$1.00	\$1.00	\$0.67		\$0.67
W. 1/2 16	10	21	Geo. Allen	Martha & Jared James	3-047	\$23.00	\$23.00	\$15.46	\$5.15	\$10.31
17	10	32	Geo. Allen	Martha & Jared James	3-047	\$33.00	\$33.00	\$22.18	\$7.39	\$14.79
N. 100 ac. 18	10	20	Geo. Noble	Mervin & Eileen Steckle	3-046	\$19.00	\$19.00	\$12.77	\$4.26	\$8.51
19	10	6	H. Cline	Melvin & Joanna Steckle	3-043	\$3.00	\$3.00	\$2.02	\$0.67	\$1.35
20	10	9	H. Cline	Melvin & Joanna Steckle	3-043	\$5.00	\$5.00	\$3.36	\$1.12	\$2.24
* 10	11	12	W. Dennison	William & Marion Burke	3-069-50		\$0.65	\$0.44		\$0.44
* 10	11	12	W. Dennison	William & Marion Burke	3-069		\$3.38	\$2.27	\$0.76	\$1.51
* 10	11	12	W. Dennison	Tracy Schoutsen	3-068	\$13.00	\$4.86	\$3.27		\$3.27
* 10	11	12	W. Dennison	Anthony & Jeanetter Aasman	3-067-50		\$1.04	\$0.70		\$0.70
* 10	11	12	W. Dennison	Astrid Waschke	3-067		\$1.95	\$1.31		\$1.31
* 10	11	12	W. Dennison	Maureen Burrell	3-068-50		\$1.12	\$0.75		\$0.75
11	11	73	J. Shannahan	Orvie & Florence Martin	3-070	\$65.00	\$22.29	\$14.98	\$4.99	\$9.99
* 11	11	73	J. Shannahan	Jane Buehler	3-070-10		\$43.95	\$29.54	\$9.85	\$19.69
* 11	11	73	J. Shannahan	Kevin & Carol Hale	3-069-80		\$0.65	\$0.44		\$0.44
12	11	73	J. Den ouden	Darrell & Jane Buehler	3-071	\$80.00	\$80.00	\$53.77	\$17.92	\$35.85
* 13	11	83	H. Noonan	Schneider Farms Inc	3-072-50		\$15.89	\$10.68		\$10.68
* 13	11	83	H. Noonan	Earl Schneider	3-072-25	\$91.00	\$66.36	\$44.60	\$14.87	\$29.73
* 13	11	83	H. Noonan	Richard Burgess	3-072		\$10.33	\$6.94	\$2.31	\$4.63
14	11	98	F. Curran	Ian Chapman & Janet-Marie Wyseman	3-073	\$110.00	\$111.68	\$75.06	\$25.02	\$50.04
15	11	102	W. J. Hale	Linus Martin	3-074	\$110.00	\$111.68	\$75.06	\$25.02	\$50.04
* 16	11	96	M. Oresean	Theresa Beyer	3-075		\$42.00	\$28.23	\$9.41	\$18.82
* 16	11	96	M. Oresean	Theresa Beyer	3-075-20		\$11.00	\$7.39		\$7.39
* 16	11	96	M. Oresean	Manuel & Maria Verissimo	3-075-10	\$105.00	\$42.00	\$28.23	\$9.41	\$18.82
* 16	11	96	M. Oresean	Theresa Beyer	3-075-02		\$10.00	\$6.72	\$2.24	\$4.48

LOT OR PART	CON.	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
17	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$73.93	\$24.64	\$49.29
18	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$73.93	\$24.64	\$49.29
19	11	98	W. Whetham	Carl Whetham	3-077	\$110.00	\$111.68	\$75.06	\$25.02	\$50.04
S. 13 ac. 20	11	13	Jas. Bennett	Melvin & Joanna Steckle	3-078	\$14.00	\$14.46	\$9.72	\$3.24	\$6.48
				Keith Clyne	3-078-02		\$2.11	\$1.42	\$0.47	\$0.95
Ctr. 50 ac. 20	11	50	A. Schenk	John Vanderkooy	3-078-05	\$55.00	\$55.00	\$36.97	\$12.32	\$24.65
* N. 34 ac. 20	11	34	Mrs. M. Cross	Town Of Minto	3-079		\$8.88	\$5.97		\$5.97
				Melvin & Joanna Steckle	3-079-10	\$37.00	\$28.12	\$18.90	\$6.30	\$12.60
21	11	94	A. Schenk	John & Jean Vanderkooy	2-229	\$114.00	\$101.50	\$68.22	\$22.74	\$45.48
				John & Jean Vanderkooy	2-229-40		\$1.50	\$1.01	\$0.34	\$0.67
				Rosine Cubitt	2-229-50		\$11.00	\$7.39	\$2.46	\$4.93
* 22	11	78	Wm. G. Tilden	Willa Wick & Annette Tilden	2-230	\$91.00	\$90.09	\$60.55	\$20.18	\$40.37
				Willa Wick	2-229-90		\$0.91	\$0.61		\$0.61
13	12	10	Wm. Myler	Paul & Lynne O'Dwyer	3-086	\$9.00	\$9.00	\$6.05	\$2.02	\$4.03
14	12	13	Wm. J. Hale	Ronald Prue	3-085	\$14.00	\$14.00	\$9.41	\$3.14	\$6.27
S. 1/2 15	12	27	H. Copland	David & Claudette Taylor	3-082-50	\$22.00	\$22.00	\$14.79	\$4.93	\$9.86
16	12	2	H. Copland	David & Claudette Taylor	3-083	\$2.00	\$2.00	\$1.34	\$0.45	\$0.89
17	12	22	A. Dennison	Allen & Mary Horst	3-082	\$20.00	\$20.00	\$13.44	\$4.48	\$8.96
18	12	28	F. Crispin	Vernon & Laura Horst	3-081	\$23.00	\$23.00	\$15.46	\$5.15	\$10.31
19	12	45	A. manderson	James & Susan Zaryski	3-080	\$44.00	\$44.00	\$29.57	\$9.86	\$19.71
20	12	72	Mrs. M. Cross	Melvin & Joanna Steckle	3-079-10	\$79.00	\$75.84	\$50.98	\$16.99	\$33.99
				Henry Kornelsen	3-079-50		\$3.16	\$2.12	\$0.71	\$1.41
* 21	12	97	G. French	Little Ireland Grains Inc	2-228	\$106.00	\$106.00	\$71.25	\$23.75	\$47.50
22	12	100	Jas. bennett	Richard Dalacker	2-227	\$184.00	\$184.00	\$123.68		\$123.68
S. 1/2 23	12	78	Herb Noble	Keith & Doris Clyne	2-231	\$76.00	\$76.00	\$51.08	\$17.03	\$34.05
N. 1/2 23	12	82	Les Noble	Eileen & Mervin Steckle	2-226	\$275.00	\$275.00	\$184.84	\$61.61	\$123.23
E. 75 ac. 24	12	75	Herb Noble	Keith & Doris Clyne	2-231	\$225.00	\$225.00	\$151.23	\$50.41	\$100.82
W. 45 ac. 24	12	45	R. Chambers	Von Westerholt Farms Lavolit Ltd	2-225	\$165.00	\$165.00	\$110.90	\$36.97	\$73.93
25	12	82	R. Chambers	Von Westerholt Farms Lavolit Ltd	2-225	\$248.00	\$248.00	\$166.69	\$55.56	\$111.13
26	12	48	W. S. Harkness	James Harkness	2-215	\$134.00	\$134.00	\$90.07	\$30.02	\$60.05
* 22	13	3	Wm. Moon	Lorne & Joyce Bowman	2-223	\$4.00	\$2.76	\$1.86	\$0.62	\$1.24
				Ryan & Melanie Bauman	2-223-05		\$1.24	\$0.83		\$0.83
23	13	8	F. Crispin	Lester & Nora Bearinger	2-224	\$9.00	\$9.00	\$6.05	\$2.02	\$4.03
E. 55 ac. 24	13	25	F. Crispin	Lester & Nora Bearinger	2-224	\$31.00	\$31.00	\$20.84	\$6.95	\$13.89
W. 45 ac. 24	13	19	R. Newman	Daryl & Dorothy Hutton	2-216	\$25.00	\$33.10	\$22.25	\$7.42	\$14.83
25	13	41	R. Newman	Daryl & Dorothy Hutton	2-216	\$51.00	\$51.00	\$34.28	\$11.43	\$22.85
* 26	13	47	L. Feick	Herbert & Carolanne Densmore	2-215-10	\$58.00	\$43.50	\$29.24		\$29.24
				James & Sarah Brubacher	2-215-40		\$14.50	\$9.75	\$3.25	\$6.50
				James & Sarah Brubacher	2-215-40		\$49.60	\$33.34	\$11.11	\$22.23

LOT OR PART	CON.	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
* 27	13	55	L. Feick	Herbert & Carolanne Densmore	2-215-10	\$62.00	\$8.68	\$5.83		\$5.83
				Leon & Pauline Brubacher	2-202		\$3.72	\$2.50	\$0.83	\$1.67
S. 66 ac. 28	14	3	G. Chambers	Mervyn & Mary Rae	2-207	\$3.00	\$2.07	\$1.39	\$0.46	\$0.93
*				Darcy & Renita Martin	2-215-50		\$0.93	\$0.63		\$0.63
S. W. 1/2 74	C	4	Jas Aiken	Gregery & Kirsten Andrews	2-211	\$4.00	\$4.00	\$2.69	\$0.90	\$1.79
N. E. 1/2 74	C	1	Wm. B. Howes	Mervyn & Mary Rae	2-209	\$1.00	\$1.00	\$0.67	\$0.22	\$0.45
				Nelson & Anita Bowman	2-210		\$52.92	\$35.57	\$11.86	\$23.71
* 75	C	98	W. Kaufman	Orlan & Cynthia Martin	2-210-50		\$54.00	\$36.30	\$12.10	\$24.20
				Stephen McCulloch	2-210-01	\$108.00	\$0.54	\$0.36		\$0.36
*				Kevin & David Anger Trustee	2-210-10		\$0.54	\$0.36		\$0.36
76	C	100	Les Hooper	James & Doreen Harkness	2-214	\$111.00	\$111.00	\$74.61	\$24.87	\$49.74
77	C	100	W. S. Harkness	James Harkness	2-248	\$394.00	\$394.00	\$264.83	\$88.28	\$176.55
78	C	100	John Timmins	John & Janice Harkness	2-247	\$348.00	\$348.00	\$233.91	\$77.97	\$155.94
				Von Westerholt Farms Lavolit Ltd	2-245		\$65.88	\$44.28	\$14.76	\$29.52
* 79	C	100	Les Hooper	Chirstopher & Stephanie McIntosh	2-246	\$108.00	\$42.12	\$28.31		\$28.31
80	C	100	R. Chambers	Von Westerholt Farms Lavolit Ltd	2-244	\$103.00	\$103.00	\$69.23	\$23.08	\$46.15
81	C	98.5	R. Chambers	John & Beulah Chambers	2-243	\$98.00	\$107.00	\$71.92	\$23.97	\$47.95
82	C	50	C. Hutchison	Harold & Wilma Fisher	2-242	\$44.00	\$50.30	\$33.81	\$11.27	\$22.54
74	D	5	A. McKinnon	Hidden Creek Maples Inc.	2-063	\$5.00	\$5.00	\$3.36	\$1.12	\$2.24
75	D	30	A. Kelly	Edgar & Mary Martin	2-064	\$30.00	\$15.30	\$10.28	\$3.43	\$6.85
				Donald & Anna Noble	2-064-50		\$14.70	\$9.88	\$3.29	\$6.59
76	D	98	A. Findlay	Timothy Weber	2-065	\$97.00	\$102.42	\$68.83	\$22.94	\$45.89
				Donald & Anna Noble	2-064-90		\$2.91	\$1.96	\$0.65	\$1.31
77	D	98	Wm. Hall	Glen Hall	2-066	\$254.00	\$262.32	\$176.32	\$58.77	\$117.55
S. W. 1/2 78	D	50	R. Stemmler	Brian & Marilyn Stemmler	2-041	\$205.00	\$205.00	\$137.79	\$45.93	\$91.86
N. E. 1/2 78	D	48	Jack Richardson	Scott Gilmore & Michelle Bennett	2-067	\$207.00	\$215.32	\$144.73	\$48.24	\$96.49
79	D	98	Jas. Richardson	John & Linda Weber	2-068	\$96.00	\$13.13	\$8.83	\$2.94	\$5.89
				John Weber	2-040-50		\$91.20	\$61.30	\$20.43	\$40.87
* 80	D	98	Richard Richardson	Devon & Karen Martin	2-039-50		\$35.33	\$23.75	\$7.92	\$15.83
				Kevin & Delores Leis	2-039-10	\$92.00	\$0.92	\$0.62		\$0.62
				Sylvester & Linda Stroeder	2-040		\$63.85	\$42.92	\$14.31	\$28.61
81	D	46	Mrs. I. Harkness	James & Doreen Harkness	2-034	\$44.00	\$43.56	\$29.28	\$9.76	\$19.52
*				Hydro One Networks Ltd.	2-035		\$0.44	\$0.30		\$0.30
				Heinrich & Elizabeth Guenther	2-036		\$19.20	\$12.91	\$4.30	\$8.61
N. E. Pt. 82	D	25	R. Chambers	Murray & Jodene Marquardt	2-037	\$24.00	\$0.96	\$0.65	\$0.22	\$0.43
				Town of Minto	2-036-10		\$3.84	\$2.58	\$0.86	\$1.72
<b>Total Assessment on Lands</b>						<b>\$8,697.00</b>	<b>\$5,715.88</b>	<b>\$3,841.91</b>	<b>\$1,206.25</b>	<b>\$2,635.66</b>

LOT OR PART	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>									
<b>Roads</b>									
Con. Road C-D		Highway 9	Ministry of Transportation		\$40.00	\$20.00	\$13.44		\$13.44
Con. Road 10-11 in front of lots 10-20		10th Line	Town of Minto		\$40.00	\$40.00	\$26.89		\$26.89
Con Road 12-13		12th Line	Town of Minto		\$20.00	\$20.00	\$13.44		\$13.44
Side Road 10-11		Pike Lake Road	Town of Minto		\$8.00	\$8.00	\$5.38		\$5.38
Side Road 15-16		3 Road North	Town of Minto		\$18.00	\$18.00	\$12.10		\$12.10
Side road 20-21		Highway 89	Ministry of Transportation		\$35.00	\$35.00	\$23.53		\$23.53
Side Road 25-26		Unopened Road Allowance	Town of Minto		\$6.00	\$6.00	\$4.03		\$4.03
Road through lots 26, 27, 28 Con. 13		Ayton Road	Town of Minto		\$5.00	\$5.00	\$3.36		\$3.36
Road at rear of Con. C		Unopened Road Allowance	Town of Minto		\$15.00	\$15.00	\$10.08		\$10.08
<b>Total Assessment on Roads</b>					<b>\$383.00</b>	<b>\$167.00</b>	<b>\$112.25</b>		<b>\$112.25</b>
<b>Total Assessment on Lands and Roads</b>					<b>\$9,080.00</b>	<b>\$5,882.88</b>	<b>\$3,954.16</b>	<b>\$1,206.25</b>	<b>\$2,747.91</b>

Notes:

1. \* Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
3. Net assessments are subject to a minimum charge of \$5.00.



**SCHEDULE OF ASSESSMENT FOR MAINTENANCE  
MUNICIPAL DRAIN NO. 1 2024  
Town of Minto  
Wellington County**

**By-Law: 1055**

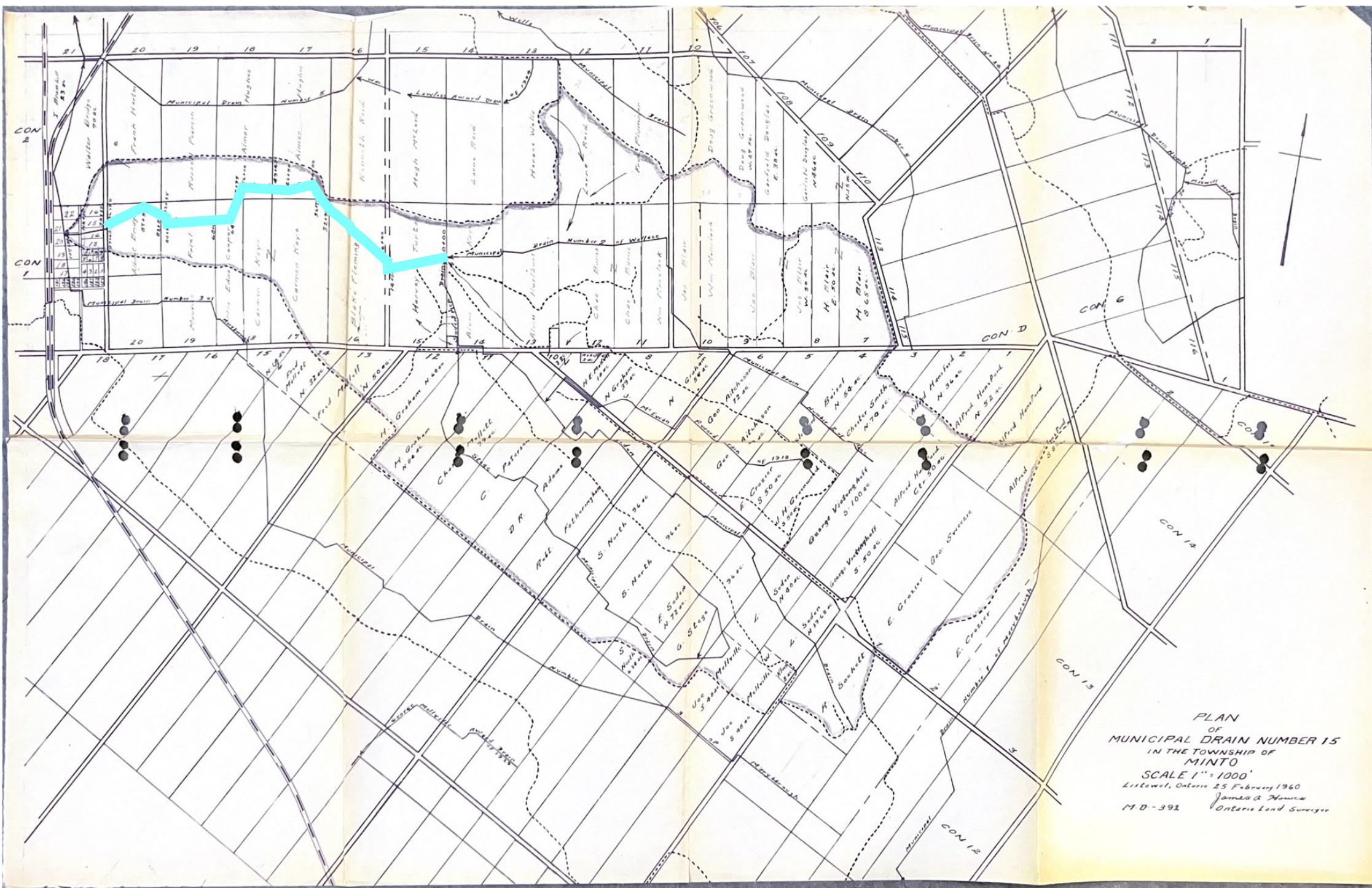
Type of Repair	Open Ditch Cleanout
Total Maintenance Costs	\$30,633.08

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT	
<b>(Main Drain)</b>											
<b>Lands</b>											
13	10	3	Wm. Noonan	Elam & Bertha Martin	3-051	\$3.00	\$3.00	\$134.94	\$44.98	\$89.96	
*	14	14	C. Hale	Aaron & Esther Martin James & Brenda Hunter	3-050 3-050-50	\$15.00	\$13.95 \$1.05	\$627.48 \$47.23	\$209.16	\$418.32 \$47.23	
	15	50	John Fyfe	Cleon & Martha Martin	3-049	\$55.00	\$55.00	\$2,473.93	\$824.64	\$1,649.29	
*				William & Marion Burke	3-069-50		\$0.65	\$29.24		\$29.24	
				William & Marion Burke	3-069		\$3.38	\$152.03	\$50.68	\$101.35	
*	10	11	12	W. Dennison	Tracy Schoutsen	3-068	\$13.00	\$4.86	\$218.61	\$218.61	
*					Anthony & Jeanetter Aasman	3-067-50		\$1.04	\$46.78	\$46.78	
*					Astrid Waschke	3-067		\$1.95	\$87.71	\$87.71	
*					Maureen Burrell	3-068-50		\$1.12	\$50.38	\$50.38	
	11	11	73	J. Shannahan	Orvie & Florence Martin	3-070	\$65.00	\$22.29	\$1,002.62	\$334.21	\$668.41
*					Jane Buehler	3-070-10		\$43.95	\$1,976.89	\$658.96	\$1,317.93
					Kevin & Carol Hale	3-069-80		\$0.65	\$29.25	\$29.25	
*	12	11	73	J. Den ouden	Darrell & Jane Buehler	3-071	\$80.00	\$80.00	\$3,598.44	\$1,199.48	\$2,398.96
	13	11	83	H. Noonan	Schneider Farms Inc	3-072-50		\$15.89	\$714.74	\$714.74	
					Earl Schneider	3-072-25	\$91.00	\$66.36	\$2,984.91	\$994.97	\$1,989.94
					Richard Burgess	3-072		\$10.33	\$464.65	\$154.88	\$309.77
	14	11	98	F. Curran	Ian Chapman & Janet-Marie Wyseman	3-073	\$110.00	\$111.68	\$5,023.42	\$1,674.47	\$3,348.95
	15	11	102	W. J. Hale	Linus Martin	3-074	\$110.00	\$111.68	\$5,023.42	\$1,674.47	\$3,348.95
*	16	11	96	M. Oresean	Theresa Beyer	3-075	\$105.00	\$42.00	\$1,889.18	\$629.73	\$1,259.45
					Theresa Beyer	3-075-20		\$11.00	\$494.79	\$494.79	
	13	12	10	Wm. Myler	Paul & Lynne O'Dwyer	3-086	\$9.00	\$9.00	\$404.82	\$134.94	\$269.88
	14	12	13	Wm. J. Hale	Ronald Prue	3-085	\$14.00	\$14.00	\$629.73	\$209.91	\$419.82
	S. 1/2 15	12	27	H. Copland	David & Claudette Taylor	3-082-50	\$22.00	\$22.00	\$989.57	\$329.86	\$659.71
<b>Total Assessment on Lands</b>						<b>\$8,697.00</b>	<b>\$646.83</b>	<b>\$29,094.76</b>	<b>\$9,125.34</b>	<b>\$19,969.42</b>	

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Roads</b>										
Con. Road 10-11 in front of lots 10-20			10th Line	Town of Minto		\$40.00	\$17.20	\$773.66		\$773.66
Side Road 10-11			Pike Lake Road	Town of Minto		\$8.00	\$8.00	\$359.84		\$359.84
Side Road 15-16			3 Road North	Town of Minto		\$18.00	\$9.00	\$404.82		\$404.82
<b>Total Assessment on Roads</b>						<u>\$383.00</u>	<u>\$34.20</u>	<u>\$1,538.32</u>		<u>\$1,538.32</u>
<b>Total Assessment on Lands and Roads</b>						<u>\$9,080.00</u>	<u>\$681.03</u>	<u>\$30,633.08</u>	<u>\$9,125.34</u>	<u>\$21,507.74</u>

Notes:

1. \* Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
3. Net assessments are subject to a minimum charge of \$5.00.



PLAN  
 OF  
 MUNICIPAL DRAIN NUMBER 15  
 IN THE TOWNSHIP OF  
 MINTO  
 SCALE 1" = 1000'  
 Listowel, Ontario 25 February 1960  
 James A. Hewson  
 M.D.-392 Ontario Land Surveyor

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE**  
**Municipal Drain No. 15 (2024)**  
**Town of Minto**  
**Wellington County**

By-Law No.: 1057

Type of Repair	Bottom Cleanout
Total Maintenance Costs	\$47,699.84

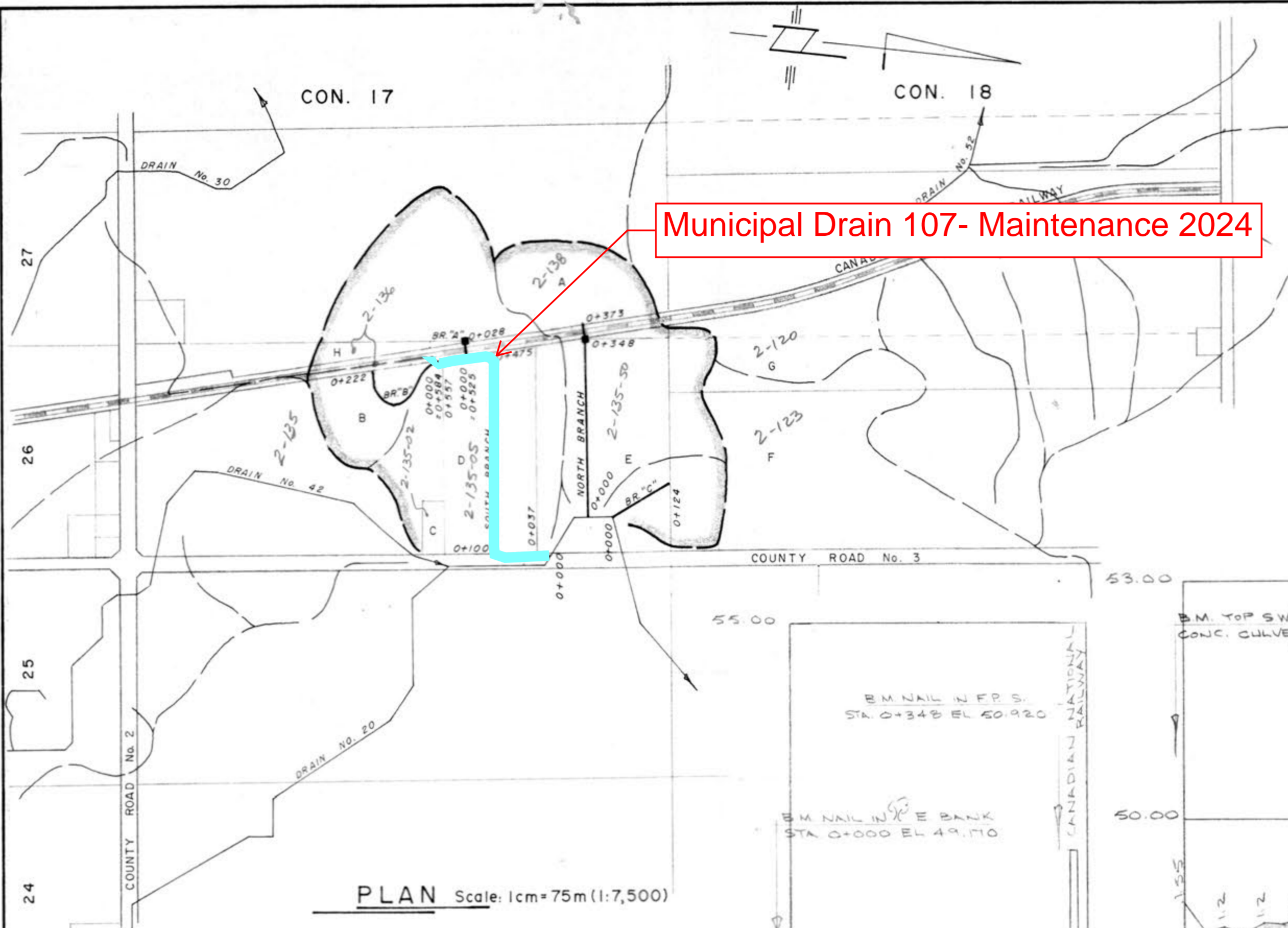
LOT OR PART	CON.	Acres Affected	1981 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1981	2024	REPAIR	LESS 1/3	NET
						REPORT TOTAL ASSESSMENT	USED FOR MAINTENANCE	TOTAL ASSESSMENT	GOV'T GRANT	ASSESSMENT
<b>Main Drain Open</b>										
<b>Township of Minto Lands</b>										
S 65 ac 7 & E 1/2 S 100 ac 8	1	98.02	H Blair	R & R Mitchell Farms Ltd	4-038	\$49.00	\$49.00	\$743.18	\$247.73	\$495.45
* Pt S 65 ac 7	1	1.98		Mark Jennings	4-038-1	\$1.00	\$1.00	\$15.17		\$15.17
W 1/2 S 100 ac 8 & E 1/2 9	1	69.5	Jas Blair	Ruth Shaw	4-039	\$36.12	\$36.12	\$547.83	\$182.61	\$365.22
W 1/2 9	1	49.5	Wm Manclark	Ruth Shaw	4-040	\$20.88	\$20.88	\$316.68	\$105.56	\$211.12
W 1/2 10	1	94.34	Jas Blair	Palmcrest Farms Ltd	4-041	\$64.15	\$64.15	\$972.96	\$324.32	\$648.64
* Pt 10	1	5.66		John Koumarelas	4-041-5	\$3.85	\$3.85	\$58.39		\$58.39
E 1/2 11	1	50	Wm Manclark	Clayton Gingerich	4-043	\$31.00	\$31.00	\$470.17	\$156.72	\$313.45
W 1/2 11 & 12	1	150	Chas Burns	Ruth Shaw	4-044	\$80.00	\$80.00	\$1,213.35	\$404.45	\$808.90
13	1	97.83	A Hurlbut	Ruth Shaw	04-04550	\$42.07	\$42.07	\$638.07	\$212.69	\$425.38
* Pt 13	1	2.17		Melody Hurlbut	4-045	\$0.93	\$0.93	\$14.11		\$14.11
14	1	89.12	A Kaye	Kaye Farms Inc	4-046	\$60.72	\$60.72	\$920.93	\$306.98	\$613.96
* 14	1	1.88		Maurice Kaye	4-046-5	\$1.28	\$1.28	\$19.41		\$19.41
15	1	93	H Turton	Ronald Canning	4-047	\$230.00	\$230.00	\$3,488.38	\$1,162.79	\$2,325.59
16	1	100	B Fleming	Palmcrest Farms Ltd	4-048	\$250.00	\$250.00	\$3,791.72	\$1,263.91	\$2,527.81
17	1	116	C Kaye	Maurice Kaye	4-049	\$89.00	\$89.00	\$1,349.85	\$449.95	\$899.90
W 1/2 18	1	24	E Cooper	Irene Steenbergen	4-050	\$121.00	\$121.00	\$1,835.19	\$611.73	\$1,223.46
19	1	40	M Friel	Devin Ellis	4-051	\$207.00	\$207.00	\$3,139.54	\$1,046.51	\$2,093.03
N 1/2 20	1	35	A Bridge	Timothy Seifried	4-053	\$174.00	\$174.00	\$2,639.04	\$879.68	\$1,759.36
W 1/2 9 & 10	2	8	D Greenwood	Keith Greenwood	4-063	\$35.00	\$35.00	\$530.84	\$176.95	\$353.89
11	2	41	F Plummer	George Cherrey	4-062	\$20.00	\$20.00	\$303.34	\$101.11	\$202.23
12	2	70	L Reid	George Reid	4-061	\$35.00	\$35.00	\$530.84	\$176.95	\$353.89
13	2	10	H Wells	Elizabeth Simpson	4-060	\$5.00	\$5.00	\$75.83	\$25.28	\$50.56
16 & E 1/2 17	2	8.75		Jan De Lange	4-057	\$31.15	\$31.15	\$472.45	\$157.48	\$314.97
W 1/2 17 & 18	2	46.25	A Hughes	Lammers Dairy Inc	4-056	\$181.85	\$181.85	\$2,758.10	\$919.37	\$1,838.73
19	2	30	R Pearson	Lammers Dairy Inc	4-055-05	\$8.00	\$8.00	\$121.34	\$40.45	\$80.89
		29.39		Travis & Troy Horton	4-054	\$6.86	\$6.86	\$104.04	\$34.68	\$69.36
* 20	2	0.61	F Horton	Travis Horton & Vanessa Ash	4-053-5	\$0.14	\$0.14	\$2.12		\$2.12
Subdivision of										
* N1/2 Lot 21 (Con 1)	1 & 2	10.57		2770818 Ontario Inc.	1-060	\$51.50	\$51.50	\$781.09		\$781.09
* & E Pt Lot 21 E pt Lot 21	2	1.01	W Bridge	Rena Hewison	1-001	\$0.50	\$0.50	\$7.58		\$7.58
<b>Total Assessment on Township of Minto Lands</b>						<b>\$1,892.00</b>	<b>\$1,837.00</b>	<b>\$27,861.56</b>	<b>\$8,987.89</b>	<b>\$18,873.67</b>

LOT OR PART	CON.	Acres Affected	1981 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1981 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>Township of Minto Roads</b>										
Side Rd. 10-11			Green Lane	Minto		\$6.00	\$6.00	\$91.00		\$91.00
Side Rd. 20-21			County Road 5	Wellington County		\$12.00	\$12.00	\$182.00		\$182.00
Half Townline Wallace			County Road 123	Wellington County		\$10.00	\$10.00	\$151.67		\$151.67
<b>Total Assessment on Township of Minto Roads</b>						<b>\$28.00</b>	<b>\$28.00</b>	<b>\$424.67</b>		<b>\$424.67</b>
<b>Total Assessment on Lands and Roads Township of Minto</b>						<b>\$1,920.00</b>	<b>\$1,865.00</b>	<b>\$28,286.23</b>	<b>\$8,987.89</b>	<b>\$19,298.34</b>
<b>Township of Maryborough Lands</b>										
N 1/2 1	12	73	J & B Porterfield			\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
S 1/2 1	13	99	P & M Minkenberg			\$53.50	\$53.50	\$811.43	\$270.48	\$540.95
N 1/2 1	13	100	P & M Minkenberg			\$52.00	\$52.00	\$788.68	\$262.89	\$525.79
W 1/2 2	13	28	P & M Minkenberg			\$15.50	\$15.50	\$235.09	\$78.36	\$156.72
W 1/2 1	14	25	P & M Minkenberg			\$8.50	\$8.50	\$128.92	\$42.97	\$85.95
S 85 ac	14	32	D & G Hicks			\$10.50	\$10.50	\$159.25	\$53.08	\$106.17
<b>Total Assessment on Township of Maryborough Lands</b>						<b>\$182.00</b>	<b>\$182.00</b>	<b>\$2,760.37</b>	<b>\$920.12</b>	<b>\$1,840.25</b>
<b>Township of Maryborough Roads</b>										
Road Cons. 12-13						\$4.00	\$4.00	\$60.67		\$60.67
Half Townline Wallace						\$6.00	\$6.00	\$91.00		\$91.00
<b>Total Assessment on Township of Maryborough Roads</b>						<b>\$10.00</b>	<b>\$10.00</b>	<b>\$151.67</b>		<b>\$151.67</b>
<b>Total Assessment on Lands and Roads Township of Maryborough</b>						<b>\$192.00</b>	<b>\$192.00</b>	<b>\$2,912.04</b>	<b>\$920.12</b>	<b>\$1,991.92</b>
<b>Wallace</b>										
N 52 ac of 1	13	12				\$4.00	\$4.00	\$60.67	\$20.22	\$40.45
N 1/2 S 100 ac of 1	13	50				\$23.00	\$23.00	\$348.84	\$116.28	\$232.56
S 1/2 S 100 ac of 1	13	50				\$33.00	\$33.00	\$500.51	\$166.84	\$333.67
N 36 ac of 2	13	11				\$4.00	\$4.00	\$60.67	\$20.22	\$40.45
S 100 ac of 2	13	100				\$66.00	\$66.00	\$1,001.01	\$333.67	\$667.34
N 70 ac of 3	13	60				\$23.00	\$23.00	\$348.84	\$116.28	\$232.56
S 50 ac of 3	13	50				\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
N 54 ac of 4	13	54				\$21.00	\$21.00	\$318.50	\$106.17	\$212.34
S 50 ac of 4	13	50				\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
5	13	89				\$61.00	\$61.00	\$925.18	\$308.39	\$616.79
6	13	72				\$47.00	\$47.00	\$712.84	\$237.61	\$475.23
7	13	57				\$30.00	\$30.00	\$455.01	\$151.67	\$303.34
3	13	39				\$20.00	\$20.00	\$303.34	\$101.11	\$202.23
Pt 9	13	2				\$1.00	\$1.00	\$15.17	\$5.06	\$10.11

LOT OR PART	CON.	Acres Affected	1981 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1981 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
Pt 9	13	18				\$6.00	\$6.00	\$91.00	\$30.33	\$60.67
10	13	3				\$3.00	\$3.00	\$45.50	\$15.17	\$30.33
N 39.68 ac of 1	12	39.68				\$27.00	\$27.00	\$409.51	\$136.50	\$273.00
S 8 ac N1/2 of 1	12	8				\$5.00	\$5.00	\$75.83	\$25.28	\$50.56
S 1/2 of 1	12	21				\$14.00	\$14.00	\$212.34	\$70.78	\$141.56
S 1/2 of 2	12	21				\$14.00	\$14.00	\$212.34	\$70.78	\$141.56
N 1/2 of 2	12	48				\$32.00	\$32.00	\$485.34	\$161.78	\$323.56
3	12	86				\$61.00	\$61.00	\$925.18	\$308.39	\$616.79
N 72 ac of 4	12	72				\$51.00	\$51.00	\$773.51	\$257.84	\$515.67
S 14 ac of 4	12	12				\$9.00	\$9.00	\$136.50	\$45.50	\$91.00
5	12	95				\$71.00	\$71.00	\$1,076.85	\$358.95	\$717.90
6	12	96				\$71.00	\$71.00	\$1,076.85	\$358.95	\$717.90
7	12	100				\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
8	12	100				\$43.00	\$43.00	\$652.18	\$217.39	\$434.78
9	12	100				\$50.00	\$50.00	\$758.34	\$252.78	\$505.56
10	12	99				\$50.00	\$50.00	\$758.34	\$252.78	\$505.56
N 84 ac of 11	11	84				\$54.00	\$54.00	\$819.01	\$273.00	\$546.01
N 68 ac of 12	11	44				\$17.00	\$17.00	\$257.84	\$85.95	\$171.89
N 50 ac of 13	11	199				\$10.00	\$10.00	\$151.67	\$50.56	\$101.11
N 32 ac of 14	11	2				\$1.00	\$1.00	\$15.17	\$5.06	\$10.11
<b>Total Assessment on Wallace Lands</b>						<b>\$1,048.00</b>	<b>\$1,048.00</b>	<b>\$15,894.89</b>	<b>\$5,298.30</b>	<b>\$10,596.59</b>
<b>Wallace Roads</b>										
Con. Rd. 12 - 13			Township of Arthur			\$12.00	\$12.00	\$182.00		\$182.00
Half Townline of Maryborough			Township of Arthur			\$6.00	\$6.00	\$91.00		\$91.00
Side Road 6-7			Township of Arthur			\$10.00	\$10.00	\$151.67		\$151.67
Side Road 12-13			Township of Arthur			\$2.00	\$2.00	\$30.33		\$30.33
Half Townline Minto			Township of Arthur			\$10.00	\$10.00	\$151.67		\$151.67
<b>Total Assessment on Wallace Roads</b>						<b>\$40.00</b>	<b>\$40.00</b>	<b>\$606.68</b>		<b>\$606.68</b>
<b>Total Assessment on Lands and Roads Wallace</b>						<b>\$1,088.00</b>	<b>\$1,088.00</b>	<b>\$16,501.57</b>	<b>\$5,298.30</b>	<b>\$11,203.27</b>
<b>TOTAL ASSESSMENT</b>						<b>\$3,200.00</b>	<b>\$3,145.00</b>	<b>\$47,699.84</b>	<b>\$15,206.31</b>	<b>\$32,493.53</b>

- Notes:
1. \* Denotes lands not eligible for ADIP grants
  2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
  3. Net assessments are subject to a minimum charge of \$5.00.

**Municipal Drain 107- Maintenance 2024**



**PLAN LEGEND**

- LIMIT OF WATERSHED AREA
- PROPOSED DRAINAGE WORKS
- INTERIOR OR EXTERIOR WATERSHED
- EXISTING MUNICIPAL DRAIN

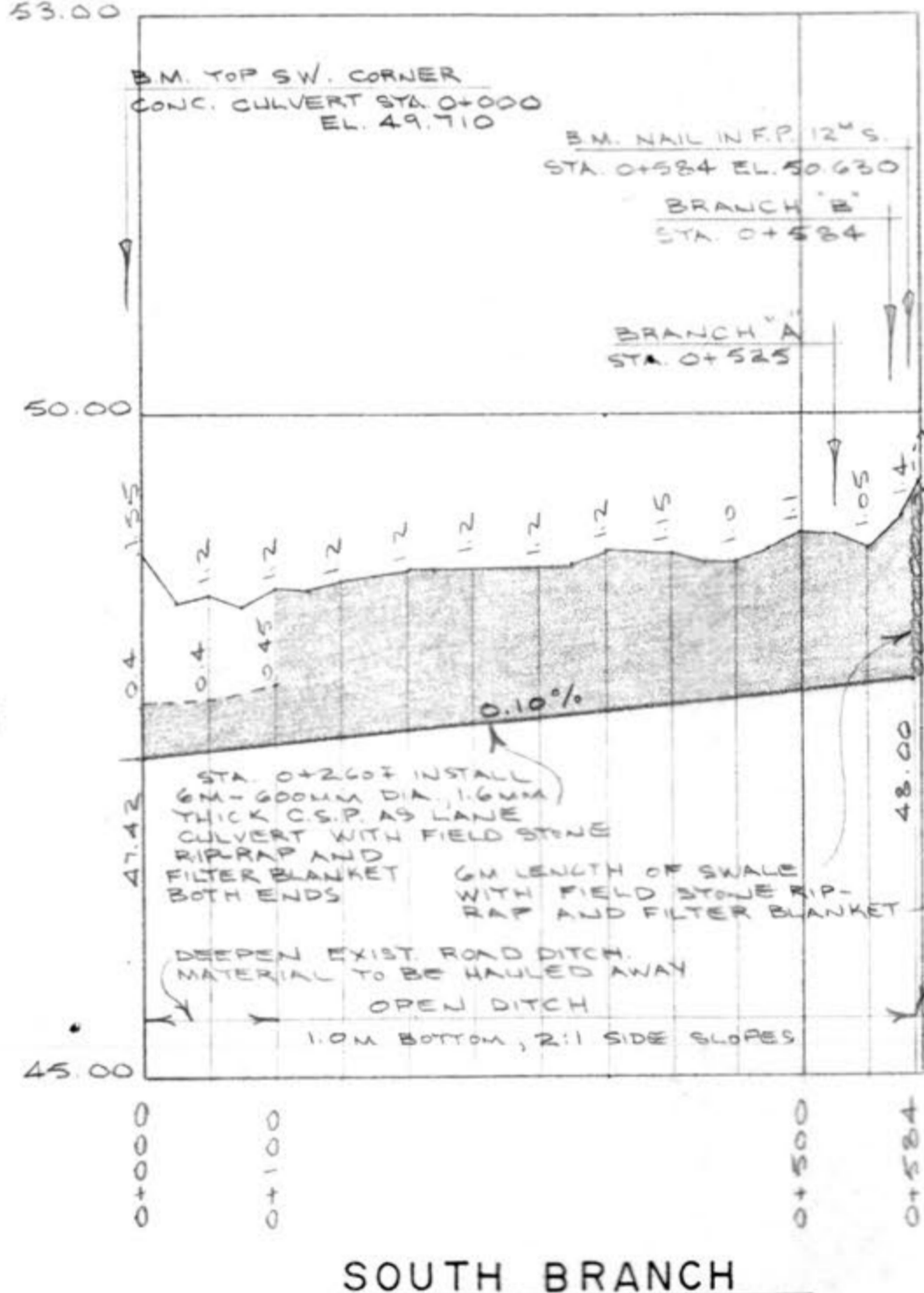
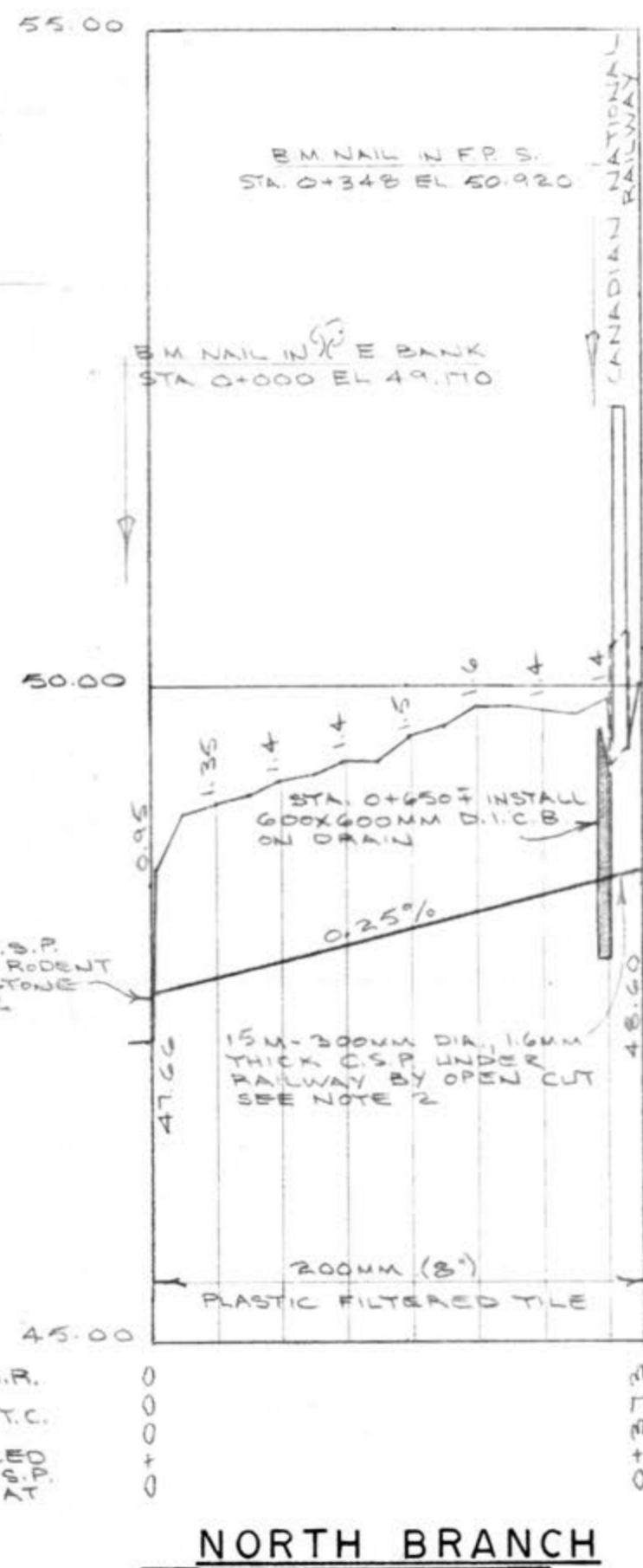
**LOT LEGEND**

ROLL No.	OWNER
A) 2-138	L. VANEK
B) 2-135	LAUREL-ROUTE HOLDINGS OF LARRY CALZADA LTD
C) 2-135-02	M. LYNCH
D) 2-135-05	M. LYNCH
E) 2-135-50	M. & P. LYNCH
F) 2-123	F. PICKET
G) 2-120	J. THOMASSEN
H) 2-136	D. HAY

**GENERAL NOTES**

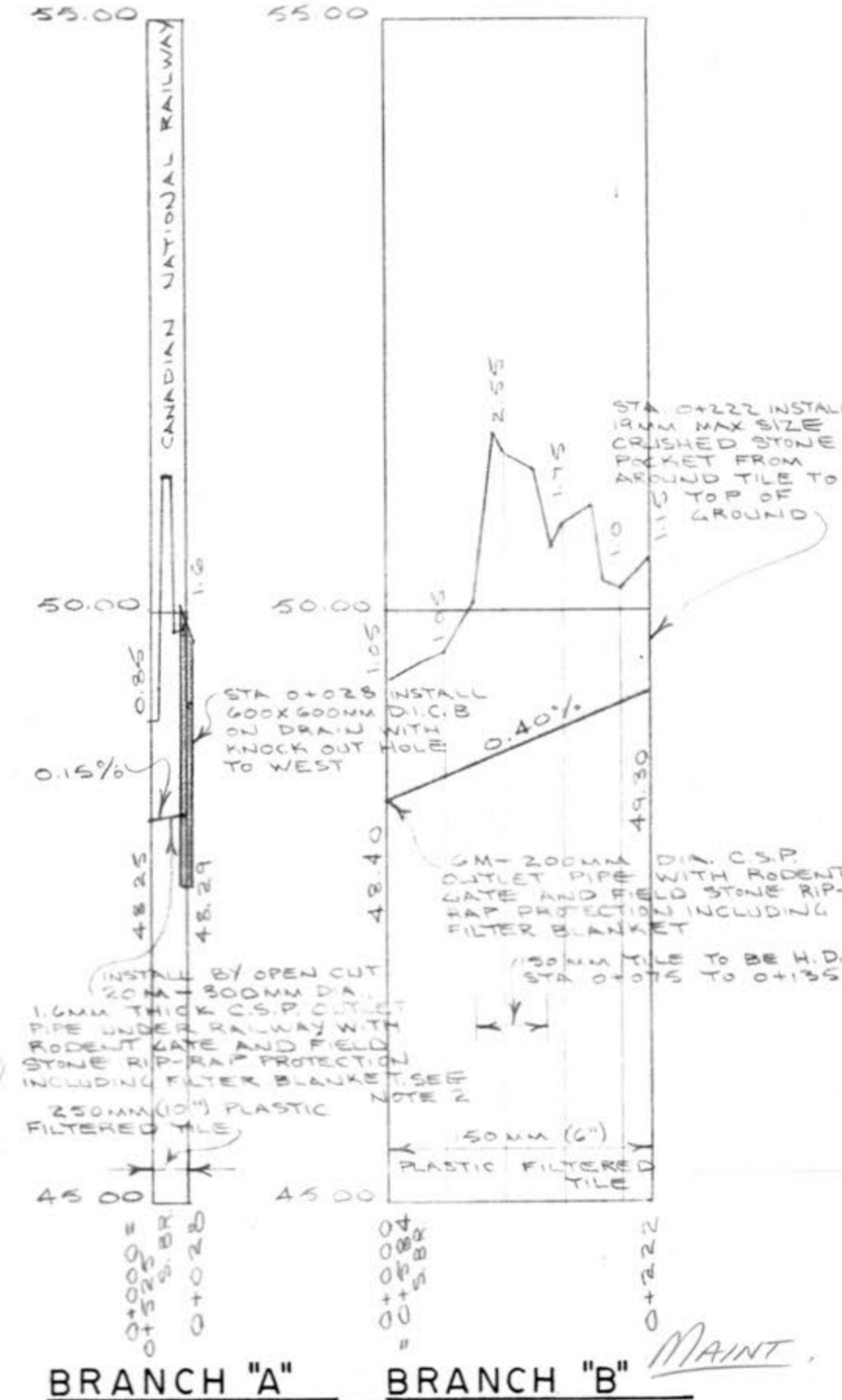
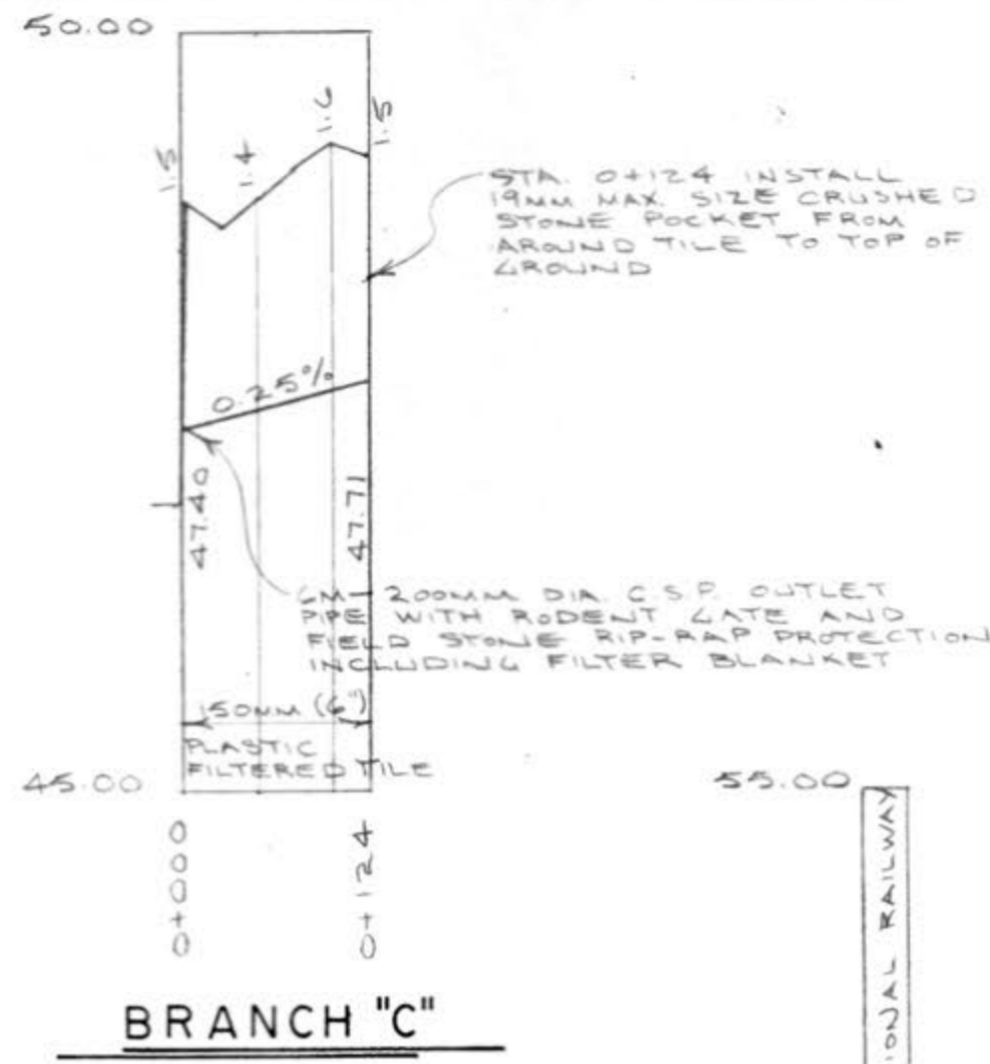
- MUNICIPAL DRAIN STANDARD SPECIFICATIONS (REVISED 1971/83) BY SPIRIET ASSOC. SHALL APPLY TO ALL CONSTRUCTION.
- RAILWAY CROSSINGS: A MIN. OF 72 HOURS NOTICE TO C.N.R. REQUIRED. C.N.R. TO REMOVE AND REPLACE TRACKS. CONTRACTOR TO INSTALL C.S.P. BACKFILL WITH M.T.C. GRANULAR MATERIAL COMPACTED AS PER SPECIFICATIONS. BALLAST TO BE REMOVED INTO AREA WITH OWN FORCE. OPTION OF INSTALLING C.S.P. WITH STEEL BOLTS. CONTRACTOR TO VERIFY AT TIME YELLOWING.

DRAINAGE SUPERINTENDENT: HARRY REYNOLDS



PROFILES SCALE  
Hor. 1cm=50m (1:5,000)  
Vert. 1cm = 0.5m (1:50)

APPROX. AMOUNT OF EXCAVATION  
2,300 M<sup>3</sup>



DRAIN No. 107		TOWNSHIP OF MINTO	
Scale: METRIC	Approved By: F.B. B-87	JOB NO. 87225	Drawn By: J. N. H.
Date: JUNE 10, 1988			Revised:
PLAN & PROFILES			
SPIRIET ASSOCIATES CONSULTING ENGINEERS		LONDON SUDBURY	Drawing Number 1

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE**  
**Municipal Drain No. 107**  
**Town of Minto**  
**Wellington County**

By-Law No.: 29-88

Type of Repair	Bottom Cleanout
Total Maintenance Costs	\$14,900.84

LOT OR PART	CON.	1988 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1988	2024	November 26, 2024		
					REPORT TOTAL ASSESSMENT	USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOVT GRANT	NET ASSESSMENT
<b>South Branch</b>									
Pt 26	17	Grand-Route Holdings of Upper	M Shannon	2-135	\$955.00	\$955.00	\$1,205.96	\$401.99	\$803.97
* Pt 26	17	E Lynch	M Bowman	2-135-02	\$35.00	\$35.00	\$44.20		\$44.20
Pt 26	17	E Lynch	R Lynch	2-135-05	\$4,160.00	\$4,160.00	\$5,253.18	\$1,751.06	\$3,502.12
Pt 26	17	E & P Lynch	R Lynch	2-135-50	\$225.00	\$225.00	\$284.13	\$94.71	\$189.42
* Pt 26	17	D Hay	H & B Boelke	2-136	\$95.00	\$95.00	\$119.96		\$119.96
Pt 27	17	J Vanek	K & B Dykstra	2-138	\$1,190.00	\$1,190.00	\$1,502.71	\$500.90	\$1,001.81
Right-of-Way		C N R	H & B Boelke	2-136	\$500.00	\$500.00	\$631.39	\$210.46	\$420.93
<b>Total Assessment on Lands</b>					<b>\$7,160.00</b>	<b>\$7,160.00</b>	<b>\$9,041.53</b>	<b>\$2,959.12</b>	<b>\$6,082.41</b>
<b>Roads</b>									
Cty. Rd. No. 3		County of Wellington			\$440.00	\$440.00	\$555.62		\$555.62
<b>Total Assessment on Roads</b>					<b>\$440.00</b>	<b>\$440.00</b>	<b>\$555.62</b>		<b>\$555.62</b>
<b>Total Assessment on South Branch</b>					<b>\$7,600.00</b>	<b>\$7,600.00</b>	<b>\$9,597.15</b>	<b>\$2,959.12</b>	<b>\$6,638.03</b>
<b>Branch "A"</b>									
Pt 27	17	J Vanek	K & B Dykstra	2-138	\$1,080.00	\$1,080.00	\$1,363.81	\$454.60	\$909.20
* Pt 26	17	D Hay	H & B Boelke	2-136	\$70.00	\$70.00	\$88.39		\$88.39
Right-of-Way		C N R	H & B Boelke	2-136	\$250.00	\$250.00	\$315.70	\$105.23	\$210.46
<b>Total Assessment on Branch "A"</b>					<b>\$3,900.00</b>	<b>\$1,400.00</b>	<b>\$1,767.90</b>	<b>\$559.83</b>	<b>\$1,208.06</b>
<b>Branch "B"</b>									
Pt 26	17	Grand-Route Holdings of Upper	M Shannon	2-135	\$2,520.00	\$2,520.00	\$3,182.21	\$1,060.74	\$2,121.48
Right-of-Way		C N R	H & B Boelke	2-136	\$280.00	\$280.00	\$353.58	\$117.86	\$235.72
<b>Total Assessment on Branch "B"</b>					<b>\$4,100.00</b>	<b>\$2,800.00</b>	<b>\$3,535.79</b>	<b>\$1,178.60</b>	<b>\$2,357.20</b>
<b>Branch "C"</b>									
Pt 26	17	E & P Lynch	R Lynch	2-135-50	\$1,310.00	\$0.00	\$0.00	\$0.00	\$0.00
Pt 26	18	L Picket	C & E Weber	2-123	\$790.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Assessment on Branch "C"</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSESSMENT ON DRAIN 107</b>					<b>\$15,600.00</b>	<b>\$11,800.00</b>	<b>\$14,900.84</b>	<b>\$4,697.55</b>	<b>\$10,203.29</b>

- Notes:
- \* Denotes lands not eligible for ADIP grants
  - The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
  - Net assessments are subject to a minimum change of \$5.00.





**TOWN OF MINTO**

**MEETING DATE:** December 03, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Finance  
**SUBJECT:** FIN 2024-023 – 2023 Parkland Reserve Fund

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives Report FIN 2024-023 2023 Parkland Reserve Fund, prepared by the Treasurer, for information purposes.

**BACKGROUND:**

In accordance with the Planning Act, as amended through Bill 73, The Smart Growth for Our Communities Act, 2015, Section 37 and Section 42 requires the Treasurer to provide a financial statement including opening and closing balances to Council relating to cash-in-lieu of parkland monies. This statement must be made available to the public.

**COMMENTS:**

The transactions which occurred in the Town of Minto’s Cash-in-Lieu of Parkland Reserve Fund are shown in the attached statement.

The Parkland Reserve Fund balances have been fully allocated. The 2024 Asset Management Plan which covered all tangible capital assets recommended the Town of Minto estimated the Replacement Cost of Outdoor Recreation facilities at over \$1.7 million. This greatly exceeds the December 31, 2023 balance in this Reserve Fund of \$51,091, so this fund is fully allocated to future projects.

**FINANCIAL CONSIDERATIONS:**

There are no financial implications associated with Council receiving this report as its sole purpose is to meet legislative reporting requirements.

**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.

**PREPARED BY:** Gordon Duff, Treasurer

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

Attachments:

- Statement of the Treasurer - Cash-In-Lieu of Parkland Reserve Fund

TOWN OF MINTO  
STATEMENT OF THE TREASURER  
CASH-IN-LIEU OF PARKLAND RESERVE FUND  
FOR THE YEAR ENDED DECEMBER 31, 2023

Balance, December 31, 2022		<b>\$44,546</b>
Contributions during the year	\$4,000	
Interest Earned	<u>2,545</u>	<u>6,545</u>
		51,091
Funds spent during 2023		
None		<u>0</u>
Balance, December 31, 2023		<b><u>\$51,091</u></b>



**TOWN OF MINTO**

**MEETING DATE:** December 3, 2024  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Finance  
**SUBJECT:** FIN 2023-024 – 2023 Development Charges Reserve Funds

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives Report FIN 2024-024 2023 Development Charges Reserve Funds, prepared by the Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto accepts the Treasurer’s declaration that the Town is in compliance with Section 59.1 (1) of the Development Charges Act, 1997;

AND FURTHER THAT the report and related attachments be posted on the Town’s website.

**BACKGROUND:**

Development charges are imposed by the Town to recover certain growth-related capital costs from residential and non-residential developments that create the need for these capital projects.

The nature and amount of these charges are determined by a Development Charges Study following the regulations set out in the Development Charges Act, 1997. The current development charges schedule was developed as part of the Development Charges Study which was approved February 18, 2020 and amended April 6, 2021. This By-Law was amended on October 30, 2024 to remove the expiry date. This By-Law will apply to Development Charge matters until it is repealed. The Act requires the Treasurer annually provide a financial statement in a prescribed format.

**COMMENTS:**

Section 43(2) of the Development Charges Act (DCA) requires the Treasurer present a financial statement to Council including the following:

- Statements of the opening and closing balances of the reserve funds and of transactions relating to the funds;
- Statements identifying:

- i. All assets whose capital costs were funded under a development charge by-law during the year,
- ii. For each asset mentioned in (i) above, the manner in which any capital cost not funded under the by-law was or will be funded;
- A statement as to compliance with subsection 59.1 (1) of the DCA; and
- Any other information that is prescribed.

Section 59.1 (1) of the DCA specifically prohibits municipalities from imposing additional payments on developers or requiring construction of a service unless specifically authorized under the DCA or another Act. This provision does not affect a municipality's right to include conditions for installation or payment for local services but is intended to close the door on other "voluntary" payments that may have been sought by municipalities outside the legislative framework. The importance the province places on this section is reinforced by (a) requiring that the Treasurer's report include a statement confirming that the municipality complies with Section 59.1 (1) and (b) granting extensive investigative powers to the minister of Municipal Affairs and Housing to investigate municipal compliance.

The Town of Minto does not require any "voluntary" payments from developers and the Treasurer's statement below will confirm compliance with Section 59.1 (1).

In order to comply with these reporting requirements:

- a) The Treasurer confirms that, for 2023 development charges reporting, the Town of Minto complies with section 59.1 (1) of the Development Charges Act, 1997; and
- b) Recommendations in this report include Council's acceptance of the Treasurer's statement and direction to post the report and attachments on the Town's website.
- c) The Development Charges Reserve Funds have been fully allocated. The amounts shown in the 2019 Development Charges Background Study to be allocated to various functions greatly exceeds the December 31, 2023 balances, as shown in the following table.

<u>Service</u>	<u>Projects to be Funded by DCs</u>	<u>Dec 31/23 Balance</u>
Transportation	\$2,837,495	\$274,383
Fire Protection	1,094,110	223,384
Water	1,514,021	171,826
Wastewater	4,532,687	1,523,708
Administration	93,895	28,687
Outdoor Recreation	<u>277,486</u>	<u>103,378</u>
	<u>\$10,349,694</u>	<u>\$2,325,366</u>

**FINANCIAL CONSIDERATIONS:**

The changes in the Development Charges noted in the attached schedules have been presented in the annual Financial Statements and on Schedule 61 of the annual Financial Information Return.

**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.

**PREPARED BY:** Gordon Duff, Treasurer

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

Attachments:

- Annual Treasurer’s Statement of Reserve Funds for By-laws 2020-11& 2021-26

**Municipality of Town of Minto**  
**Annual Treasurer's Statement of Reserve Funds for By-Law 2020-11 & 2021-26**

Description	Services to which the Development Charge Relates (examples)									Total
	Non-Discounted Services						Discounted Services			
	Roads	Water	Wastewater	Outdoor Recreation	Protection	Administration	Waste Diversion	Parks and Recreation	Library	
Opening Balance, January 1, 2023	401309	105385	1270238	116285	156468	17923				2067608
<b>Plus:</b>										
Development Charge Collections	147706	58928	176421	29955	57035	9581				479626
Accrued Interest	25369	7512	77049	7138	9881	1183				128132
Repayment of Monies Borrowed from Fund and Associated Interest										0
Sub-Total	173075	66440	253470	37093	66916	10764				607758
<b>Less:</b>										
Amount Transferred to Capital (or Other) Funds	300000	0	0	50000	0	0				350000
Amounts Refunded										0
Amounts Loaned to Other D.C. Service Category for Interim Financing										0
Credits										0
Sub-Total	300000	0	0	50000	0	0				350000
										0
Closing Balance, December 31, 2023	274384	171825	1523708	103378	223384	28687				2325366

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to

**Attachment 1  
Municipality of Town of Minto  
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. By-Law Period			Post D.C. By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<u>Roads</u> Paving various roads-Allan St; 7th Line;	850000	300000									
<u>Outdoor Recreation</u> Trails and pedestrian bridge	55000	50000									
Sub-Total - Outdoor Recreation	905000	350000	0	0	0	0	0	0	0	0	0

**Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions**

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. By-Law Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
None during 2022									



**Attachment 2**  
**Municipality of Town of Minto**  
**Statement of Credit Holder Transactions**

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year 2023	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year 2023
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**N/A - The Town of Minto has not issued any Development Charge Credits during the period or in previous periods.**

The Corporation of the Town of Minto  
By-law 2024-065

By-law to Exempt Part Lot Control for lands being Part Lots 15 & 16 North Side of Victoria Street, Grain's Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain's Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto

**WHEREAS** The Corporation of the Town of Minto has received a request from the owner of land, described as being Part Lots 15 & 16 North Side of Victoria Street, Grain's Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain's Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto, to remove part lot control restrictions pursuant to *Section 50, Subsection 7, of the Planning Act, R.S.O. 1990, as amended*;

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

1. The lands being Part Lots 15 & 16 North Side of Victoria Street, Grain's Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain's Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto, more fully described in Schedule "A" attached hereto and forming part of this By-law are designated as being exempt from Part Lot Control and *Section 50, Subsection 5 of the Planning Act, R.S.O. 1990, as amended*, shall not apply to such lands during the effective period of this By-law.
2. The Clerk is hereby authorized to and directed to make application to the County of Wellington for approval of this By-law.
3. This By-law shall come into force and effect:
  - a) upon written final approval from the County of Wellington pursuant to *Section 50(7.1) of the Planning Act*.
  - b) upon registration of the By-law at the Land Registry Office for the County of Wellington pursuant to *Section 50 (28) of the Planning Act*.
4. This By-law shall expire thirty-six months after receiving final approval by the County of Wellington, as provided for in *Section 50, Subsection 7.1 of the Planning Act, R.S.O. 1990, as amended*.

Read a first, second, third time and passed in open council this 3<sup>rd</sup> day of December 2024.

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Dave Turton, Mayor

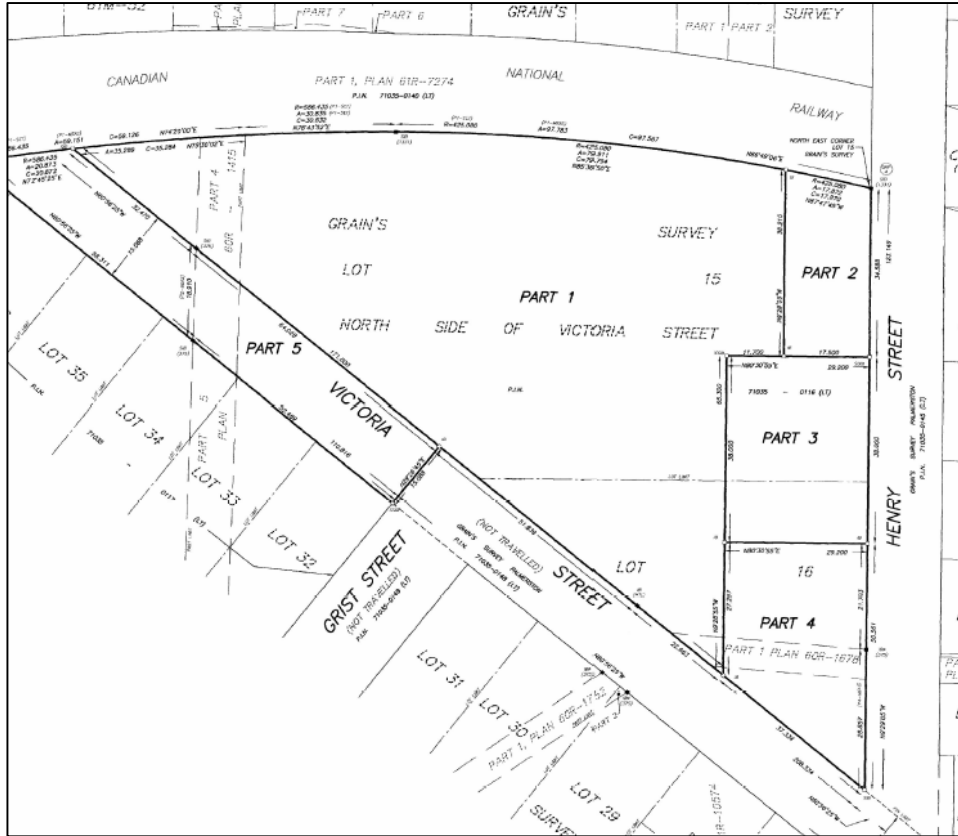
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Annilene McRobb, Clerk

# THE CORPORATION OF THE TOWN OF MINTO

## SCHEDULE 'A' OF BY-LAW NUMBER 2024-065

Part Lots 15 & 16 North Side of Victoria Street, Grain's Survey Palmerston Part 1 and Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain's Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto



The Corporation of the Town of Minto  
By-law No. 2024-066

to levy the assessments for drains that were repaired or maintained under  
Section 74 of the Drainage Act for 2022, 2023 and 2024

**WHEREAS**, Section 74 of the Drainage Act, R.S.O. 1990 requires that the local municipality raise the costs of maintenance and repair of drainage work at the expense of all upstream lands, roads, railways and utilities in any way assessed for the construction or improvement of the drainage works;

**WHEREAS** the Town Drainage Superintendent authorized maintenance and repair works which shall be assessed against all upstream lands and roads in the watershed of the Town of Minto Drainage Works, prorated with the last revised schedule of assessment for said drains;

**NOW THEREFORE** the Municipal Council of the Town of Minto enacts as follows:

1. The following amounts shall be prorated as outlined in Schedule "A" attached to this By-Law.

<b>Drain</b>	<b>By-Law</b>	<b>Repair Amount</b>
1	1055	\$57,836.02
15	1057	\$32,493.53
107	29-88	\$10,203.29

2. The amount owing shall be a cash assessment to the Town of Minto, shall be due 30 days after invoice issuance after which time the amount due will be added to the 2024 collectors roll together with interest at 1.25% per month.
3. Net assessments are subject to a minimum charge of \$5.00.
4. 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 3<sup>rd</sup> day of December 2024

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Dave Turton. Mayor

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Annilene McRobb, Clerk

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE  
MUNICIPAL DRAIN NO. 1 2022  
Town of Minto  
Wellington County**

**By-Law: 1055**

Type of Repair	Open Ditch Cleanout
Total Maintenance Costs	\$47,225.06

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2022 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Lands</b>										
13	10	3	Wm. Noonan	Elam & Bertha Martin	3-051	\$3.00	\$3.00	\$53.44	\$17.81	\$35.63
* 14	10	14	C. Hale	Aaron & Esther Martin James & Brenda Hunter	3-050 3-050-50	\$15.00	\$13.95 \$1.05	\$248.51 \$18.70	\$82.84	\$165.67 \$18.70
15	10	50	John Fyfe	Cleon & Martha Martin	3-049	\$55.00	\$55.00	\$979.78	\$326.59	\$653.19
Pt. E.49.5 ac. 16	10	24	John Fyfe	Robert Clyne	3-048-50	\$26.00	\$26.00	\$463.17	\$154.39	\$308.78
* Pt. E.49.5 ac. 16	10	0.5	S. S. No. 11	Robert & Jean Clyne	3-048	\$1.00	\$1.00	\$17.81		\$17.81
W. 1/2 16	10	21	Geo. Allen	Martha & Jared James	3-047	\$23.00	\$23.00	\$409.73	\$136.58	\$273.15
17	10	32	Geo. Allen	Martha & Jared James	3-047	\$33.00	\$33.00	\$587.87	\$195.96	\$391.91
N. 100 ac. 18	10	20	Geo. Noble	Mervin & Eileen Steckle	3-046	\$19.00	\$19.00	\$338.47	\$112.82	\$225.65
19	10	6	H. Cline	Steckle	3-043	\$3.00	\$3.00	\$53.44	\$17.81	\$35.63
20	10	9	H. Cline	Steckle	3-043	\$5.00	\$5.00	\$89.07	\$29.69	\$59.38
* 10	11	12	W. Dennison	William & Marion Burke	3-069-50		\$0.65	\$11.58		\$11.58
* 10	11	12	W. Dennison	William & Marion Burke	3-069		\$3.38	\$60.21	\$20.07	\$40.14
* 10	11	12	W. Dennison	Tracy Schoutsen	3-068	\$13.00	\$4.86	\$86.58		\$86.58
* 10	11	12	W. Dennison	Anthony & Jeanetter Aasman	3-067-50		\$1.04	\$18.53		\$18.53
* 10	11	12	W. Dennison	Astrid Waschke	3-067		\$1.95	\$34.74		\$34.74
* 10	11	12	W. Dennison	Maureen Burrell	3-068-50		\$1.12	\$19.95		\$19.95
11	11	73	J. Shannahan	Orvie & Florence Martin	3-070	\$65.00	\$22.29	\$397.08	\$132.36	\$264.72
* 11	11	73	J. Shannahan	Jane Buehler	3-070-10		\$43.95	\$782.93	\$260.98	\$521.95
* 11	11	73	J. Shannahan	Kevin & Carol Hale	3-069-80		\$0.65	\$11.58		\$11.58
12	11	73	J. Den oulder	Darrell & Jane Buehler	3-071	\$80.00	\$80.00	\$1,425.14	\$475.05	\$950.09
* 13	11	83	H. Noonan	Schneider Farms Inc	3-072-50		\$15.89	\$283.07		\$283.07
* 13	11	83	H. Noonan	Earl Schneider	3-072-25	\$91.00	\$66.36	\$1,182.15	\$394.05	\$788.10
* 13	11	83	H. Noonan	Richard Burgess	3-072		\$10.33	\$184.02	\$61.34	\$122.68
14	11	98	F. Curran	Ian Chapman & Janet-Marie Wyseman	3-073	\$110.00	\$111.68	\$1,989.49	\$663.16	\$1,326.33

LOT OR PART	CON.	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2022 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT	
<b>(Main Drain)</b>											
15	11	102	W. J. Hale	Linus Martin	3-074	\$110.00	\$111.68	\$1,989.49	\$663.16	\$1,326.33	
*	16	11	96	M. Oresean	Theresa Beyer	3-075		\$42.00	\$748.20	\$249.40	\$498.80
					Theresa Beyer	3-075-20		\$11.00	\$195.96		\$195.96
					Manuel & Maria Verissimo	3-075-10	\$105.00	\$42.00	\$748.20	\$249.40	\$498.80
					Theresa Beyer	3-075-02		\$10.00	\$178.14	\$59.38	\$118.76
17	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$1,959.56	\$653.19	\$1,306.37	
18	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$1,959.56	\$653.19	\$1,306.37	
19	11	98	W. Whetham	Carl Whetham	3-077	\$110.00	\$111.68	\$1,989.49	\$663.16	\$1,326.33	
S. 13 ac. 20	11	13	Jas. Bennett	Melvin & Joanna Steckle	3-078	\$14.00	\$14.46	\$257.59	\$85.86	\$171.73	
				Keith Clyne	3-078-02		\$2.11	\$37.59	\$12.53	\$25.06	
Ctr. 50 ac. 20	11	50	A. Schenk	John Vanderkooy	3-078-05	\$55.00	\$55.00	\$979.78	\$326.59	\$653.19	
*	N. 34 ac. 20	11	34	Mrs. M. Cross	Town Of Minto	3-079	\$37.00	\$8.88	\$158.19		\$158.19
					Steckle	3-079-10		\$28.12	\$500.94	\$166.98	\$333.96
21	11	94	A. Schenk	John & Jean Vanderkooy	2-229		\$101.50	\$1,808.14	\$602.71	\$1,205.43	
				John & Jean Vanderkooy	2-229-40	\$114.00	\$1.50	\$26.72	\$8.91	\$17.81	
				Rosine Cubitt	2-229-50		\$11.00	\$195.96	\$65.32	\$130.64	
*	22	11	78	Wm. G. Tilden	Willa Wick & Annette Tilden	2-230	\$91.00	\$90.09	\$1,604.88	\$534.96	\$1,069.92
					Willa Wick	2-229-90		\$0.91	\$16.21		\$16.21
13	12	10	Wm. Myler	Paul & Lynne O'Dwyer	3-086	\$9.00	\$9.00	\$160.33	\$53.44	\$106.89	
14	12	13	Wm. J. Hale	Ronald Prue	3-085	\$14.00	\$14.00	\$249.40	\$83.13	\$166.27	
S. 1/2 15	12	27	H. Copland	David & Claudette Taylor	3-082-50	\$22.00	\$22.00	\$391.91	\$130.64	\$261.27	
				David & Claudette Taylor	3-083	\$2.00	\$2.00	\$35.63	\$11.88	\$23.75	
16	12	2	H. Copland	Allen & Mary Horst	3-082	\$20.00	\$20.00	\$356.28	\$118.76	\$237.52	
17	12	22	A. Dennison	Vernon & Laura Horst	3-081	\$23.00	\$23.00	\$409.73	\$136.58	\$273.15	
18	12	28	F. Crispin	James & Susan Zaryski	3-080	\$44.00	\$44.00	\$783.82	\$261.27	\$522.55	
19	12	45	A. manderson	Melvin & Joanna Steckle	3-079-10	\$79.00	\$75.84	\$1,351.03	\$450.34	\$900.69	
				Henry Kornelsen	3-079-50		\$3.16	\$56.29	\$18.76	\$37.53	
20	12	72	Mrs. M. Cross	Little Ireland Grains Inc	2-228	\$106.00	\$106.00	\$1,888.30	\$629.43	\$1,258.87	
*	22	12	100	Jas. bennett	Richard Dalacker	2-227	\$184.00	\$184.00	\$3,277.80		\$3,277.80
					Keith & Doris Clyne	2-231	\$76.00	\$76.00	\$1,353.88	\$451.29	\$902.59
S. 1/2 23	12	78	Herb Noble	Eileen & Mervin Steckle	2-226	\$275.00	\$275.00	\$4,898.88	\$1,632.96	\$3,265.92	
N. 1/2 23	12	82	Les Noble	Keith & Doris Clyne	2-231	\$225.00	\$225.00	\$4,008.19	\$1,336.06	\$2,672.13	
E. 75 ac. 24	12	75	Herb Noble	Lorne & Joyce Bowman	2-223	\$4.00	\$2.76	\$49.17	\$16.39	\$32.78	
*	22	13	3	Wm. Moon	Ryan & Melanie Bauman	2-223-05		\$1.24	\$22.09	\$22.09	
					Lester & Nora Bearinger	2-224	\$9.00	\$9.00	\$160.33	\$53.44	\$106.89
23	13	8	F. Crispin	Lester & Nora Bearinger	2-224	\$31.00	\$31.00	\$552.24	\$184.08	\$368.16	
E. 55 ac. 24	13	25	F. Crispin								
<b>Total Assessment on Lands</b>						<b>\$8,697.00</b>	<b>\$2,532.08</b>	<b>\$45,106.94</b>	<b>\$13,644.69</b>	<b>\$31,462.25</b>	

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2022 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Roads</b>										
Con. Road 10-11 in front of lots 10-			10th Line	Town of Minto		\$40.00	\$40.00	\$712.57		\$712.57
Con Road 12-13			12th Line	Town of Minto		\$20.00	\$10.40	\$185.27		\$185.27
Side Road 10-11			Pike Lake Road	Town of Minto		\$8.00	\$8.00	\$142.51		\$142.51
Side Road 15-16			3 Road North	Town of Minto		\$18.00	\$18.00	\$320.66		\$320.66
Side road 20-21			Highway 89	Ministry of Transportation		\$35.00	\$35.00	\$623.50		\$623.50
Road through lots			Ayton Road	Town of Minto		\$5.00	\$0.00	\$0.00		\$0.00
Road at rear of Con. C			Unopened Road Allowance	Town of Minto		\$15.00	\$7.50	\$133.61		\$133.61
<b>Total Assessment on Roads</b>						<b>\$383.00</b>	<b>\$118.90</b>	<b>\$2,118.12</b>		<b>\$2,118.12</b>
<b>Total Assessment on Lands and Roads</b>						<b>\$9,080.00</b>	<b>\$2,650.98</b>	<b>\$47,225.06</b>	<b>\$13,644.69</b>	<b>\$33,580.37</b>

Notes:

1. \* Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
3. Net assessments are subject to a minimum charge of \$5.00.

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE  
MUNICIPAL DRAIN NO. 1 2023  
Town of Minto  
Wellington County**

By-Law: 1055

Type of Repair	Open Ditch Cleanout
Total Maintenance Costs	\$3,954.16

LOT OR PART	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023		LESS 1/3 GOV'T GRANT	NET ASSESSMENT	
						USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT			
(Main Drain)										
Lands										
13	10	3	Wm. Noonan	Elam & Bertha Martin	3-051	\$3.00	\$3.00	\$2.02	\$0.67	\$1.35
* 14	10	14	C. Hale	Aaron & Esther Martin James & Brenda Hunter	3-050 3-050-50	\$15.00	\$13.95 \$1.05	\$9.38 \$0.71	\$3.13	\$6.25 \$0.71
15	10	50	John Fyfe	Cleon & Martha Martin	3-049	\$55.00	\$55.00	\$36.97	\$12.32	\$24.65
Pt. E.49.5 ac. 16	10	24	John Fyfe	Robert Clyne	3-048-50	\$26.00	\$26.00	\$17.48	\$5.83	\$11.65
* Pt. E.49.5 ac. 16	10	0.5	S. S. No. 11	Robert & Jean Clyne	3-048	\$1.00	\$1.00	\$0.67		\$0.67
W. 1/2 16	10	21	Geo. Allen	Martha & Jared James	3-047	\$23.00	\$23.00	\$15.46	\$5.15	\$10.31
17	10	32	Geo. Allen	Martha & Jared James	3-047	\$33.00	\$33.00	\$22.18	\$7.39	\$14.79
N. 100 ac. 18	10	20	Geo. Noble	Mervin & Eileen Steckle	3-046	\$19.00	\$19.00	\$12.77	\$4.26	\$8.51
19	10	6	H. Cline	Melvin & Joanna Steckle	3-043	\$3.00	\$3.00	\$2.02	\$0.67	\$1.35
20	10	9	H. Cline	Melvin & Joanna Steckle	3-043	\$5.00	\$5.00	\$3.36	\$1.12	\$2.24
* 10	11	12	W. Dennison	William & Marion Burke	3-069-50		\$0.65	\$0.44		\$0.44
				William & Marion Burke	3-069		\$3.38	\$2.27	\$0.76	\$1.51
				Tracy Schoutsen	3-068	\$13.00	\$4.86	\$3.27		\$3.27
				Anthony & Jeanetter Aasman	3-067-50		\$1.04	\$0.70		\$0.70
				Astrid Waschke	3-067		\$1.95	\$1.31		\$1.31
				Maureen Burrell	3-068-50		\$1.12	\$0.75		\$0.75
11	11	73	J. Shannahan	Orvie & Florence Martin	3-070	\$65.00	\$22.29	\$14.98	\$4.99	\$9.99
				Jane Buehler	3-070-10		\$43.95	\$29.54	\$9.85	\$19.69
				Kevin & Carol Hale	3-069-80		\$0.65	\$0.44		\$0.44
* 12	11	73	J. Den ouden	Darrell & Jane Buehler	3-071	\$80.00	\$80.00	\$53.77	\$17.92	\$35.85
				Schneider Farms Inc	3-072-50		\$15.89	\$10.68		\$10.68
* 13	11	83	H. Noonan	Earl Schneider	3-072-25	\$91.00	\$66.36	\$44.60	\$14.87	\$29.73
				Richard Burgess	3-072		\$10.33	\$6.94	\$2.31	\$4.63
14	11	98	F. Curran	Ian Chapman & Janet-Marie Wyseman	3-073	\$110.00	\$111.68	\$75.06	\$25.02	\$50.04
15	11	102	W. J. Hale	Linus Martin	3-074	\$110.00	\$111.68	\$75.06	\$25.02	\$50.04
				Theresa Beyer	3-075		\$42.00	\$28.23	\$9.41	\$18.82
				Theresa Beyer	3-075-20		\$11.00	\$7.39		\$7.39
* 16	11	96	M. Oresean	Manuel & Maria Verissimo	3-075-10	\$105.00	\$42.00	\$28.23	\$9.41	\$18.82
				Theresa Beyer	3-075-02		\$10.00	\$6.72	\$2.24	\$4.48



LOT OR PART	CON.	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
17	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$73.93	\$24.64	\$49.29
18	11	98	C. Noble	Keith & Doris Clyne	3-076	\$110.00	\$110.00	\$73.93	\$24.64	\$49.29
19	11	98	W. Whetham	Carl Whetham	3-077	\$110.00	\$111.68	\$75.06	\$25.02	\$50.04
S. 13 ac. 20	11	13	Jas. Bennett	Melvin & Joanna Steckle	3-078	\$14.00	\$14.46	\$9.72	\$3.24	\$6.48
				Keith Clyne	3-078-02		\$2.11	\$1.42	\$0.47	\$0.95
Ctr. 50 ac. 20	11	50	A. Schenk	John Vanderkooy	3-078-05	\$55.00	\$55.00	\$36.97	\$12.32	\$24.65
* N. 34 ac. 20	11	34	Mrs. M. Cross	Town Of Minto	3-079	\$37.00	\$8.88	\$5.97		\$5.97
				Melvin & Joanna Steckle	3-079-10		\$28.12	\$18.90	\$6.30	\$12.60
21	11	94	A. Schenk	John & Jean Vanderkooy	2-229	\$114.00	\$101.50	\$68.22	\$22.74	\$45.48
				John & Jean Vanderkooy	2-229-40		\$1.50	\$1.01	\$0.34	\$0.67
				Rosine Cubitt	2-229-50		\$11.00	\$7.39	\$2.46	\$4.93
* 22	11	78	Wm. G. Tilden	Willa Wick & Annette Tilden	2-230	\$91.00	\$90.09	\$60.55	\$20.18	\$40.37
				Willa Wick	2-229-90		\$0.91	\$0.61		\$0.61
13	12	10	Wm. Myler	Paul & Lynne O'Dwyer	3-086	\$9.00	\$9.00	\$6.05	\$2.02	\$4.03
14	12	13	Wm. J. Hale	Ronald Prue	3-085	\$14.00	\$14.00	\$9.41	\$3.14	\$6.27
S. 1/2 15	12	27	H. Copland	David & Claudette Taylor	3-082-50	\$22.00	\$22.00	\$14.79	\$4.93	\$9.86
16	12	2	H. Copland	David & Claudette Taylor	3-083	\$2.00	\$2.00	\$1.34	\$0.45	\$0.89
17	12	22	A. Dennison	Allen & Mary Horst	3-082	\$20.00	\$20.00	\$13.44	\$4.48	\$8.96
18	12	28	F. Crispin	Vernon & Laura Horst	3-081	\$23.00	\$23.00	\$15.46	\$5.15	\$10.31
19	12	45	A. manderson	James & Susan Zaryski	3-080	\$44.00	\$44.00	\$29.57	\$9.86	\$19.71
20	12	72	Mrs. M. Cross	Melvin & Joanna Steckle	3-079-10	\$79.00	\$75.84	\$50.98	\$16.99	\$33.99
				Henry Kornelsen	3-079-50		\$3.16	\$2.12	\$0.71	\$1.41
21	12	97	G. French	Little Ireland Grains Inc	2-228	\$106.00	\$106.00	\$71.25	\$23.75	\$47.50
* 22	12	100	Jas. bennett	Richard Dalacker	2-227	\$184.00	\$184.00	\$123.68		\$123.68
S. 1/2 23	12	78	Herb Noble	Keith & Doris Clyne	2-231	\$76.00	\$76.00	\$51.08	\$17.03	\$34.05
N. 1/2 23	12	82	Les Noble	Eileen & Mervin Steckle	2-226	\$275.00	\$275.00	\$184.84	\$61.61	\$123.23
E. 75 ac. 24	12	75	Herb Noble	Keith & Doris Clyne	2-231	\$225.00	\$225.00	\$151.23	\$50.41	\$100.82
W. 45 ac. 24	12	45	R. Chambers	Von Westerholt Farms Lavolit Ltd	2-225	\$165.00	\$165.00	\$110.90	\$36.97	\$73.93
25	12	82	R. Chambers	Von Westerholt Farms Lavolit Ltd	2-225	\$248.00	\$248.00	\$166.69	\$55.56	\$111.13
26	12	48	W. S. Harkness	James Harkness	2-215	\$134.00	\$134.00	\$90.07	\$30.02	\$60.05
* 22	13	3	Wm. Moon	Lorne & Joyce Bowman	2-223	\$4.00	\$2.76	\$1.86	\$0.62	\$1.24
				Ryan & Melanie Bauman	2-223-05		\$1.24	\$0.83		\$0.83
23	13	8	F. Crispin	Lester & Nora Bearinger	2-224	\$9.00	\$9.00	\$6.05	\$2.02	\$4.03
E. 55 ac. 24	13	25	F. Crispin	Lester & Nora Bearinger	2-224	\$31.00	\$31.00	\$20.84	\$6.95	\$13.89
W. 45 ac. 24	13	19	R. Newman	Daryl & Dorothy Hutton	2-216	\$25.00	\$33.10	\$22.25	\$7.42	\$14.83
25	13	41	R. Newman	Daryl & Dorothy Hutton	2-216	\$51.00	\$51.00	\$34.28	\$11.43	\$22.85
* 26	13	47	L. Feick	Herbert & Carolanne Densmore	2-215-10	\$58.00	\$43.50	\$29.24		\$29.24
				James & Sarah Brubacher	2-215-40		\$14.50	\$9.75	\$3.25	\$6.50
				James & Sarah Brubacher	2-215-40		\$49.60	\$33.34	\$11.11	\$22.23

LOT OR PART	CON.	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
* 27	13	55	L. Feick	Herbert & Carolanne Densmore	2-215-10	\$62.00	\$8.68	\$5.83		\$5.83
				Leon & Pauline Brubacher	2-202		\$3.72	\$2.50	\$0.83	\$1.67
S. 66 ac. 28	14	3	G. Chambers	Mervyn & Mary Rae	2-207	\$3.00	\$2.07	\$1.39	\$0.46	\$0.93
*				Darcy & Renita Martin	2-215-50		\$0.93	\$0.63		\$0.63
S. W. 1/2 74	C	4	Jas Aiken	Gregery & Kirsten Andrews	2-211	\$4.00	\$4.00	\$2.69	\$0.90	\$1.79
N. E. 1/2 74	C	1	Wm. B. Howes	Mervyn & Mary Rae	2-209	\$1.00	\$1.00	\$0.67	\$0.22	\$0.45
				Nelson & Anita Bowman	2-210		\$52.92	\$35.57	\$11.86	\$23.71
* 75	C	98	W. Kaufman	Orlan & Cynthia Martin	2-210-50		\$54.00	\$36.30	\$12.10	\$24.20
				Stephen McCulloch	2-210-01	\$108.00	\$0.54	\$0.36		\$0.36
*				Kevin & David Anger Trustee	2-210-10		\$0.54	\$0.36		\$0.36
76	C	100	Les Hooper	James & Doreen Harkness	2-214	\$111.00	\$111.00	\$74.61	\$24.87	\$49.74
77	C	100	W. S. Harkness	James Harkness	2-248	\$394.00	\$394.00	\$264.83	\$88.28	\$176.55
78	C	100	John Timmins	John & Janice Harkness	2-247	\$348.00	\$348.00	\$233.91	\$77.97	\$155.94
				Von Westerholt Farms Lavolit Ltd	2-245		\$65.88	\$44.28	\$14.76	\$29.52
* 79	C	100	Les Hooper	Chirstopher & Stephanie McIntosh	2-246	\$108.00	\$42.12	\$28.31		\$28.31
80	C	100	R. Chambers	Von Westerholt Farms Lavolit Ltd	2-244	\$103.00	\$103.00	\$69.23	\$23.08	\$46.15
81	C	98.5	R. Chambers	John & Beulah Chambers	2-243	\$98.00	\$107.00	\$71.92	\$23.97	\$47.95
82	C	50	C. Hutchison	Harold & Wilma Fisher	2-242	\$44.00	\$50.30	\$33.81	\$11.27	\$22.54
74	D	5	A. McKinnon	Hidden Creek Maples Inc.	2-063	\$5.00	\$5.00	\$3.36	\$1.12	\$2.24
75	D	30	A. Kelly	Edgar & Mary Martin	2-064	\$30.00	\$15.30	\$10.28	\$3.43	\$6.85
				Donald & Anna Noble	2-064-50		\$14.70	\$9.88	\$3.29	\$6.59
76	D	98	A. Findlay	Timothy Weber	2-065	\$97.00	\$102.42	\$68.83	\$22.94	\$45.89
				Donald & Anna Noble	2-064-90		\$2.91	\$1.96	\$0.65	\$1.31
77	D	98	Wm. Hall	Glen Hall	2-066	\$254.00	\$262.32	\$176.32	\$58.77	\$117.55
S. W. 1/2 78	D	50	R. Stemmler	Brian & Marilyn Stemmler	2-041	\$205.00	\$205.00	\$137.79	\$45.93	\$91.86
N. E. 1/2 78	D	48	Jack Richardson	Scott Gilmore & Michelle Bennett	2-067	\$207.00	\$215.32	\$144.73	\$48.24	\$96.49
79	D	98	Jas. Richardson	John & Linda Weber	2-068	\$96.00	\$13.13	\$8.83	\$2.94	\$5.89
				John Weber	2-040-50		\$91.20	\$61.30	\$20.43	\$40.87
* 80	D	98	Richard Richardson	Devon & Karen Martin	2-039-50		\$35.33	\$23.75	\$7.92	\$15.83
				Kevin & Delores Leis	2-039-10	\$92.00	\$0.92	\$0.62		\$0.62
				Sylvester & Linda Stroeder	2-040		\$63.85	\$42.92	\$14.31	\$28.61
81	D	46	Mrs. I. Harkness	James & Doreen Harkness	2-034	\$44.00	\$43.56	\$29.28	\$9.76	\$19.52
*				Hydro One Networks Ltd.	2-035		\$0.44	\$0.30		\$0.30
				Heinrich & Elizabeth Guenther	2-036		\$19.20	\$12.91	\$4.30	\$8.61
N. E. Pt. 82	D	25	R. Chambers	Murray & Jodene Marquardt	2-037	\$24.00	\$0.96	\$0.65	\$0.22	\$0.43
				Town of Minto	2-036-10		\$3.84	\$2.58	\$0.86	\$1.72
<b>Total Assessment on Lands</b>						<b>\$8,697.00</b>	<b>\$5,715.88</b>	<b>\$3,841.91</b>	<b>\$1,206.25</b>	<b>\$2,635.66</b>

LOT OR PART	Acres	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2023 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>									
<b>Roads</b>									
Con. Road C-D		Highway 9	Ministry of Transportation		\$40.00	\$20.00	\$13.44		\$13.44
Con. Road 10-11 in front of lots 10-20		10th Line	Town of Minto		\$40.00	\$40.00	\$26.89		\$26.89
Con Road 12-13		12th Line	Town of Minto		\$20.00	\$20.00	\$13.44		\$13.44
Side Road 10-11		Pike Lake Road	Town of Minto		\$8.00	\$8.00	\$5.38		\$5.38
Side Road 15-16		3 Road North	Town of Minto		\$18.00	\$18.00	\$12.10		\$12.10
Side road 20-21		Highway 89	Ministry of Transportation		\$35.00	\$35.00	\$23.53		\$23.53
Side Road 25-26		Unopened Road Allowance	Town of Minto		\$6.00	\$6.00	\$4.03		\$4.03
Road through lots 26, 27, 28 Con. 13		Ayton Road	Town of Minto		\$5.00	\$5.00	\$3.36		\$3.36
Road at rear of Con. C		Unopened Road Allowance	Town of Minto		\$15.00	\$15.00	\$10.08		\$10.08
<b>Total Assessment on Roads</b>					<b>\$383.00</b>	<b>\$167.00</b>	<b>\$112.25</b>		<b>\$112.25</b>
<b>Total Assessment on Lands and Roads</b>					<b>\$9,080.00</b>	<b>\$5,882.88</b>	<b>\$3,954.16</b>	<b>\$1,206.25</b>	<b>\$2,747.91</b>

Notes:

1. \* Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
3. Net assessments are subject to a minimum charge of \$5.00.

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE  
MUNICIPAL DRAIN NO. 1 2024  
Town of Minto  
Wellington County**

**By-Law: 1055**

Type of Repair	Open Ditch Cleanout
Total Maintenance Costs	\$30,633.08

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Lands</b>										
13	10	3	Wm. Noonan	Elam & Bertha Martin	3-051	\$3.00	\$3.00	\$134.94	\$44.98	\$89.96
* 14	10	14	C. Hale	Aaron & Esther Martin James & Brenda Hunter	3-050 3-050-50	\$15.00	\$13.95 \$1.05	\$627.48 \$47.23	\$209.16	\$418.32 \$47.23
15	10	50	John Fyfe	Cleon & Martha Martin	3-049	\$55.00	\$55.00	\$2,473.93	\$824.64	\$1,649.29
* 10	11	12	W. Dennison	William & Marion Burke William & Marion Burke Tracy Schoutsen Anthony & Jeanetter Aasman Astrid Waschke Maureen Burrell	3-069-50 3-069 3-068 3-067-50 3-067 3-068-50	\$13.00	\$0.65 \$3.38 \$4.86 \$1.04 \$1.95 \$1.12	\$29.24 \$152.03 \$218.61 \$46.78 \$87.71 \$50.38	\$50.68	\$29.24 \$101.35 \$218.61 \$46.78 \$87.71 \$50.38
11	11	73	J. Shannahan	Orvie & Florence Martin Jane Buehler Kevin & Carol Hale	3-070 3-070-10 3-069-80	\$65.00	\$22.29 \$43.95 \$0.65	\$1,002.62 \$1,976.89 \$29.25	\$334.21 \$658.96	\$668.41 \$1,317.93 \$29.25
* 12	11	73	J. Den ouden	Darrell & Jane Buehler	3-071	\$80.00	\$80.00	\$3,598.44	\$1,199.48	\$2,398.96
* 13	11	83	H. Noonan	Schneider Farms Inc Earl Schneider Richard Burgess	3-072-50 3-072-25 3-072	\$91.00	\$15.89 \$66.36 \$10.33	\$714.74 \$2,984.91 \$464.65	\$994.97 \$154.88	\$714.74 \$1,989.94 \$309.77
14	11	98	F. Curran	Ian Chapman & Janet-Marie Wyseman	3-073	\$110.00	\$111.68	\$5,023.42	\$1,674.47	\$3,348.95
15	11	102	W. J. Hale	Linus Martin	3-074	\$110.00	\$111.68	\$5,023.42	\$1,674.47	\$3,348.95
* 16	11	96	M. Oresean	Theresa Beyer Theresa Beyer	3-075 3-075-20	\$105.00	\$42.00 \$11.00	\$1,889.18 \$494.79	\$629.73	\$1,259.45 \$494.79
13	12	10	Wm. Myler	Paul & Lynne O'Dwyer	3-086	\$9.00	\$9.00	\$404.82	\$134.94	\$269.88
14	12	13	Wm. J. Hale	Ronald Prue	3-085	\$14.00	\$14.00	\$629.73	\$209.91	\$419.82
S. 1/2 15	12	27	H. Copland	David & Claudette Taylor	3-082-50	\$22.00	\$22.00	\$989.57	\$329.86	\$659.71
<b>Total Assessment on Lands</b>						<b>\$8,697.00</b>	<b>\$646.83</b>	<b>\$29,094.76</b>	<b>\$9,125.34</b>	<b>\$19,969.42</b>

LOT OR PART	CON.	Acres Affected	1960 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1960 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>(Main Drain)</b>										
<b>Roads</b>										
Con. Road 10-11 in front of lots 10-20			10th Line	Town of Minto		\$40.00	\$17.20	\$773.66		\$773.66
Side Road 10-11			Pike Lake Road	Town of Minto		\$8.00	\$8.00	\$359.84		\$359.84
Side Road 15-16			3 Road North	Town of Minto		\$18.00	\$9.00	\$404.82		\$404.82
<b>Total Assessment on Roads</b>						<u>\$383.00</u>	<u>\$34.20</u>	<u>\$1,538.32</u>		<u>\$1,538.32</u>
<b>Total Assessment on Lands and Roads</b>						<u>\$9,080.00</u>	<u>\$681.03</u>	<u>\$30,633.08</u>	<u>\$9,125.34</u>	<u>\$21,507.74</u>

Notes:

1. \* Denotes lands not eligible for ADIP grants
2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
3. Net assessments are subject to a minimum charge of \$5.00.

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE**  
**Municipal Drain No. 15 (2024)**  
**Town of Minto**  
**Wellington County**

By-Law No.: 1057

Type of Repair	Bottom Cleanout
Total Maintenance Costs	\$47,699.84

LOT OR PART	CON.	Acres Affected	1981 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1981	2024	REPAIR	LESS 1/3	NET
						REPORT TOTAL ASSESSMENT	USED FOR MAINTENANCE	TOTAL ASSESSMENT	GOV'T GRANT	ASSESSMENT
<b>Main Drain Open</b>										
<b>Township of Minto Lands</b>										
S 65 ac 7 & E 1/2 S 100 ac 8	1	98.02	H Blair	R & R Mitchell Farms Ltd	4-038	\$49.00	\$49.00	\$743.18	\$247.73	\$495.45
* Pt S 65 ac 7	1	1.98		Mark Jennings	4-038-1	\$1.00	\$1.00	\$15.17		\$15.17
W 1/2 S 100 ac 8 & E 1/2 9	1	69.5	Jas Blair	Ruth Shaw	4-039	\$36.12	\$36.12	\$547.83	\$182.61	\$365.22
W 1/2 9	1	49.5	Wm Manclark	Ruth Shaw	4-040	\$20.88	\$20.88	\$316.68	\$105.56	\$211.12
W 1/2 10	1	94.34	Jas Blair	Palmcrest Farms Ltd	4-041	\$64.15	\$64.15	\$972.96	\$324.32	\$648.64
* Pt 10	1	5.66		John Koumarelas	4-041-5	\$3.85	\$3.85	\$58.39		\$58.39
E 1/2 11	1	50	Wm Manclark	Clayton Gingerich	4-043	\$31.00	\$31.00	\$470.17	\$156.72	\$313.45
W 1/2 11 & 12	1	150	Chas Burns	Ruth Shaw	4-044	\$80.00	\$80.00	\$1,213.35	\$404.45	\$808.90
13	1	97.83	A Hurlbut	Ruth Shaw	04-04550	\$42.07	\$42.07	\$638.07	\$212.69	\$425.38
* Pt 13	1	2.17		Melody Hurlbut	4-045	\$0.93	\$0.93	\$14.11		\$14.11
14	1	89.12	A Kaye	Kaye Farms Inc	4-046	\$60.72	\$60.72	\$920.93	\$306.98	\$613.96
* 14	1	1.88		Maurice Kaye	4-046-5	\$1.28	\$1.28	\$19.41		\$19.41
15	1	93	H Turton	Ronald Canning	4-047	\$230.00	\$230.00	\$3,488.38	\$1,162.79	\$2,325.59
16	1	100	B Fleming	Palmcrest Farms Ltd	4-048	\$250.00	\$250.00	\$3,791.72	\$1,263.91	\$2,527.81
17	1	116	C Kaye	Maurice Kaye	4-049	\$89.00	\$89.00	\$1,349.85	\$449.95	\$899.90
W 1/2 18	1	24	E Cooper	Irene Steenbergen	4-050	\$121.00	\$121.00	\$1,835.19	\$611.73	\$1,223.46
19	1	40	M Friel	Devin Ellis	4-051	\$207.00	\$207.00	\$3,139.54	\$1,046.51	\$2,093.03
N 1/2 20	1	35	A Bridge	Timothy Seifried	4-053	\$174.00	\$174.00	\$2,639.04	\$879.68	\$1,759.36
W 1/2 9 & 10	2	8	D Greenwood	Keith Greenwood	4-063	\$35.00	\$35.00	\$530.84	\$176.95	\$353.89
11	2	41	F Plummer	George Cherrey	4-062	\$20.00	\$20.00	\$303.34	\$101.11	\$202.23
12	2	70	L Reid	George Reid	4-061	\$35.00	\$35.00	\$530.84	\$176.95	\$353.89
13	2	10	H Wells	Elizabeth Simpson	4-060	\$5.00	\$5.00	\$75.83	\$25.28	\$50.56
16 & E 1/2 17	2	8.75		Jan De Lange	4-057	\$31.15	\$31.15	\$472.45	\$157.48	\$314.97
W 1/2 17 & 18	2	46.25	A Hughes	Lammers Dairy Inc	4-056	\$181.85	\$181.85	\$2,758.10	\$919.37	\$1,838.73
19	2	30	R Pearson	Lammers Dairy Inc	4-055-05	\$8.00	\$8.00	\$121.34	\$40.45	\$80.89
		29.39		Travis & Troy Horton	4-054	\$6.86	\$6.86	\$104.04	\$34.68	\$69.36
* 20	2	0.61	F Horton	Travis Horton & Vanessa Ash	4-053-5	\$0.14	\$0.14	\$2.12		\$2.12
Subdivision of										
* N1/2 Lot 21 (Con 1)	1 & 2	10.57		2770818 Ontario Inc.	1-060	\$51.50	\$51.50	\$781.09		\$781.09
* & E Pt Lot 21 E pt Lot 21	2	1.01	W Bridge	Rena Hewison	1-001	\$0.50	\$0.50	\$7.58		\$7.58
<b>Total Assessment on Township of Minto Lands</b>						<b>\$1,892.00</b>	<b>\$1,837.00</b>	<b>\$27,861.56</b>	<b>\$8,987.89</b>	<b>\$18,873.67</b>

LOT OR PART	Acres	1981 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1981 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
<b>Township of Minto Roads</b>									
Side Rd. 10-11		Green Lane	Minto		\$6.00	\$6.00	\$91.00		\$91.00
Side Rd. 20-21		County Road 5	Wellington County		\$12.00	\$12.00	\$182.00		\$182.00
Half Townline Wallace		County Road 123	Wellington County		\$10.00	\$10.00	\$151.67		\$151.67
<b>Total Assessment on Township of Minto Roads</b>					<b>\$28.00</b>	<b>\$28.00</b>	<b>\$424.67</b>		<b>\$424.67</b>
<b>Total Assessment on Lands and Roads Township of Minto</b>					<b>\$1,920.00</b>	<b>\$1,865.00</b>	<b>\$28,286.23</b>	<b>\$8,987.89</b>	<b>\$19,298.34</b>
<b>Township of Maryborough Lands</b>									
N 1/2 1	12	73	J & B Porterfield		\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
S 1/2 1	13	99	P & M Minkenberg		\$53.50	\$53.50	\$811.43	\$270.48	\$540.95
N 1/2 1	13	100	P & M Minkenberg		\$52.00	\$52.00	\$788.68	\$262.89	\$525.79
W 1/2 2	13	28	P & M Minkenberg		\$15.50	\$15.50	\$235.09	\$78.36	\$156.72
W 1/2 1	14	25	P & M Minkenberg		\$8.50	\$8.50	\$128.92	\$42.97	\$85.95
S 85 ac	14	32	D & G Hicks		\$10.50	\$10.50	\$159.25	\$53.08	\$106.17
<b>Total Assessment on Township of Maryborough Lands</b>					<b>\$182.00</b>	<b>\$182.00</b>	<b>\$2,760.37</b>	<b>\$920.12</b>	<b>\$1,840.25</b>
<b>Township of Maryborough Roads</b>									
Road Cons. 12-13					\$4.00	\$4.00	\$60.67		\$60.67
Half Townline Wallace					\$6.00	\$6.00	\$91.00		\$91.00
<b>Total Assessment on Township of Maryborough Roads</b>					<b>\$10.00</b>	<b>\$10.00</b>	<b>\$151.67</b>		<b>\$151.67</b>
<b>Total Assessment on Lands and Roads Township of Maryborough</b>					<b>\$192.00</b>	<b>\$192.00</b>	<b>\$2,912.04</b>	<b>\$920.12</b>	<b>\$1,991.92</b>
<b>Wallace</b>									
N 52 ac of 1	13	12			\$4.00	\$4.00	\$60.67	\$20.22	\$40.45
N 1/2 S 100 ac of 1	13	50			\$23.00	\$23.00	\$348.84	\$116.28	\$232.56
S 1/2 S 100 ac of 1	13	50			\$33.00	\$33.00	\$500.51	\$166.84	\$333.67
N 36 ac of 2	13	11			\$4.00	\$4.00	\$60.67	\$20.22	\$40.45
S 100 ac of 2	13	100			\$66.00	\$66.00	\$1,001.01	\$333.67	\$667.34
N 70 ac of 3	13	60			\$23.00	\$23.00	\$348.84	\$116.28	\$232.56
S 50 ac of 3	13	50			\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
N 54 ac of 4	13	54			\$21.00	\$21.00	\$318.50	\$106.17	\$212.34
S 50 ac of 4	13	50			\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
5	13	89			\$61.00	\$61.00	\$925.18	\$308.39	\$616.79
6	13	72			\$47.00	\$47.00	\$712.84	\$237.61	\$475.23
7	13	57			\$30.00	\$30.00	\$455.01	\$151.67	\$303.34
3	13	39			\$20.00	\$20.00	\$303.34	\$101.11	\$202.23
Pt 9	13	2			\$1.00	\$1.00	\$15.17	\$5.06	\$10.11

LOT OR PART	CON.	Acres Affected	1981 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1981 REPORT TOTAL ASSESSMENT	2024 USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	NET ASSESSMENT
Pt 9	13	18				\$6.00	\$6.00	\$91.00	\$30.33	\$60.67
10	13	3				\$3.00	\$3.00	\$45.50	\$15.17	\$30.33
N 39.68 ac of 1	12	39.68				\$27.00	\$27.00	\$409.51	\$136.50	\$273.00
S 8 ac N1/2 of 1	12	8				\$5.00	\$5.00	\$75.83	\$25.28	\$50.56
S 1/2 of 1	12	21				\$14.00	\$14.00	\$212.34	\$70.78	\$141.56
S 1/2 of 2	12	21				\$14.00	\$14.00	\$212.34	\$70.78	\$141.56
N 1/2 of 2	12	48				\$32.00	\$32.00	\$485.34	\$161.78	\$323.56
3	12	86				\$61.00	\$61.00	\$925.18	\$308.39	\$616.79
N 72 ac of 4	12	72				\$51.00	\$51.00	\$773.51	\$257.84	\$515.67
S 14 ac of 4	12	12				\$9.00	\$9.00	\$136.50	\$45.50	\$91.00
5	12	95				\$71.00	\$71.00	\$1,076.85	\$358.95	\$717.90
6	12	96				\$71.00	\$71.00	\$1,076.85	\$358.95	\$717.90
7	12	100				\$42.00	\$42.00	\$637.01	\$212.34	\$424.67
8	12	100				\$43.00	\$43.00	\$652.18	\$217.39	\$434.78
9	12	100				\$50.00	\$50.00	\$758.34	\$252.78	\$505.56
10	12	99				\$50.00	\$50.00	\$758.34	\$252.78	\$505.56
N 84 ac of 11	11	84				\$54.00	\$54.00	\$819.01	\$273.00	\$546.01
N 68 ac of 12	11	44				\$17.00	\$17.00	\$257.84	\$85.95	\$171.89
N 50 ac of 13	11	199				\$10.00	\$10.00	\$151.67	\$50.56	\$101.11
N 32 ac of 14	11	2				\$1.00	\$1.00	\$15.17	\$5.06	\$10.11
<b>Total Assessment on Wallace Lands</b>						<b>\$1,048.00</b>	<b>\$1,048.00</b>	<b>\$15,894.89</b>	<b>\$5,298.30</b>	<b>\$10,596.59</b>
<b>Wallace Roads</b>										
Con. Rd. 12 - 13			Township of Arthur			\$12.00	\$12.00	\$182.00		\$182.00
Half Townline of Maryborough			Township of Arthur			\$6.00	\$6.00	\$91.00		\$91.00
Side Road 6-7			Township of Arthur			\$10.00	\$10.00	\$151.67		\$151.67
Side Road 12-13			Township of Arthur			\$2.00	\$2.00	\$30.33		\$30.33
Half Townline Minto			Township of Arthur			\$10.00	\$10.00	\$151.67		\$151.67
<b>Total Assessment on Wallace Roads</b>						<b>\$40.00</b>	<b>\$40.00</b>	<b>\$606.68</b>		<b>\$606.68</b>
<b>Total Assessment on Lands and Roads Wallace</b>						<b>\$1,088.00</b>	<b>\$1,088.00</b>	<b>\$16,501.57</b>	<b>\$5,298.30</b>	<b>\$11,203.27</b>
<b>TOTAL ASSESSMENT</b>						<b>\$3,200.00</b>	<b>\$3,145.00</b>	<b>\$47,699.84</b>	<b>\$15,206.31</b>	<b>\$32,493.53</b>

- Notes:
1. \* Denotes lands not eligible for ADIP grants
  2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
  3. Net assessments are subject to a minimum charge of \$5.00.



**SCHEDULE OF ASSESSMENT FOR MAINTENANCE**  
**Municipal Drain No. 107**  
**Town of Minto**  
**Wellington County**

By-Law No.: 29-88

Type of Repair	Bottom Cleanout
Total Maintenance Costs	\$14,900.84

LOT OR PART	CON.	1988 ORIGINAL OWNER	2024 OWNER	ROLL NO.	1988	2024	November 26, 2024		NET ASSESSMENT
					REPORT TOTAL ASSESSMENT	USED FOR MAINTENANCE	REPAIR TOTAL ASSESSMENT	LESS 1/3 GOVT GRANT	
<b>South Branch</b>									
Pt 26	17	Grand-Route Holdings of Upper	M Shannon	2-135	\$955.00	\$955.00	\$1,205.96	\$401.99	\$803.97
* Pt 26	17	E Lynch	M Bowman	2-135-02	\$35.00	\$35.00	\$44.20		\$44.20
Pt 26	17	E Lynch	R Lynch	2-135-05	\$4,160.00	\$4,160.00	\$5,253.18	\$1,751.06	\$3,502.12
Pt 26	17	E & P Lynch	R Lynch	2-135-50	\$225.00	\$225.00	\$284.13	\$94.71	\$189.42
* Pt 26	17	D Hay	H & B Boelke	2-136	\$95.00	\$95.00	\$119.96		\$119.96
Pt 27	17	J Vanek	K & B Dykstra	2-138	\$1,190.00	\$1,190.00	\$1,502.71	\$500.90	\$1,001.81
Right-of-Way		C N R	H & B Boelke	2-136	\$500.00	\$500.00	\$631.39	\$210.46	\$420.93
<b>Total Assessment on Lands</b>					<b>\$7,160.00</b>	<b>\$7,160.00</b>	<b>\$9,041.53</b>	<b>\$2,959.12</b>	<b>\$6,082.41</b>
<b>Roads</b>									
Cty. Rd. No. 3		County of Wellington			\$440.00	\$440.00	\$555.62		\$555.62
<b>Total Assessment on Roads</b>					<b>\$440.00</b>	<b>\$440.00</b>	<b>\$555.62</b>		<b>\$555.62</b>
<b>Total Assessment on South Branch</b>					<b>\$7,600.00</b>	<b>\$7,600.00</b>	<b>\$9,597.15</b>	<b>\$2,959.12</b>	<b>\$6,638.03</b>
<b>Branch "A"</b>									
Pt 27	17	J Vanek	K & B Dykstra	2-138	\$1,080.00	\$1,080.00	\$1,363.81	\$454.60	\$909.20
* Pt 26	17	D Hay	H & B Boelke	2-136	\$70.00	\$70.00	\$88.39		\$88.39
Right-of-Way		C N R	H & B Boelke	2-136	\$250.00	\$250.00	\$315.70	\$105.23	\$210.46
<b>Total Assessment on Branch "A"</b>					<b>\$3,900.00</b>	<b>\$1,400.00</b>	<b>\$1,767.90</b>	<b>\$559.83</b>	<b>\$1,208.06</b>
<b>Branch "B"</b>									
Pt 26	17	Grand-Route Holdings of Upper	M Shannon	2-135	\$2,520.00	\$2,520.00	\$3,182.21	\$1,060.74	\$2,121.48
Right-of-Way		C N R	H & B Boelke	2-136	\$280.00	\$280.00	\$353.58	\$117.86	\$235.72
<b>Total Assessment on Branch "B"</b>					<b>\$4,100.00</b>	<b>\$2,800.00</b>	<b>\$3,535.79</b>	<b>\$1,178.60</b>	<b>\$2,357.20</b>
<b>Branch "C"</b>									
Pt 26	17	E & P Lynch	R Lynch	2-135-50	\$1,310.00	\$0.00	\$0.00	\$0.00	\$0.00
Pt 26	18	L Picket	C & E Weber	2-123	\$790.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Assessment on Branch "C"</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSESSMENT ON DRAIN 107</b>					<b>\$15,600.00</b>	<b>\$11,800.00</b>	<b>\$14,900.84</b>	<b>\$4,697.55</b>	<b>\$10,203.29</b>

- Notes:
1. \* Denotes lands not eligible for ADIP grants
  2. The NET ASSESSMENT is the total assessment less a one-third (1/3) Provincial grant, if applicable
  3. Net assessments are subject to a minimum charge of \$5.00.

The Corporation of the Town of Minto  
By-law No. 2024-067

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held December 3, 2024

**WHEREAS** the Council of the Town of Minto met on December 3, 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 December 3, 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 3<sup>rd</sup> day of December 2024.

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Dave Turton, Mayor

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Annilene McRobb, Clerk