



Council Agenda

Tuesday, January 21, 2025

3:00 p.m.

Council Chambers

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 January 7, 2025 Regular Council meeting be approved.

- a. Regular Minutes of January 7, 2025

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
7. Public Question Period
8. Correspondence Received for Information or Requiring Direction of Council

RECOMMENDATION:

THAT Council receives the correspondence as information.

a.	Town of Aylmer, Motion to Oppose Provincial Legislation on Cycling Lanes	8
b.	Municipality of South Huron, Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act	10
9.	Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given	
a.	Committee Minutes for Approval	
b.	Staff Reports	
1.	PW 2025-001, 2024 DWQMS External Audit Outcome	15
	<u>RECOMMENDATION:</u> THAT the Council of the Town of Minto hereby receives report PW 2025-001 2024 DWQMS External Audit Outcome, prepared by the QMS Representative, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves and endorses the 2024 DWQMS External Audit Outcome report.	
2.	PW 2025-002, 2024 Management Review	27
	<u>RECOMMENDATION:</u> THAT the Council of the Town of Minto hereby receives PW report 2025-002 DWQMS Management Review and the Management Review Meeting Outcome report, prepared by the QMS Representative, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves and endorses the 2024 DWQMS Management Review and the Management Review Meeting Outcome reports.	
3.	PW 2025-003, 204 Bulk Water Taking Annual Summary	66
	<u>RECOMMENDATION:</u> THAT the Council of the Town of Minto hereby receives report PW 2025-003 2024 Bulk Water Taking Annual Summary, prepared by the Water Services Manager, for information purposes.	
4.	FIN 2025-003, 2024 Section 357 Applications	68
	<u>RECOMMENDATION:</u> THAT the Council of the Town of Minto hereby receives report FIN 2025-003 2024 Section 357 Applications, prepared by the Deputy Treasurer, for information purposes.	

5. FIN 2025-004, 2024 Minutes of Settlement and Assessment Adjustments 71
- RECOMMENDATION:**
THAT Council of the Town of Minto hereby receives report FIN 2025-004 2024 Minutes of Settlement and Assessment Adjustments, prepared by the Deputy Treasurer, for information purposes.
6. CL 2024-002, Proposed Municipal Accountability Act 2024 76
- RECOMMENDATION:**
THAT the Council of the Town of Minto hereby receives report CL 2025-002 - Proposed Municipal Accountability Act, 2024, prepared by the Clerk, for information purposes;
AND FURTHER THAT the Council of the Town of Minto officially supports the proposed Municipal Accountability Act 2024 (Bill 241).
7. CL 2025-003, Catch and Release Justice in Ontario 81
- RECOMMENDATION:**
THAT the Council of the Town of Minto hereby receives report CL 2025-003 Catch and Release Justice in Ontario, prepared by the Clerk, for information purposes;
AND FURTHER THAT the Council of the Town of Minto endorses the Town of Colbalt’s resolution on “catch and release” justice.
8. CAO 2025-001, Southwestern Ontario Isotope Coalition (SOIC) Partnership 89
- RECOMMENDATION:**
THAT the Council of the Town of Minto hereby receives report CAO-2025-01 Southwestern Ontario Isotope Coalition (SOIC) Partnership, prepared by the CAO, for information purposes;
AND FURTHER THAT the Council of the Town of Minto authorizes staff to submit a request to join the SOIC Regional Collaboration Partnership;
AND FURTHER THAT the Council of the Town of Minto authorizes the Mayor and a staff delegate, chosen by the CAO, to attend meetings as representatives of the Town of Minto.

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. 2025-006, Confirmatory

91

RESOLUTION:

THAT By-law 2025-006; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held January 21, 2025; 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, January 7, 2025 3:00 p.m.
Council Chambers

Council Present:

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

Staff Present:

Annilene McRobb, Clerk
Belinda Wick-Graham, Director of Economic and Community Development
Gordon Duff, Treasurer
Matt Lubbers, Director of Community Services
Gregg Furtney, Chief Administrative Officer

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

RESOLUTION: 2025-001

Moved By: Councillor Dirksen; Seconded By: Councillor Zimmerman

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

Carried

- a. Regular Council Minutes of December 17, 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: 2025-002

Moved By: Councillor Gunson; Seconded By: Councillor Podniewicz

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

Carried

5. Public Meeting - None

6. Delegations - None

7. Public Question Period

Roger Hnatiuk asked why the fees for the water the sewer charges are up so much. Treasurer Duff stated that the financial plan for the increases was set 5 years ago, and we were following the schedule. Cost recovery basis and these are the amounts needed. An updated study will be done in 2025 for 2026.

Laura Park stated everything is increasing how are young people supposed to afford this? Mayor Turton stated we have a report from County Councillor Anderson that may be able to speak to this.

8. Correspondence Received for Information or Requiring Direction of Council

- a. Town of Cobalt, 'Catch and Release' Justice in Ontario
- b. Saugeen Valley Conservation Authority, Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development, and Permitting Fees
- c. Crime Stoppers Guelph-Wellington, Winter 2024/25 Newsletter
- d. Minto-Mapleton Health Professional Recruitment, Request for Support and Funding for Community Physician Recruitment Initiatives
- e. Ministry of Municipal Affairs and Housing, Introduction of Proposed Municipal Accountability Act, 2024
- f. Municipality of West Grey, Resolution regarding Discontinued Winter Operations at the Durham Upper Dam
- g. Mapleton Seniors Centre for Excellence, January 2025 Newsletter
- h. Maitland Valley Conservation Authority, Minutes of November 20 2024 Members Meeting

- i. City of Toronto, Declaring Toronto a Paid-Plasma Free Zone
- j. Municipality of Kincardine, Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties
- k. City of Markham, Support of SOLVETHECRISIS.CA Campaign

Mayor Turton pulled Item d) Minto-Mapleton Health Professional Recruitment, Request for Support and Funding for Community Physician Recruitment Initiatives noting that funding is already set aside for the 2025 budget.

Mayor Turton pulled Item e) Ministry of Municipal Affairs and Housing, Introduction of Proposed Municipal Accountability Act, 2024 for discussion.

MOTION: COW 2025-001

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

THAT the Council of the Town of Minto request that the Clerk bring forward a report to Council regarding the Introduction of Proposed Municipal Accountability Act, 2024

Carried

Councillor Podniewicz pulled Item h) Maitland Valley Conservation Authority, Minutes of November 20, 2024, Members Meeting and noted that there are increase in fees for the Conservation Authorities.

Councillor Dirksen pulled Item a) Town of Cobalt, 'Catch and Release' Justice in Ontario for discussion.

MOTION: COW 2025-002

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

THAT the Council of the Town of Minto direct the Clerk to contact the OPP regarding support for the Catch and Release Justice in Ontario.

Carried

MOTION: COW 2025-003

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

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
 - 1. Diversity, Equity, and Inclusion Committee Meeting Minutes of December 12, 2024

MOTION: COW 2025-004

Moved By: Councillor Gunson; Seconded By: Councillor Dirksen

THAT Council of the Town of Minto receives the Diversity, Equity and Inclusion Committee minutes of December 12, 2024, for information and approves any recommendations contained therein.

Carried

b. Staff Reports

- 1. County Councillor David Anderson, Report on Homelessness and Low-Income Residents in the County of Wellington**

MOTION: COW 2025-005

Moved By: Councillor Zimmerman; Seconded By: Councillor Podniewicz

THAT the Council of the Town of Minto hereby receives the County Councillors report regarding Homelessness and Low-Income Residents in the County of Wellington prepared by County Councillor David Anderson for information purposes.

Carried

Councillor Elliott assumed the Chair

- 2. CS 2025-001, Fees and Charges Amendment**

MOTION: COW 2025-006

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

THAT the Council of the Town of Minto hereby receives report CS 2025-001 Fees & Charges Amendments, prepared by the Director of Community Services and the Deputy Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto directs the Treasurer to amend the Fees and Charges Bylaw 2024-059 to include the Community Services and Treasury Department amendments.

Carried

Councillor Dirksen assumed the Chair.

- 3. FIN 2025-001, 2025 Interim Tax Levy By-law**

MOTION: COW 2025-007

Moved By: Councillor Podniewicz; Seconded By: Councillor Elliott

THAT the Council of the Town of Minto hereby receives report FIN 2025-001 2025 Interim Tax Levy By-law, prepared by the Deputy Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers passage of the related By-law in open session.

Carried

4. FIN 2025-002, 2025 Temporary Borrowing

MOTION: COW 2025-008

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

THAT the Council of the Town of Minto hereby receives report FIN 2025-002 – 2025 Temporary Borrowing Report, prepared by the Treasurer, for information purposes; AND FURTHER THAT the Council of the Town of Minto considers passage of the related By-law in open session.

Carried

Mayor Turton resumed the Chair.

5. CL 2025-001, Part Lot Control PLC 2024-01: Daniel Charles Sinclair 255 - 315 Henry Street South, Palmerston Update

MOTION: COW 2025-009

Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott

THAT the Council of the Town of Minto hereby receives report CL 2025-001 regarding PLC 2024-01 – Daniel Charles Sinclair, for lands being Part of Lots 15 and 16 North Side of Victoria Street, Grain’s Survey Palmerston Parts 1 to 13 on 61R-22863; 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 the Council of the Town of Minto considers passing a By-law in open session;

AND FURTHER THAT the Council of the Town of Minto directs staff to repeal By-law 2024-065.

Carried

c. Announcements

Councillor Elliott stated this Saturday at 7 p.m. the 81’s are having an alumni game and invited everyone to attend. The 81’s will be playing Creemore.

Councillor Gunson wished everyone a success and Happy New Year

Deputy Mayor Anderson noted they feed 400 people and raised \$4,000 at the Community Christmas Dinner on December 25th. Anderson thanked the volunteers stating they will be donating the money back to the community.

Mayor Turton thanked the Andersons on behalf of Council and the community for the work that they have done over the past 9 years for the running the annual Christmas dinners.

County Councillor Anderson noted that a Church in Kenilworth ran the same dinner in Mount Forest and they feed 300 people. Councillor Anderson would like to see community dinners in all the communities in Wellington County for Christmas. Deputy Mayor Anderson stated that the volunteers enjoy helping as much as people enjoy having the meal.

Mayor Turton noted the Wellington North Big Brothers and Sisters Bowl-a-thon is happening on February 2nd at the Mount Forest bowling lanes at 2 pm.

February 22 is the Coldest Night of the Year event at 4 pm in Harriston. There are opportunities to sign up or donate to this event on the website. <https://cnoy.org/home>

10. Motion to Return To Regular Council

RESOLUTION: 2025-003

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: 2025-004

Moved By: Councillor Elliott; Seconded By: Councillor Podniewicz

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

Carried

13. By-laws

- a. 2025-001, Interim Tax Levy
- b. 2025-002, Temporary Borrowing
- c. 2025-003, Amend Fees and Charges By-law 2024-059
- d. 2025-004, Part Lot Control 235-255 Henry St., Sinclair

RESOLUTION: 2025-005

Moved By: Councillor Gunson; Seconded By: Councillor Dirksen

THAT By-laws 2025-01 through 2025-004 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

e. 2025-005, Confirmatory

RESOLUTION: 2025-006

Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott

THAT By-law 2025-005; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held January 7, 2025; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

14. Adjournment at 4:15 pm

RESOLUTION: 2025-007

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

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

Carried

Mayor Dave Turton

Clerk Annilene McRobb



January 9, 2025

The Honorable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Motion regarding Opposition to Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning

At their Regular Meeting of Council on January 8, 2025, the Council of the Town of Aylmer endorsed the following resolution:

WHEREAS the Government of Ontario has announced legislation requiring provincial approval for new cycling lanes;

AND WHEREAS this legislation would compel municipalities to demonstrate that proposed cycling lanes will not negatively impact vehicle traffic;

AND WHEREAS cycling infrastructure is crucial for environmental transportation, road safety, and public health, and provincial oversight in this matter represents an unwarranted intrusion into municipal authority;

AND WHEREAS the Town of Aylmer is evolving an active transportation plan to enhance walking and cycling infrastructure;

AND WHEREAS the Association of Municipalities of Ontario (AMO) has strongly criticized this proposed legislation as a "significant overreach" into municipal jurisdiction;

AND WHEREAS AMO has stated that none of its 444 member municipalities were consulted or shown evidence justifying the province's proposed veto power over new bike lanes;

THEREFORE, BE IT RESOLVED:

1. That the Town of Aylmer strongly opposes the proposed provincial legislation governing bicycle lanes and affirms its support for maintaining municipal jurisdiction over cycling infrastructure decisions.

2. That the Town of Aylmer endorses the AMO's position that municipalities are better positioned than the Ministry of Transportation to make decisions about local transportation matters based on local knowledge and community input.
3. That the Town of Aylmer calls on the Government of Ontario to withdraw the proposed legislation and respect the established authority of municipalities to make informed decisions about local transportation needs, including the implementation of cycling lanes.
4. That the Town of Aylmer reaffirms its commitment to its transportation plan and the continued development of safe, environmentally friendly, efficient cycling infrastructure for the benefit of all residents.
5. That the Town Clerk be directed to forward a copy of this resolution to the Premier of Ontario, the Minister of Transportation, the Member of Provincial Parliament representing constituencies within the Elgin-Middlesex-London region, to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.
6. That the Town of Aylmer calls upon municipalities across Ontario to adopt similar resolutions in defense of local decision-making authority and sustainable, efficient and environmentally friendly transportation planning.

Thank you,

Owen Jaggard

Director of Legislative Services/Clerk | Town of Aylmer
46 Talbot Street West, Aylmer, ON N5H 1J7
519-773-3164 Ext. 4913 | Fax 519-765-1446
ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC:

Hon. Prabmeet Singh Sarkaria prabmeet.sarkaria@pc.ola.org
Hon. Rob Flack rob.flack@pc.ola.org
Association of Municipalities of Ontario resolutions@amo.on.ca
All municipalities



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

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October 15, 2024

Via email: doug.fordco@pc.org

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Doug Ford

Re: Heritage Advisory Committee

Please be advised that South Huron Council passed the following resolution at their October 7, 2024, Regular Council Meeting:

Motion: 355-2024
Moved By: Aaron Neeb
Seconded by: Marissa Vaughan

Whereas the South Huron Heritage Advisory Committee has presented a letter to South Huron Council outlining concerns regarding heritage preservation in South Huron; and

Whereas prior to Royal Assent of the More Homes Built Faster Act, 2022 Subsection 29(1.2) of the Ontario Heritage Act provided Council of a Municipality the opportunity to give a notice of intention to designate a property within 90 days of a prescribed event; and

Whereas the More Homes Built Faster Act, 2022 amended Subsection 29(1.2) of the Ontario Heritage Act to provide that Council may give notice of intention to designate a property only if the property is listed in the register under subsection 27 (3), or a predecessor of that subsection, as of the date of the prescribed event; and

Whereas the Heritage Advisory Committee has noted concerns regarding this amendment limiting the authority of municipal councils to designate properties with the potential to undermine the effectiveness of heritage preservation efforts across the province; and

Whereas the Heritage Advisory Committee has provided correspondence, attached hereto, to South Huron Council in relation to the concerns requesting Council support and to communicate these concerns to the Province and forward a copy of this motion to the Association of Municipalities of Ontario, Municipal Councils across the province, and Provincial MPP.

Now therefore be it resolved that the Corporation for the Municipality of South Huron request the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act; and that this motion and attached correspondence be forwarded to the Premier of Ontario, Minister of Municipal Affairs and Housing, Minister of Citizenship and Multiculturalism, Association of Municipalities of Ontario, Municipal Councils across the province and MPP Thompson

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of Municipal Affairs and Housing, Hon. Paul Calandra, Paul.Calandra@pc.ola.org; Minister of Citizenship and Multiculturalism, Hon. Michael Ford, Michael.Ford@pc.ola.org; MPP Huron-Bruce, Hon. Lisa Thompson, Lisa.Thompson@pc.ola.org; AMO, resolutions@amo.on.ca, Township of Ashfield-Colborne-Wawanosh, info@acwtownship.ca, Municipality of Bluewater, info@municipalityofbluewater.ca, Municipality of Central Huron, info@centralhuron.com, Town of Goderich, townhall@goderich.ca, Township of Howick, clerk@howick.ca, Municipality of Huron East, clerk@huroneast.com, Municipality of Morris-Turnberry, mail@morristurnberry.ca, Township of North Huron, clamb@northhuron.ca, Municipality of North Perth, info@northperth.ca, Township of Perth South, lscott@perthsouth.ca, Township of Perth East, acarater@pertheast.ca, Municipality of West Perth, clerk@westperth.com, Town of St. Marys, clerksoffice@town.stmarys.on.ca, City of Stratford, clerks@stratford.ca, Municipality of Brook-Alvinston, idenkers@brookealvinston.com, Township of Dawn-Euphemia, clerk@dawneuphemia.on.ca, Township of Enniskillen, dmctavish@enniskillen.ca, Municipality of Lambton Shores, clerks@lambtonshores.ca, Village of Oil Springs, clerk@oilsprings.ca, Town of Petrolia, petrolia@petrolia.ca, Town of



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July 31, 2024

The Heritage Advisory Committee for the Municipality of South Huron wishes to thank South Huron Council for their support of resolution 128-2024 of March 18, responding to the Town of Coburg's request of February 28 for support regarding a proposed amendment to subsection 27(16) of the Ontario Heritage Act.

In addition to the concerns South Huron council supported in resolution 128-2024, our committee would like to add that we have additional concerns about amendments to the Ontario Heritage Act implemented by Bill 23 that have direct impact on our local community and - more broadly - the Province of Ontario.

Specifically, subsection 29 (1.2) of the Heritage Act traditionally provided that if a prescribed event occurs, a notice of intention to designate a property must be given within 90 days of the prescribed event. These prescribed events include the submission of development applications under the Planning Act, for example. However, with changes from Bill 23, this subsection is re-enacted to also provide that the municipality may only give a notice of intention to designate the property within 90 days if the property was already included in the register under subsection 27 (3) as of the date of the prescribed event.

This raises significant concerns for our committee. Specifically, we are troubled by the proposed amendments that would limit the authority of municipal councils to designate properties that are not already listed on a municipal register. In South Huron, like many other municipalities around Ontario, there are countless significant structures that are not yet listed under subsection 27 (3), and these changes significantly limit efforts of council to react to proposed demolitions of significant heritage properties in our municipality after planning applications are made.

We believe that these changes have the potential to undermine the effectiveness of heritage preservation efforts in our community and across the province. By weakening the protections afforded to heritage properties and reducing the ability of municipalities to designate and safeguard significant sites, we risk irreparable loss to our built and cultural heritage.

We urge council to carefully consider the implications of the changes to the Ontario Heritage Act under Bill 23 and to advocate for amendments that strengthen rather than weaken heritage preservation efforts. Specifically, we would ask that the province re-establish the 90 day period that had previously been a part of the Ontario Heritage Act for all properties, not just those already listed in the register under subsection 27 (3).

We ask that you pass a resolution to add our specific concerns to those you have already supported, and communicate these to the Province of Ontario. We also ask that you circulate this letter and seek the support of other municipalities.

Thank you for your attention to this important matter, and we look forward to our continued work together.

Sincerely,

South Huron Heritage Advisory Committee

Sample Resolution:

Whereas prior to Royal Assent of the More Homes Built Faster Act, 2022 Subsection 29(1.2) of the Ontario Heritage Act provided Council of a Municipality the opportunity to give a notice of intention to designate a property within 90 days of a prescribed event; and

Whereas the More Homes Built Faster Act, 2022 amended Subsection 29(1.2) of the Ontario Heritage Act to provide that Council may give notice of intention to designate a property only if the property is listed in the register under subsection 27 (3), or a predecessor of that subsection, as of the date of the prescribed event;

Whereas the Heritage Advisory Committee has noted concerns regarding this amendment limiting the authority of municipal councils to designate properties with the potential to undermine the effectiveness of heritage preservation efforts across the province; and

Whereas the Heritage Advisory Committee has provided correspondence, attached hereto, to South Huron Council in relation to the concerns requesting Council support and to communicate these concerns to the Province and forward a copy of this motion to the Association of Municipalities of Ontario, Municipal Councils across the province, and Provincial MPP.

Now therefore be it resolved that the Corporation for the Municipality of South Huron request the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act; and that this motion and attached correspondence be forwarded to the Premier of Ontario, Minister of Municipal Affairs and Housing, Minister of Citizenship and Multiculturalism, Association of Municipalities of Ontario, Municipal Councils across the province and MPP Thompson.



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Public Works
SUBJECT: Report PW 2025-001 2024 DWQMS External Audit Outcome

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report PW 2025-001 2024 DWQMS External Audit Outcome, prepared by the QMS Representative, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the 2024 DWQMS External Audit Outcome report.

BACKGROUND

As Council is aware, Section 19 of the Safe Drinking Water Act is in effect requiring municipal drinking water system owners exercise a “level of care, diligence and skill” in system maintenance. Section 19 contains penalties for any person, including a member of Council, who does not act “*honestly, competently and with integrity*” when “*protecting the safety*” of drinking water users.

COMMENTS:

On October 1st, 2024 (remotely), Intertek SAI Global completed the Town of Minto’s 2024 DWQMS Surveillance System Audit. The audit consisted of a 12-month Remote Systems Audit.

The outcome from the Surveillance System Audit by Intertek SAI Global, is that the Town of Minto continues its accreditation to manage and operate the drinking water systems. Upon review of the completed Surveillance System Audit report by the Town’s DWQMS Representative, there were no Minor/Major Non-Conformances and no Opportunities for Improvement (OFI’s) identified. Results of the External Audit are reported to the Owner through Management Review and Council Reports.

FINANCIAL CONSIDERATION:

The 2025 DWQMS External Audit will be a 1-day Remote Surveillance System Audit. The audit cost has already been impeded in the approved 2025 Operating Budget.

STRATEGIC PLAN

Goal 1 – Manage Our Infrastructure

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

Attachments - 1

PREPARED BY: Mike Doucette, QMS Representative

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer

Audit Report

12 Month Surveillance Audit for

The Corporation of the Town of Minto

CMPY-165115

Audited Address: 5941 Highway #89, Harriston, Ontario, N0G 1Z0,
Canada

Start Date: Oct 1, 2024 End Date: Oct 1, 2024

Type of audit – Surveillance System Audit

Issue Date: Oct 1, 2024

Revision Level: *Final*



BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of The Corporation of the Town of Minto beginning on Oct 1, 2024 and ending on Oct 1, 2024 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Full Scope – Entire DWQMS
Drinking Water System Owner:	The Corporation of the Town of Minto
Operating Authority:	The Corporation of the Town of Minto
Population Served:	6498
Activities:	Treatment and Distribution
	Clifford Drinking Water System (license # 106-101)
	Harriston Drinking Water System (license # 106-102)
Drinking Water Systems	Minto Pines Drinking Water System (license # 106-104)
	Palmerston Drinking Water System (license # 106-103)

Total audit duration:	Person: 1	Days: 1.00
Audit Team Member:	Team Leader	Paul Cartlidge

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

Surveillance Audit:

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek - SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the company since last audit include: new CAO in the Town of Minto

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for continued certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

No opportunities for improvement have been identified.

Management System Documentation

The management systems operational plan was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Town of Minto DWQMS Operational Plan element 1 – Introduction to the Town of Minto Drinking Water Quality Management Standard Operational Plan, revision 4, September 26, 2023
Details: Operational Plan adequately describes the Quality Management System. Reviewed and accepted.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	Town of Minto DWQMS Operational Plan element 2 – QMS Policy Statement, revision 7, December 8, 2022
Details: Policy statement adequately describes the goals of the Quality Management System. Policy statement is available on the Town of Minto website. Reviewed and accepted.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	Town of Minto DWQMS Operational Plan element 3 – DWQMS Commitment and Endorsement, revision 10, December 8, 2022
Details: Current version of Operational Plan endorsed through direct signatures on the Commitment and Endorsement sheet by Town of Minto representatives – Mayor, Deputy Mayor, all Councillors, Interim CAO, Treasurer and the QMS Representative on December 6, 2022. Town of Minto Council Motion # COW 2022- 195 accepts that Council of the Town of Minto receives report PW 2022-029 regarding the 2022 DWQMS Review and QMS Policy Statement and DWQMS Endorsement. Reviewed and accepted.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	Town of Minto DWQMS Operational Plan element 4 – Identification of a QMS Representative, revision 6, March 31, 2022
Details: The Quality Management System Representative for the Town of Minto Drinking Water Systems is identified as a distinct position, as authorized by the appointment letter for Mike Doucette dated March 28, 2022 as included in the Operational Plan. Reviewed and accepted.	

DWQMS Reference:	5 Document and Record Control
Client Reference:	Town of Minto DWQMS Operational Plan element 5: DWQMS Document Control Procedure, revision 15, September 16, 2024 DWQMS Record Control Procedure, revision 12, September 26, 2023
Details: Procedures reviewed and accepted.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Town of Minto DWQMS Operational Plan element 6 – DWQMS Project Descriptions, revision 22, September 16, 2024
Details: Each drinking water system (Clifford, Harriston, Palmerston and Minto Pines) is adequately described in the Operational Plan. Process Flow Diagrams are maintained in the respective Operations Manuals. Reviewed and accepted.	

Audit Report

DWQMS Reference	7 Risk Assessment
Client Reference:	Town of Minto DWQMS Operational Plan element 7 – DWQMS Risk Assessment/Response Procedure, revision 12, September 26, 2023
Details: Operational Plan and procedure describe the process for performance of Risk Assessments. Reviewed and accepted.	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Town of Minto DWQMS Operational Plan element 8 – DWQMS Risk Assessment Outcomes, revision 14, September 21, 2024 Clifford Risk Assessment Outcome Table, revision 14, September 10, 2024 Harriston Risk Assessment Outcome Table, revision 14, September 10, 2024 Palmerston Risk Assessment Outcome Table, revision 14, September 10, 2024 Minto Pines Risk Assessment Outcome Table, revision 14, September 10, 2024
Details: Risk Assessment Outcomes tables identify hazardous events, risks, rankings, control measures, critical control points and associated processes/procedures. Risk Assessment Data is current as of September 2021 when the most recent 36-month review was performed and updated in August 2024. All hazardous events as described by MECP Document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” as updated in April 2022 are included in the Risk Assessment. Critical Control Points are included in the risk assessment tables and list all applicable critical control limits. Reviewed and accepted.	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Town of Minto DWQMS Operational Plan element 9 - DWQMS Roles, Responsibility and Authority, revision 19, September 26, 2023 DWQMS Water System Organizational Chart, revision 12, March 31, 2022
Details: Operational Plan section 9 and Organizational Chart reviewed and accepted.	

DWQMS Reference:	10 Competencies
Client Reference:	Town of Minto DWQMS Operational Plan element 10 - DWQMS Competencies, revision 11, September 26, 2023 DWQMS Training, Planning and Recording Procedure, revision 7, September 26, 2023
Details: Operational Plan section 10 reviewed and accepted.	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	Town of Minto DWQMS Operational Plan element 11 – DWQMS Personnel Coverage, revision 16, September 16, 2024
Details: Operational Plan section 11 reviewed and accepted.	

DWQMS Reference:	12 Communications
Client Reference:	Town of Minto DWQMS Operational Plan element 12 – DWQMS Communications Procedure, revision 11, September 26, 2023
Details: Operational Plan section 12 reviewed and accepted.	

Audit Report

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Town of Minto DWQMS Operational Plan element 13 - DWQMS Essential Suppliers, revision 22, December 12, 2023
Details: Operational Plan section 13 (includes list of essential suppliers) reviewed and accepted.	
DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Town of Minto DWQMS Operational Plan element 14 – DWQMS Review and Provision of Infrastructure, revision 12, September 16, 2024
Details: Operational Plan section 14 reviewed and accepted.	
DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Town of Minto DWQMS Operational Plan element 15 – DWQMS Infrastructure Maintenance, Rehabilitation and Renewal, revision 12, September 26, 2023
Details: Operational Plan section 15 reviewed and accepted.	
DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Town of Minto DWQMS Operational Plan element 16 - DWQMS Sampling, Testing and Monitoring Procedure, revision 16, September 16, 2024 Sampling requirements for each system as defined in section 8.0 of the respective Operations Manuals.
Details: Operational Plan section 16 and Sampling requirements reviewed and accepted.	
DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	Town of Minto DWQMS Operational Plan element 17 – DWQMS Measurement & Recording Equipment Calibration & Maintenance, revision 7, September 26, 2023
Details: Operational Plan section 17 reviewed and accepted.	
DWQMS Reference:	18 Emergency Management
Client Reference:	Town of Minto DWQMS Operational Plan element 18 – DWQMS Emergency Management, revision 10, September 26, 2023 Town of Minto Contingency Plan, rev. 08/18/2023
Details: Operational Plan section 18 reviewed and accepted. Emergency situations, contact list and response procedures are addressed in detail in the Standard Operating Procedures and the Contingency Plan.	
DWQMS Reference:	19 Internal Audits
Client Reference:	Town of Minto DWQMS Operational Plan element 19 – DWQMS Internal Audits and Correction Procedures, revision 7, March 31, 2022
Details: Procedure reviewed and accepted. Most recent internal audit was performed May 28-July 24, 2024 by the DWQMS Representative. Internal Audit was performed to the requirements of DWQMS V2. Audit report detailing all findings reviewed. No Non-Conformances and 2 Opportunities for Improvement were identified. OFIs are evaluated and documented on Corrective	

Audit Report

Action Reports and completed as per element 21.

DWQMS Reference:	20 Management Review
Client Reference:	Town of Minto DWQMS Operational Plan element 20 – DWQMS Management Review Procedure, revision 10, September 16, 2024.
Details: Procedure describes the process for performing Management Review. Most recent Management Review was performed on November 17, 2023 with a summary report of all discussions. Procedure and report included all required elements from clause 20 of the DWQMS V2. Actions items are noted in the Management Review Outcome report prepared by the QMS Representative (e.g. Implementation of Preventative Maintenance work orders using CityWide). Reviewed and accepted.	

DWQMS Reference:	21 Continual Improvement
Client Reference:	Town of Minto DWQMS Operational Plan element 21 – DWQMS Continual Improvement Procedure, revision 10, March 31, 2022
Details: Procedure reviewed and accepted. Corrective actions, preventive actions and best management practices are identified through Continual Improvement Reports and can be generated from various sources including internal and external audits, best management practices, Management Reviews, operational issues, etc. Corrective Actions are recorded on CAR forms and entered onto a log for monitoring. Examples reviewed included: <ul style="list-style-type: none">• OFIs from 2024 Internal Audit: IA-24-01, IA-24-02 – e.g. format of Management Review to match the items from the Standard – Operational Plan element 20 updated• Corrective Action # EA-23-01 – from 2023 external audit – reagents used past expiry date – updates made to forms and training session held with staff• Best Management Practices can be found through various sources including the Municipal Water/Wastewater Regulatory Committee online forum.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - SAI Global.

This report was prepared by:

Paul Cartlidge
Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Public Works
SUBJECT: Report PW 2025-002 2024 DWQMS Management Review

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives PW report 2025-002 DWQMS Management Review and the Management Review Meeting Outcome report, prepared by the QMS Representative, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the 2024 DWQMS Management Review and the Management Review Meeting Outcome reports.

BACKGROUND

The requirements of management review are dictated by Element 20 “Management Review” of the Ministry of the Environment Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS). This standard requires that a management review is conducted at least once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Quality Management System (QMS).

As Council is aware, Section 19 of the Safe Drinking Water Act is in effect requiring municipal drinking water system owners exercise a “level of care, diligence and skill” in system maintenance. Section 19 contains penalties for any person, including a member of Council, who does not act “*honestly, competently and with integrity*” when “*protecting the safety*” of drinking water users.

On December 18, 2024 the Town of Minto’s DWQMS Representative met with the Management Review Committee to present the 2024 Management Review Report. This is an opportune time to review and discuss the Town’s Drinking Water Systems overall water operations and projects over the past year.

COMMENTS:

Through the management review process, Senior Management shall identify deficiencies and action items (including personnel responsible and proposed timelines for implementation) to address the deficiencies. Results of the Management Review are reported to the Owner through Council Reports. It is important that Council read the Management Review and the

Management Review Meeting Outcomes and ask any questions that might be of interest or concern.

Drinking Water Quality Management System is the key tool that supports and assures Council, as the Owner of the drinking water systems, that it is meeting the requirements and responsibilities of the standard under the Safe Drinking Water Act (2002) and Standard of Care.

FINANCIAL CONSIDERATION:

There are some financial considerations resulting from the Management Review process. Water Operations staff are going to be collecting more frequent samples (annually) for Sodium, Manganese, Iron and Hardness to develop trends related to those parameters.

New production well studies for Harriston and Palmerston are going to continue through 2025, which could involve additional testing and engineering.

The Management Review does confirm that Council and responsible staff are performing the proper oversight of the systems, including ensuring qualified operators are in place and adequate funding is available for system operations and capital improvements.

Anticipated costs have been impeded in the approved 2025 Operating Budget.

STRATEGIC PLAN

Goal 1 – Manage Our Infrastructure

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

Attachments - 2

PREPARED BY: Mike Doucette, QMS Representative

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



Town of Minto
DWQMS
Management Review
2024



Table of Contents

1.0 Introduction to DWQMS Management Review	3
2.0 Minto's Quality Management System Policy	4
3.0 Roles and Responsibilities	5
4.0 Drinking Water System Performance	6
4.1 Incidents of Regulatory Non-Compliance	6
4.2 Incident of Adverse Drinking Water Tests	6
4.3 Deviations from Critical Control Point Limits and Response Actions	7
4.4 Operator Certification	8
4.5 Annual and Summary Reports	8
4.6 Water Taking Levels	8
5.0 Raw Water Supply and Drinking Water Quality Trends	11
5.1 Consumption	11
5.2 Sampling	11
- Microbiological Testing	
- Distribution Chlorine Residuals	
- Lead	
- Quarterly Sampling (nitrate/nitrite, HAA, THM's)	
- Schedule 23 & 24 Sampling	
- Sodium/Fluoride Sampling	
- Arsenic Sampling	
- Manganese	
- Strontium	
5.3 Consumer Feed Back	16
6.0 DWQMS Management System Performance	17
6.1 Efficacy of the Risk Assessment Process	17
6.2 Operational Plan Currency, Content and Updates	17
6.3 Infrastructure Review	18
6.4 Projected Water Works Projects/Items	18
6.5 Internal and Third-Party Audit Results	19
6.6 Results of Emergency Response Testing	20
6.7 Follow-up on Action Items from Previous Management Reviews	21
6.8 Changes Affecting the Quality Management System	22
7.0 Water System Requirements	23
8.0 Communication/Staff Suggestions	26
9.0 Next Management Review Meeting	26

1.0 Introduction to DWQMS Management Review

The requirements of the management review are dictated by The Ministry of the Environment Conservation and Parks (MECP) and Drinking Water Quality Management Standard (DWQMS), element 20 “Management Review”. This standard requires that a Management Review is conducted once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Quality Management System.

Through the management review process, Top Management shall consider the results of the management review and identify deficiencies and action items to address the deficiencies. Management will provide a record of any decisions and action items related to the management review, including the personnel responsible for delivering the action items and the proposed timelines for their implementation. The results of the management review, the identified deficiencies, decisions and action items will be reported to the Owner.

The following is a summary of the information that must be reviewed annually in accordance with the DWQMS program.

- a) incidents of regulatory non-compliance,
- b) incidents of adverse drinking-water tests,
- c) deviations from critical control point limits and response actions,
- d) the effectiveness of the risk assessment process,
- e) internal and third-party audit results,
- f) results of emergency response testing,
- g) operational performance,
- h) raw water supply and drinking water quality trends,
- i) follow-up on action items from previous management reviews,
- j) the status of management action items identified between reviews,
- k) changes that could affect the Quality Management System,
- l) consumer feedback,
- m) the resources needed to maintain the Quality Management System,
- n) the results of the infrastructure review,
- o) Operational Plan currency, content and updates, and
- p) staff suggestions.

This report provides an overview of the operational performance of our drinking water systems and our management system.

2.0 Minto's Quality Management System Policy

Schedule A



Quality Management System Policy for the Town of Minto Water Supply and Distribution System

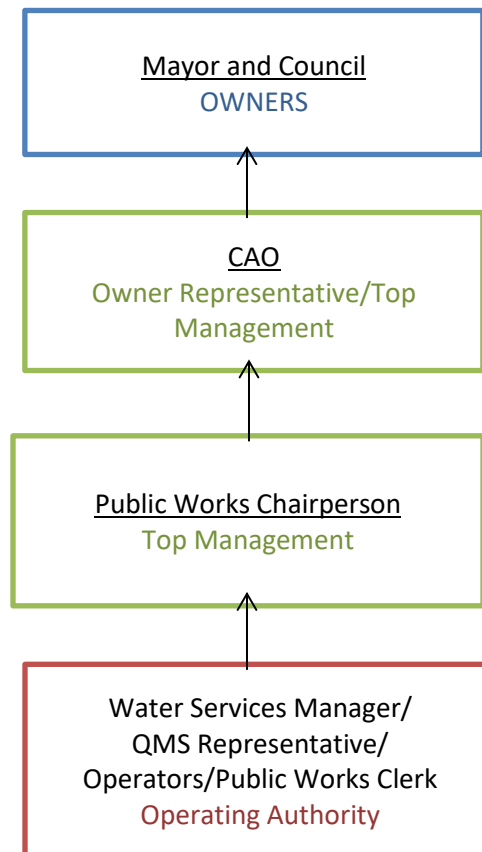
The Town of Minto is committed to supplying a consistent and safe drinking water supply which meets or exceeds all regulatory standards. We strive to achieve these goals through creating and managing a system comprised of policies and procedures which exhibit ongoing evaluations, staff competency through training, communication of pertinent information with consumers and town staff, workplace safety and contingency response measures.

The management and staff of the Town of Minto are committed to producing, maintaining and continuously improving the Quality Management System.

Endorsed by The Council of the Town of Minto
On December 6, 2022

3.0 Roles and Responsibilities

Element 9 requires that you describe the organizational structure of the operating authority including respective roles, responsibilities and authorities. The chart below outlines each group that has a role in providing safe drinking water. To see specific roles and responsibilities and organizational chart for each group refer to The Town of Minto DWQMS Operational Plan Element 9.





4.0 Drinking Water System Performance

4.1 Incidents of Regulatory Non-Compliance

All of Minto’s water systems are inspected annually by the MECP for regulatory compliance, below is list of the inspection dates and the resulting inspection rating:

System	Inspection Date	Final Inspection Rating
Clifford (DWS# 220000031)	May 15, 2024	100%
Harriston (DWS# 220000077)	July 11, 2024	100%
Palmerston (DWS# 220000059)	June 4, 2024	100%
Minto Pines (DWS#260007088)	July 11, 2024	96.57%

The Town of Minto also looks after and manages two facilities that are inspected by the Public Health Unit, typically once every three years. These facilities are the Drew Hall and the Municipal Office.

Both of those facilities were inspected in 2023, with Drew Hall completed on July 13th and the Municipal Office completed on October 3rd. No issues were observed and noted in the inspection reports with the water treatment system and equipment.

Minto Pines Inspection

NC Item – Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.

Response – On April 15, 2024 there were 34 minutes of missing data. The missing data was because the UPS (uninterrupted power supply) unit failed and therefore there was no power to the SCADA Pack. The missing data was from 7:09 am to 7:44 am and during this time there was no five minute data recorded and retained. The operator attended the site at 7:40 am and restarted the UPS unit and confirmed the treatment equipment was operating and there were no alarms. The Town reported this incident to the ministry on April 16, 2024. Minto Pines is equipped with a backup generator. The UPS unit was assessed by a contractor after this incident.

Actions Required: No further action is required at this time. Corrective actions were addressed at the time of the incident.

4.2 Incident of Adverse Drinking Water Tests

Ontario’s Drinking water regulations identify several standards and indicators that result in Adverse Water Quality Incidents (AWQI). For any AWQI the Town of Minto must notify both Wellington-Dufferin-Guelph Health Unit and the MECP of the occurrence, corrective actions and final outcomes. From October 1, 2023 to September 30, 2024 there was two (2) AWQI’s, between Minto’s Drinking Water Systems.



Minto Pines

AWQI #164921 – May 6, 2024

Minto Pines Issue: The new production well (#1A) being commissioned and in close proximity to the existing production well (#1) that is being de-commissioned at the same time. Therefore the Drinking Water System (DWS) was supplied & pressurized by a temporary water supply with very limited capacity. Town of Minto issued a Precautionary Boil Water Advisory for the duration of the new well #1A commissioning and the existing well #1 de-commissioning and until the new well was flushed & sampled to ensure the water is safe to resume normal water consumption. The new well was commissioned and the existing well de-commissioned with no complications. Once the new well had been flushed to remove any chlorine and excess turbidity from the commissioning process, two raw micro bacteria samples were collected from the new well 30 min apart. We received the clear results from the lab on May 10th, therefore the new well was put into service, the system back on-line and the Precautionary Boil Water Advisory was lifted.

Palmerston

AWQI #165516 – July 10, 2024

Palmerston Issue: During our regular weekly bacteriological sampling, a distribution sample location resulted in an adverse of 1 TC (Total Coliform). Operations staff re-sampled on July 10th with one sample upstream, one sample downstream and one sample at the adverse sample location as per O. Reg. 170/03 Schedule 17, sub-section 17.4. Results for the three re-samples came back as “all clear” for TC. The AWQI was closed on July 12, 2024.

4.3 Deviations from Critical Control Point Limits and Response Actions

The risk assessment annual and 36-month review was completed August 28, 2024 and as part of the review all critical control points (CCP's) were reviewed. There were no deviations from CCP's in the past year that resulting in the potential for unsafe water. From time to time as a result of equipment failure there is low or high chlorine detected at the various pump houses, but built-in safety mechanisms shut down the well pumps to ensure no water outside our control limits enters the distribution system.

Watermain Breaks & Service Line Repairs 2023/24

All watermain breaks were repaired following the MECP Watermain Disinfection Procedure and ANSI/AWWA C651. There were 3 watermain breaks and 1 service line leaks/repairs during this reporting period. This is down from 3 watermain breaks and 6 service line leaks/repairs during last years reporting period. All 3 watermain breaks were determined to be Category 1 breaks, which means no risk of contamination during the repairs.

October 5th 2023 – Harriston, Wellington Rd. 109 (*Service Line*)

October 19th 2023 – Minto Pines, Murray Way (*Blow Off Valve*)

November 6th 2023 – Palmerston, Main St. E (*Watermain*)

February 5th 2024 – Harriston, Thomas St. N (*Watermain*)

August 18th 2024 – Palmerston, Derby St. (*Watermain*)



4.4 Operator Certification

The Town of Minto water systems are operated by certified operators at all times. Currently there are ten (10) operators employed by Minto shared between water and wastewater departments with varying levels of certification. Training requirements are closely tracked to ensure regulatory compliance and ability of operators to meet re-certification requirements.

4.5 Annual and Summary Reports

O. Reg 170/03 requires the Owner and Operating Authority to prepare Annual Reports and Summary Reports for each of Minto’s water systems. The 2023 Annual Reports were completed and submitted prior to Feb. 28, 2024, as per the regulation. The Summary Reports for 2023 were endorsed by Council March 19, 2024, also required by the regulation.

4.6 Water Taking Levels

Maximum daily water taking volumes never exceeded the maximum litres per day stipulated in the Permit to Take Water for any of Minto’s systems in 2023/24.

Palmerston

Month	Wells #1 & #2					Wells #3 & #4				
	Well 1	Well 2	Permitted m ³ /day	Well 1	Well 2	Well 3	Well 4	Permitted m ³ /day	Well 3	Well 4
	Max m ³ /day			% of capacity		Max m ³ /day			% of capacity	
Oct	131.07	616.53	1964	6.7	31.4	455.90	142.01	2291	19.9	6.2
Nov	187.76	583.47	1964	9.6	29.7	643.94	134.42	2291	28.1	5.9
Dec	149.70	369.90	1964	7.6	18.8	477.35	158.52	2291	20.8	6.9
Jan	146.82	323.36	1964	7.5	16.5	375.34	137.41	2291	16.4	6.0
Feb	138.40	370.26	1964	7.1	18.9	458.18	158.07	2291	20.0	6.9
Mar	265.59	374.39	1964	13.5	19.1	519.34	137.58	2291	22.7	6.0
Apr	472.38	380.89	1964	24.1	19.4	633.93	368.55	2291	27.7	16.1
May	134.60	502.44	1964	6.9	25.6	473.01	158.93	2291	20.7	6.9
Jun	131.24	469.79	1964	6.7	23.9	644.44	169.41	2291	28.1	7.4
Jul	142.91	852.04	1964	7.3	43.4	542.68	251.64	2291	23.7	11.0
Aug	149.78	948.83	1964	7.6	48.3	1032.15	166.00	2291	45.1	7.3
Sept	140.55	603.05	1964	7.2	30.7	675.69	199.63	2291	29.5	8.7

Note: Higher “Max Day” flow in April for well #1 & #4 due to an electrical issue with well #2 pump.

Note: Higher “Max Day” flow in August for well #3 due to a watermain break.



Harriston

Month	Well#1			Well#2			Well #3		
	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity
Oct	111.59	979	11.4	329.37	2065	16.0	749.93	1634	45.9
Nov	97.35	979	9.9	299.58	2065	14.5	725.66	1634	44.4
Dec	210.25	979	21.5	302.37	2065	14.6	738.30	1634	45.2
Jan	238.69	979	24.4	410.36	2065	19.9	650.24	1634	39.8
Feb	96.95	979	9.9	428.41	2065	20.8	668.32	1634	40.9
Mar	93.89	979	9.6	522.24	2065	25.3	680.16	1634	41.6
Apr	88.68	979	9.1	573.30	2065	27.8	634.94	1634	38.9
May	396.72	979	40.5	327.35	2065	15.9	764.46	1634	46.8
June	64.62	979	6.6	321.99	2065	15.6	827.78	1634	50.7
July	75.70	979	7.7	482.33	2065	23.4	812.70	1634	49.7
Aug	76.35	979	7.8	339.23	2065	16.4	710.58	1634	43.5
Sept	85.03	979	8.7	512.75	2065	24.8	837.68	1634	51.3

Note: Higher “Max Day” flow in May for well #1 due to being used to supply temp water to Minto Pines during well commissioning.

Clifford

Month	Well #1			Well #3			Well #4		
	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity	Max m ³ /day	Permitted m ³ /day	% of capacity
Oct	174.54	1310	13.3	227.74	655	34.8	67.09	1310	5.1
Nov	109.71	1310	8.4	163.73	655	25.0	84.11	1310	6.4
Dec	103.86	1310	7.9	157.38	655	24.0	79.89	1310	6.1
Jan	124.49	1310	9.5	147.03	655	22.5	52.40	1310	4.0
Feb	132.66	1310	10.1	150.38	655	23.0	66.12	1310	5.1
Mar	109.89	1310	8.4	163.90	655	25.0	50.21	1310	3.8
Apr	115.10	1310	8.8	239.93	655	36.6	70.87	1310	5.4
May	132.02	1310	10.1	180.33	655	27.5	47.00	1310	3.6
Jun	138.67	1310	10.6	173.88	655	26.6	51.58	1310	3.9
Jul	159.89	1310	12.2	170.20	655	26.0	60.17	1310	4.6
Aug	127.26	1310	9.7	220.83	655	33.7	68.92	1310	5.3
Sept	135.02	1310	10.3	212.06	655	32.4	83.90	1310	6.4



Minto Pines

Month	Production Well 1 (old)		
	Max m ³ /day	Permitted m ³ /day	% of capacity
Oct	33.71	326.8	10.3
Nov	23.61	326.8	7.2
Dec	21.80	326.8	6.7
Jan	20.78	326.8	6.4
Feb	20.70	326.8	6.3
Mar	24.76	326.8	7.6
Apr	34.40	326.8	10.5
May (6 th)	33.59	326.8	10.3
Jun			
Jul			
Aug			
Sept			

Month	Production Well 1A (new)		
	Max m ³ /day	Permitted m ³ /day	% of capacity
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May (10 th)	29.08	326.8	8.9
Jun	33.46	326.8	10.2
Jul	35.46	326.8	10.9
Aug	24.14	326.8	7.4
Sept	35.39	326.8	10.8

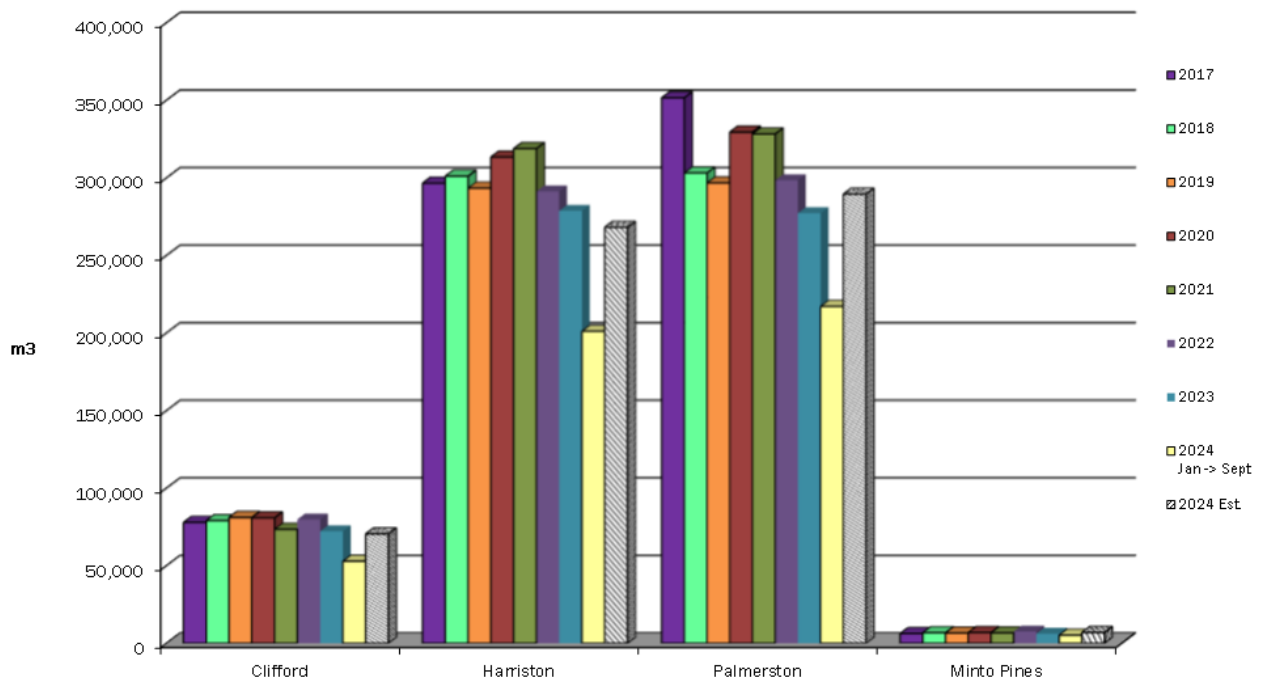
Note: Production Well #1 (old) was De-commissioned during the commissioning of Production Well #1A (new), between May 6 – 10, 2024). Well #1 was taken offline on May 6th and Well #1A was put online on May 10th.



5.0 Raw Water Supply and Drinking Water Quality Trends

5.1 Consumption

	2017	2018	2019	2020	2021	2022	2023	2024 Jan -> Sept	2024 Est.
Clifford	77,880	79,012	81,099	80,801	73,443	79,797	72,179	52,851	70,469
Harriston	296,572	301,119	293,369	313,365	318,831	291,311	278,718	201,077	268,103
Palmerston	351,595	303,138	296,723	329,447	328,237	298,438	277,234	217,113	289,484
Minto Pines	6,225	6,789	6,593	6,906	6,686	7,516	6,197	5,210	6,947



** 2024 Est. is equal to Total to September 30, 2024 / 9 months x 12 months **

5.2 Sampling

Microbiological Testing to September 30, 2024

Microbiological testing for E. Coli, Total Coliform, heterotrophic plate count (HPC) is completed weekly at each well in Minto’s water systems.

Drew Hall & Town of Minto office wells are tested monthly.

Total Microbiological Samples Oct. 1st 2023 -> Sept. 30th 2024

Location	Raw & Treated Micro Samples	Distribution Micro Samples
Clifford	312	156
Harriston	312	156
Palmerston	414	211
Minto Pines	52	52
Drew Hall	18 (Raw Only)	18 (DW / Treated)
Town Office	12 (Raw Only)	12 (DW / Treated)



Distribution Chlorine Residuals

Chlorine residuals are continuously monitored by inline chlorine analyzers at each well site. These analyzers are equipped to automatically shut off well pumps if chlorine residuals are outside regulated control limits. Operators verify the chlorine residual within the well houses and at various locations throughout the distribution systems daily through the week. The following table shows the minimum and maximum values for chlorine residuals collected in the distribution systems this year. Chlorine residual must never be below 0.05 ppm in the distribution system.

Distribution Chlorine Residuals Oct. 1st 2023 -> Sept. 30th 2024

Location	# of Samples	Min	Max
Clifford	562	0.56	1.35
Harriston	562	0.56	1.80
Palmerston	565	0.55	1.60
Minto Pines	250	0.79	1.49

Lead

Minto’s Water systems have completed two rounds of full sampling (plumbing & distribution) ending in 2011 with no more than 10% of plumbing results exceeding 10 ug/L. Now the systems are exempt from lead sampling from plumbing according to O. Reg. 170/03. Sampling in the distribution system is still required in the winter and summer periods for pH and alkalinity yearly and for lead every three years. Winter and Summer period distribution alkalinity & pH samples were taken in 2024, all results were within acceptable limits. Reg. 243/07 requires daycares to perform lead sampling annually. Since the completion of the new Wellington County childcare centre, the County would be looking after the sampling for 2024. Although there is still nothing official from the MECP, during conference presentations and inspections the Ministry has indicated the lead standard is under review and will most likely be lowered from 10 ug/L to 5 ug/L. Review of distribution sampling shows no samples above the proposed 5 ug/L but there were several plumbing results above this level.

Quarterly Sampling

Nitrate/Nitrite

Nitrate and Nitrite sample were collected as required and all results were beneath the regulated standards.

Total Haloacetic Acid (HAA)

Haloacetic acids are a disinfection by-product formed when chlorine reacts with organic material in water, with higher concentrations usually found just after the chlorination process in the distribution system. The standard is 80 ug/L and must be calculated as a running annual average.

HAA Running Annual Average

	4 th Quarter 2023	1 st Quarter 2024	2 nd Quarter 2024	3 rd Quarter 2024	Average ug/L
Clifford	< 5.3	< 5.3	< 5.3	< 5.3	< 5.3
Harriston	15.3	10.2	14.2	11.7	12.9
Palmerston	< 5.3	< 5.3	< 5.3	< 5.3	< 5.3
Minto Pines	< 5.3	< 5.3	< 5.3	< 5.3	< 5.3

**Trihalomethanes (THM's)**

Trihalomethanes are a disinfection by-product that can be formed when chlorine reacts with organic material in water with higher concentrations usually found near the ends of the distribution system. The standard is 100 ug/L and must be calculated as a running annual average.

THM Running Annual Average

	4 th Quarter 2023	1 st Quarter 2024	2 nd Quarter 2024	3 rd Quarter 2024	Average ug/L
Clifford	19	14	19	22	18.5
Harriston	15	20	22	15	18.0
Palmerston	12	11	17	28	17.0
Minto Pines	9.3	7.8	7.9	12	9.25

Schedule 23 & 24 Sampling

Schedule 23 & 24 parameters (metals, pesticides & volatile organics) were tested at Minto Pines May 2022 as per Reg. 170/03, all results were within acceptable limits. Samples for Harriston, Palmerston and Clifford systems for Schedule 23 and 24 were collected in May 2022. All results were within acceptable limits, except for Clifford Well #1 had an Arsenic exceedance of 12.3 ug/L however after resampling the result was 6.9 ug/L which is within acceptable limits.

Sodium/Fluoride Sampling

The Guidelines for Canadian Drinking Water Quality and Ontario Drinking Water Standards set an aesthetic objective of 200 mg/L sodium. Sodium concentrations above 200 mg/L may alter the taste of water.

The Ontario Drinking Water Systems Regulation 170/03 under the Safe Drinking Water Act requires reporting to the local Medical Officer of Health when sodium levels in public drinking water supplies exceed 20 mg/L or more. At this point, the local Medical Officer of Health requires the Town of Minto to inform the public via a posting on the Town of Minto's website, as such information is intended to help persons on sodium-restricted diets to control their sodium intake.

Due to increasing Sodium results across Wellington County, Wellington County Source Water Protection has been offering a "Smart about Salt" training for roads & facilities operators, through social media posts a winter maintenance/salt awareness campaign from December – March, which Minto will be re-posting on their social media platforms. They have also been conducting inspections of parking lots within 100 m of municipal wells to establish baseline data and have been providing comments through planning applications in the WHPAs (Wellhead Protection Areas) for salt management plans as a condition of site plan approval.

Town of Minto water operations staff have been collecting more frequent samples for Sodium to try and establish trending on a year-to-year basis, instead of the once every 5 years, as per regulatory requirement from O. Reg. 170/03. Operations staff are going to be collecting additional Sodium samples again in 2025.

**Sodium and Fluoride Results (most recent)**

Well	Sodium Results (Standard 20 mg/L)			Fluoride Results (Standard 1.5 mg/L)	
	2024 May	2023 Nov.	2022 May	2022	2017
Clifford #1	22.7	16.7	22.3	0.52	1.13
Clifford #3	17.8	16.4	20.5	0.30	0.64
Clifford #4	11.8	11.4	17.0	0.31	1.04
Harriston #1	5.66	4.86	7.92	1.12	0.57
Harriston #2	9.21	8.01	13.7	0.73	0.28
Harriston #3	7.50	7.59	9.86	1.14	0.28
Palmerston #1	21.3	19.1	23.5	0.27	0.23
Palmerston #2	21.4	19.4	24.5	0.26	0.21
Palmerston #3	17.5	14.9	19.9	0.24	0.21
Palmerston #4	14.0	12.4	17.6	0.27	0.21
Minto Pines (#1)	19.7	17.4	17.9	0.06	< 0.10

Arsenic Sampling

January 2019, the standard for arsenic was lowered to 0.010 mg/L or 10 ug/L. Reg. 170/03 states if a test result obtained is half or exceeds half of the standard prescribed for the parameter in Schedule 2 of the Ontario Drinking Water Quality Standards, the frequency of sampling and testing for that parameter under that section shall be increased so that at least one water sample is taken and tested every three months.

Arsenic Results (from most recent sample: May 2022)

Well	Arsenic Result	Arsenic Standard
Harriston #1	< 0.2 ug/L	10 ug/L
Harriston #2	0.4 ug/L	10 ug/L
Harriston #3	0.6 ug/L	10 ug/L
Palmerston #1	4.6 ug/L	10 ug/L
Palmerston #2	3.9 ug/L	10 ug/L
Palmerston #3	1.5 ug/L	10 ug/L
Palmerston #4	0.8 ug/L	10 ug/L
Minto Pines	< 0.2 ug/L	10 ug/L

Clifford wells #1 and #4 both exceed half the standard and will require additional sampling on a quarterly basis (once every 3 months).

Minto water operations staff are working to manage the water production in Clifford to minimize the concentration of arsenic in the water supply. In October and November of 2020, during regular well maintenance on all Clifford wells (1, 3 & 4), variable rate pumping tests (step tests) were completed before and after the maintenance at wells 1 & 4. Raw samples were taken to assess the arsenic concentration during different pumping rates and time periods, before and after the well maintenance. The results of this additional testing and



sampling provided an additional understanding of the arsenic concentrations dissolved in the water and in sediment in the water produced from Clifford wells 1 and 4.

Minto was asked to collect distribution Arsenic samples during the 2023 Annual MECP Inspection. These samples show how dilution within the distribution system affects the Arsenic levels. The results are as follows: End of Allan St. – 2.1 ug/L and Water Tower – 3.4 ug/L.

**Most Recent Arsenic Results for Clifford
August 11, 2023**

Well	Arsenic Result Nov. 10, 2023	Arsenic Result Feb. 9, 2024	Arsenic Result May 31, 2024	Arsenic Result Aug. 26, 2024	Arsenic Standard
Clifford #1	6.5	8.1	6.7	6.4	10ug/L
Clifford #3	0.7	0.9	0.8	0.8	10ug/L
Clifford #4	7.4	7.8	7.1	6.6	10ug/L

Manganese

In May 2019, a proposal for Health Canada to lower the guideline on manganese was adopted by Ontario. The new aesthetic objective (AO) is 0.02 mg/L (20 ug/L) from previous AO of 0.05 mg/L (50 ug/L). The maximum acceptable concentration (MAC) is 0.12 mg/L (120 ug/L) for total manganese in drinking water.

Manganese Results

Well	Manganese Results (A.O. Standard 50 ug/L)		
	2024 May	2023 Nov.	2022 Feb.
Clifford #1	23.1	16.7	18.6
Clifford #3	24.5	27.5	28.8
Clifford #4	29.5	30.8	31.0
Harriston #1	1.14	0.94	1.22
Harriston #2	2.79	2.51	2.71
Harriston #3	1.05	0.91	1.16
Palmerston #1	44.1	44.5	45.9
Palmerston #2	49.1	50.3	49.4
Palmerston #3	36.6	34.8	48.3
Palmerston #4	47.8	45.9	48.3
Minto Pines #1	9.92	8.33	10.4

If the results of past manganese testing remained constant, some of Minto’s wells would exceed half the MAC and could possibly result in extra sampling. Currently no extra sampling is required at this time.

Operations staff are going to be collecting additional Manganese samples again in 2025.



Strontium

Health Canada has proposed a maximum acceptable concentration (MAC) of 7.0 mg/l for strontium. This is not something the Town of Minto tested for in the past. However, it was identified as part of the sampling conducted during the 2016 upgrade at #2 Harriston. To be proactive all of Minto's wells were sampled October 22, 2018 and again in 2024, the following table shows the results.

Strontium Results

Well	Strontium Result (mg/l) (No A.O. Standard)	
	2024	2018
Clifford #1	11.6	12.1
Clifford #3	3.33	3.3
Clifford #4	5.13	4.99
Harriston #1	26.2	23.8
Harriston #2	23.7	23.9
Harriston #3	25.2	22.9
Palmerston #1	3.63	3.31
Palmerston #2	3.66	3.4
Palmerston #3	4.17	4.0
Palmerston #4	4.35	3.91
Minto Pines #1	0.129	0.119

Clifford Well #1 and Harriston Wells #1, #2, #3 all exceed the proposed limit and the remaining wells excluding Minto Pines are above or very close to half the proposed (MAC). The MECP has advised that Calcium levels should be sampled in the wells showing elevated strontium levels.

5.3 Consumer Feedback

All water complaints are dealt with properly and tracked. From Oct. 1, 2023 to Sept. 30, 2024 there was a total of 39 complaints received between all systems. The breakdown is as follows:

Summary of Water Complaints 2023/24 Review

Issue	Number of Complaints 2023 Man. Review	Number of Complaints 2024 Man. Review
Water Quality (taste/colour)	10	3
Billing/High Bills/Data Log Requested	46	20
Curb Stops	4	6
Water Meter Problem	4	0
Pressure	0	3
Service Problem	1	3
Frozen Water Line	0	0
Construction Related	2	2
Hydrant/Watermain Valve	0	2
Misc. not water related	4	0
Total	71	39



Summary of Sold Meter Reads 2023/24 Review

Issue	Number of Sold Meter Reads 2023 Man. Review	Number of Sold Meter Reads 2024 Man. Review
Clifford	25	31
Harriston	61	50
Palmerston	88	60
Minto Pines	0	0
Total	174	141

6.0 DWQMS Management System Performance

6.1 Efficacy of the Risk Assessment Process

Element 7 risk assessment process identifies potential hazardous events and associated hazards. The assessed risks associated with the occurrence of hazardous events are ranked according to the risk. Control measures to address the potential hazards and hazardous events and critical control points must be identified. At least once a year the risk assessment must be reviewed for currency and validity and at least once every 36 months a full risk assessment must be conducted. The risk assessment must also consider the reliability and redundancy of equipment.

The last 36-month full Risk Assessment review and the Annual review was completed on August 28, 2024 with Operators, QMS Rep. and Water Services Manager.

After the completion of the 36-month/annual review, the Risk Assessment Outcomes were revised with; additional “Control Measures” to some hazards, new stand-by natural gas generators @ each water tower and revised rankings & “Total CCP Threshold” rankings for some hazards.

6.2 Operational Plan Currency, Content and Updates

The Operational Plan is reviewed and updated regularly to ensure the plan is both accurate and effective. In 2023/24 the Operational plan underwent several changes and updates to reflect updated population & household numbers, updated fire hydrant counts per DWS, Risk Assessment Outcomes updates, revisions to some procedures, Minto Pines new well info, Essential Supplier Package revisions, role clarification for OIT Operators and many other smaller revisions. Some revisions/updates were completed to reflect OFI’s identified in the 2023 External Audit as well as the 2024 Internal Audit.



6.3 Infrastructure Review

An annual infrastructure review was completed Oct. 23, 2024. Below is a list of the current status of capital budget items for 2024.

2024 Town of Minto Capital Water Budget Items

Project	2024 Budget Incl. Previous Carry-Overs	Year to Date Nov. 29, 2024	Complete
CLIFFORD			
Arsenic Monitoring & Mitigation	\$15,000	\$ 0	Ongoing
HARRISTON			
Well Exploration	\$350,000	\$186,650	Ongoing
King St. N	\$18,400	\$18,400	Ongoing
Well #3 VFD	\$28,500	\$13,600	Ongoing
PALMERSTON			
Well Exploration	\$160,000	\$35,500	Ongoing
Building Maintenance	\$11,000	\$9,900	Ongoing
Main St. - Planned for 2026	\$35,000	\$ 0	Ongoing
Derby St.	\$625,000	\$372,830	Ongoing
MINTO PINES			
New Well	\$350,000	\$244,515	Yes
OTHER			
Engineering	\$95,000	\$51,800	Ongoing
Watermain Replacement	\$115,000	\$0	Ongoing
Equipment	\$45,000	\$24,000	Ongoing
Computer Hardware/Software	\$25,000	\$4,041	Ongoing
SCADA	\$380,000	\$250,405	Ongoing
Water Meters (since 2020) *Selling to New Builds Revenue \$71,360	\$105,000	\$103,630	Ongoing
Pumps (since 2020)	\$45,000	\$45,700	Ongoing

6.4 Projected Water Works Projects/Items for 2025

All Systems

- Consulting Financial Plan \$20,000
- SCADA \$10,000
- Water Meters \$20,000
- Pumps & Valves \$15,000

Clifford

- Chlorine Analyzer \$10,000

Harriston

- Tower Inspection, Interior Repairs & Painting \$70,000
- Webb Street Engineering \$50,000
- New Well Exploration – SWP Ground Water Modeling for Harr. & Palm. \$165,000
- New Well Exploration – Complete EA for Harriston & Palmerston \$50,000
- New Chlorine Pumping Board \$4,000
- King Street \$18,400

Palmerston

- Main Street \$100,000
- New Well Exploration – Test Well, Testing & PTTW for Palmerston \$100,000

6.5 Internal and Third-Party Audit Results

The 2023 External Audit was completed October 23rd and November 2nd 2023 by Intertek SAI Global. There was one Minor Non-Conformance and two Opportunities for Improvement identified. Once the Minor Non-Conformance was resolved and signed off on by the Auditor, the outcome of the audit was successful for Re-Accreditation, therefore the Town of Minto is able to continue to operate and manage the drinking water systems.

- **Minor Non-Conformance** – HACH standard set Lot #A1214R was noted to be expired as of August 2023 but continued to be used for weekly verification checks.
 - **UPDATE: Nov. 3, 2023** – The new standards were located and placed into service along with a Revised Form #105 Hand Held Meter Accuracy Checks with new columns for Turbidity STD Expiry Date and DPD STD Expiry Date (chlorine). The operators are to record the STD expiry date when completing their units verification.
Nov. 8, 2023 – A training session was held with all operators to go over the revised Form #105 and to explain the new requirements for completing the unit's verification. The required resolution paperwork was submitted to the Auditor for their review.
Nov. 10, 2023 – Auditor has reviewed Minto's Corrective Action Plan and has deemed it to be acceptable with the Re-Accreditation to be processed over the next few weeks.
Jan. 3, 2024 – Minto received the Renewed Re-Accreditation Certificate.
July 24, 2024 – Ordered new DPD STD standards.
Aug. 19, 2024 – New standards put into use with revised Form #105 due to new standard levels and provided training to operators, New DPD STD expiry June 2026.
CAR EA-01 CLOSED
- **OFI** – Consider establishing a formal receiving process for chemicals and parts in order to determine that certifications are being met (e.g. NSF/ANSI where applicable).
 - **UPDATE: Dec. 13, 2023** - Revised page 2 of the Essential Suppliers & Services package that is sent out to all companies on the ESS list requiring a signature of acknowledgement to provide applicable documentation to the supply or service that is provided by each company. **CAR EA-02 ONGOING**
- **OFI** – Consider including a comment in the Management Review that all required planned maintenance activities have been completed.
 - **UPDATE** – A statement has been added to the 2023 Management Review, under a new heading of "Routine and Planned System Maintenance" informing Top Management and the Owner that all routine & planned maintenance was completed by Minto Operations Staff through-out the year. The 2023 Management Review was presented to the Man. Review Committee and Council. **CAR EA-03 CLOSED**

The 2024 External Audit was completed October 1st 2024 by Intertek SAI Global. There was no Minor or Major Non-Conformances and no Opportunities for Improvement were identified.

The Internal Audit was completed May 28th – July 24th, 2024 by Mike Doucette, Todd Rogers, Clarke Richardson and Nicole Clelland. Each auditor has completed the Walkerton Clean Water Centre’s Internal Auditing for the Drinking Water Quality Management Standard course. There were no non-conformances identified during this audit, however two “Opportunities for Improvement” were noted. The OFI’s include; documenting review of elements and procedures reviewed within a 36 month period and revisions to the Management Review to reflect items to be covered within the Management Review.

- **OFI** – It is evident from forms 001, 140 and 141 that reviews and updates are occurring but difficult to prove that all procedures have been at least reviewed in the past 36 months. Consider documenting a review of all procedures within a 36 month period.
 - **UPDATE:** Revised 5.7 procedure to reference documenting elements & procedures reviewed prior to an Operational Plan being updated. Completed a Form #107 for documenting Elements & Procedures reviewed prior to the OP being updated.
CAR IA 24-01 CLOSED
- **OFI** – Consider making all the items under 4.2 match the order and wording of the standard. All items are covered in the existing list but would be easier to verify if it matched the standard.
 - **UPDATE:** Revised 4.2 list of items to be summarized within the Management Review report. Changed items listed in numbers to letters in the Management Review report.
CAR IA 24-02 ONGOING

6.6 Results of Emergency Response Testing

In 2024 the Town of Minto decided to complete a tabletop discussion regarding the upcoming Harriston Water Tower being temporarily taken out of service for some short & long term maintenance. The short-term shutdown would be to complete an interior cleaning and some minor repairs due to ice. The long-term shutdown would be to complete an exterior coating overcoat, which could take up to 2 – 3 months to complete. It is important that all operators know the responsibilities, expectations, operational challenges and how to respond to abnormal situations during the shutdown periods of time. The emergency exercise was completed on November 21, 2024.

Findings of the exercise included:

- Notify businesses and facilities with Fire Suppression systems to avoid any testing during tower outages.
- Pressure Relief valves out and tested before outages begin.
- Ensure generator transfer switch @ wells #1 & #3 is working correctly.
- Additional supplies of chlorine and de-chlor pucks ordered and on hand.
- Operating the wells at a slightly higher operating Free Chlorine level.
- Restock and order extra parts and supplies prior to the outage.

6.7 Follow-up on Action Items from Previous Management Reviews

Corrective Action Request (CAR)

CAR MR15-02 Inventory Control

UPDATE 2024: Please see the most recent update under the CityWide heading on page 22 for "Update 2024".

CAR IA19-07 CityWide Asset Management/Infrastructure Updates

UPDATE 2024: Please see the most recent update under the CityWide heading on page 22 for "Update 2024".

CAR IA21-01 Equipment, Operational and Training Manuals Library

UPDATE 2024: Plan to continue with this project in late 2024 & early 2025.

Additional Action Items

Long Term Capital Asset Management Plan (Gord)

- **UPDATE 2024:** The updated Asset Management Plan required under O. Reg 588/17 was adopted by the Council of the Town of Minto on September 6, 2022.

The 2024 Asset Management Plan shows a replacement cost of \$46 million for Water Tangible Capital Assets. It forecasts spending of \$12.4 million will be needed to maintain and replace existing water system assets over the next ten years. The Average Condition Rating for water assets is Good. Watermains comprise over \$28 million of the \$46 million for all water assets. The average age of the existing assets is 25 years. Equipment, vehicles and SCADA assets are noted as the most urgent need for replacement. More detailed information is available on Pages 53 to 58 of the 2024 Asset Management Plan including approaches to determining Condition Ratings, Levels of Service, Risk Assessments and Recommendations for future Asset Management Strategies.

DWQMS 2.0 Training for Operators

- **UPDATE 2024:** Virtual courses are still available, however more & more training providers have returned to in person training courses. There is a need for training related to the DWQMS as a general overview and for operators and/or other staff members outside of water operations to be trained on completing Internal DWQMS Audits.

Due to staffing turnover, there was no training completed related to the DWQMS and DWQMS Internal Auditing. Additional staff willing to complete the DWQMS Internal Auditor training would be a benefit to the Water Department and to the DWQMS.

Water operations staff will be looking into dates of courses related to DWQMS 21 Elements Overview and DWQMS Internal Auditor to be scheduled in 2025.



Ontario One Call

The volume of locates is high, but the department has been able continue to deliver locates within five business days as required.

<u>Date</u>	<u># of Locate Request</u>
Jan. 1 st – Dec. 31 st 2020	563 (80 relocates)
Jan. 1 st – Dec. 31 st 2021	701 (48 Relocates)
Jan. 1 st – Dec. 31 st 2022	585 (80 Relocates)
Jan. 1 st – Dec. 31 st 2023	467 (48 Relocates)
Jan. 1 st – Sept. 30 th 2024	354 (16 Relocates)

6.8 Changes Affecting the Quality Management System

Staffing

2021/22 the position of Public Works Director remained vacant and the responsibilities of this position were continued to be spread between the CAO and Interim CAO’s and the various Public Works department’s Service Managers.

In 2023/24 the total number of licensed Water and Wastewater Operators is ten (10), shared between the two departments. Included in those ten operators are the Water & Wastewater Service Managers and DWQMS Representative.

CityWide Works

UPDATE 2024: Collected – Water Hydrants, Hydrant Valves, Manholes and Catch Basins (Harr, Cliff & Palm) and Watermain Valves (Harriston & Clifford) except for the main streets due to traffic control being required. Water service valves have started to be collected in Harriston. MINTO PINES – Almost all service valves have been collected, however some service valves are needing located and collected.

There is a large amount of data/info for each asset that is needing to be entered before or after the upload of collected assets is completed to CityWide Asset Manager. There is a link between the CityWide GIS Viewer and the GIS Collection software that is used to upload the collected assets to CityWide, therefore as assets are uploaded to the collection software, they are visible on the CityWide GIS Viewer.

A meeting was held on Nov. 7th with CityWide to discuss the next steps for uploading and linking the collected assets between CityWide Asset Manager & GIS viewer with the hope for this process to go as smoothly as possible and as little impact on the financial side of things.

New Equipment Purchased

In 2023/2024 there was some new equipment purchased to replace aging equipment, with the goal of preventing a possible problem/adverse operating condition.

Minto Pines

- New production well (#1A) commissioned and old existing well (#1) de-commissioned including associated equipment, parts and materials.

Harriston

- New Back-up Chlorine Chemical Feed Pump
- New Hydro Service into well #2

Palmerston

- Upgraded SCADA PLC for wells #3 & #4
- Electrical upgrades @ wells #1 & #2

General (for all systems)

- New DR300 Pocket Colorimeter
- Replacement parts/valves for chlorine chemical feed pumps
- Replacement parts for Chlorine Analyzers (different types)
- Reagents used for low and high range Free & Total Cl testing
- New equipment used during locating of services
- Water Meters for residential services
- Subscriptions (Annual & Monthly) for Infrastructure Asset GPS and Data Collection

7.0 Water System Requirements**Metered Water Rates and Financial Plan**

In 2020/21 the Town of Minto, with aid from Watson & Associates completed an updated Water/Sewer Rate Study as well as a new Financial Plan. The rate study and financial plan was approved by Council on March 12, 2021. The new Water/Sewer rates took affect on the first full billing cycle of 2022.

2024 Update: The Financial Plan & Metered Water Rates are going to be undergoing some revisions/updates in the near future due to the Financial Plan time frame being updated to meet the requirement of the Municipal Drinking Water License/Drinking Water Works Permit needing renewed with an expiry date of May 25, 2026 and the information/documentation with application submitted by November 25, 2025.

Servicing Strategy

The Water and Sanitary Servicing Strategy has been completed with the assistance of Triton Engineering and has since been approved by Council. This Strategy is a living document that will need to be continual updated to reflect most recent data and reflect current population growth forecasts and the effects on service capacities. The Strategy points out priority infrastructure assets that are due for replacement according to age and condition ratings as well as provide an approach that the Town can use in planning for upgrades, expansions and/or operation changes to its water and sanitary systems.

2024 Update: The Servicing Strategy is going to be undergoing some revisions in the near future due to the Financial Plan being updated to meet the requirement of the Municipal Drinking Water License/Drinking Water Works Permit needing renewed with an expiry date of May 25, 2026 and the information/documentation with application submitted by November 25, 2025.

Water Treatment Chemical Price Increase

2022 Price Increases:

- **Chlorine** (per 20L pail) Jan. = \$24.80, Dec. = \$41.00
- **PW 1680** (per 280kg drum) Jan. = \$1050.00, Dec. = \$1134.00

2023 Prices:

- **Chlorine** (per 20L pail) Jan. – Dec. = \$51.00 (no increase)
- **PW 1680** (per 280 kg drum) Jan. – Dec. = \$1274.00 (no increase)

2024 Prices:

- **Chlorine** (per 20L pail) Jan. – Dec. = \$51.00 (no increase)
- **PW 1680** (per 280 kg drum) Jan. – Dec. = \$1274.00 (no increase)
- **Sodium Silicate** (per 290 kg drum) Jan. – Dec. = \$536.50 (no increase)



SCADA

The SCADA Road Map Report has been completed and was presented to Council on March 22nd 2022. The report has also been reviewed by Centre Wellington's I.T. & SCADA department. Minto water operations staff have started work on projects/upgrades that were listed in the report.

SCADAPack is the current PLC used at all the towns SCADA monitored water sites. These PLC's are no longer supported and now must be phased out. Since July 2019 the control panels at Harriston Well #2, Palmerston Wells #1 & #2, Clifford Wells #3 & #4, Harriston Wells #1 & #3 and Palmerston Wells #3 & #4 have been replaced with new panels using Allen Bradley CompactLogix PLC. Two more well sites and two water towers (Harriston & Palmerston) contain SCADAPack PLC's and will need to be upgraded in the coming years. The recent upgrade at Harriston Wells #1 & #3 cost approximately \$50,000, this value can be expected to vary based on the complexity of the site.

2024 Update: We have implemented numerous cyber security measures to improve our system. These measures include internet access from all sites have been blocked, a secured VPN access to SCADA via 2 factor verification and limiting access to SCADA resources. The new SCADA Server was installed in October 2023. On September 24 - 26, 2024 the SCADA PLC @ Palmerston wells #3 & #4 was completed with Belwood Electric, Eramosa and Minto operations staff.

Minto Pines 2nd Well

On September 22, 2011, a well video log was completed. As the result of that video log and an additional video log in 2017, it was strongly recommended that a 2nd production well at the site be installed. This is due to deterioration of the existing well casing and the casing being 38 years old.

2022 UPDATE: The Town of Minto was awarded the funding applied for under the ICIP-Green Stream funding program for the amount of \$147,576. The project is expected to begin in the spring of 2023.

2023 UPDATE: The new well has been drilled and all testing completed, with Minto receiving the amended PTTW on Sept. 27th 2023. Source Water Protection's component is in the process of being completed and once that documentation has been received, the application to amend the MDWL & DWWP will be submitted to the MECP. Upon Minto receiving the amended MDWL & DWWP, operations staff will make the necessary arrangements to de-commission the existing well #1 and make the final connections to put the new production well 1A on-line once clean sample results have been received. De-commissioning of the existing well and commissioning of the new well with final connections will take place in spring 2024 (weather permitting).

2024 UPDATE: The Amended Schedule C of the DWWP was received by Minto operations staff on May 1, 2024. The new production well #1A was commissioned and put into service on May 10, 2024 with the old existing well #1 de-commissioned prior to the new well being put into service. Well #1A has been operating without incident since it was put into service.

Derby St. Road and Infrastructure Project (Palmerston)

Replacement of approximately 530 m of existing watermain with new 150 mm dia. DR-18 Class 235 PVC watermain and appurtenances on Derby St. between Cumberland St. to Toronto St., including tie-in's to existing watermain at Derby/York St. intersection and the Derby/Cumberland St. intersection.

New Well Exploration for Harriston & Palmerston (as of Nov. 11, 2024)

Harriston & Palmerston: Triton Engineering is in the process of completing MCEA (Municipal Class Environmental Assessment). Triton will prepare & circulate the remaining necessary MCEA notice letters including: *Notice of Public Information Centre (PIC)* and *Notice of Completion*.

Alternatives identified will continue to be evaluated under various aspects to determine their feasibility to address the Problem Statement. Assuming a groundwater well option is preferred, a detailed evaluation of the sites will be undertaken which is expected to include the following: *Topographic Survey, Archaeological Assessment (desktop), Cultural Heritage Assessment (desktop), Environmental Impact Assessment/Natural Heritage Study (desktop)* and *Preliminary Site Plan*.

The MCEA process requires that the first two phases of the MCEA be carried out and documented in the form of a "Project File Report" for review and approval purposes. The first two phases are as follows:

- Phase 1 – Identify and Describe the Problem / Opportunity
- Phase 2 – Alternative Solutions

Triton will prepare & provide findings and recommendations in a final document for consideration by the MECP and Town of Minto, incorporating comments received from applicable agencies, utilities, Minto and any potentially affected stakeholders.

The report will be placed on public record for a minimum 30-calendar day review period in accordance with the requirements of the MCEA.

Water Towers (all towns)

Harriston: On September 30, 2024 Landmark Municipal Services completed an R.O.V. (Remotely Operated Vehicle) inspection on the interior of the tower and an exterior coating pull test. The results of the exterior coating inspection/testing are within the recommended requirements for an overcoating. Any work to be completed identified in the inspection report will be completed in spring or early summer of 2025.

Palmerston: No work was completed on the tower during this reporting period.

Clifford & Harriston: A review of the proposed antenna installation by Xplore Communications was completed by Landmark for the Harriston & Clifford Water Towers. Both tank roof structures were analyzed for the factored load combination (self-weight & snow load). Permissible stresses in roof stiffeners are exceeded by 23% - 28%. The roof structure is not capable of supporting any additional loads.

Suggested solutions may include the following:

1. Reinforcement of the roof stiffeners.
2. Relocation of the antennas to a structure not supported by the roof span like a centre antenna base or mounts attached to the top of the pedestal wall.

All Water Towers: With the recent exterior coatings adhesion tests been completed, it was determined that all of the exterior coatings meet the requirements for an overcoat, with Palmerston's tower overcoating completed in 2021.



Town	Year of Construction	Next Scheduled Inspection Year
Harriston	2001	2025
Palmerston	2003	2026
Clifford	2005	2027

Routine and Planned System Maintenance

All routine maintenance through out the year and planned maintenance during the monthly scheduled maintenance programs was completed by Minto Operations Staff.

Resources Needed to Maintain QMS.

The majority of the resources required are in the form of time commitments by the QMS Representative and the Public Works Clerk. Budget decisions and preparations for the water department are the responsibility of the CAO and Water Services Manager. The Water Services Manager is formally involved in the decision-making process involved in budgeting with input from the Infrastructure Review and the QMS Representative.

Water operators must continue to be provided with both practical on the job training and training with CEU’s to maintain their licenses, this is an ongoing and necessary expense.

During the completion and presentation of the Management Review, BMP’s were considered and discussed.

8.0 Communication/Staff Suggestions

Staff Suggestions are always encouraged by the QMS Representative, Water Services Manager and management. The importance of operator input is communicated through water operator meetings and communication e-mails. Public Works meetings are held twice a month to keep all public works departments up to date on projects and discuss current issues and goals to achieve. Once every three months, the Public Works Council Chairperson attends these meetings (depending on scheduling). An e-mail was sent to all operators relating specifically to any staff suggestions they would like included in the management review and there was none at this time.

9.0 Next Management Review Meeting

The 2024 Management Review was completed under DWQMS 2.0. The next Management Review will be scheduled around the final quarter of 2025. This review may be prior to the next external audit in the fall of 2025.



Town of Minto
DWQMS
Management Review
2024
Meeting Outcome

This report is a summary of items discussed during the December 18th, 2024 DWQMS Management Review Meeting. Also included in the report is a list of outcome and action items.

1.0 Introduction to DWQMS Management Review

- Create a Summary of all discussion.
- Create a list for action items.

2.0 Minto's Quality Management System Policy

- Reviewed Policy Statement, Endorsed by Council Dec. 6, 2022.

3.0 Roles and Responsibilities

- Reviewed

4.0 Drinking Water System Performance

4.1 Incidents of Regulatory Non-Compliance

- Clifford, Harriston, Palmerston and Minto Pines Drinking Water System's MECP Annual Inspection's were completed between May 15th – October 16th, 2024.
- Clifford, Harriston & Palmerston received Final Inspection Ratings of 100%.
- There was 1 Regulatory Non-compliance issue noted for Minto Pines due to a UPS Failure resulting in 34 minutes of missing data due to no power being supplied to the SCADA Pack (PLC). The Town reported this incident to the ministry on April 16, 2024. The Final Inspection Rating for Minto Pines was 96.57%.
 - Discussed Ministry Inspection requirements and expectations.

4.2 Incident of Adverse Drinking Water Tests (Oct. 1, 2023 – Sept. 30, 2024)

- There were 2 AWQIs between all Minto's Drinking Water Systems.
- The first AWQI was for the Minto Pines DWS and this was due to the New Production Well being commissioned and the existing well being de-commissioned with the system being supplied by tankard water (from Harriston). Minto Operations Staff issued a "Precautionary Boil Water Advisory" between May 6 – 10, 2024, until the new well was able to go online.
- The second AWQI was for the Palmerston DWS and was due to a distribution sample location, during regular sampling, having an adverse result of 1 TC (Total Coliform). Clean re-sample results were received and the incident was closed on July 12, 2024.

4.3 Deviations from Critical Control Point Limits and Response Actions

- None

Water Main Breaks (Oct. 1, 2022 – Sept. 30, 2023)

- October 5th 2023 – Harriston, Wellington Rd. 109 (*Service Line*)
- October 19th 2023 – Minto Pines, Murray Way (*Blow Off Valve*)
- November 6th 2023 – Palmerston, Main St. E (*Watermain*)
- February 5th 2024 – Harriston, Thomas St. N (*Watermain*)
- August 18th 2024 – Palmerston, Derby St. (*Watermain*)

Note: All main breaks were classed as Category 1 breaks as per regulated procedures.

- The number of main breaks and service line leaks was down from last years count.



4.4 Operator Certification

- Currently we have 10 Operators shared between Water and Wastewater
 - 4 Class 2 (water) Operators
 - 2 Class 1 (water) Operators
 - 3 (water) Operator in Training
- Staffing levels discussed in Section 6.8.

4.5 Annual and Summary Reports

- Annual Reports, were completed and submitted prior to Feb. 28, 2024.
- The Annual & Summary Reports were endorsed by Council on March 19, 2024.

4.6 Water Taking Levels

Maximum Allowable 24 hour Water Taking

- Flow totals are projected to be similar to totals in 2023.
- Development still has the potential/likely hood to increase water taking levels over the next few years.

Harriston

- 396.72 m³ (40.5% of well capacity) @ Well #1 on May 6, 2024
- 573.30 m³ (27.8% of well capacity) @ Well #2 on April 10, 2024
- 837.68 m³ (51.3% of well capacity) @ Well #3 on Sept. 26, 2024

Clifford

- 174.54 m³ (13.3% of well capacity) @ Well #1 on Oct. 3, 2023
- 239.93 m³ (36.6% of well capacity) @ Well #3 on April 2, 2024
- 84.11 m³ (6.4% of well capacity) @ Well #4 on Nov. 20, 2023

Palmerston

- 472.38 m³ (24.1% of well capacity) @ Well #1 on April 4, 2024
- 948.83 m³ (48.3% of well capacity) @ Well #2 on Aug. 18, 2024
- 1032.15 m³ (45.1% of well capacity) @ Well #3 on Aug. 18, 2024
- 368.55 m³ (16.1% of well capacity) @ Well #4 on April 19, 2024

Minto Pines

- 34.40 m³ (10.5% of well capacity) on April 4, 2024 (well 1)
- 35.46 m³ (10.9% of well capacity) on July 4, 2024 (well1A)

5.0 Raw Water Supply and Drinking Water Quality Trends

5.1 Consumption

- Consumption in 2024 is projected to be similar to totals in 2023. Minto may start to see an increase in consumption over the next few years, due to the increased development ongoing within the Town of Minto.



5.2 Sampling

Distribution Chlorine Residuals

- Strive to remain above 0.20 mg/L (or ppm). No samples collected in 2023/2024 were below 0.20 mg/L.

Lead

- Minto is currently on a Reduced sampling schedule – we sample for Lead every 3 years with Alkalinity and pH samples yearly.
- MECP is looking into lowering Maximum Acceptable Concentration of lead from 10ug/L to 5ug/L. It is possible that private plumbing testing will be required again at some point in time.
- In 2024 Minto collected pH, alkalinity samples from the distribution systems. (not household plumbing)
- Minto is required to collect Lead samples in 2026.
- All parts used in system must be NSF 372 (certification related to lead content).

Quarterly Samples

- All Nitrite/Nitrate and THM (Trihalomethane) sample results are well below the regulated standards.
- All HAA (Haloacetic Acid) samples and the RAA (running annual average) results are well below the regulated standard.
- All Arsenic samples for Clifford are below the 10 ug/L limit, however wells #1 & #4 continue to be above 5 ug/L.
- All results continue to remain within MECP guidelines and fairly consistent throughout each DWS.

Schedule 23 & 24

- Collected in 2022 for Clifford, Harriston & Palmerston – Every 3 Years
 - Next sampling due in 2025.
- Collected in 2022 for Minto Pines – Every 5 years
 - Next sampling due in 2027.

Sodium/ Fluoride

- Tested every 5 years
- Several of Minto's water systems are showing an increasing trend in Sodium levels, towards the 20 mg/L regulated standard. If any of Minto's Sodium sample results exceed 20 mg/L, the Public Health Unit must be notified.
- Sodium results exceeding 20 mg/L are only reportable once within a 5 year period.
- Minto Water Operations staff have been collecting more frequent Sodium samples to establish trending of Sodium levels on a year-to-year basis.
- Additional Sodium samples were collected on April 25, 2024.
- Next regulatory required sampling due May of 2027.
- Minto will be re-posting the Counties "Winter Maintenance/Salt Awareness Campaign" (once ready) on our social media platforms, beginning in January and running till March.
- Fluoride results remain very low within the DWS.
- All Fluoride in the raw water is naturally Occurring.

Arsenic

- Limit for Arsenic is 10 ug/L.
- Clifford wells #1 & #4 are **sampled quarterly** due to having sample results exceeding $\frac{1}{2}$ of the 10 ug/L standard. Well #1 – 6.4 to 8.1 & Well #4 – 6.6 to 7.8
- Treatment for Arsenic is very costly.
- The rest of Minto's systems are below the 10 ug/L standard.
- Minto operations staff have implemented a new Arsenic sampling procedure as recommended by R.J. Burnside Engineering.

Manganese

- Currently not regulated
- Health Canada has proposed lowering the AO (aesthetic objective) guideline to 0.02 mg/L and a MAC (maximum acceptable concentration) of 0.1 mg/L.
- If or when this change happens, this may cause some of Minto's systems to exceed $\frac{1}{2}$ of the MAC standard and may likely result in extra sampling.
- In November 2023 Water Operations collected Manganese samples for the purpose of updating Raw Water General Characteristics data and to establish a trend.
- Manganese, Iron and Hardness are going to be sampled more frequently.

Strontium

- Not currently regulated
- Health Canada has proposed a MAC of 7 mg/L.
- Strontium bonds with calcium.
- Harriston wells are all above the proposed MAC.
- Clifford Well #1 is above the proposed MAC and Well #4 is over $\frac{1}{2}$ the MAC and Well #3 is very close to half.
- Palmerston Wells #3 & #4 are over $\frac{1}{2}$ the MAC and Wells #1 & #2 are very close.
- Softening the water can be used to reduce strontium, however there are challenges with putting soft water into a system.

5.3 Consumer Feedback

- CityWide has proven to be a very valuable tool for tracking water complaints.
- The number of complaints for 2024 is 39 and 2023 was 71.
- The largest number of complaints continues to be high water bills with data log requests.
- Sold Meter readings also take time, in 2024 there was 141 and in 2023 there was 174.

6.0 DWQMS Management System Performance

6.1 Efficacy of the Risk Assessment Process

- The Annual and 36 month Full Risk Assessment Review was completed on Aug. 28th 2024.
- The next Full Risk Assessment review is required to be completed by August 2027.
- The 2023 Annual Risk Assessment Review was completed on Sept. 20, 2023.
- Outcomes from the 36-Month/Annual Review were revised risk assessment outcomes, additional Control Measures for some hazards, new natural gas generators and revised hazard rankings.

6.2 Operational Plan Currency, Content and Updates

- In 2023/24 the Operational plan underwent several changes and updates, related to findings from the 2023 External Audit and the 2024 Internal Audit.
- The Operational Plan was last updated on Sept. 16th.
- The SOP Manual was updated on June 24th, Sept. 10th & Oct.9th 2024.

6.3 Infrastructure Review

- Status Updates for 2024 Capital Projects:
 - Clifford – N/A
 - Harriston – Well #3 VFD has been installed but not operational at this time
 - New Production Well Exploration continues through 2025
 - Palmerston – Main St. Re-Construction planning continues in 2025
 - Derby St. Re-Construction continues
 - New Production Well Exploration continues through 2025
 - Minto Pines – New Production Well complete and Online as of May 10th 2024
 - Other – SCADA Upgrades including computer hardware & software

6.4 Projected Water Works Projects/Items

- Ongoing cycle of computer hardware and software upgrades.
- SCADA Panel replacements, SCADA upgrades and Water Meters will be yearly items in the Capital Budget.
- Palmerston – Main St. Engineering & Prep.
- Palmerston – New Well exploration
- Harriston – Tower Inspection, Interior Repairs & Painting
- Harriston – New Well exploration
- Harriston – Well #3 VFD commissioning
- Harriston – New Chlorine Pumping Board
- King St. S and Webb St. engineering
- Clifford – New Chlorine Analyzer
- All Systems – Ground Water Modelling is something newly mandated by MECP to be completed
- All Systems – Consulting Financial Plan

6.5 Internal and Third-Party Audit Results

- The 2023 External Audit was completed by Intertek SAI Global on Oct. 23rd & Nov. 2nd 2023 – 2 OFI's and 1 Minor Non-Conformance were identified related to Elements 13, 15 & 17.
- The 2024 Internal Audit was completed by Mike Doucette, Todd Rogers, Clarke Richardson and Nicole Clelland between May 28th – July 24th 2024 – 2 OFI's were identified related to Elements 5 & 20.
- The 2024 External Audit was completed by Intertek SAI Global on Oct. 1st 2024 – No OFI's or Non-Conformances were identified.
- All OFI's from the 2023 External and 2024 Internal Audits have been completed or are needing re-visited and the manuals have been updated.



6.6 Results of Emergency Response Testing

In 2024 the Town of Minto decided to complete a tabletop discussion regarding the upcoming Harriston Water Tower being temporarily taken out of service for some short & long term maintenance. The short-term shutdown would be to complete an interior cleaning and some minor repairs due to ice. The long-term shutdown would be to complete an exterior coating overcoat, which could take up to 2 – 3 months to complete. It is important that all operators know the responsibilities, expectations, operational challenges and how to respond to abnormal situations during the shutdown periods of time. The emergency exercise was completed on November 21, 2024.

6.7 Follow-up on Action Items from Previous Management Reviews

Corrective Action Request (CAR)

CAR MR15-02 Inventory Control

UPDATE 2024: Please see the most recent update under the *CityWide GIS* heading on page 8 of this report titled “Update 2024”.

CAR IA19-07 CityWide Asset Management/Infrastructure Updates

UPDATE 2024: Please see the most recent update under the *CityWide GIS* heading on page 8 of this report titled “Update 2024”.

CAR IA21-01 Equipment, Operational and Training Manuals Library

UPDATE 2024: *Plan to continue with this project in late 2024 & early 2025.*

Additional Action Items

Long Term Capital Asset Management Plan (Gord)

- **UPDATE 2024:** The updated Asset Management Plan required under O. Reg 588/17 was adopted by the Council of the Town of Minto on September 6, 2022.
- Financial Forecasting is incredibly difficult with the reality of inflation challenges.

DWQMS 2.0 Training for Operators

- **UPDATE 2024:** Virtual courses are still available, however more & more training providers have moved back to in person training courses. There is a need for training related to the DWQMS as a general overview and for operators and/or other staff members outside of water operations to be trained on completing Internal DWQMS Audits.

Water operations staff are looking into dates for a DWQMS 21 Elements Overview and DWQMS Internal Auditor course to be scheduled in 2025.

Two operators have been signed up to completed the Internal Auditor Certification course in March 2025. One operator has completed an Introduction to Auditing course in early Dec. 2024 and we are looking into having another operator complete the same course in Feb. 2025.

Ontario One Call

- Large # of locates, however they are still being completed within the 5 day requirement.
- The number of locates for 2023 is 467 (48 Relocates) locates.
- The number of locates for 2024 (Jan. – Sept. 30) is 354 (16 Relocates) locates.
 - Since Oct. 1st there has been an additional 78 (4 Relocates) locates.
 - Total Locates 2024 = 432 (20 Relocates)
- Locates continues to be a full-time job for 1 operator all summer.

6.8 Changes Affecting the Quality Management System

Staffing

- In 2023/24 the total number of licensed Water and Wastewater Operators is ten (10), shared between the two departments. Included in those ten operators are the Water & Wastewater Service Managers and DWQMS Representative.

City Wide Works

Service Requests

- Operations staff have been completing Complaints through CityWide Works and has found to be a very effective tool for tracking complaints, especially for issues that require multiple visits.

CityWide GIS

- **UPDATE 2024:** Collected – Water Hydrants, Hydrant Valves, Manholes and Catch Basins (Harr, Cliff & Palm) and Watermain Valves (Harriston & Clifford) except for the main streets due to traffic control being required. Water service valves have started to be collected in Harriston. *MINTO PINES* – Almost all service valves have been collected, however some service valves are needing located and collected.
- A testing database has been created within CityWide so the testing for the linkage between CityWide Asset Manager and the GIS and be tested & checked prior to the information going into the “Live Database”. A meeting was held on Nov. 7th with CityWide to discuss the next steps for uploading and linking the collected assets between CityWide Asset Manager & GIS viewer with the hope for this process to go as smoothly as possible and as little impact on the financial side of things.

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Minto Pines:

- New production well (#1A) commissioned and old existing well (#1) de-commissioned including associated equipment, parts and materials.

Harriston:

- New Back-up Chlorine Chemical Feed Pump
- New Hydro Service into well #2

Palmerston:

- Upgraded SCADA PLC for wells #3 & #4
- Electrical upgrades @ wells #1 & #2

General (for all systems):

- New DR300 Pocket Colorimeter
- Replacement parts/valves for chlorine chemical feed pumps
- Replacement parts for Chlorine Analyzers (different types)
- Reagents used for low and high range Free & Total Cl testing
- New equipment used during locating of services
- Water Meters for residential services
- Subscriptions (Annual & Monthly) for Infrastructure Asset GPS and Data Collection

7.0 Water System Requirements

Metered Water Rates

- **2024 Update:** The Financial Plan & Metered Water Rates are going to be undergoing some revisions/updates in the near future due to the Financial Plan time frame being updated to meet the requirement of the Municipal Drinking Water License/Drinking Water Works Permit needing renewed with an **expiry date of May 25, 2026** and the information/documentation with application **submitted by November 25, 2025**.
- The current Financial Plan is good until 2030, however the MDWL & DWWP (for all systems) renewal requirements are to have a Financial Plan covering the time period through to the end of 2031, based on Minto's DWS renewal period.

Servicing Strategy

- **2024 Update:** The Servicing Strategy is going to be undergoing some revisions in the near future due to the Financial Plan being updated to meet the requirement of the Municipal Drinking Water License/Drinking Water Works Permit needing renewed with an expiry date of May 25, 2026 and the information/documentation with application submitted by November 25, 2025.

Water Treatment Chemicals Price Increase

- 2024 Prices:
 - Chlorine (per 20L pail) Jan. – Dec. = \$51.00 (no increase)
 - PW 1680 (per 280 kg drum) Jan. – Dec. = \$1274.00 (no increase)
 - Sodium Silicate (per 290 kg drum) Jan. – Dec. = \$536.50 (no increase)

SCADA

- **2024 Update:** We have implemented numerous cyber security measures to improve our system. These measures include internet access from all sites have been blocked, a secured VPN access to SCADA via 2 factor verification and limiting access to SCADA resources. The new SCADA Server was installed in October 2023. On September 24 - 26, 2024 the SCADA PLC @ Palmerston wells #3 & #4 was completed with Belwood Electric, Eramosa and Minto operations staff.

Derby St. Road and Infrastructure Project (Palmerston)

- Replacement of approximately 530 m of existing watermain with new 150 mm dia. DR-18 Class 235 PVC watermain and appurtenances on Derby St. between Cumberland St. to Toronto St., including tie-in's to existing watermain at Derby/York St. intersection and the Derby/Cumberland St. intersection.

Minto Pines New Production Well

- **2024 UPDATE:** The Amended Schedule C of the DWWP was received by Minto operations staff on May 1, 2024. The new production well #1A was commissioned and put into service on May 10, 2024 with the old existing well #1 de-commissioned prior to the new well being put into service. Well #1A has been operating without incident since it was put into service.

New Well Exploration for Harriston & Palmerston (as of Nov. 11, 2024)

- ***Harriston & Palmerston:*** Triton Engineering is in the process of completing MCEA (Municipal Class Environmental Assessment). Triton will prepare & circulate the remaining necessary MCEA notice letters including: *Notice of Public Information Centre (PIC)* and *Notice of Completion*.

Water Towers (all towns)

- ***Harriston:*** On September 30, 2024 Landmark Municipal Services completed an R.O.V. (Remotely Operated Vehicle) inspection on the interior of the tower and an exterior coating pull test. The results of the exterior coating inspection/testing are within the recommended requirements for an overcoating. Any work to be completed identified in the inspection report will be completed in spring or early summer of 2025.
 - Harriston Tower to be drained & cleaned in spring 2025.
- ***Palmerston:*** No work was completed on the tower during this reporting period.
- ***Clifford & Harriston:*** A review of the proposed antenna installation by Xplore Communications was completed by Landmark for the Harriston & Clifford Water Towers. Both tank roof structures were analyzed for the factored load combination (self-weight & snow load). Permissible stresses in roof stiffeners are exceeded by 23% - 28%. The roof structure is not capable of supporting any additional loads. Suggested solutions may include the following:
 1. Reinforcement of the roof stiffeners.
 2. Relocation of the antennas to a structure not supported by the roof span like a centre antenna base or mounts attached to the top of the pedestal wall.

Routine and Planned System Maintenance

- All routine maintenance through out the year and planned maintenance during the monthly scheduled maintenance programs was completed by Minto Operations Staff.

Resources Needed to Maintain QMS.

- Ongoing Capital support from Council.
- Ongoing training of operators to maintain operator certification and operator training regarding DWQMS 2.0 and Internal Auditor training.
- Continued investment in infrastructure will be needed to maintain and expand services.

Best Management Practices

- Ongoing Asset Inventory improvement, then implementation of CityWide Preventative Maintenance Work Orders and an affective GIS Mapping Database.
- During the completion and presentation of the Management Review, BMP's were considered and discussed.

8.0 Communication/Staff Suggestions

- No staff suggestions

9.0 Next Management Review Meeting

- The next Management Review will be scheduled for final quarter of 2025.



Management Review Action Items

Who	What	Timeline	CAR ID #
Todd R / Mike D / Mark R	CityWide Inventory Control	End of 2025 & Beyond	MR 15-02
Todd R / Mike D / Mark R	CityWide Asset Management and Infrastructure Updates	End of 2025 & Beyond	IA 19-07
Todd/Mike D	Internal Auditing Certification for DWQMS 2.0 – Training for operators	Ongoing through 2025	
Mike D	DWQMS Operational Plan Updates	Ongoing through 2025 & Beyond	
Mike D	SOP manual Updates	Ongoing through 2025 & Beyond	
Mike D	Best Management Practice Suggestions	Ongoing through 2025 & Beyond	
Todd R/Mike D	Implementation of Preventative Maintenance work orders using CityWide	Ongoing through 2025 with full implementation once all Infrastructure Assets have been collected & uploaded to CityWide Asset Manager	
Mike D / Gord / Jackie	Establishing linking of Infrastructure Assets collected to CityWide AM & GIS with no financial impact	Ongoing through 2025 & Beyond	
Mike D / Todd R / Mark R	Establish a more effective procedure for tracking and reviewing Operators training for Certificate Renewals	End of 2025	
Mike D	Equipment, Operational and Training Library Completion & Implementation	End of June 2025	IA 21-01
Todd R/Mike D	Increased Sodium Sampling at different times of the year	Ongoing through 2025 & Beyond	
Todd R/Mike D	More Frequent General Raw Water Characteristics Sampling	Ongoing through 2025 & Beyond	
Gord	Update Financial Plan to cover through the end of 2031 (at a minimum) due to MDWL & DWWP Renewal.	Prior to Nov. 1, 2025 for submission of MDWL & DWWP Renewals	
Mike D	Establish a better method for tracking, schedule and completing On-The-Job and CEU Training for operators.	End of 2025	



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Public Works
SUBJECT: PW 2025-003 – 2024 Bulk Water Taking Annual Summary

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report PW 2025-003 2024 Bulk Water Taking Annual Summary, prepared by the Water Services Manager, for information purposes.

BACKGROUND:

Policy number 4.5 Bulk Water Taking effective June 6, 2017 states the Overall Responsible Operator will report annually to Council on the amount of bulk water taken, reasons for its taking, benefiting company, and revenue received at each system. The policy also states that the maximum amount of bulk water the Town may allow to be taken is 0.725% of the total water consumed in the year previous.

COMMENTS:

The bulk water taken in 2024 was 0.30% of the total volume of water used in the Minto water systems in 2023. The following tables show the system the water was taken from and the contractors using the water. The uses for the bulk water in past year include construction, dust control, temporary water and pool filling.

System	Contractor			Total
	Bright Water	Justin Hayes	Weber Construction	
Clifford	175 m ³	4.3 m ³	1,702.2 m ³	1,881.5 m ³
Harriston				0 m ³
Palmerston				0 m ³
Minto Pines				0 m ³
Total	175 m³	4.3 m³	1,702.2 m³	1,881.5 m³

System	2023 Total m ³	Bulk Water Taken	% of 2023 Total m ³ Taken in 2024	% of 2022 Total m ³ Taken in 2023
Clifford	72,179	1,881.50	2.61%	0.52%
Harriston	278,718	0.00	0.00%	0.09%
Palmerston	277,234	0.00	0.00%	0.01%
Minto Pines	6,197	0.00	0.00%	0.00%
Total	634,329 m³	1,881.5 m³	0.30%	0.11%

FINANCIAL CONSIDERATION:

The revenue collected for bulk water in 2024 was \$7,946.88. Any future changes to water rates will be reflected in bulk water rates.

STRATEGIC PLAN:

Goal 1: Manage our Infrastructure

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

PREPARED BY: Todd Rogers, Water Services Manager

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



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Finance
SUBJECT: FIN 2025-003 – 2024 Section 357 Applications

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report FIN 2025-003 2024 Section 357 Applications, prepared by the Deputy Treasurer, for information purposes.

BACKGROUND:

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

COMMENTS:

The attached list is for the 2022, 2023 and 2024 taxation years and is the result of agricultural buildings being removed, single-family dwelling homes being demolished with new dwellings being proposed on the properties and tax classification changes occurring.

FINANCIAL CONSIDERATION:

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

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.

Attachment-357 Application to Council

PREPARED BY: Tawnya Robertson, Deputy Treasurer/Revenue Coordinator

REVIEWED BY: Gordon Duff, Treasurer

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

TOWN OF MINTO
Section 357 / 358
January to December 2024

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
2341 000 004 07600	decreased by -1,000 Agricultural Structure Removed	Jan 1- Dec 31, 2024	\$ (50.30)	\$ (63.76)	\$ (14.15)	(128.21)
2341 000 004 15303	CT decreased by -103,000 RT increased by 103,000 Classification Change	Jan 1- Dec 31, 2024	\$ (274.97)	\$ (348.61)	\$ (748.81)	(1,372.39)
2341 000 001 11200	RT decreased by -143,000 SFD Removed	Jan 1- Dec 31, 2024	\$ (777.51)	\$ (985.75)	\$ (218.79)	(1,982.05)
2341 000 003 17000	RT decreased by -62,600 FT increased by 1,000 SFD Removed	Feb 12- Dec 31, 2024	\$ (300.11)	\$ (380.47)	\$ (84.45)	(765.03)
2341 000 003 08100	FT decreased by -12,000 Agricultural Buildings Removed	Feb 20- Dec 31, 2024	\$ (14.08)	\$ (17.85)	\$ (3.96)	(35.89)
2341 000 012 04600	RT decreased by -24,000 Garage Removed	Jan 3- Dec 31, 2024	\$ (137.11)	\$ (164.54)	\$ (36.52)	(338.17)
2341 000 002 08800	RT decreased by -177.200 SFD Removed	Jan 1- Dec 31, 2022	\$ (929.19)	\$ (1,124.61)	\$ (271.12)	(2,324.92)
2341 000 002 08800	RT decreased by -177.200 SFD Removed	Jan 1- Dec 31, 2023	\$ (948.31)	\$ (1,167.64)	\$ (271.12)	(2,387.07)
2341 000 002 08800	RT decreased by -194,200 SFD Removed	Jan 1- Dec 31, 2024	\$ (1,055.89)	\$ (1,338.69)	\$ (297.13)	(2,691.71)
2341 000 003 17000	RT decreased by -62,600 FT increased by 43,600 SFD Removed	Feb 12- Dec 31, 2024	\$ (248.85)	\$ (315.48)	\$ (70.03)	(634.36)
2341 000 002 12700	RT decreased by 57,000 Indoor Pool Removed	Jul 26- Dec 31, 2024	\$ (134.64)	\$ (170.70)	\$ (37.89)	(343.23)
2341 000 002 22800	FT decreased by 34,000 Agricultural Buildings Removed	Apr 1- Dec 31, 2024	\$ (34.72)	\$ (44.03)	\$ (9.77)	(88.52)
2341 000 002 06800	FT decreased by 12,000 Agricultural Building Removed	Sep 24- Dec 31, 2024	\$ (4.41)	\$ (5.59)	\$ (1.24)	(11.24)
2341 000 002 21540	XT decreased by -269,800 FT increased by 269,800 Classification Change	Jan 1- Dec 31, 2022	\$ (1,755.71)	\$ (2,124.96)	\$ (2,271.04)	(6,151.71)
2341 000 002 21540	CT decreased by -269,800 FT increased by 269,800 Classification Change	Jan 1- Dec 31, 2023	\$ (1,791.85)	\$ (2,206.27)	\$ (2,271.04)	(6,269.16)

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
2341 000 002 21540	CT decreased by -280,100 FT increased by 280,100 Classification Change	Jan 1- Dec 31, 2024	(1,889.97)	(2,396.15)	(2,357.74)	(6,643.86)
			(10,347.62)	(12,855.10)	(8,964.80)	(32,167.52)

RT - Residential
 IT- Industrial
 XT- New Construction Commercial
 FT- Farmland



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Finance
SUBJECT: FIN 2025-004 – 2024 Minutes of Settlement and Assessment Adjustments

RECOMMENDATIONS:

THAT Council of the Town of Minto hereby receives report FIN 2025-004 2024 Minutes of Settlement and Assessment Adjustments, prepared by the Deputy Treasurer, for information purposes.

BACKGROUND:

Under Section 40 (20) of the Assessment Act, The Town of Minto is required to amend the assessment roll with regard to decisions made by the Assessment Review Board (ARB) under actions brought to the Board under the following circumstances:

- their current value assessment is too high.
- updated structure data which changed their assessment.
- their property classification is incorrect; or
- if a property has more than one property class, the portion that is attributable to each class is incorrect.

The Town is also required to approve adjustments made as Advisory Notices of Adjustment (ANAs) under Sections 19.1 (5) and (7) of the Assessment Act and as Post Roll Amended Notices (PRANs) under Section 32 (1.1) of the Assessment Act. These ANAs and PRANs could result in decreased tax levies due to changes in assessments. The effects of these changes may affect the phase-in amounts of these assessments.

Requests for Reconsideration occur when a taxpayer asks the Municipal Property Assessment Corporation (MPAC) to review an assessment. If successful, Minutes of Settlement are issued to the Town and the appropriate adjustments are made to the property tax accounts.

COMMENTS:

Attached is a list of adjustments from the above-mentioned sources which have been received in our office. These assessment changes deal with properties that have had factual, data and structure corrections and tax classification changes.

FINANCIAL CONSIDERATION:

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

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.

Attachment-Minutes of Settlement to Council 2024

PREPARED BY: Tawnya Robertson, Deputy Treasurer/Revenue Coordinator

REVIEWED BY: Gordon Duff, Treasurer

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

TOWN OF MINTO
Minutes of Settlement
January to December 2024

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
Minutes of Settlement						
2341 000 001 05902	IT of 141,600 added FT of 53,400 removed RT of 20,800 added Gravel Pit ARB Decision	Jan 1 - Dec 31, 2021	1850.01	2160.13	1257.47	5267.61
2341 000 004 14800	IT of 70,100 added FT of 300 added RT of 57,400 removed Gravel Pit ARB Decision	Jan 1 - Dec 31, 2021	590.84	689.89	529.17	1809.90
2341 000 004 14800	IT of 31,400 added FT of 300 added RT of 18,700 removed Gravel Pit ARB Decision	Jan 1 - Dec 31, 2022	297.5	360.08	247.82	905.40
2341 000 001 05902	IT of 161,100 added FT of 66,900 removed RT of 20,800 added Gravel Pit ARB Decision	Jan 1 - Dec 31, 2022	2048.81	2479.69	1423.91	5952.41
2341 000 004 14800	IT of 31,400 added FT of 300 added RT of 18,700 removed Gravel Pit ARB Decision	Jan 1 - Dec 31, 2023	303.62	373.85	247.82	925.29
2341 000 001 05902	IT of 161,100 added FT of 66,900 removed RT of 20,800 added Gravel Pit ARB Decision	Jan 1 - Dec 31, 2023	2,090.96	2,574.58	1,423.91	6,089.45
2341 000 005 19921	CT of 156,500 removed RT of 71,500 added Classification Change	Jan 1- Dec 31, 2024	(929.65)	(1,115.63)	(1,267.80)	(3,313.08)
2341 000 004 04400	FT of 116,900 added RT of 122,200 removed E of 29,300 added Classification Change	Jan 1- Dec 31, 2024	(505.51)	(640.91)	(142.26)	(1,288.68)
2341 000 012 00200	LT of 730,169 removed ARB Decision	Oct 10- Dec 31, 2019	(2,309.38)	(2,460.71)	(2,141.90)	(6,911.99)
2341 000 012 00200	LT of 848,000 removed ARB Decision	Jan 1- Dec 31, 2020	(11,588.94)	(12,504.25)	(10,600.00)	(34,693.19)
2341 000 012 00200	LT of 848,000 removed ARB Decision	Jan 1- Dec 31, 2021	(11,511.65)	(12,658.88)	(7,462.40)	(31,632.93)
2341 000 012 00200	LT of 1,853,100 removed FT of 100 Added ARB Decision	Jan 1- Dec 31, 2022	(24,743.67)	(28,225.72)	(16,307.24)	(69,276.63)
2341 000 012 00200	LT of 1,853,100 removed FT of 100 added ARB Decision	Feb 4- Dec 31, 2022	(5,897.01)	(6,726.87)	(3,886.39)	(16,510.27)
2341 000 012 00200	LT of 2,340,000 removed FT of 100 Added ARB Decision	Jan 1- Dec 31, 2023	(31,845.40)	(37,007.49)	(20,592.84)	(89,445.73)
2341 000 012 00200	LT of 1,853,100 removed FT of 100 Added ARB Decision	Jan 1- Dec 31, 2024	(32,260.45)	(38,714.51)	(20,592.84)	(91,567.80)
2341 000 002 14810	RT of 78,000 removed Assessment Review	Jan 1- Dec 31, 2024	(424.09)	(537.68)	(119.34)	(1,081.11)

Amended Property Assessment Notice						
2341 000 010 04220	CT of 21,000 Added Assessment Review	Jan 1 - Dec 31, 2024	179.85	215.84	184.80	580.49
2341 000 011 14100	RT of 65,000 added Assessment Review	Jan 1- Dec 31, 2023	368.57	428.31	99.45	896.33

2341 000 011 14100	RT of 65,000 added Assessment Review	Jan 1- Dec 31, 2024	373.37	448.07	99.45	920.89
2341 000 001 01400	RT of 98,600 removed CT of 65,500 added Assessment Review	Jan 1- Dec 31, 2024	1,227.92	1,556.81	1,764.02	4,548.75
2341 000 011 03800	RT of 236,900 added CT of 132,900 removed Assessment Review	Jan 1- Dec 31, 2024	222.57	267.09	(807.06)	(317.40)
2341 000 009 10500	RT of 69,000 added Assessment Review	Jan 1- Dec 31, 2024	396.35	475.64	105.57	977.56
2341 000 013 006000	CT of 92,800 added RT of 3,800 removed Assessment Review	Jan 1- Dec 31, 2024	772.95	927.61	810.83	2,511.39
2341 000 013 00700	CT of 78,000 added Assessment Review	Jan 1- Dec 31, 2024	668.03	801.68	686.40	2,156.11
2341 000 010 01900	CT of 89,000 added Assessment Review	Jan 1- Dec 31, 2024	762.25	914.74	783.20	2,460.19
2341 000 011 03400	CT of 68,500 added RT of 97,500 added Assessment Review	Jan 1- Dec 31, 2024	1,146.73	1,376.14	751.98	3,274.85
2341 000 011 03500	CT of 17,100 removed RT of 94,100 added Assessment Review	Jan 1- Dec 31, 2024	394.06	472.91	(6.51)	860.46
2341 000 002 19500	RT of 57,000 added Assessment Review	Jan 1- Dec 31, 2024	309.92	392.92	87.21	790.05
2341 000 004 07325	RT of 51,000 removed Assessment Review	Jan 1- Dec 31, 2024	(277.29)	(351.56)	(78.03)	(706.88)
2341 000 004 07325	RT of 51,000 removed Assessment Review	Aug 28- Dec 31, 2023	(94.22)	(116.01)	(26.94)	(237.17)
2341 000 002 21050	RT of 38,000 removed FT of 38,000 added Classification Change	Jan 1 - Dec 31, 2021	(154.96)	(196.46)	(43.60)	(395.02)

Tax Incentive Program						
2341 000 002 05400	E of 17,500 added FT of 17,500 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2024	(23.79)	(30.16)	(6.69)	(60.64)
2341 000 002 12850	FT of 250,100 added RT of 250,100 removed Approved into Farm Class Tax Incentive Program	Jan 1 - Dec 31, 2024	(1,019.86)	(1,293.02)	(286.99)	(2,599.87)
2341 000 002 26700	E of 117,600 added RT of 117,600 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2024	(639.40)	(810.66)	(179.93)	(1,629.99)
2341 000 002 19400	FT of 535,100 added RT of 535,100 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2024	(2,182.05)	(2,766.47)	(614.02)	(5,562.54)
2341 000 002 06010	E of 148,100 added RT of 148,100 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2024	(925.40)	(1,173.25)	(260.41)	(2,359.06)
2341 000 002 14900	E of 170,200 added RT of 170,200 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2024	(557.91)	(686.95)	(159.50)	(1,404.36)
74						

Special Amended Notice (SAN)						
2341 000 003 10220	IT of 99,200 removed IT1 of 92,900 added Classification Change	Jan 1- Dec 31, 2024	-	-	(829.31)	(829.31)
2341 000 004 08400	IT of 15,500 removed IT1 of 15,500 added Classification Change	Jan 1- Dec 31, 2024	-	-	(129.58)	(129.58)
2341 000 004 14800	IT of 45,600 removed IT1 of 45,600 added Classification Change	Jan 1- Dec 31, 2024	-	-	(381.22)	(381.22)
2341 000 001 05902	IT of 187,400 removed IT1 of 187,400 added Classification Change	Jan 1- Dec 31, 2024	-	-	(1,566.66)	(1,566.66)
2341 000 001 12200	IT of 79,300 removed IT1 of 79,30 added Classification Change	Jan 1- Dec 31, 2024	-	-	(662.95)	(662.95)
2341 000 001 12300	IT of 17,300 removed IT1 of 17,300 added Classification Change	Jan 1- Dec 31, 2024	-	-	(144.63)	(144.63)
2341 000 001 15600	IT of 29,700 removed IT1 of 29,700 added Classification Change	Jan 1- Dec 31, 2024	-	-	(248.29)	(248.29)
2341 000 003 00900	IT of 461,800 removed IT1 of 461,800 added Classification Change	Jan 1- Dec 31, 2024	-	-	(3,860.65)	(3,860.65)
2341 000 003 08890	IT of 247,700 removed IT1 of 247,700 added Classification Change	Jan 1- Dec 31, 2024	-	-	(2,070.77)	(2,070.77)
2341 000 003 08950	IT of 211,200 removed IT1 of 211,200 added Classification Change	Jan 1- Dec 31, 2024	-	-	(1,765.63)	(1,765.63)
2341 000 003 09700	IT of 1,427,200 removed IT1 of 1,427,200 added Classification Change	Jan 1- Dec 31, 2024	-	-	(11,931.39)	(11,931.39)
	Total		(113,886.32)	(131,101.21)	(98,670.76)	(343,658.29)

CT- Commercial
 E- Exempt
 FT - Farmland
 IT- Industrial
 IT1- Aggregate Industrial
 LT- Large Industrial
 RT - Residential



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2025-002 – Proposed Municipal Accountability Act, 2024

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report CL 2025-002 - Proposed Municipal Accountability Act, 2024, prepared by the Clerk, for information purposes;

AND FURTHER THAT the Council of the Town of Minto officially supports the proposed Municipal Accountability Act 2024 (Bill 241).

BACKGROUND:

At the January 7th, 2024 meeting, Council considered correspondence from the Ministry of Municipal Affairs and Housing re: Introduction of Proposed Municipal Accountability Act, 2024. The following Motion was carried:

MOTION: COW 2025-001

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

THAT the Council of the Town of Minto request that the Clerk bring forward a report to Council regarding the Introduction of Proposed Municipal Accountability Act, 2024

In 2021, the Province undertook consultations to strengthen municipal codes of conduct following several high-profile workplace violence investigations. Pressure to the Province came from municipal associations, municipal councils and non-partisan advocacy group, [Women of Ontario Say No](#). On the final day of the legislative session of 2024 before recessing until March 3, 2025, the Province put forward this legislation,

COMMENTS:

The Municipal Affairs and Housing Ministry provided the following information on the proposed changes on December 12, 2024, through the Ontario Newsroom titled “Ontario Supporting Stronger Local Governance”.

The proposed changes in the Municipal Accountability Act, 2024 would amend the Municipal Act, 2001, and the City of Toronto Act, 2006, to strengthen the municipal code of conduct and integrity commissioner framework in order to:

- *Allow for the creation of a standard code of conduct for all municipalities and require mandatory code of conduct training for members of council and certain local boards.*

- Create a regulation-making authority to set out the municipal integrity commissioner investigation processes, including a complaints mechanism and reporting requirements.
- Provide a role for the Integrity Commissioner of Ontario to provide advice to municipalities and training to municipal integrity commissioners and review all reports from municipal integrity commissioners recommending that a member be considered for removal and disqualification, as well as conduct inquiries.
- Establish a stronger penalty by establishing a mechanism for members of council and certain local boards to be removed and disqualified for four years for serious violations of the code of conduct.

The Municipal Accountability Act, 2024, if passed, would establish rules so that municipal integrity commissioners and the Integrity Commissioner of Ontario would only be able to consider and recommend removal and disqualification if they determine that all four criteria are met:

1. The member has contravened the code of conduct;
2. The contravention is of a serious nature;
3. The member's conduct that is the subject of the inquiry has resulted in harm to the health, safety or well-being of persons; and
4. The existing penalties are insufficient to address the contravention or ensure that the contravention is not repeated.

If passed, the legislation would also establish that the Integrity Commissioner of Ontario, when in the process of conducting an inquiry, could also consider, among other matters, whether the contravention negatively impacts public confidence in the ability of the member to discharge their duties, and, of the council or local board to fulfill its role, including by meeting its statutory obligations.

The proposed changes would also create a process to remove and disqualify members of council and local boards that would include the following steps:

1. Upon receipt of a complaint, the municipal integrity commissioner conducts an inquiry. If they find that the criteria for removal and disqualification are met, they can make a recommendation for removal and disqualification to the Integrity Commissioner of Ontario.
2. If the Integrity Commissioner of Ontario receives a recommendation from the municipal integrity commissioner, they would be required to conduct an inquiry and determine whether the criteria for removal and disqualification have been met. If so, they can provide a recommendation to municipal council that the member be removed from their seat and disqualified for four years.
3. If the Integrity Commissioner of Ontario recommends that a member be removed and disqualified, council must vote on the recommendation:
 - All members of council who are not exempt would be required to vote in favour of the Integrity Commissioner of Ontario's recommendation to remove and disqualify a member.
 - Only the member(s) who is/are the subject of the report, members with approved absences or members who have a conflict of interest under the [Municipal Conflict of Interest Act](#) would be exempt from the vote.
4. If council unanimously votes to approve the recommendation, the member is removed from their seat and is disqualified for four years.

The government intends to consult on these changes and work with the municipal sector to develop the necessary regulations to support the new framework coming into effect for the new term of councils in 2026.

If passed, the bill and forthcoming regulations would, among other things:

- Standardize both the municipal code of conduct with mandatory training for members, as well as integrity commissioner investigation processes including reporting requirements.
- Establish a role for the Integrity Commissioner (IC) of Ontario in municipal code of conduct and integrity commissioner matters, such as advising on IC appointments, training local commissioners and conducting inquiries.
- Introduce a mechanism for members of council and certain local boards to be removed and disqualified for four years for serious code violations.

If passed, this Bill would improve consistency of ethical standards and process across municipalities and strengthen accountability for members of council and certain local boards. However, the Integrity Commissioners will continue to serve largely in an advisory capacity, leaving the ultimate decision-making with local councils.

FINANCIAL CONSIDERATIONS:

N/A

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: Annilene McRobb, Clerk

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

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2024-5801

December 12, 2024

Dear Head of Council,

I am pleased to inform you of the introduction of the proposed Municipal Accountability Act, 2024 on December 12, 2024, which, if passed, would make changes to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to strengthen the municipal code of conduct and integrity commissioner framework.

I appreciate the valuable feedback we have received from municipalities and share your commitment to safe and respectful workplaces. The proposed changes, if passed, would:

- enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities;
- create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

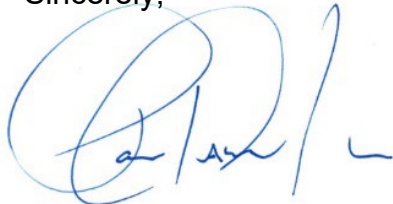
In the coming months, I will want to hear your feedback on the Bill as well as other matters regarding local accountability regimes. I look forward to seeing many of you at the upcoming Rural Ontario Municipal Association conference, where we will have the opportunity to discuss these changes and other matters of importance to your communities.

If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.

For more information on these amendments, please see the [news release](#). To share your comments on the proposed legislation, please see a posting on the [Regulatory Registry](#) that will be open for comments for 60 days.

If you have any questions regarding these new provisions, please contact your local [Municipal Services Office](#) with the Ministry of Municipal Affairs and Housing.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

- c: Jessica Lippert, Chief of Staff
- Owen Macri, Deputy Chief of Staff
- Martha Greenberg, Deputy Minister
- Caspar Hall, Assistant Deputy Minister, Local Government Division
- Sean Fraser, Assistant Deputy Minister, Municipal Services Division
- Municipal Clerks and CAOs



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2025-003 – Catch and Release Justice in Ontario

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report CL 2025-003 Catch and Release Justice in Ontario, prepared by the Clerk, for information purposes;

AND FURTHER THAT the Council of the Town of Minto endorses the Town of Colbalt’s resolution on “catch and release” justice.

BACKGROUND:

At the January 7th, 2024 meeting, Council considered correspondence from Town of Cobalt, re: 'Catch and Release' Justice in Ontario The following Motion was carried:

MOTION: COW 2025-002

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

THAT the Council of the Town of Minto direct the Clerk to contact the OPP regarding support for the Catch and Release Justice in Ontario.

COMMENTS:

The Solicitor General’s information on “Catch and Release Justice” on October 28, 2024, through the Ontario Newsroom titled “Ontario Calls for Immediate Federal Action on Bail Reform” is attached.

As a part of the attached communications, the Ontario Provincial Police provided the following quote:

"The OPP Association support changes to the current bail system. Our members overwhelmingly feel that the current system is a "catch and release" system that results in many of the same accused persons being at large again to re-offend shortly after arrest. We feel that the safety of our community and our police officers are at risk with this system. We acknowledge that the balance of the Canadian Charter of Rights of an accused person and community safety must be considered and welcome all efforts by all levels of government to make the system more effective for all."

**- John Cerasuolo
President, Ontario Provincial Police Association**

FINANCIAL CONSIDERATIONS:

N/A

STRATEGIC PLAN:

N/A

PREPARED BY: Annilene McRobb, Clerk

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

Attach-1

NEWS RELEASE

Ontario Calls for Immediate Federal Action on Bail Reform

Province seeking to close revolving door of justice and keep communities safe

October 28, 2024

[Solicitor General](#)

TORONTO — The Ontario government is calling on the federal government to urgently amend the *Criminal Code* by introducing concrete changes that will tighten bail legislation to protect public safety and keep repeat and violent offenders off the streets.

“The federal government’s failure to restrict bail access and get tough on crime is making Ontario communities less safe,” said Graham McGregor, Associate Minister of Auto Theft and Bail Reform. “Our government is stepping up by hiring new judges and prosecutors and supporting our police officers, but the federal government’s inaction has made it harder to keep dangerous criminals behind bars. Enough is enough: We need meaningful bail reform now.”

While the provincial government has taken significant steps to combat auto theft and reform bail, including investing \$29 million earlier this year to appoint new judges and hire new Crown prosecutors and staff to reduce the backlog of criminal cases in the courts, the province’s ability to take further action to address serious crime and repeat offenders is limited by the federal *Criminal Code*. For that reason, the provincial government is calling on the federal government to immediately adopt the following measures to enhance public safety:

- Restore mandatory minimum sentencing for serious crimes, which this federal government removed, to ensure appropriate penalties and justice for victims.
- Remove bail availability for offenders charged with murder, terrorism, human trafficking, intimate partner violence, drug trafficking, criminal possession or use of restricted or prohibited firearms, and robbery (for example, carjackings and home invasions).
- Mandate a three-strike rule requiring pre-trial detention for repeat offenders so they are not allowed back on the street to commit more crimes before their day in court.

- Bring back restrictions on who can get conditional sentences for serious crimes so dangerous criminals receive sentences that match their actions.
- Require ankle monitors as a condition of bail for serious crimes.
- Remove credits that can be applied to sentences for time an accused spends in jail before trial for repeat and violent offenders.

These measures, which are within federal jurisdiction, are essential to keeping the people and communities in our province safe. The government urges the federal government to immediately implement these measures and looks forward to discussing other ways to protect the people of Ontario.

“Public safety has and will continue to be one of our government’s top priorities,” said Solicitor General Michael Kerzner. “We have seen a demonstrated failure of Canada’s bail system resulting in harm to the people of Ontario, and those who keep our province safe. We will not stand by while the federal government refuses to hear that the system they broke isn’t working.”

Quick Facts

- The premiers of all thirteen provinces and territories have written two letters to the federal government calling for meaningful bail reform.
- Through the Bail Compliance and Warrant Apprehension Grant, \$24 million is being made available over three years to help the OPP, municipal, and First Nations police services establish dedicated bail compliance teams. Teams will also assist prosecutors with gathering evidence and assessing public safety risk during the bail hearing stage. Grant funding may also be used to acquire bail compliance technology or support a network that police services could use to share bail offender information.
- The government is providing \$48 million to expand the OPP Repeat Offender Parole Enforcement (ROPE) Squad, by creating a dedicated Bail Compliance Unit within the OPP’s Repeat Offender Parole Enforcement Squad. This new dedicated, provincewide, Bail Compliance Unit will apprehend high-risk provincial offenders who have broken their bail conditions or are unlawfully at large.
- A further \$26 million was announced to create Intensive Serious Violent Crime Bail Teams within the courts system to ensure that there are dedicated prosecutors and subject matter experts to prepare for and properly conduct the often lengthy and complex bail hearings.
- A new provincewide bail monitoring system will allow police services to monitor high-risk offenders with the most accurate data possible.

Quotes

"The recommendations put forward to fix the bail system are a crucial step in ensuring a justice process that treats individuals fairly while keeping communities safe. Effective bail reform must strike that balance between public safety and the rights of the accused. The outlined approach underscores the government's dedication to public safety, accountability, and the well-being of everyone involved in the justice process. Stricter bail policies for repeat and violent offenders prioritize the safety and security of our communities."

- Mark Baxter
President, Police Association of Ontario (PAO)

"The OPP Association support changes to the current bail system. Our members overwhelmingly feel that the current system is a "catch and release" system that results in many of the same accused persons being at large again to re-offend shortly after arrest. We feel that the safety of our community and our police officers are at risk with this system. We acknowledge that the balance of the Canadian Charter of Rights of an accused person and community safety must be considered and welcome all efforts by all levels of government to make the system more effective for all."

- John Cerasuolo
President, Ontario Provincial Police Association

Additional Resources

- [Ontario Putting More Repeat Violent Offenders Behind Bars](#)

Related Topics

Law and Safety

Ontario's laws and related information about our legal system, emergency services, the Ontario Provincial Police and victim services. [Learn more](#)

Media Contacts

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Accessibility

Privacy

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THE CORPORATION OF THE
TOWN OF COBALT

December 12, 2024

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

Sent Via Email: premier@ontario.ca

Please be advised that the Council of the Town of Cobalt passed the following resolution at its Regular Meeting of Council held Tuesday, December 10, 2024.

RESOLUTION No. 2024-218

MOVED BY: Councillor Wilcox
SECONDED BY: Councillor Lafleur

WHEREAS Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system;

AND WHEREAS the “catch and release” system is needlessly increasing the policing costs to the Municipalities;

NOW THEREFORE BE IT RESOLVED THAT that the Corporation of the Town of Cobalt will send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of “catch and release” justice in the Ontario legal system;

AND BE IT FURTHER RESOLVED THAT this resolution be forwarded to the Premier, the relevant federal and provincial authorities, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities and all municipalities in Ontario for their endorsement consideration.

Thank you,



Steven Dalley
Town Manager, Clerk/Treasurer
Tel: (705) 679-8877
Email: sdalley@cobalt.ca

cc: Hon. Doug Ford, Premier of Ontario, premier@ontario.ca
FONOM, fonom.info@gmail.com
Associations of Municipalities Association, amo@amo.on.ca
All Ontario Municipalities



TOWN OF MINTO

MEETING DATE: January 21, 2025
REPORT TO: Mayor Turton and Members of Council
SERVICE AREA: CAO/ Administration Department
SUBJECT: Report # CA0-2025-01
CA0-2025-01 Southwestern Ontario Isotope Coalition (SOIC) Partnership

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report CA0-2025-01 Southwestern Ontario Isotope Coalition (SOIC) Partnership, prepared by the CAO, for information purposes;

AND FURTHER THAT the Council of the Town of Minto authorizes staff to submit a request to join the SOIC Regional Collaboration Partnership;

AND FURTHER THAT the Council of the Town of Minto authorizes the Mayor and a staff delegate, chosen by the CAO, to attend meetings as representatives of the Town of Minto.

BACKGROUND

The Southwestern Ontario Isotope Coalition (SOIC) was formed in June of 2023 as a partnership between regional leaders, including the City of Owen Sound and the Nuclear Innovation Institute (NII), in collaboration with the Canadian Nuclear Isotope Council (CNIC).

Through various ongoing efforts and activities, the SOIC aims to unite the Southwestern Ontario Isotope community and foster future opportunities to leverage the region's many strengths. In 2024, SOIC wrote and adopted its own Strategic Plan that focused on three (3) main goals to support the development of the local isotope landscape:

Goal 1: Enhance the rural isotope ecosystem by fostering research and uniting key players behind a shared vision for the sector regionally.

Goal 2: Strengthen SOIC's impact while increasing awareness of the region's strong isotope landscape among provincial and federal governments; and

Goal 3: Promote regional economic development in the isotope sector (i.e. workforce development, market studies, etc.) by forming strategic partnerships.

Town of Minto Council received a delegation at their Tuesday November 19, 2024, Regular Council Meeting from two (2) representatives of SOIC, Owen Sound Mayor Ian Boddy and Mrs. Jessica Linthorne, President and CEO of the Nuclear Innovation Institute. Mayor Boddy and Mrs. Linthorne further described the SOIC and invited the Town of Minto to join the SOIC as a partner.

COMMENTS:

The SOIC Regional Collaboration Partnership reflects a growing and dynamic sector dedicated to promoting and supporting the research, investment opportunities, development, and production of isotopes.

If the Town of Minto chooses to join the SOIC Regional Collaboration Partnership, the Town will have an opportunity to play an active role in the sector's ongoing development, including:

- a.) Joining the collective voice for the sector and raise awareness of the economic and environmental benefits of medical isotopes.
- b.) Influence decision-making by joining advocacy activities and networking with industry and research leaders.
- c.) Gain access to sector research data and other intelligence not available elsewhere,
- d.) Increase international sales and partnership opportunities by participating in technology missions at conferences and exhibitions in key international markets.
- e.) Increased visibility with Southwestern Ontario Isotope Coalition website, newsletters, social media, presentations, and publications.

This is a unique, exciting, and long-term opportunity.

FINANCIAL CONSIDERATION:

There are no direct financial/ budgetary impacts associated with joining the SOIC Regional Collaboration Partnership.

STRATEGIC PLAN

N/A

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

The Corporation of the Town of Minto
By-law No. 2025-006

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held January 21, 2025

WHEREAS the Council of the Town of Minto met on January 21, 2025, 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 January 21, 2025, 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 21st day of January 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk