



Council Agenda

Tuesday, April 8, 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 March 18, 2025 Regular Council meeting be approved.
 - a. Regular Minutes of March 18, 2025 1
4. **Resolution Moving Council into Court of Revision**
RESOLUTION:
THAT Council of the Town of Minto convenes into Court of Revision.
 - a. Municipal Drain 121 7
5. **Motion Moving Court of Revision into Committee of Adjustment**
RESOLUTION:
THAT the Town of Minto Court of Revision convenes into Committee of Adjustment.
 - a. MV 2025-02, Andrew Bauman- 8803 1st Line, Palmerston 94
6. **Resolution Moving Committee of Adjustment 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 Committee of Adjustment convenes into Committee of the Whole.

7. Public Meeting

8. Delegations

- a. Ben Crisci, Request for Relief from Water Bill 103

9. Public Question Period

10. Correspondence Received for Information or Requiring Direction of Council

RECOMMENDATION:

THAT Council receives the correspondence as information.

- a. Regional Municipality of Durham, Amend Previous Motion re Ban the Nazi Swastika 105
- b. Crime Stoppers Guelph-Wellington, Spring 2025 Newsletter 107
- c. Western Ontario Wardens Caucus, Tariff Response 108
- d. Mapleton Seniors Centre for Excellence, April Newsletter 110
- e. Wellington County O.P.P. 2024 Year-End Report 120

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

- a. Committee Minutes for Approval
1. Cultural Roundtable Minutes of March 24, 2025 155

RECOMMENDATION:

THAT Council receives the Cultural Roundtable Committee minutes of March 24, 2025 as information and approves any recommendations contained therein.

2. Diversity, Equity, and Inclusion Committee Minutes of March 20, 2025 166

RECOMMENDATION:

THAT Council receives the Diversity, Equity, and Inclusion Committee minutes of March 20, 2025 as information and

approves any recommendations contained therein.

b. Staff Reports

1. EC DEV 2025-004, Development Covenant Extension Request for Johnny Garth Wilson and Sarah Viola 173

RECOMMENDATION:

That Council of the Town of Minto hereby receives report EC DEV 2025-004 Development Covenant Extension Request for Johnny Garth Wilson and Sarah Viola, prepared by the Director of Economic & Community Development, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves the requested six-month extension (August 8, 2025).

2. EC DEV 2025-005, Signage Grant H37 - May's Cafe at the Old Post, 39 Elora St. S, Harriston 175

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-005 – Signage Grant H37 – May’s Café at the Old Post, 39 Elora St. S. Harriston, prepared by the Director, Economic and Community Development, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves Signage Grant H37 for \$427.23.

3. EC DEV 2025-006, Signage Grant H38 - Inked, 1 Elora St. Unit 4, Harriston 177

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-006 – Signage Grant H38 – Inked, 1 Elora St. S. Harriston, prepared by the Director, Economic & Community Development, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves Signage Grant H38 for \$412.30.

4. EC DEV 2025-007, Community Garden Agreements - Clifford and Palmerston 179

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-007 –Community Garden Agreements, prepared by the Director, Economic & Community Development, for information purposes; AND FURTHER THAT the Council of the Town of Minto authorizes

the Mayor and Clerk to sign the lease agreements with Wesley Bates and Juanita Wilkins and the Palmerston Evangelical Missionary Church.

5. FIRE 2025-005, Fire Department Wage Policy 181

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report FIRE 2025-005 Fire Department Wage Policy, prepared by the Director of Fire Services, for information purposes;

AND FURTHER THAT the Council of the Town of Minto adopts the proposed wage policy and directs staff to implement it as of May 1, 2025.

6. CL 2025-006, Update to Pay Administration Policy 184

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report CL 2025-006 Update to Pay Administration Policy, prepared by the Deputy Clerk/Manager, People and Culture, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the policy as written.

- c. Announcements

12. Motion to Return To Regular Council

RESOLUTION:

THAT the Committee of the Whole convenes into Regular Council.

13. Notices of Motion

14. 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.

15. By-laws

- a. 2025-017, Palmerston Community Gardens Agreement 201

- b. 2025-018, Clifford Community Gardens Agreement 205

RESOLUTION:

THAT By-laws 2025-017 and 2025-018 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

- c. 2025-019, Confirmatory

208

RESOLUTION:

THAT By-law 2025-019; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held April 8, 2025; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

16. Adjournment

RESOLUTION:

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



Council Minutes
Tuesday, March 18, 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
Gregg Furtney, Chief Administrative Officer
Belinda Wick-Graham, Director of Economic and Community Development
Gordon Duff, Treasurer
Mike Doucette, DWQMS Rep
Mark Robertson, Wastewater Services Manager
Todd Rogers, Water Services Manager
Quinn Gorecki, Deputy Clerk/Manager, People and Culture

1. **Call to Order at 3:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
3. **Minutes of Previous Meeting**

RESOLUTION: 2025-033

- a. Regular Minutes of March 4, 2025

Moved By: Councillor Dirksen; Seconded By: Councillor Gunson

THAT minutes of the Town of Minto March 4, 2025 Regular Council meeting be approved.

Carried

4. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION: 2025-034

Moved By: Councillor Podniewicz; Seconded By: Councillor Elliott

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

Carried

5. Public Meeting - None

6. Delegations

a. 2024 Farmers Market Year in Review

Luke Hartung provided a review of the 2024 Farmers Market and stated that the 2025 Market opens on June 7, 2025.

7. Public Question Period – No one came forward.

8. Correspondence Received for Information or Requiring Direction of Council

a. Township of Coleman, Urgent Need for Improvement to Highways 11 and 17

b. Municipality of East Ferris, Standing for Canada

c. Township of Amaranth, Buy Local and Canadian

MOTION: COW 2025-036

Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott

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. Economic Development and Planning Meeting Minutes of March 13, 2025

MOTION: COW 2025-037

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

THAT Council receives the Economic Development and Planning Committee meeting minutes of March 13, 2025 as information, and approves any recommendations contained therein.

Carried

b. Staff Reports

1. EC DEV 2025-002, 2024 Year in Review

MOTION: COW 2025-038

Moved By: Councillor Podniewicz; Seconded By: Councillor Zimmerman

THAT Council receives report EC DEV 2025-002, regarding the 2024 Year in Review, prepared by the Director of Economic and Community Development for information purposes.

Carried

2. EC DEV 2025-003, Extension Request for BTJ Investments

MOTION: COW 2025-038

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

That the Council of the Town of Minto hereby receives report EC DEV 2025-003 Extension Request – BTJ Investments Ltd., prepared by the Director of Economic & Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves a six-month extension, starting January 24, 2025 and ending July 24, 2025.

Carried

3. PW 2025-007, 2024 Annual and Summary Drinking Water Reports

MOTION: COW 2025-040

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

THAT the Council of the Town of Minto hereby receives Report PW 2025-007 2024 Drinking Water System Annual and Summary Reports, prepared by the QMS Representative, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the 2024 Drinking Water System Annual and Summary Reports including, Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System, and Minto Pines Subdivision Drinking Water System;

AND FURTHER THAT the individual members of Council, the Chief Administrative Officer, and the Director of Legislative Services/ Clerk sign the respective reports as stewards of the water infrastructure.

Carried

Councillor Gunson assumed the Chair

4. PW 2025-008, Source Protection Annual Report

MOTION: COW 2025-041

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

THAT the Council of the Town of Minto hereby receives report PW 2025-008 2024 Source

Water Protection Annual Report, prepared by the Risk Management Official, for information purposes.

Carried

5. PW 2025-009, Appointments for Risk Management Inspectors/Alternate Risk Management Official

MOTION: COW 2025-042

Moved By: Councillor Elliott; Seconded By: Councillor Podniewicz

THAT the Council of the Town of Minto hereby receives report PW 2025-009 Appointments for Risk Management Inspectors / Alternate Risk Management Official report, prepared by the Risk Management Official, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers passing a By-law in open session to appoint Risk Management Inspectors / Alternate Risk Management Officials.

Carried

6. PW 2025-010, Wastewater Annual Performance Reports

MOTION: COW 2025-043

Moved By: Mayor Turton; Seconded By: Councillor Dirksen

THAT Council of the Town of Minto receives PW report 2025-010 regarding the 2024 Annual Performance Reports for the Clifford, Harriston, and Palmerston Wastewater Treatment Plants (WWTPs) as required by the Ministry of the Environment, Conservation and Parks (MECP);

AND FURTHER that Council acknowledges the compliance status and operational updates outlined in the reports.

Carried

Councillor Dirksen assumed the Chair

7. FIN 2025-006, Budget Software

MOTION: COW 2025-044

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

THAT the Council of the Town of Minto hereby receives Report FIN 2025-006, Budget Software, prepared by the Treasurer; for information purposes;

AND FURTHER THAT Council of the Town of Minto pre-approves the purchase of Euna Software, Bundle 3, to be included for the 2026 budget year.

Carried

Mayor Turton resumed the Chair

c. Announcements

Councillor Elliott stated the 81's hockey team has won the semi-finals and are awaiting on the next game schedule.

Councillor Dirksen noted these was lots of information this meeting brought forward through the reports and appreciated the work done.

Councillor Zimmerman note the Clifford Carnival Celebration to be held on July 12th and requested members of Council to sit in the dunk tank from 10 am – 2 pm. Money raised will see 50% going to the Palmerston Hospital MRI Campaign and the other half going back into the community. The Outdoors Life Show will be held April 5 and 6 in Clifford.

Deputy Mayor Anderson thanked the Emergency Management Team and CAO Furtney for keeping Council up to date about the risk of flooding over the weekend.

Mayor Turton noted that April 9 and 10 is the Drayton Farm Show. The Minto Volunteer Dinner will be held on April 29th RSVP's must be in by April 1, 2025 to Quinn Gorecki. The Grand opening of LaunchIt at the Old Post. Good Roads conference is March 30- April 2. and the Palmerston Curling Elementary Provincial Championships.

Belinda Wick-Graham stated that the Harriston Skating Club Carnival will be on Sunday March 30th. Mayor Turton noted that there will be Spring Ice available in Harriston this year.

10. Motion to Return To Regular Council

RESOLUTION: 2025-035

**Moved By: Councillor Zimmerman; Seconded By: Councillor Gunson
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: 2025-036

**Moved By: Councillor Podniewicz; Seconded By: Deputy Mayor Anderson
THAT the Council of the Town of Minto ratifies the motions made in the Committee of the Whole.**

Carried

13. By-laws

a. 2025-015, Source Water Protection Appointments

RESOLUTION: 2025-037

Moved By: Councillor Zimmerman; Seconded By: Councillor Gunson

THAT By-law 2025-015 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2025-016, Confirmatory

RESOLUTION: 2025-038

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

THAT By-law 2025-016; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held March 18, 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 4:19 p.m.

RESOLUTION: 2025-039

Moved By: Councillor Zimmerman; Seconded By: Councillor Dirksen

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



Court of Revision Agenda Municipal Drain 121-2025
Tuesday, April 8, 2025 3 p.m.

Dave Turton, Town of Minto Representative
Jean Anderson, Town of Minto Representative
Doug Hargrave, Howick Township Representative

1. Call to Order
Clerk calls the meeting to order.

2. Appoint Chair
Recommendation:
That _____ (name) is hereby appointed as the chair to the Court of Revision for Municipal Drain 121-2025.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

4. Purpose and Background information (Chair)

The purpose of the Court of Revision meeting is to hear appeals to the schedule of assessment for Minto Drain No. 121 located on Lot 41, Concessions 8, Town of Minto, County of Wellington. The following are attached to the agenda:

- 4.1 Court of Revision Jurisdiction (attached)

- 4.2 Provision By-law – Municipal Drain 121-2025 (attached)

5. Written Appeals of Assessments Received
All appeals are required to be received in writing 10 days (March 29, 2025) prior to the date of the Court of Revisions as per the March 3, 2025 notice.

6. Appeals from Landowners
At the discretion of the Court, persons who have not submitted an appeal in writing 10 days prior to the date of the Court of Revision, may by resolution allow an appeal to be heard on such conditions as to giving notice to all persons interested or as the Court considers just.

7. Engineering Evidence (If required)

Greg Nancekivell, R.J. Burnside & Associates Limited will give evidence regarding each appeal before the Court.

8. Questions from Members

Members of the Court of Revision may ask questions of the Engineer or staff.

9. Appellant Comments

Appellants that have submitted an appeal are permitted to address the Court. Written appeals will be heard in the order they were received. If late appeals are permitted, they will be heard following.

10. Questions from Landowners

Owners of land within the area requiring drainage that appear on the last revised assessment roll of the Town have an opportunity to ask questions

11. Court of Revision Deliberations

The Court of Revision members (if required) will retreat to deliberate the appeals and make the decision in private.

If the Court is considering reducing an assessment adding it to a property whose owner is not present, then the Court of Revision will adjourn and notice sent to the absent parties to allow them to appeal the change, then reconvene per s. 53 of the Act.

12. Court of Revision Decision

All parties to the drain will receive written notice of the Court of Revision decision which will contain additional information on the process to appeal the decision of the Court of Revision to the Ontario Drainage Tribunal.

13. Adjournment



Court of Revision Jurisdiction

The Court of Revision is an appeal body established under the Drainage Act that allows landowners to challenge their drainage assessments. The Court of Revision has one power, to re-allocate funds in a drainage assessment schedule.

The Court may hear appeals on three grounds:

1. Land or road has been assessed too high or low;
2. Land or road should have been assessed but has not;
3. Due consideration has not been given to the land's use.

The Court only has the authority to change the schedule of assessments; they cannot make changes to the technical aspects of the report, and they cannot refer the report back to the engineer for modifications.

Although the Drainage Act requires the owner to give notice of appeal at least ten days prior to the first sitting of the Court of Revision, the Court may pass a resolution at the first sitting to accept verbal appeals at that time.

When considering assessment changes the Court must consider that:

- Total costs of the project must remain the same, which means that if the Court reduces an assessment, the Court re-allocates the shortfall among other assessed property owners.
- If the Court is considering adding to the assessment of one or more properties whose owners are not in attendance, the Court must adjourn and send notice to assessed property owners who were not at the Court of Revision at the time of the re-allocation. This allows the re-assessed landowners to appeal their new assessments.

TOWN OF MINTO
5941 HIGHWAY 89
HARRISTON, ON
N0G 1Z0

Notice of Sitting of Court of Revision
Drainage Act, R.S.O. 1990, c. D.17, subs. 46(1) and (2)

To:

.

Re: Municipal Drain 121

(Designation of drainage works)

Take notice that your property is assessed for the construction of the above mentioned drainage works under section 4 of the *Drainage Act*. Attached is a provisional by-law exclusive of the engineer's report. Details of your assessment are contained in the engineer's report dated 2025/02/03, which has been previously sent to you or is available at the municipal office .
Date (yyyy/mm/dd)

An owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

- Any land or road has been assessed an amount that is too high or too low;
- Any land or road that should have been assessed has not been assessed; and/or
- Due consideration has not been given to the use being made of the land.


Pursuant to section 52(1) of the *Drainage Act*, objections or appeals to the assessment must be forwarded in writing, to the attention of the undersigned, at least ten (10) days prior to the date of the Court of Revision.

The Court of Revision will take place:

Date (yyyy/mm/dd)	Time	Location
2025/04/08	3:00 PM	Town of Minto Council Chambers

Name of Clerk (Last Name, First Name)
McRobb, Annilene

Name of Municipality
Town of Minto

Signature of Clerk 	Date (yyyy/mm/dd) 2025/03/07
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Right of Appeal – Any owner of land or public utility affected by the above mentioned drainage works may appeal to the Referee regarding legal issues or the Agriculture, Food and Rural Affairs Appeal Tribunal regarding technical issues within forty (40) days of the sending of this notice. *Drainage Act, R.S.O. 1990, c. D.17, subs. 47(1) and 48(1).*



**Engineer's Report
Minto Drain No. 121 - 2025**

**Town of Minto
5941 Highway 89
Harriston, ON N0G 1Z0**



**ASSESSMENTS for CONSTRUCTION
 MINTO DRAIN 121**

Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Benefit Assess't (Sect.22)	Outlet Assess't (Sect.23)	Totals	Less		
								1/3 Grant	Allowances	Net Assessment
Agricultural Lands										
8	33	Bradley and Lindsey Hall	0-042	0.00	\$ 2,980	\$ -	\$ 2,980	\$ 993	\$ 3,800	\$ (1,813)
8	42	* Lavolit Limited	1-158~	0.34	\$ -	\$ 290	\$ 290	\$ -	\$ -	\$ 290
8	42	Lavolit Limited	1-158	24.48	\$ 13,270	\$ 15,340	\$ 28,610	\$ 9,537	\$ 17,800	\$ 1,273
8	Pt. 41	* Henry and Agnes Weber	1-158-10	0.29	\$ 1,470	\$ 1,990	\$ 3,460	\$ -	\$ 1,600	\$ 1,860
8	41	John and Miriam Martin	1-159	12.39	\$ 22,230	\$ 98,640	\$ 120,870	\$ 40,290	\$ 1,200	\$ 79,380
8	40	Archibald and Lisa Wilson	1-158-50	1.13	\$ -	\$ 7,740	\$ 7,740	\$ 2,580	\$ -	\$ 5,160
TOTAL ON LANDS				38.63	\$ 39,950	\$ 124,000	\$ 163,950	\$ 53,400	\$ 24,400	\$ 86,150
Roads										
		* Town of Minto		0.51	\$ -	\$ 3,490	\$ 3,490	\$ -	\$ -	\$ 3,490
		* Town of Minto		0.00	\$ 1,280	\$ -	\$ 1,280	\$ -	\$ -	\$ 1,280
		* Township of Howick		0.00	\$ 1,280	\$ -	\$ 1,280	\$ -	\$ -	\$ 1,280
TOTAL ON ROADS				0.51	\$ 2,560	\$ 3,490	\$ 6,050	\$ -	\$ -	\$ 6,050
ALL LANDS AND ROADS				39.14	\$ 42,510	\$ 127,490	\$ 170,000	\$ 53,400	\$ 24,400	\$ 92,200

- Notes:**
- (1) It is presumed that all private lands are Agricultural, within the meaning of the Drainage Act except properties denoted with *
 - (2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant, under ADIP policies as eligibility has not been confirmed as part of the preparation of this report.
 - (3) A possible severance on Roll No. 1-158 was ongoing at the time of the report. The proposed parcel was denoted with ~
 Should this severance be rejected or incomplete at time of construction the assessment will revert back to Roll No. 1-158



BURNSIDE

**Engineer's Report
Minto Drain 121 - 2025**

**Town of Minto
5941 Highway 89
Harriston, ON N0G 1Z0**

**R.J. Burnside & Associates Limited
449 Josephine Street P.O. Box 10
Wingham ON N0G 2W0 CANADA**

**February 2025
300054764.3000**

Disclaimer

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Distribution List

No. of Hard Copies	PDF	Email	Organization Name
8	Yes	Yes	Town of Minto (for Council, Drainage Superintendent, general municipal use)
5	No	No	Assessed Landowners
1	Yes	Yes	Maitland Valley Conservation Authority (MVCA)
1	Yes	Yes	Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA)

Record of Revisions

Revision	Date	Description
0	December 11, 2024	Draft Submission to the Town of Minto and Maitland Valley Conservation Authority
1	February 3, 2025	Final Submission for Engineer's Report

R.J. Burnside & Associates Limited



Greg Nancekivell, C.E.T.
Project Manager

Report Prepared By:



Edison Peel, E.I.T.
Engineering Assistant
EP/GN/SV:tp

Report Reviewed By



Sid Vander Veen, P.Eng.
Project Engineer

Executive Summary

Authorization

This report is being prepared in response to an appointment by the Town of Minto, dated January 18, 2022, to investigate drainage issues on the properties of the petitioning property owners, in accordance with Section 4 of the Drainage Act, R.S.O. 1990.

Objective & Recommendations

The objective of this report is to determine a drainage solution to provide a subsurface drainage outlet for the properties in the watershed.

This report recommends the construction of a new open drain beginning in Lot 33, Concession 8, Township of Howick, Huron County to the west lot line of Lot 42, Concession 8 in the Town of Minto, Wellington County and a tile drain proceeding easterly into Lot 41, Concession 8, Town of Minto, Wellington County.

Summary of Assessments

A summary of the assessments for this project are as follows:

Municipal Lands	\$	6,050
Privately Owned Non-Agricultural	\$	3,750
Privately Owned Agricultural – Grantable	\$	160,200
Total Estimated Assessments	\$	170,000

Acknowledgements

R.J. Burnside & Associates Limited (Burnside) would like to acknowledge the assistance and cooperation of the property owners directly involved with this project, as well as Ryan Binkle, Drainage Superintendent for the Town of Minto, and Kirsten Snoek from the Maitland Valley Conservation Authority (MVCA).

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Appendix B Project Cost Estimate
Appendix C Construction and Maintenance Assessment Schedules
Appendix D Agency Correspondence
Appendix E Standard Drain Specifications
Appendix F Special Provisions
Appendix G Soils Investigation
Appendix H Drawings

Nomenclature

General

ac – acre (0.4047 ha)
BSWI – buried surface water inlet
CB – catchbasin
CCTV – closed circuit television
CDT – concrete drain tile
CSP – corrugated steel pipe
c/w – complete with
dia. – diameter
DICB – ditch inlet catchbasin
d/s – downstream
ea. – each
FL – fence line
H – horizontal
ha – hectare (2.471 ac)
HDPE – high density polyethylene
BJB – buried junction box
km – kilometre
LS – lump sum
m – metre
mm – millimetre
m² – square metre
m³ – cubic metre
OB – observation box
o/s – offset
PDT – plastic drainage tubing
PL – property line
ROW – right of way
S & I – supply and install
Sta. – station (chainage)
SWI – surface water inlet
SWWSP – smoothwall welded steel pipe
t – tonne (2,205 pounds)
u/s – upstream
V – vertical

Other

CA – Conservation Authority
DFO – Fisheries and Oceans Canada
MECP – Ministry of Environment,
Conservation and Parks
MTO – Ministry of Transportation
NRCS – Natural Resources Conservation
Service
OMAFRA – Ontario Ministry of Agriculture,
Food and Agribusiness
SCS – Soil Conservation Service

1.0 Project Authorization

This report is being prepared in response to an appointment by the Town of Minto, dated January 18, 2022 to investigate drainage issues on the property of the petitioning landowners, in accordance with Section 4 of the Drainage Act, R.S.O. 1990.

The Drainage Act

The “Drainage Act” provides a mechanism for the construction, improvement and maintenance of a drainage works. Procedures under the Drainage Act are designed to enable non-riparian landowners to obtain a legal drainage outlet while safeguarding the rights and property of riparian landowners through which the drainage system may be constructed. The Drainage Act definition of “drainage works” includes a drain constructed by any means, including the improvement of a natural watercourse, and includes works necessary to regulate the water table or water level within or on any lands or to regulate the waters of a drain, reservoir, lake or pond and includes a dam, embankment, wall, protective works or any combination thereof.

Drains constructed under the Drainage Act, which are referred to as Municipal Drains, are user pay systems. This means the landowners within the watershed, including lands and roads, for the proposed drain will contribute a portion of costs towards the design, construction and maintenance of the municipal drain. The most common means of assessing project costs are through a benefit and/or outlet assessment (Sections 22 & 23 of the Drainage Act).

Aside from assessing costs, allowances are awarded to owners whose property is physically affected by the construction and maintenance of the drain. The most common sections under the Drainage Act to award allowances are; Section 29 for right-of-way, which awards costs based on the area of land required to construct, improve and maintain the drain in the future; and Section 30 for damages, which are awarded based on damages to the property during construction or improvements to the drain. For more details on allowances, see Appendix A.

1.1 Engineer’s Report

The proposed works and costs contained herein are intended to reflect the requirements of the stakeholders and are based on information gathered during field survey, as well as at the property owner’s meetings and follow up discussions. Details of the proposed work are described in this report, its appendices and on the plan and profile drawings.

1.2 Petition for Drainage Works by Owners

A petition, dated January 10, 2022, was submitted by John and Miriam Martin (Roll No. 1-159); owners of part lot 41, Concession 8 in the Town of Minto, Wellington County.

1.3 Validity of Petition

The area requiring drainage for Minto Drain 121 was determined as being part of Lot 41, Concession 8 in the Town of Minto, Wellington County.

The petition having been signed by John and Miriam Martin owners of Lot 41, Concession 8 represent all of the landowners in the area requiring drainage as determined by the engineer. The petition has been to be valid in accordance with Section 4(1)a of the Drainage Act, R.S.O. 1990 having the majority in number of the owners within the area requiring drainage.

This report has been prepared in accordance with Section 4 of the Drainage Act, R.S.O. 1990.

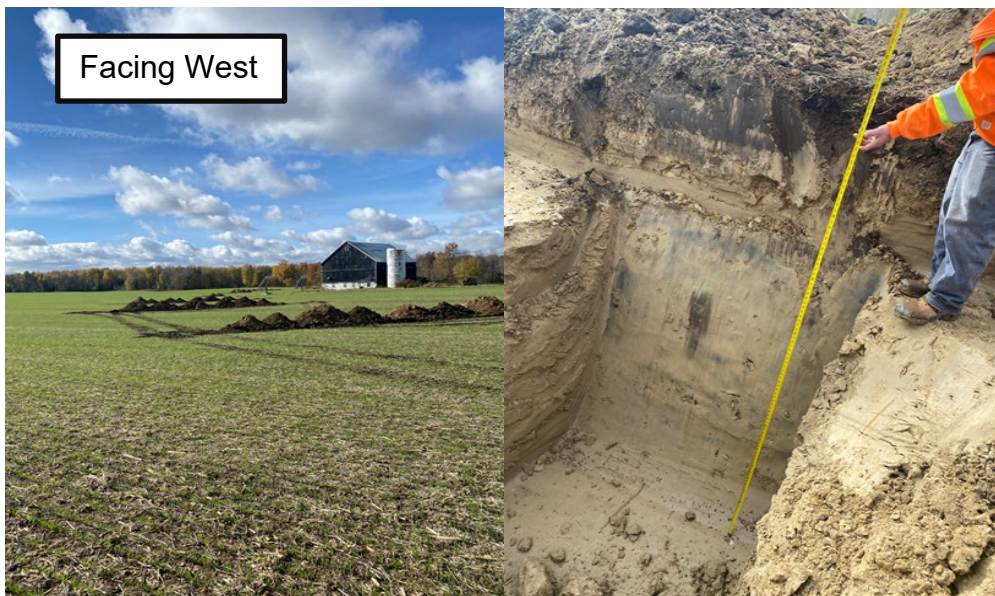
2.0 Background Information

The watershed of the proposed Minto Drain 121 is not currently assessed to an existing municipal drain. Burnside conducted a thorough review of all the historical documentation available in the Town of Minto and Township of Howick pertaining to Municipal Drains abutting the proposed Minto Drain 121. The watershed of Minto Drain 121 ultimately flows to the Milton Leonard Award Drain constructed in 1919.

2.1 Existing Conditions

Surface water from the watershed generally flows from Lot 40, Concession 8 (Minto) westerly to Lot 33, Concession 8 (Howick) outletting into an open channel which flows to the Milton Leonard Award Drain.

Figure 1: Soils and Tile Investigation on Lot 42, Conc. 8, (Roll No. 1-158) Lavolit Limited property



The above photos show the tile and soils investigation which was completed. The surface water and private tile drainage system on this property flows to the west.

**Figure 2: Private Tile Outlet on Lot 42, Conc. 8, (Roll No. 1-158)
Lavolit Limited property**



The private tile outlets to an open channel as shown in the photo above. The tile is partially submerged in sediment. This ditch flows west to Lot 33 Conc. 8, Howick (Roll 0-042).

**Figure 3: Existing Culvert to be Removed on Lot 33 Conc. 8, Howick, (Roll 0-042)
Bradley & Lindsey Hall property**



The photos above show the condition of an existing culvert crossing on Lot 33 Conc. 8, Howick (Roll 0-042). The culvert is perched higher than the existing channel bottom with a considerable amount of sediment backing up on the upstream side as shown in the photo on the right. The photo on the left depicts the confluence with an existing channel flowing to the south.

Figure 4: Downstream of Channel Confluence Lot 33 Conc. 8, Howick,(Roll 0-042) Bradley & Lindsey Hall property



The photo on the left shows an existing crossing downstream of the channel confluence. The photo on the right depicts the well-defined channel cross section downstream of the crossing. This channel flows south to connect to the Milton Leonard Award Drain (1919).

2.2 Watershed Area & Land Use

The watershed of Minto Drain 121 was investigated by Burnside. The boundary was examined through the examination of topographic contour mapping data with the use of South Western Ontario Ortho Photography (SWOOP) and computer aided drafting (CAD) software, the examination of existing Municipal Drain reports, and the review of field survey and observations.

The watershed area was determined to be approximately 39.1 ha.

Land use within the watershed area is divided as follows:

- 38.6 ha (95.4 ac) agricultural land.
- 0.5 ha (1.2) municipal road right-of-way (ROW).

The proposed Minto Drain 121 shares a contiguous watershed boundary with the following drainage systems.

- Milton-Leonard Award (1919) to the North, West and South.
- Minto Drain 72 (1981) to the East.
- Minto Drain 119 (2024) to the Southeast (proposed).

2.3 Types of Soils

The soils survey for the area taken from Soil Survey of Wellington County 1963 indicates that the predominant soil type within the watershed area is Harriston Loam, with smaller areas of Listowel Loam, Teeswater Silt Loam.

- **Harriston Loam** – A slightly stony soil with good drainage and rolling topography.
- **Listowel Loam** – A slightly stony soil with imperfect drainage and undulating topography.
- **Teeswater Silt Loam** – A slightly stony soil with good drainage and gently sloping topography.

Based on the characteristics of the soils and their potential for future agricultural use, the Canada Land Inventory (CLI) provides Soil Capability Classification of Agriculture for lands across the country. The soils within the new watershed area have an agricultural capability rating of Class of 1, with no limitation in crop use.

3.0 Preliminary Investigations

3.1 On-Site Meeting

The on-site meeting for this petition drain as well as for improvement works on Minto Drain 102 was held on March 11, 2022 at 83 Arthur Street West, Harriston (Harriston Train Station). The following were present at the meeting:

Name	Position	Roll No.
Dan Templeton	Property Representative	Roll No. 1-116
John Kuipers	Property Owner	Roll No. 1-115-50, 1-117 & 1-120
Ian Marsh	Property Owner	Roll No. 1-119
William Wilken	Property Owner	Roll No. 1-157
James Gibson	Property Owner	Roll No. 1-157-50
John Martin	Property Owner	Roll No. 1-159
Mike Mclsaac	Roads & Drainage Manager, Town of Minto	N/A
Michael Siemon	R.J. Burnside & Associates Limited	N/A
Greg Nancekivell	R.J. Burnside & Associates Limited	N/A
Trevor Kuepfer	R.J. Burnside & Associates Limited	N/A

The existing drainage conditions were discussed amongst those in attendance. John Martin explained that he is not able to install underdrainage on his property since he has no access to a legal drainage outlet.

As a result of the meeting, it was determined that the primary purpose of this report would be to establish a legal drainage outlet for subsurface drainage to the petitioning property.

4.0 Design Criteria & Engineering Considerations

The applicable sections of the “A Guide for Engineers Working Under the Drainage Act in Ontario” (Publication 852), and the applicable sections of the “Drainage Guide for Ontario” (Publication 29), both of which were published by the Ontario Ministry of Agriculture, Food, and Rural Affairs, were used to determine and supplement the design considerations for this drain.

4.1 Modelling

A hydrologic and hydraulic model was created for the Minto Drain 121 watershed using SWMHYMO software model to simulate effects of the 2, 5, 10 and 25-year return period design rainfall events on the drainage system.

Input parameters were based on watershed land use and soil parameters gathered from aerial photography and the Wellington County soils report and mapping.

The Ministry of Transportation (MTO) intensity duration frequency (IDF) curve tool was used to develop a local IDF curve for the watershed and determine rainfall amounts and intensities as input to the design storm. A SCS Type II rainfall distribution was chosen to provide design storms for this simulation.

4.2 Open Drain Design

In accordance with OMAFRA Publication 852, dated 2018 the open ditches have been designed to accommodate the flows resulting from the 2-year return storm event.

4.3 Closed Drain Design

Under the previously mentioned guidelines it is recommended to use a drainage coefficient for the underdrainage requirements of cleared, worked, agricultural land and to consider an additional drainage coefficient for the surface water requirements of all lands and roads within the watershed area. For this project, a drainage coefficient of 12.7 mm (1/2 inch) for under drainage requirements, and 25.4 mm (1 inch) for surface water requirements over a 24-hour period has been used.

Together, this produces a combined design coefficient of 38.1 mm (1½ inches) in 24 hours, and following discussion with the property owners, this coefficient was selected as the design standard for this project.

4.4 Water Quality Considerations

The loss of sediment and nutrients from cropped land is a major concern to water quality in Ontario. Therefore, this design has incorporated the following features to minimize these impacts including:

- Rip-rap erosion protection along banks susceptible to erosion to reduce channel degradation.
- A permanent stilling basin to promote sediment deposition.

4.5 Soils Investigation

A soils investigation was completed in various locations near the proposed drain alignment on October 23, 2023. This investigation was completed to evaluate the construction conditions of various design and installation options. The results of the investigation have been summarized and locations shown on the accompanying plan in Appendix G.

5.0 Environmental and Fisheries Considerations

When a new Engineer's report is prepared that could affect an existing Municipal Drain, natural watercourse, wetland, or other environmental features, a review of the work is required, and subsequent approvals and/or project requirements must be obtained from the applicable agency. These may include the local Conservation Authority (CA), The Ministry of the Environment, Conservation and Parks (MECP) and Fisheries and Oceans Canada (DFO).

5.1 Maitland Valley Conservation Authority (MVCA)

The MVCA has been apprised of the project throughout its progression. A permit noting important considerations is included in Appendix D.

5.2 Fisheries and Oceans Canada (DFO)

A request for review of the proposed works was submitted to DFO for review on February 22, 2024. A letter of advice from DFO was received on May 5, 2024. The recommended fish habitat mitigation measures can be found in Appendix D.

No Federal Species at Risk have been identified within this drainage area that would require special consideration under the Species at Risk Act (SARA).

6.0 Stakeholder Meetings

A meeting was organized with the stakeholders involved with this project to gain input and comments on the proposed drain and its associated costs.

6.1 Information Meeting No. 1

An information meeting for the Minto Drain 121 was held on January 30, 2024 at the Town of Minto Council Chambers. The following were present at the meeting:

Name	Position	Roll No.
Bradley (Brad) Hall	Property Owner	Roll No. 0-042
Jim Hall	Property Representative	Roll No. 0-042
John Martin	Property Owner	Roll No. 1-159
Hubertus Vonwesterholt	Property Representative	Roll No. 1-158 & 1-162
Mike Mclsaac	Roads & Drainage Manager, Town of Minto	N/A
Greg Nancekivell	R.J. Burnside & Associates Limited	N/A
Edison Peel	R.J. Burnside & Associates Limited	N/A

The watershed boundary, estimated costs, design, allowances and assessments were discussed with all meeting attendees.

Following this meeting, the Drainage Superintendent was available to the property owners who were not in attendance for information on the progress of the project.

Subsequent to the information meeting an on-site meeting was held on the Bradley & Lindsey Hall (Roll No. 0-042) property. The following were present at the meeting:

Name	Position	Roll No.
Bradley (Brad) Hall	Property Owner	Roll No. 0-042
Scott Richardson	Drainage Superintendent Howick Township	N/A
Greg Nancekivell	R.J. Burnside & Associates Limited	N/A
Edison Peel	R.J. Burnside & Associates Limited	N/A

The purpose of the meeting was to discuss the proposed removal and replacement of an existing private culvert crossing and construction access to carry out the proposed works on the property.

At this meeting Brad Hall requested not have the culvert replaced under this report. He also stated that the preferred access to his property would be from the Lavolit Limited (Roll No. 1-158) property. Brad understood that this access would necessitate the removal and reinstatement of a section of the fence along the east side of his property.

7.0 Proposed Design

Minto Drain 121 includes the installation of approximately 556 m of CDT, 37 m HDPE pipe, two (2) concrete catch basins complete with rip-rap, removal of one culvert crossing, 107 m of channel deepening/cleanout, and the construction of one (1) stilling basin.

7.1 Description of Proposed Work on Each Property

Bradley and Lindsey Hall (Roll No. 0-042)

- Approximately 85 m of channel deepening/cleanout.
- Removal of one (1) existing culvert crossing and re-establishment of channel.

Unopened Road Allowance

- Approximately 22 m of channel deepening/cleanout.
- Construction of one (1) stilling basin complete with rip-rap erosion protection.
- Supply and install approximately 3 m of 450 mm dia. dual-wall HDPE pipe (320 kPa).

Lavolit Limited (Roll No. 1-158)

- Supply and install approximately 34 m of 450 mm dia. dual-wall HDPE pipe (320 kPa).
- Supply and install approximately 333 m of 350 mm dia. CDT (2000D).
- Supply and install approximately 168 m of 250 mm dia. CDT (2000D).
- The connection of all impacted private tiles.

Henry and Agnes Weber (Roll No. 1-158-10)

- Supply and install approximately 55 m of 250 mm dia. CDT (2000D).
- Supply and install two (2) (600 mm) x (600 mm) inline concrete catchbasins c/w rip-rap erosion protection.

7.2 Working Space and Access Routes

The working space and access routes being provided to the Contractor are described in Appendix F – Special Provisions. The working space shall also be available for future maintenance of the drain. Access to the working space is to be confirmed by the Contractor with property owners and the Engineer prior to the commencement of construction. Allowances for the working space and access routes have been provided to the affected properties. Access to various parts of the drain shall be as shown in the accompanying drawings in Appendix H.

7.3 Damaged Private Tiles

Open Drains

The replacement of damaged or poorly functioning tile outlets encountered during the installation of the drain will be included as part of the construction costs and protected against erosion with rip-rap, as approved by the Contract Administrator.

These repairs will be completed at the time of construction of the proposed drain and shall be as specified in Appendix F. **Private tile outlets are not to be considered part of the drain for future maintenance.**

Closed Drains

The connection and reconnection of existing tiles encountered during the installation of the drain will be included as part of the construction costs.

7.4 Change Orders

If minor unforeseen circumstances are encountered following the adoption of this report, the Engineer may issue change orders, as required to have the work properly constructed. If significant changes to the drain design are identified during construction, the procedures of Regulation 500/21 under the Drainage Act must be followed.

8.0 Description of Appendices

8.1 Appendix A – Allowances

In accordance with Section 8(1)(d) of the Act, this Appendix provides a breakdown of the allowances provided under Sections 29 and 30 of the Act. These sections are:

- Section 29 – Right-of-Way
- Section 30 – Damages

8.2 Appendix B – Project Cost Estimate

In accordance with Section 8(1)(b) of the Act, this Appendix provides a breakdown of the total estimated cost of the proposed work, including all labour, materials, construction, engineering, administration and allowances.

8.3 Appendix C – Construction and Maintenance Assessment Schedules and Assessment Background Information

This Appendix provides an explanation of the methodology used in determining the assessments for this project and also a summary of the proposed assessments that shall be assessed on a pro rata fashion to each property impacted by the proposed works **prior to any grant or allowances being provided.**

Furthermore, this Appendix provides maintenance assessment schedules that shall be used by the Drainage Superintendent following the construction of the proposed drain to determine how to distribute future maintenance costs.

8.4 Appendix D – Agency Correspondence

Project recommendations and requirements from the MVCA and DFO are listed in this Appendix.

8.5 Appendix E – Standard Drain Specifications

The Standard Drain Specifications have been provided in Appendix E and govern the work described herein.

8.6 Appendix F – Special Provisions

Special Provisions are specific directions for this project. The Special Provisions detail requirements not encompassed by Appendix E – Standard Drain Specifications. Special Provisions shall take precedence over Standard Drain Specifications where a conflict between the two documents may exist.

8.7 Appendix G – Soils Investigation

A soils investigation was completed in various locations near the proposed drain alignment on October 23, 2023. This investigation was completed to evaluate the construction conditions of various design options. The results of the investigation have been summarized and locations shown on the accompanying plan.

8.8 Appendix H– Drawings

Four (4) drawings are included with this report, consisting of a plan, profile and structure details pertinent to the construction of the proposed drain.

9.0 Maintenance and Future Considerations

General

While the Town of Minto and the Township of Howick will be responsible for the maintenance of the drain after construction is complete, the sections with the Act dealing with obstruction of, damage, and injury to a Municipal Drain, namely Sections 80 and 82, are brought to the attention of the property owners. Under these sections, both the property owners and the Town of Minto have responsibilities to ensure that a Municipal Drain is properly maintained and kept in good working condition.

The drain should be inspected regularly by the Drainage Superintendent, and appropriate action should be taken by the Drainage Superintendent to ensure the proper function of the drain.

9.1 Maintenance Eligibility

Regarding future maintenance works, the Town of Minto shall be responsible for maintaining the Municipal Drain from Sta. -0+022 to Sta. 0+593 as per the profiles and details on the accompanying drawing set and notes in the special provisions. Regarding future maintenance works, the Township of Howick shall be responsible for maintaining the Municipal Drain from Sta. -0+096 to Sta. -0+022 as per the profiles and details on the accompanying drawing set and notes in the special provisions.

9.2 Future Maintenance

Open Drain Maintenance

Any areas of washout, settlement, erosion, or other disrepair within the proposed drain shall be maintained as needed by the Drainage Superintendent. The rip-rap erosion protection, stilling basin, etc. shall be inspected on a periodic basis by the Drainage Superintendent and cleaned out as required to maintain the efficiency of the structures and to prevent sedimentation or erosion of the channel.

Closed Drain Maintenance

Catchbasin inlets should be inspected by the Drainage Superintendent and landowners on a regular basis, prior to heavy rainfall events and spring snowmelt to ensure that ice or snow or other material have not obstructed the inlets. Property owners should assist with the maintenance activity by making regular inspections of the drain and inlet structures, clearing debris from the inlet structures in a timely manner and reporting any problems to the appropriate municipality so that the Drainage Superintendent can take proper action.

9.3 Maintenance Costs

Minto Drain 121 shall be maintained by the drainage superintendents of the Town of Minto or Township of Howick at the expense of the upstream lands and roads, in accordance with Section 74 of the Drainage Act.

Costs shall be distributed among the upstream property owners using Appendix C – Maintenance Assessment Schedule and in the same relative portions until such a time as they are varied in accordance with the Drainage Act.

9.4 Future Connections

Connections by the property owners or their Contractor not approved by the Town of Minto or its Drainage Superintendent may be removed at the expense of the Owner responsible for the connection.

Open Drains

After construction, new private tile drains may be installed and outlet directly into the proposed drain, provided that each one is installed with a corrugated steel or dual-wall HDPE outlet pipe complete with a rodent grate, sufficient rip-rap erosion protection, and identified along the ditch bank of the drain with a proper outlet marker or sign to the satisfaction of the Drainage Superintendent.

Any outlets not installed as described above and causing damage or erosion to the drain may be upgraded as described above or removed at the expense of the Owner responsible for the connection.

Closed Drains

All future connections must be made at a knock-out provided in a precast concrete structure or an approved core drilled hole into the tile, with approved fittings and materials to the satisfaction of the Drainage Superintendent.



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Appendix A

Allowances – Sections 29 & 30

Appendix A – Allowances

Allowances will be deducted from total assessments in accordance with Section 62(3) of the Act. The land and crop values used for these calculations were determined based on a general understanding of the values within this geographic area and are described in the following sections. A summary of the allowances provided under each section of the Act is included in this Appendix. Details regarding working space can be found in the Special Provisions.

- A 5 m access was provided as detailed in the Special Provisions, and as shown on the drawings.
- A 5 m drain corridor was provided through the length of the existing open drain.
- A 10 m working corridor was provided along the length of the existing open drain to allow for construction vehicles and placement of spoil.
- A 20 m working corridor was provided along the proposed tile to allow for damages during initial construction. A 10 m working corridor was provided along the proposed tile for the right of way for future maintenance.

Section 29 – Right-of-Way

Section 29 the Act states:

“The engineer in the report shall estimate and allow in money to the owner of any land that it is necessary to use,

- a) for the construction or improvement of a drainage works;*
- b) for the disposal of material removed from drainage works;*
- c) as a site for a pumping station to be used in connection with a drainage works;*
- d) or as a means of access to any such pumping station, if, in the opinion of the engineer, such right of way is sufficient for the purposes of the drainage works,*

the value of any such land or the damages, if any, thereto, and shall include such sums in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s.29.”

The right-of-way is defined as the footprint of the drain, the working space for the Contractor during construction, and also the working space for the Town of Minto for future maintenance.

Right-of-Way has also been provided for access to the drains for construction and future maintenance. A nominal allowance for access right-of-way of **\$500** was provided to lands where an access route is noted on the drawings and special provisions.

In this report, ROW allowances have been provided as follows:

Land Use	Land Value	Factor for Right-of-Way	Adjusted Land Value for Right-of-Way
Agricultural (Working Corridor)	\$65,000/ha (\$26,305/ac)	33%	\$21,667/ha (\$8,768/ac)
Pasture (Working Corridor)	\$32,500/ha (\$13,153/ac)	33%	\$10,833/ha (\$4,384/ac)
Pasture (Ex. Drain Corridor)	\$32,500/ha (\$13,153/ac)	100%	\$32,500/ha (\$13,153/ac)

Section 30 – Damages

Section 30 of the Act states:

“The engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, lands and crops occasioned by the disposal of material removed from a drainage works and shall include such sums in the estimates of the cost of construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s.30.”

The following was assumed for crop losses for the specified width of the working area.

- Landowners should expect to lose a crop during the construction of this drain.
- Landowners are encouraged to not to plant specialty crops such as vegetables or ginseng as the allowances provided have not calculated to reflect specialty crops.

It should be noted that the allowances provided in this report are not adjustable/negotiable after the by-law has been given third and final reading.

In this report, damage allowances have been provided as follows:

Land Use	Damage Value
Agricultural Land	\$4,000/ha (\$1,620/ac)
Pasture Land	\$2,000/ha (\$809/ac)
Fence Damage	\$800
Minor Damage (i.e., CB Installation)	\$500

APPENDIX A - ALLOWANCES

Conc.	Lot	Owner	Roll No.	Right of Way (Sect.29)	Damages (Sect.30)	Totals
8	33	Bradley and Lindsey Hall	0-042	2,800	1,000	\$ 3,800
8	42	Lavolit Limited	1-158	13,200	4,600	\$ 17,800
8	Pt. 41	Henry and Agnes Weber	1-158-10	1,200	400	\$ 1,600
8	41	John and Miriam Martin	1-159	500	700	\$ 1,200
Total - Main Drain				\$ 17,700	\$ 6,700	\$ 24,400
TOTAL ALLOWANCES				\$ 17,700	\$ 6,700	\$ 24,400

* Damage allowance calculations have been provided based on an approximate area of disturbance during construction. Any discrepancy in these areas at the time of construction shall be investigated and resolved at the discretion of the Contract Administrator.



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Appendix B

Project Cost Estimate

Appendix B - Project Cost Estimate

The estimate of the cost of all labour, equipment and material required to construct this project is as follows:

Note **SP** refers to the **Special Provisions** (in Appendix F) to reference for additional details of work.

Item	Description	Approx. Quantity	Unit	Unit Price	Cost Estimate
M. Minto Drain 121					
M0	Mobilization (SP 0)	1.0	LS	\$ 2,013	\$ 2,000
Open Work					
M1	Crossing the existing post and wire fence to allow for construction equipment (SP 1) (Sta. -0+006)	1.0	LS	\$ 115	\$ 100
M2	Remove and dispose of 6 m long 450 dia. HDPE field culvert and re-establish channel (SP 2) (Sta. -0+090 to Sta. -0+082)	1.0	ea.	\$ 863	\$ 900
M3	Channel deepening and cleanout (approx. 107 m of < 0.3 m excavation) (SP 3) (Sta. -0+107 to Sta. 0+000)	\$ 107 m		\$ 35	\$ 3,700
M4	Construction of one (1) stilling basin (SP 4)				
	a) Excavation of a 6 m long x 0.3 m deep stilling basin	1.0	ea.	\$ 1,725	\$ 1,700
	b) Supply and install a 450 mm thickness of OPSS R50 quarry stone rip-rap with geotextile underlay (approx. 30 m ²) (Sta. -0+006 to Sta. 0+000)	30.0	m	\$ 86	\$ 2,600
M5	Handseeding of disturbed channel banks, levelled spoil, and disturbed areas. (SP 5) (Sta. -0+107 to Sta. 0+000)	535.0	m	\$ 1.44	\$ 800

Closed Work

M6	High Density Polyethylene Pipe (SP 6)			
	a) Supply approx. 37 m of 450 mm dia. bell and spigot HDPE pipe (320 kPa stiffness) complete with two (2) 45° elbows and rodent grate.	37.0 m	\$ 184	\$ 6,800
	b) Install approx. 37 m of HDPE via wheel trencher. (Sta. 0+000 to Sta. 0+037)	37.0 m	\$ 35	\$ 1,300
M7	Concrete Drainage Tile (SP 7)			
	a) Supply approx. 333 m of 350 mm dia. 2000D geotextile wrapped CDT.	333.0 m	\$ 35	\$ 11,500
	b) Install approx. 333 m of CDT via wheel trencher. (Sta. 0+037 to Sta. 0+370)	333.0 m	\$ 29	\$ 9,600
	c) Supply approx. 223 m of 350 mm dia. 2000D geotextile wrapped CDT.	223.0 m	\$ 26	\$ 5,700
	d) Install approx. 223 m of CDT via wheel trencher. (Sta. 0+370 to Sta. 0+593)	223.0 m	\$ 29	\$ 6,400
M8	Catch Basin (SP 8)			
	a) Supply two (2) 600 mm x 600 mm inline concrete CB.	2.0 m	\$ 1,955	\$ 4,000
	b) Install two (2) concrete CB (Sta. 0+538 and Sta. 0+0+593)	2.0 ea.	\$ 863	\$ 1,800
M9	Clear and grub one (1) large tree (>=0.3m dia.) including disposal offsite (SP 9) (Sta. 0+530)	1.0 m	\$ 460	\$ 500
M10	Repair and reconnect five (5) 100 mm dia. field tiles (as approved by the Engineer). (SP 10) (As required)	5.0 ea.	\$ 201	\$ 1,000
Estimated Cost of Construction				\$ 60,400

C. CONTINGENCIES

C1	Tile connections and existing tile reconnections to the drain (as approved by the Engineer). (SP 10)			
	a) 100 mm dia. pipe – Reconnection	3.0 ea.	\$ 201	\$ 600
	b) 150 mm dia. pipe – Reconnection	3.0 ea.	\$ 230	\$ 700
	c) 100 mm dia. pipe – Connection	3.0 ea.	\$ 230	\$ 700
	d) 150 mm dia. pipe – Connection	3.0 ea.	\$ 259	\$ 800
C2	Install drain on specified depth of 19 mm dia. crushed clear stone bedding (c/w supply of materials) in areas of soil instability, as directed by the Engineer. This cost represents the additional unit price for installation by excavator and will be paid in addition to the cost of installation specified by wheel trencher. (SP 11)			
	a) 150 mm depth bedding and backfill to pipe springline (pipe diameter less than or equal to 450 mm)	15.0 m	\$ 52	\$ 800
	c) 300 mm depth bedding, wrapped in geotextile and backfill to springline (pipe diameter less than or equal to 450 mm)	15.0 m	\$ 115	\$ 1,700
C3	Removal of wheel trencher due to large stones. (SP 12)	4.0 ea.	\$ 460	\$ 1,800
C4	Supply and install a 450 mm thickness of OPSS R50 quarry stone rip-rap with geotextile underlay. (SP 13)	15.0 m2	\$ 86	\$ 1,300
C5	Supply and install OPSS 19 mm (3/4") clear crushed stone. (SP 14)	15.0 tonne	\$ 29	\$ 400
C6	Supply and install OPSS Granular 'B' material. (SP 15)	15.0 tonne	\$ 58	\$ 900
Estimated Cost of Contingencies				\$ 9,700
<u>Total Estimated Cost of Construction - MINTO DRAIN 121</u>				<u>\$ 70,100</u>

SUMMARY OF COSTS

Total Estimated Cost of Construction - MINTO DRAIN 121	\$ 70,100
Allowances to Owners (Sections 29 & 30)	\$ 24,400
Preparation of Report	\$ 35,000
On-site meeting, soils investigations, field survey, information meetings, drawing set and system design, report preparation, determining allowances, construction and maintenance assessment schedules	
Printing and Consideration of the Report	\$ 2,500
Preparation of report copies for distribution, preparation and attendance at the consideration of the report	
Tendering	\$ 2,500
Preparation and distribution of tender, review of Contractor bid documents, preparation of letter of recommendation for Council	
Contract Administration	\$ 14,500
Preparation and attendance for pre-construction meeting, site reviews during construction (assumed 15 days for drain construction), payment certificates and related appurtenances (progress payment, substantial performance, statutory holdback, and warranty holdback certificates)	
Total Estimated Engineering	\$ 54,500
Other Costs (Legal Fees & Tile Locates)	\$ 8,000
Administration and Financing	\$ 13,000
MVCA review fee, net HST (construction and engineering) and interest charges	
Total Estimated Cost - Minto Drain 121	\$ 170,000

Note:

The above summary contains cost estimates only. It is emphasized that these estimates do NOT include costs to defend the Drainage Report and procedures if appeals are filed with the Court of Revision, Ontario Drainage Tribunal and/or the Ontario Drainage Referee. Unless otherwise directed, additional costs to defend the report are typically distributed in a pro rata fashion over the assessments contained in the Construction Assessment Schedule, excluding any Special Assessments.

Also, in addition to the work included in the above estimate, should repairs, replacements, underpinning or other alterations be required for existing bridges, culverts, overflow culverts or any other structure necessary to conduct overflow water, or water in open channels under or across a road allowance, as affected by this drainage work, the work and cost thereof, including any necessary expenses incidental thereto, and if not determined otherwise, shall be the responsibility of and shall be assessed against the authority having control of such road or road allowance.



Appendix C

Construction and Maintenance Assessment Schedules

	General	C1
	Minto Drain 121 – For Construction	C2
Minto Drain 121 – For Maintenance	Open Ditch Sta. -0+096 to 0+000	C3
	Minto Drain 121 – For Maintenance Sta. 0+000 to 0+538	C4
	Minto Drain 121 – For Maintenance Sta. 0+538 to 0+593	C5

Appendix C – Construction and Maintenance Assessment Schedules and Assessment Background Information

Appendices C1– Schedules of Assessment for Construction

In accordance with Section 8(1)(c) of the Act, this Appendix shows the distribution of the total estimated cost over the lands and roads involved and are in accordance with Sections 21, 22, 23, 24, and 26 of the Act. Affected private lands that are deemed to have an agricultural tax class may be eligible for any grants which may be available through the Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA). The engineering and administration costs have been assessed out over the entire drain.

The assessments have been calculated using the Modified Todgham Method to distribute the project costs throughout the watershed in a fair and equitable manner. Detailed calculations of these assessments are **available to affected property owners upon request**. More information on assessment and the Drainage Act can be found on the OMAFRA website.

Sections 22 and 23 – Benefit and Outlet Assessment

Section 21 of the Act states:

“The engineer in the report shall assess for benefit, outlet liability and injuring liability, and shall insert in an assessment schedule, in separate columns, the sums assessed for each opposite each parcel of land and road liable therefor. R.S.O. 1990, c. D.17, s. 21.”

Section 22 of the Act states:

“Lands, roads, buildings, utilities or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance or repair of a drainage works may be assessed for benefit. R.S.O. 1990, c. D.17, s.22”

Section 23 of the Act states:

“(1) Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse, may be assessed for outlet liability.

(2) If, from any land or road, water is artificially caused by any means to flow upon and injure any other land or road, the land or road from which the water is caused to flow may be assessed for injuring liability with respect to a drainage works to relieve the injury so caused to such other land or road.

(3) The assessment for outlet liability and injuring liability provided for in subsections (1) and (2) shall be based upon the volume and rate of flow of the water artificially caused to flow upon the injured land or road or into the drainage works from the lands and roads liable for such assessments.

(4) The owners of the lands and roads made liable to assessment only under subsection (1) or (2) shall neither count for nor against the petition required by section 4 unless within the area therein described. R.S.O. 1990, c. D.17, s.23.”

Throughout the course of the drain, specific costs were assigned to various property owners. Parts of the costs of items such as catchbasins, junction boxes, berms, etc. were assessed to the lands directly upstream and downstream of the item and/or the entire upstream watershed.

Appendices C2 to C4 – Schedules of Assessment for Maintenance

In accordance with Section 38 of the Act, assessment schedules for future maintenance of the proposed drain have been completed. Affected lands located upstream of the maintenance shall be determined by the Drainage Superintendent and assessed according to these schedules.



**APPENDIX C1 - ASSESSMENTS for CONSTRUCTION
 MINTO DRAIN 121**

Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Benefit Assess't (Sect.22)	Outlet Assess't (Sect.23)	Totals
		Agricultural Lands					
8	33	Bradley and Lindsey Hall	0-042	0.00	\$ 2,980	\$ -	\$ 2,980
8	42	* Lavolit Limited	1-158~	0.34	\$ -	\$ 290	\$ 290
8	42	Lavolit Limited	1-158	24.48	\$ 13,270	\$ 15,340	\$ 28,610
8	Pt. 41	* Henry and Agnes Weber	1-158-10	0.29	\$ 1,470	\$ 1,990	\$ 3,460
8	41	John and Miriam Martin	1-159	12.39	\$ 22,230	\$ 98,640	\$ 120,870
8	40	Archibald and Lisa Wilson	1-158-50	1.13	\$ -	\$ 7,740	\$ 7,740
TOTAL ON LANDS				38.63	\$ 39,950	\$ 124,000	\$ 163,950
		Roads					
		Unopened Road (Between Lot 40&41)	* Town of Minto	0.51	\$ -	\$ 3,490	\$ 3,490
		Unopened Road (Howick Minto Townline)	* Town of Minto	0.00	\$ 1,280	\$ -	\$ 1,280
		Unopened Road (Howick Minto Townline)	* Township of Howick	0.00	\$ 1,280	\$ -	\$ 1,280
TOTAL ON ROADS				0.51	\$ 2,560	\$ 3,490	\$ 6,050
ALL LANDS AND ROADS				39.14	\$ 42,510	\$ 127,490	\$ 170,000

Notes:

- (1) It is presumed that all private lands are Agricultural, within the meaning of the Drainage Act except properties denoted with *
- (2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant, under ADIP policies as eligibility has not been confirmed as part of the preparation of this report.
- (3) A possible severance on Roll No. 1-158 was ongoing at the time of the report. The proposed parcel was denoted with ~
 Should this severance be rejected or incomplete at time of construction the assessment will revert back to Roll No. 1-158

**APPENDIX C2 - ASSESSMENTS for MAINTENANCE STA. -0+096 to 0+000
 MINTO DRAIN 121**



Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Totals
		Agricultural Lands				
8	33	Bradley and Lindsey Hall	0-042	0.00	0.00	0.00%
8	42	Lavolit Limited	1-158~	0.34	0.43	1.15%
8	42	Lavolit Limited	1-158	24.48	22.18	60.07%
8	Pt. 41	Henry and Agnes Weber	1-158-10	0.29	0.29	0.79%
8	41	John and Miriam Martin	1-159	12.39	12.39	33.55%
8	40	Archibald and Lisa Wilson	1-158-50	1.13	1.13	3.06%
TOTAL ON LANDS				38.63	36.42	98.62%
		Roads				
	Unopened Road (Between Lot 40&41)	* Town of Minto		0.51	0.51	1.38%
TOTAL ON ROADS				0.51	0.51	1.38%
ALL LANDS AND ROADS				39.14	36.93	100.00%

- Notes:**
- (1) It is presumed that all private lands are Agricultural, within the meaning of the Drainage Act except properties denoted with *
 - (2) A possible severance on Roll No. 1-158 was ongoing at the time of the report. The proposed parcel was denoted with ~
 Should this severance be rejected or incomplete at time of construction the assessment will revert back to Roll No. 1-158

**APPENDIX C3 - ASSESSMENTS for MAINTENANCE STA. 0+000 to 0+538
 MINTO DRAIN 121**



Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Totals
		Agricultural Lands				
8	Pt. 41	Henry and Agnes Weber	1-158-10	0.29	0.29	2.03%
8	41	John and Miriam Martin	1-159	12.39	12.39	86.52%
8	40	Archibald and Lisa Wilson	1-158-50	1.13	1.13	7.89%
TOTAL ON LANDS				13.81	13.81	96.44%
		Roads				
	Unopened Road (Between Lot 40&41)	* Town of Minto		0.51	0.51	3.56%
TOTAL ON ROADS				0.51	0.51	3.56%
ALL LANDS AND ROADS				14.32	14.32	100.00%

- Notes:**
- (1) It is presumed that all private lands are Agricultural, within the meaning of the Drainage Act except properties denoted with *
 - (2) A possible severance on Roll No. 1-158 was ongoing at the time of the report. The proposed parcel was denoted with ~
 Should this severance be rejected or incomplete at time of construction the assessment will revert back to Roll No. 1-158

**APPENDIX C4 - ASSESSMENTS for MAINTENANCE STA. 0+538 to 0+593
 MINTO DRAIN 121**



Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Equivalent Area (Ha.)	Totals
		Agricultural Lands				
8	41	John and Miriam Martin	1-159	12.39	12.39	100.00%
TOTAL ON LANDS				12.39	12.39	100.00%
		Roads				
TOTAL ON ROADS				0.00	0.00	0.00%
ALL LANDS AND ROADS				12.39	12.39	100.00%

- Notes:**
- (1) It is presumed that all private lands are Agricultural, within the meaning of the Drainage Act except properties denoted with *
 - (2) A possible severance on Roll No. 1-158 was ongoing at the time of the report. The proposed parcel was denoted with ~
 Should this severance be rejected or incomplete at time of construction the assessment will revert back to Roll No. 1-158



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Appendix D

Agency Correspondence

Appendix D



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Ontario and Prairie Region
Fish and Fish Habitat Protection Program
867 Lakeshore Rd.
Burlington, ON
L7S 1A1

Région de l'Ontario et des Prairies
Programme de protection du poisson et de son habitat
867 chemin Lakeshore
Burlington, ON
L7S 1A1

May 5, 2024

Our file *Notre référence*
24-HCAA-00419

Mike McIsaac
Town of Minto, Drainage Manager
5941 Highway 89
Harriston, ON
N0G 1Z0

Subject: Drain Maintenance, Minto Drain 121, Class Unrated, Maitland River, Township of Howick (24-HCAA-00419) – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

Dear Mike McIsaac:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on February 22, 2024. We understand that you propose to:

- Deepen and cleanout 100 meters of the Minto Drain (~150m² footprint below the high water mark);
- Replace culvert with like-for-like or remove culvert at lot 33 concession 8; and,
- Work in low flow conditions and install erosion control measures.

Our review considered the following information:

- Request for Review form and associated documents submitted on February 22, 2024.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and,
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*.

The aforementioned impacts are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below:

- Plan in-water works, undertakings and activities to respect timing windows to protect fish and fish habitat
 - No in-water work between March 15 and July 15;
- Limit impacts on riparian vegetation to those approved for the work, undertaking or activity
 - Limit access to banks or areas adjacent to waterbodies;
 - Construct access points and approaches perpendicular to the watercourse or waterbody;
- Conduct in-water undertakings and activities during periods of low flow;
- Limit the duration of in-water works, undertakings and activities so that it does not diminish the ability of fish to carry out one or more of their life processes (spawning, rearing, feeding, migrating);
- Develop and implement a Sediment Control Plan to minimize sedimentation of the waterbody during all phases of the work, undertaking or activity
 - Schedule work to avoid wet, windy and rainy periods (and heed weather advisories);
 - Inspect and maintain regularly the erosion and sediment control measures and structures during all phases of the project;
 - Use biodegradable erosion and sediment control materials whenever possible;
 - Remove all exposed non-biodegradable sediment control materials once site has been stabilized;
 - Operate machinery on land;
 - Monitor the watercourse to observe signs of sedimentation during all phases of the work, undertaking or activity and take corrective action;
 - Dispose and stabilize all dredged material above the high water mark of nearby waterbodies to prevent entry in the water;
- Develop and implement a response plan to avoid a spill of deleterious substances

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal is not likely to result in the contravention of the above mentioned prohibitions and requirements.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website ([Projects near water \(dfo-mpo.gc.ca\)](http://Projects.near.water.dfo-mpo.gc.ca)) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, and the *Species at Risk Act*.

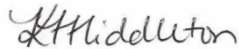
It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to DFO.OPHabitat.MPO@dfo-mpo.gc.ca or 1-855-852-8320.

.../3

Please notify this office at least 10 days before starting any in-water works. Send your notification to the assessor (contact information below) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. We recommend that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Kaela Middleton by email at Kaela.Middleton@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,



Kaela Middleton
Biologist, Triage and Planning
Fish and Fish Habitat Protection Program



December 16, 2024

R.J. Burnside & Associates Limited
Agent for Town of Minto
449 Josephine Street
Wingham, ON
N0G 2W0

MVCA File No. 12318

Attention: Edison Peel

Re: Permit ALT74/2024

Concession 7, Lot 41, Concession 8, Part Lot 41, and Part Lot 42, Wellington Ward,
Town of Minto, County of Wellington; Minto Drain No. 121

The Maitland Valley Conservation Authority (MVCA) has approved your application signed 10/14/2024, to perform upgrades to Minto Drain No. 121.

Part of the work is to be undertaken within a watercourse. Watercourses plus a 15-metre buffer, are regulated pursuant to *Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits* made under Section 28 of the *Conservation Authorities Act (R.S.O. 1990, Chapter C.27)*. Your application was reviewed with regard for *O. Regulation 41/24* and in accordance with MVCA Board approved policies made under the Regulation.

Please be advised that Permit No. ALT74/2024 is subject to conditions outlined on the attached Permit.

MVCA has the legal authority to revoke your Permit should the specific and/or general conditions of the Permit not be met. Every person who contravenes the regulation or the terms and conditions of a Permit is liable to fines and prosecution under Section 28 of the *Conservation Authorities Act (R.S.O 1990, as amended)*.

MVCA permission does not exempt you (the applicant) from complying with any or all other approvals, laws, statues, ordinances, directives, regulations, by-laws etc. that may affect the property. Specifically this Permit does not exempt you from approvals from Fisheries and Oceans Canada (DFO).

Thank you for your cooperation. **Please sign the Permit and return a copy to this office.** You may fax or email the signed copy.

Feel free to contact this office should you have any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read 'K. Snoek', written in a cursive style.

Kirsten Snoek
Resource Technician - Regulations Officer
MAITLAND VALLEY CONSERVATION AUTHORITY

Enc.: Permit No. ALT 74/2024
Cc: Ryan Binkle, Town of Minto

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

In accordance with Ontario Regulation 41/24 and amendments there to, permission has been granted to:

R.J. Burnside & Associates Ltd. (Agent for Town of Minto)
Address: 449 Josephine St., Wingham ON, N0G 2W0
Location of works: Concession 7, Lot 41, Concession 8, Part Lot 41, and Part Lot 42, Wellington Ward, Town of Minto, County of Wellington; Minto Drain No. 121
Existing land use: Infrastructure
For the following works: Construct drain upgrades from December 16, 2024, to December 16, 2026, subject to the following conditions:

SPECIFIC CONDITIONS:

1. All work must be carried out in conformance with the application, signed by Edison Peel (R.J. Burnside & Associates Ltd.) on 10/14/2024, along with the Landowner Authorization form, signed by Ryan Binkle (Town of Minto) on December 11, 2024, and in accordance with the following:
 - a. Engineer’s Report, titled “*Minto Drain No. 121*”, for the Town of Minto, dated July 2024, prepared by R.J. Burnside & Associates Ltd., under the names of Edison Peel, EIT, Engineering Assistant, and reviewed by Sid Vander Veen, P.Eng., Project Engineer, including:
 - i. Drawings, titled “*Municipal Drain*”, prepared by R.J. Burnside & Associates Ltd., dated 2024/01/30, Project No. 300054764, Drawn by EP, Checked by GN, and including:
 1. Drawing 1: Minto 121 Plan
 2. Drawing 2: Minto 121 Profile
 3. Drawing 3: Minto 121 Details and Notes
2. MVCA requires site to be secured in a manner to ensure water events above base flow will pass unobstructed through site in a manner that prevents flooding upstream or erosion and sediment release downstream.
3. Works shall have regard for weather conditions and for potential rapid changes in those conditions.
4. Stock piles of overburden material shall not be kept beside or within the floodplain of the watercourse. MVCA prefers material to be removed from site as soon as possible unless needed to backfill.
5. Placed rip rap or field stone shall be sufficient to prevent erosion.
6. Equipment and materials should not be stored in the floodplain of the watercourse.

GENERAL CONDITIONS:

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

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

- c) That all complaints arising from the execution of the works authorized under this Permit shall be reported prior to the expiration of this Permit by the applicant to the Maitland Valley Conservation Authority.
- d) That the Permit issued herein is based upon the plan(s) submitted to the Authority and the accuracy of the matters contained in the Application to the Authority.
- 4. This Permit is not assignable.
- 5. The applicant agrees that should the works be carried out contrary to the terms of this Permit, the Maitland Valley Conservation Authority may enter onto the property and cause the terms to be satisfied, at the expense of the applicant.

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

Original Signed by (Applicants signature): _____ *Date:* _____

Signature of Authority Official



**Kirsten Snoek
Resource Technician - Regulations Officer
MAITLAND VALLEY CONSERVATION AUTHORITY**

Date: December 16, 2024



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Appendix E

Standard Drain Specifications

General Drain Specifications	E.2.1
Specifications for Open Drains	E.2.2
Specifications for Closed Drains	E.2.3

E.2.1 GENERAL DRAIN SPECIFICATIONS

E.2.1.1 SCOPE OF SPECIFICATIONS

This specification covers the general conditions governing the construction of a Municipal Drain under the most recent revision of The Drainage Act and amendments. All work shall be done in accordance with current and applicable Ontario Provincial Standard Specifications and Drawings (OPSS and OPSD).

E.2.1.2 BENCHMARKS

Benchmarks shall be set at intervals along the course of the work at locations shown on the accompanying plan and/or profile. The Contractor or landowner shall be held liable for the cost of re-establishing benchmarks destroyed. Attention is drawn to Section 13 of The Drainage Act.

E.2.1.3 STAKES/FLAGS/MARKERS

Stakes, flags or markers are typically set at intervals throughout the course of the work, at all fences and property lines. The Contractor or landowner shall be held liable for the cost of replacing any stakes removed or destroyed.

E.2.1.4 PROFILE

The drain is to be excavated or installed to regular gradient lines as shown on the profile(s). These gradients show the bottom of the finished drain (open or closed) and are governed entirely by the benchmarks. In the case of closed drains, the gradient is that of the invert of the tile. The profile(s) shows the approximate depth from the surface of the ground to the invert of the tile or drain bottom at the point where the stations are set and from the average bottom of the open drain as taken at the time of survey. Open drains shall be brought to an even gradient in the bottom to prevent standing water. For closed drains, a variation of 25 mm (unless specified otherwise) from the gradient may be deemed sufficient reason for the work to be rejected and required to be rebuilt.

E.2.1.5 CLEARING

Clearing means the cutting of all standing trees, brush, bushes and other vegetation to a maximum height of 300 mm above original ground level as well as the removal of felled materials and windfalls. Trees measuring 150 mm or more in diameter shall be felled, delimbed, cut into lengths no longer than 4 m and stacked to the designated side of the working space. The work shall not damage or disturb the area outside the areas specified in the Contract Documents.

The work shall consist of clearing all areas of earth excavation, earth surfaces to be covered by embankments up to and including 1.2 m in height, and any other areas specified in the Contract Documents.

No trees, brush or bushes are to be left inside the slopes of the drain, whether they are located within the limits of the excavation or not. Brush cleared in accordance with the above shall be piled in a location and in a manner satisfactory to the Engineer for burning by the Owner. Unless otherwise specified or directed, these piles shall be a minimum of 100 m apart and shall contain only cleared material. All work shall be done in accordance with OPSS 201.

E.2.1.6 CLOSE CUT CLEARING

Close Cut Clearing means the cutting of all standing trees, stumps, brush, bushes and other vegetation at original ground level and the removal of felled materials and windfalls. Grubbing means the removal of all stumps, roots, embedded logs, debris and secondary growth. Trees measuring 150 mm or more in diameter shall be felled, delimbed, cut into lengths no longer than 4 m and stacked to the designated side of the working space. The work shall not damage or disturb the area outside the areas specified in the Contract Documents.

The work shall consist of close cut clearing all earth surfaces to be covered by embankments greater than 1.2 m in height, and any other areas specified in the Contract Documents.

No trees, stumps, brush or bushes are to be left inside the slopes of the drain whether they are located within the limits of the excavation or not. Brush cleared in accordance with the above shall be piled in a location and in a manner satisfactory to the Engineer for burning by the Owner. Unless otherwise specified or directed, these piles shall be a minimum of 100 m apart and shall contain only cleared material. All work shall be done in accordance with OPSS 201.

E.2.1.7 BRUSHING

Brushing means the grinding or chipping to ground level of vegetation in the working space under 150 mm in diameter by means of a hydraulic brushing attachment used with an excavator or approved equivalent. This includes grinding or chipping all standing trees, stumps, brush, bushes and other vegetation to original ground level.

Trees measuring 150 mm or more in diameter shall be felled, delimbed, cut into lengths no longer than 4 m and stacked to the designated side of the working space. The work shall not damage or disturb the area outside the areas specified in the Contract Documents. All work shall be done in accordance with OPSS 201.

E.2.1.8 GRUBBING

Grubbing means the removal of all stumps, roots, embedded logs, debris and secondary growth.

The work shall consist of grubbing all areas of earth excavation, earth surfaces to be covered by embankments up to and including 1.2 m in height and any other areas specified in the Contract Documents.

Grubbing is not required in swamps. Mechanical stump cutters are permitted, provided the entire root structure is removed. Depressions remaining after grubbing shall be backfilled with suitable earth material and compacted to avoid settlement. When clearing has been previously completed by others, all secondary growth, brush and debris shall be removed.

Piled boulders and surface boulders that are not specified in the Contract Documents for removal and lie within areas to be grubbed shall be removed. The work shall not damage or disturb the area outside the areas specified in the Contract Documents. All work shall be done in accordance with OPSS 201.

E.2.1.9 REMOVAL OF SURFACE BOULDERS & REMOVAL OF PILED BOULDERS

Piled Boulders means any cobbles, boulders or rock fragments that have been placed in fence rows or piles.

Rock means rock as defined in OPSS 206.

Surface Boulder means any boulder or rock fragment that measures 200 mm or greater in any one dimension, extends a minimum of 200 mm above original ground and can be removed without excavation.

The work shall consist of the removal of surface boulders and removal of piled boulders within the areas specified in the Contract Documents. Depressions remaining after removal shall be backfilled with suitable earth material and compacted to avoid settlement. The work shall not damage or disturb the area outside the areas specified in the Contract Documents. All work shall be done in accordance with OPSS 201.

E.2.1.10 FENCES

The Contractor will be permitted to remove fences to the extent necessary to allow the construction of the drain and to dispose of any excess material according to the specifications. Any such fences shall be carefully handled so as to cause no unnecessary damage. Unless allowance has been provided, such fences shall be replaced by the Contractor in as good a condition as found. The Contractor shall supply all material necessary to properly reconstruct any fences. The Contractor shall not leave any fence open when he is not at work in the immediate area and shall replace the fence in a timely manner, all to the satisfaction of the Engineer.

E.2.1.11 STANDING CROPS AND LIVESTOCK

Should a property owner wish to harvest any crop along an access route or within the construction working space as set out in the Engineer's Report, then it shall be the responsibility of the property owner to do so prior to construction. Provisions for the loss of, or damage to, crops along the access route or in the construction area ("Working Space") have been made in the Report and such loss or damage shall not be the liability of the Contractor.

The Contractor shall contain construction operations to the working space and width specified. As long as the construction operations are contained within the specified working space, the Contractor shall not be responsible for damages to crops along the course of the drain.

It shall be the responsibility of the property owners to keep their livestock clear of the construction area upon receiving 24 hours advance notice by the Contractor. After receiving proper notice, the Owner of the property upon which a drain is being constructed shall be liable for any loss or damage to livestock, the drain, drain materials or the Contractor's equipment caused by their livestock.

E.2.1.12 NOTIFICATION OF AGENCIES

The Contractor shall notify the appropriate agency before performing any work affecting the land or property of the MTO, railway, telephone, pipeline or public utility or regulatory agency. The Contractor shall further agree to perform the work affecting such lands or property in accordance with the specifications and approval/permit of the applicable agency.

E.2.1.13 FINAL INSPECTIONS

After substantial completion of the work, but prior to demobilization and final removal of all equipment and materials from the site, the Contractor MUST arrange an on-site FINAL Inspection of the work with the engineer to ensure all aspects of the work have been satisfactorily completed and/or that arrangements have been made to expedite the completion of any outstanding "minor" items or deficiencies. All the work included in the contract, at the time of the Final Inspection, must have the full dimensions and cross-sections called for in the plans and specifications. Notification to the Engineer of this Final Inspection shall be provided at least five days prior and it shall be completed as soon as possible or as soon thereafter as weather conditions permit.

E.2.2 SPECIFICATIONS FOR OPEN DRAINS

E.2.2.1 GEOMETRY

The drain shall have the full bottom width, at the gradient, specified or shown on the accompanying plan(s), profile(s) and detail sheet(s).

E.2.2.2 ALIGNMENT

The drain shall run in straight lines throughout each course except at intersections, where it shall run on a minimum curve of 15 m radius unless otherwise specified. If the work consists of the improvement of an existing open drain, then the centre line of the existing drain may be the centre line of the finished work unless otherwise specified.

E.2.2.3 EXCAVATED MATERIAL

A clear buffer of at least 3 m shall be left between the top edge of the open drain and the excavated material. Excavated material shall be placed on the side specified or, if not specified, on the lower side of the drain or on the side opposite trees or fences. No excavated material is to be left in any low runs intended to conduct water into the open drain. It shall be deposited, spread and leveled to a maximum depth of 150 mm, unless specified otherwise and left in a manner such that the lands on which it is spread may be cultivated with adjacent lands by use of ordinary farm machinery. Material excavated in land that is timbered, may be spread to the depth specified or to a maximum depth of 300 mm, which ever is greater. In cultivated areas, the Contractor shall remove stones and boulders on the surface greater than 100 mm diameter from the excavated material and dispose of in an approved location. Treatment of excavated material shall be to the satisfaction of the Engineer. After the excavated material has been spread and leveled, it shall be seeded as specified.

E.2.2.4 SURFACE WATER INLETS

Surface water inlets to the drain shall be provided through the leveled spoil on each property at obvious natural low runs or at other locations as specified by the Engineer on site at the time of construction. No excavated material shall be left in, or any damage done to a ditch, furrow, pipe, tile or depression that is intended to conduct water into an open drain. The drain bank at all such inlets shall be riprapped as directed by the Engineer and reimbursed under the appropriate contract item.

E.2.2.5 OUTLETS

During the construction of an open drain, the Contractor shall guard against damaging the outlet of any tributary drain or pipes encountered. The Contractor will be reimbursed for damage to unmarked outlet pipes under the appropriate contract item.

E.2.2.6 ACCESS CULVERTS

All culverts shall be installed with the invert a minimum of 10% of its diameter or as specified below the gradient and the firm bottom of the drain.

All pipes installed under these specifications shall be carefully bedded so as to ensure uniform bearing throughout its entire length.

Except where requiring concrete cradle or encasement, all pipes shall be bedded on granular fill as specified or as shown on the contract drawings. Bedding shall be hand placed, tamped and consolidated throughout. Granular fill and bedding shall be gravel or crushed stone having no particles over 20 mm in size, except where otherwise specified.

Concrete cradle and concrete encasement shall be placed as shown on the drawings, and the concrete shall be minimum 25 MPa.

From the top of the bedding material to a point 150 mm below the existing grade of the laneway, backfill material shall be clean pit run gravel meeting O.P.S.S. Granular "B" or approved equivalent. The material shall be placed in lifts not to exceed 300 mm in depth and all granular materials shall be compacted to 100% SPMDD and all subsoil or previously excavated material to 95% SPMDD.

The final 150 mm of the excavation shall be filled with clean crushed gravel conforming to O.P.S.S. Granular "A" specifications. The material shall be placed in lifts not exceeding 150 mm in depth and shall be thoroughly compacted to 100% SPMDD.

E.2.2.7 EXCAVATION AT BRIDGE SITES

The excavation at bridge sites shall be to the full depth of the drain and as nearly as possible the full width of the drain as specified for the bridge location. The excavation at a bridge site shall be made in a manner to protect the structural integrity of any permanent bridge. A temporary bridge may be carefully removed to allow excavation. The removal of a bridge is to be done in such a manner so as to cause no damage to the bridge components. Temporary bridges removed to allow excavation shall be replaced in as good a condition as found, so far as material allows. Replacing of such bridges shall be to the satisfaction of the Engineer. The Contractor shall immediately notify the Engineer if it becomes apparent that excavating to a specified gradient will endanger or underpin any culvert or bridge. The Contractor shall cease excavation at the bridge or culvert site until the Engineer instructs the Contractor to proceed.

E.2.2.8 SEEDING

Unless indicated otherwise in the Special Provisions, the Contractor shall seed all disturbed areas which includes newly excavated drain banks and leveled spoil (where specified) with the OPSS (MTO) Standard Roadside Seed Mix, consisting of 55%

Creeping Red Fescue, 27% Kentucky Bluegrass, 15% Perennial Ryegrass and 3% White Clover, at an application rate of 100 kg/10,000 m², plus a nurse crop of Fall Rye Grain or Winter Wheat Grain at an application rate of 60 kg/10,000 m², at the end of each working day.

E.2.2.9 TEMPORARY SEDIMENT CONTROLS

Unless indicated otherwise in the Special Provisions, the Contractor shall install an approved sediment control measure at the downstream end of the open drain excavation and at any other locations specified. The Contractor shall remove any accumulated sediment at regular intervals or as directed by the Engineer. The Contractor shall then remove these temporary measures, and any accumulated sediment therein, after the new open drain has stabilized and only after authorized by the Engineer or the Drainage Superintendent.

E.2.2.10 PERMANENT SEDIMENT/STILLING BASINS

The Contractor shall construct and maintain sediment control or stilling basins as specified in the Special Provisions.

E.2.2.11 RIP RAP & NON-WOVEN GEOTEXTILE

Rip Rap – The Contractor shall supply and install a 450 mm thickness of 150 mm to 300 mm (R-50) diameter quarry stone rip rap with filter cloth underlayment for culvert and pipe outlets. This will include areas of the existing bank where erosion or bank slumping has occurred, as directed on-site by the Engineer. For the area surrounding catchbasins, unless noted otherwise, the contractor shall supply and install a 300 mm thickness of 100 to 150 mm (R-10) diameter quarry stone rip rap with filter cloth underlayment.

Non-Woven Geotextile - All geotextile used for tile wrapping under these specifications shall be non-woven Terrafix 200R (or equivalent). All geotextile used under these specifications for heavy duty applications such as under rip-rap surrounding catchbasins, and at tile outlets into drains shall be non-woven Terrafix 270R (or equivalent).

E.2.3 SPECIFICATIONS FOR CLOSED DRAINS

E.2.3.1 MATERIALS

Tile, tubing and pipe materials supplied by the Contractor shall be approved by the Engineer prior to being incorporated in the work. The Contractor shall be responsible for the unloading and placement of all materials required for the Municipal Drain construction. Such unloading and placement shall be undertaken in a manner acceptable to the Engineer using only the specified and approved access routes and working space.

Concrete Drain Tile (CDT) - All CDT installed under these specifications shall have a circular cross section with a minimum 2000D, meeting the latest revision of CSA A257.1-14 and ASTM C412. The manufacturer shall provide the Engineer with a copy of all available test results for the materials being shipped to the project site. The Engineer shall have the right to order any additional tests he deems necessary to be performed on the tile taken from inventory prior to shipment from the manufacturer's plant. The cost of such additional tests shall be borne by the Contractor.

Plastic Drainage Tubing (PDT) - All PDT installed under these specifications shall be manufactured in accordance with the latest revision of the Drainage Guide for Ontario, as published by the Ministry of Agriculture and Food.

Corrugated Steel Pipe (CSP) - All CSP installed under these specifications shall be galvanized spiral wound corrugated steel pipe. All corrugated steel pipe installed under these specifications shall conform to CSA G401.

- CSP tile outlet pipes shall be up to 1,200 mm in diameter and 2.0 mm in thickness and shall have 68 mm x 13 mm corrugations unless specified otherwise.
- CSP culverts shall be up to 1,000 mm in diameter and 2.8 mm in thickness and shall have 68 mm x 13 mm corrugations unless specified otherwise. CSP culverts equal to and larger than 1,200 mm in diameter shall be 3.5 mm in thickness and shall have 125 mm x 25 mm corrugations unless specified otherwise.

High Density Polyethylene(HDPE) Pipe - All corrugated or dual wall smooth walled HDPE pipe (Armtec BOSS 2000 or equivalent) installed under these specifications as culverts or as part of a new closed drain shall be manufactured in accordance with the latest revision of Ontario Provincial Standard Specification 1840 and shall have a pipe stiffness of 320 kPa.

- All perforated dual-wall smoothwalled HDPE pipe joining systems shall be soil-tight split coupler unless specified otherwise, conforming to CSA B182.8. As specified, perforated pipe shall include a knitted sock or non-woven geotextile covering (Terrafix 200R or equivalent).
- All solid dual-wall smoothwalled HDPE pipe shall be soil-tight split coupler, unless specified otherwise, conforming to CSA B182.8.
- All watertight solid dual-wall HDPE pipe joining systems shall be water-tight bell and spigot, complete with gasketed connections unless specified otherwise, conforming to CSA B182.6.

Steel Reinforced Polyethylene (SRPE) Pipe - All smooth walled SRPE pipe (Armtex DuroMaxx or equivalent) installed under these specifications as culverts or as part of a new closed drain shall be manufactured in accordance with the latest revision of Ontario Provincial Standard Specification 1840. All SRPE pipe shall conform to AASHTO M294.

- All solid SRPE pipe shall be soil-tight split coupler, unless specified otherwise, conforming to CSA B182.14.
- All watertight solid SRPE pipe joining systems shall be water-tight bell and spigot, complete with gasketed connections unless specified otherwise, conforming to CSA B182.15.

Polypropylene (PP) Pipe - All triple-wall smooth walled PP pipe (ADS HP Sanitite or equivalent) installed under these specifications as culverts or as part of a new closed drain shall be manufactured in accordance with the latest revision of Ontario Provincial Standard Specification 1843 and shall have a pipe stiffness of 320 kPa.

- All watertight solid triple-wall PP pipe joining systems shall be water-tight bell and spigot, complete with gasketed connections unless specified otherwise, conforming to CSA B182.13.

Non-Woven Geotextile - All geotextile under these specifications shall conform to OPSS 1860. All geotextile used for tile wrapping under these specifications shall be non-woven Terrafix 200R (or equivalent). All geotextile used under these specifications for heavy duty applications such as under rip-rap surrounding catchbasins, and at tile outlets into drains shall be non-woven Terrafix 270R (or equivalent).

E.2.3.2 DRAIN GRADIENT AND VERIFICATION

The proposed gradient shall be established using laser grade control equipment, cross-head boning rods together with horizontal sight-bars at stations above and below the point where the tile is being laid or other method acceptable to the Engineer.

If the Engineer has not checked the tile, inspection points shall be left at intervals of not greater than 50 m for sections with gradients less than 0.5% and at intervals of not greater than 30 m for sections with gradients above 0.5%. Inspection points shall also be left at all structures and all changes in gradient. Other inspections points may be required from time to time as requested by the Engineer.

E.2.3.3 TILE LAYING INCLUDING TOPSOIL STRIPPING

In the case of the installation of CDT, and unless specified otherwise in the Special Provisions, the Contractor shall strip the topsoil a full width of the trenching machine plus 0.3 m on each side prior to installing the new tile with the trencher as part of the work under the appropriate item and no extra payment will be made for this stripping. After installation, confirming gradient, blinding, and back filling of the trench, the topsoil shall be replaced throughout the entire length of the Drain. The Contractor shall take into consideration the settlement of the backfill material over the trench prior to replacing the topsoil.

All CDT shall be installed with a wheel-type trencher and each tile shall be laid firmly and carefully in a smooth bottomed trench so that successive tiles align both vertically and horizontally as tightly as possible; the maximum allowable space between successive tiles shall be 6 mm.

All joints of the CDT Must be completely wrapped with geotextile (Terrafix 200R or equivalent) as part of the work under the appropriate item and no extra payment will be made for this wrapping. The wrap on each joint shall be a minimum of:

- 300 mm wide for tile sizes smaller than 450 mm diameter
- 600 mm wide for tile sizes 450 mm diameter and above

The Contractor is reminded that the widths of the tile trenches are to be kept to a minimum. It is recommended that the minimum trench width be 300 mm greater than the outside diameter of the tile or 150 mm on each side of the tile being installed. It is recommended that the maximum trench width be 600 mm greater than the outside diameter of the tile or 300 mm on each side of the tile being installed.

All PDT shall be installed with a self-propelled drainage plow.

All obstructions, dirt or foreign material shall be removed from the inside of the tile prior to laying.

Tile drains shall be constructed at an offset from, and parallel to, any existing drain, defined watercourse or low run. The Contractor shall exercise care not to disturb any existing private or municipal tile drains which follow the same course as the new drain.

E.2.3.4 RECONNECTION OF EXISTING PRIVATE TILE

Any subsurface drain encountered by the Contractor when constructing a Municipal Drain under these specifications shall be reconnected to itself and not connected to the new Municipal Drain, unless approved otherwise by the Engineer. The accepted practice for reconnecting existing tile drains will be to compact sub-base material from the new trench bottom to the underside of the existing tile. Rigid pipe, HDPE (320 kPa) or approved equivalent, with a diameter equal or larger than the existing tile with a minimum length of 0.6 m beyond the trench width to the existing tile. This connection shall be made only where the existing tile is operable and in good condition. When completing backfilling of the Municipal Drain trench at such a location, the Contractor shall take sufficient care to ensure that the new connecting pipe is not damaged.

The Contractor shall provide a unit price per connection and the unit price shall include the supply of all material, labour and equipment necessary to make the connection. Further, the Contractor shall keep a written record of all sub-surface drains encountered. All connections completed shall be reviewed with the Engineer on a daily basis and a summary of all subdrains shall be provided to the landowner.

E.2.3.5 CONNECTION OF EXISTING PRIVATE TILES TO MUNICIPAL DRAIN

A subsurface drain encountered during construction can be connected to the Municipal Drain if requested by the landowner and approved by the Engineer prior to commencement of the connection. The drain shall be connected to the Municipal Drain either by core drilling through the CDT or a prefabricated fitting for HDPE. The core shall be drilled on-site and backfilled as per the specified detail included within the drawings. Any tile drains connected to the Municipal Drain shall have the downstream end of the tile plugged to prevent entry of foreign material into the tile.

E.2.3.6 TRENCH BACKFILLING

As the laying of the tile progresses, partial filling or blinding shall be made at the sides of the trench sufficient to hold the tiles securely in place. The Contractor shall place the remainder of the excavated material carefully when backfilling the trench. Any excess backfill material shall be mounded over the trench such that future settlement and compaction around the new tile can occur without creating a depression over the width of the trench. The Contractor shall not operate construction equipment over any backfilled trench, except as specified in Trench Crossings. Care shall be exercised in backfilling the trench to see that no stone or boulder capable of damaging the tile is used in the backfill material adjacent to the tile. In no case shall stones having a diameter greater than 150 mm be used in backfill material within 300 mm of the tile. The Contractor shall backfill any open tile trenches at the end of each working day except for inspection points as specified. The Contractor shall be entirely responsible for any damage to the new tile throughout the warranty period.

E.2.3.7 TRENCH CROSSINGS

The Contractor shall not cross any backfilled trench with any construction equipment or vehicles, except at only **One** designated crossing location on each property which shall be marked in an acceptable manner. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench. The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall insure that no equipment or vehicles are allowed to travel along the length of any trench. The Contractor shall be entirely responsible for any damage to the new tile throughout the warranty period.

E.2.3.8 OUTLET PROTECTION

The outlet end of a tile drain shall normally consist of a 6 m length of CSP or HDPE fitted with a rodent proof grating which is hinged at the top to allow the exit of foreign material from the tile. An outlet marker shall be supplied and installed.

Unless otherwise specified, the end of the CSP or HDPE shall be protected with the type of riprap on geotextile as specified by the Engineer from a point 500 mm above the drain bottom on the opposite side of the drain, across the drain bottom, and for the full height of the drain sideslope where the pipe is located. The minimum width of this riprap shall be equal to the outside diameter of the outlet pipe plus 2 m.

E.2.3.9 PRECAST CONCRETE STRUCTURES

Junction Box (JB) means an acceptable precast concrete structure installed and buried below the surface of the ground to facilitate two or more tiles meet and connect.

Catchbasin (CB) or **Ditch Inlet Catchbasin (DICB)** means an acceptable precast concrete structure installed at or slightly below the surface of the ground where two or more tiles meet and connect and that is intended to accommodate surface water.

Observation Box (OB) means an acceptable precast concrete structure installed above the surface of the ground where two or more tiles meet and connect and that is intended to only inspect the tile connected thereto.

Unless specified otherwise, JB's, CB's, DICB's and OB's shall be supplied by a precast manufacturer meeting the Engineer's approval. An "approximate elevation of top" of each structure has been indicated on the "Structures Table"; however, each structure shall be placed onsite such that the exact horizontal and vertical location in the field is as directed by the Engineer. All structures shall have a knock out, set at a minimum of 100 mm above the elevation of the outlet or as specified, placed in **all** sides not used by the municipal drain. Knock outs must be of a size capable of connecting a HDPE pipe

with a minimum inside diameter of 250 mm. All structures shall have a minimum 300 mm deep sump, unless specified otherwise.

Non-shrink grouting material, unless specified otherwise, shall be placed around all pipes connected to the structure. In addition, the exterior of all grouted connections shall be completely wrapped with geotextile (similar to a wrapped joint). Geotextile shall also be placed in the joints between all sections of the box and around the full perimeter of the box at these joints. For the area surrounding catchbasins, unless noted otherwise, the contractor shall supply and install a 300 mm thickness of 100 to 150 mm (R10) diameter quarry stone rip rap with filter cloth underlayment.

Hot dipped galvanized, heavy duty, three-sided protruding type bird cage grates, shall be supplied for all CBs, DICBs or OBs, unless specified otherwise. All DICBs shall have a slope of 2H:1V, unless specified otherwise. Grates shall be fastened to the structure using non-corrosive fasteners as recommended by the Ontario Farm Safety Association. JB's shall have no sump and shall have a minimum 150 mm thick solid reinforced concrete tops.

Post and sign type markers shall be supplied and installed at each at or above ground structure.

E.2.3.10 STRIPPING FOR DEEP TILE INSTALLATION

Where the tile installation depth exceeds the digging or plowing depth of the Contractor's equipment, the Contractor shall undertake any stripping that may be necessary in a manner such that when restored, the topsoil returns uncontaminated to the top of the stripped area. This would normally mean that the topsoil would be stripped and piled separately from the subsoil. The Contractor shall have regard for the working space provided for such stripping operations. Unless approved otherwise by the Engineer prior to work being undertaken, stripping shall be done using a hydraulic excavator. The cost of any stripping shall be included in the price provided for the tile installation.

E.2.3.11 STONE REMOVAL

The Contractor shall remove and dispose of any stones larger than 100 mm that remain on the surface of the working space after completion of construction.



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Appendix F

Special Provisions

Appendix F – Special Provisions

Minto Drain 121

These **Special Provisions** are specific directions for this project and detail requirements not encompassed by the **Standard Drain Specifications**.

Special Provisions shall take precedence over the **Standard Drain Specifications** where a conflict between them may exist.

1.0 Standard Drain Specifications

All work for this project shall also be governed by **Appendix E - Standard Drain Specifications**. The Contractor is fully responsible for a reasonable and prudent review of these Standards to have a complete and clear understanding of the scope and character of the work.

2.0 Description and Location

The proposed drain is located on Lots 41-42, Concessions 8, Town of Minto, Wellington County and Lot 33 Concession 8 Township of Howick, Huron County.

The Minto Drain 121 includes approximately 107 m of channel construction and 593 m of tile construction. The location of the work is shown in the enclosed plan.

3.0 Instruction and Process

3.1 Pre-Construction Meeting

The Contractor **MUST** arrange an on-site Pre-Construction Meeting with the Engineer, Drainage Superintendents and affected landowners before any equipment or materials are moved onto the site and before any work is commenced on this project.

Furthermore, the Contractor shall also provide notification of the commencement of in-water work (if required) Maitland Valley Conservation Authority (MVCA) or any other applicable agency(s) at least ten (10) working days prior to the initiation of the work.

3.2 Working Space

The area being provided to the Contractor to undertake the work is described herein and the maximum widths are specified on the table entitled '*Working Space*'.

<u>Working Space</u>		
Station	Max. Width (m)	Comments
<u>Main Drain</u>		
Sta. -0+107 to Sta. 0+000	10 m working space (South Bank)	Access to this portion of the Main Drain will be from Wellington County Road 87 to: <ul style="list-style-type: none"> • AR#1 on the Lavolit Limited (Roll No. 1-158) And subsequently following the proposed drain alignment as shown on the plan.
Sta. 0+000 to Sta. 0+0+538	20 m working space	Access to this portion of the Main Drain will be from Wellington County Road 87 to: <ul style="list-style-type: none"> • AR#1 on the Lavolit Limited (Roll No. 1-158) And subsequently following the proposed drain alignment as shown on the plan.
Sta. 0+538 to Sta. 0+593	20 m working space	Access to this portion of the Main Drain will be from Wellington County Road 87 to: <ul style="list-style-type: none"> • AR#2 through both John & Miriam Martins property (Roll No. 1-159) and Henry & Agnes Weber Property (158-10) And subsequently following the proposed drain alignment as shown on the plan.
<u>NOTES:</u>		
<p>(1) The Contractor shall contain their construction operations to as narrow a width as possible, so as to prevent damage to lands, crops, bush, etcetera and shall not exceed the widths indicated.</p> <p>(2) The Contractor shall be entirely responsible for any damage to lands, crops, etcetera, beyond the widths and locations of both the access routes and the working spaces specified, caused by the Contractor, their Subcontractors or their employees while undertaking the work.</p> <p>(3) The Engineer's approval MUST BE OBTAINED BEFORE exceeding the maximum widths indicated.</p> <p>(4) Access to the working space shall be public roads or as specified. All routes must be approved by the Engineer and Drainage Superintendent prior to construction.</p>		

3.3 Access Routes

The access routes for construction shall be from specified locations on Wellington County Road 87 to the drain, as specified in the table 'Working Space' and on the enclosed plan.

The Contractor shall confirm these access routes with the Engineer, Drainage Superintendent and affected landowners prior to commencing any work.

The width of the access route on each property shall be a maximum of 5 m. Any increase of this width shall be at the discretion of the Engineer.

3.4 Utilities Investigation

The Contractor shall locate all utilities prior to construction. No utility investigation has been completed in this location.

3.5 Staging of Construction

The Contractor shall stage the construction to ensure that the site is left each day with appropriate controls to avoid erosion. Any excavated spoil areas shall be protected with silt fence or other measures to avoid erosion during construction, as directed by the Contract Administrator. All channel works shall be completed during periods of low or no flow. Additional erosion measures shall be paid for as extra items on an as directed basis.

3.6 Construction Document Errors

Any issues during construction with respect to errors or omissions with the design drawings or documents, the constructability of the system, etc. must be brought to the attention of the Contract Administrator immediately. It is expected that a clear communication channel will exist between the Contractor and the Contract Administrator and that any discrepancies relating to construction of the work will be remedied immediately. Work resulting from failure to seek clarification with the Contract Administrator by the Contractor will be the responsibility of the Contractor to remedy at no extra charge to the project and must be completed to the satisfaction of the Engineer prior to demobilization.

3.7 Final Inspection

After substantial completion of the work and prior to demobilization and removal of equipment and materials from the site, the Contractor **Must** arrange an on-site **Final** inspection of the work with the Engineer. This is to ensure all aspects of the work have been satisfactorily completed and/or that arrangements have been made to expedite the completion of any outstanding minor items or deficiencies. Notification to the Engineer of this Final Inspection shall be provided at least two days prior.

3.8 Deficiencies

Deficient items such as catchbasin markers, grate tabs, rodent grates, additional rip-rap, etc., shall be remedied by the Contractor during the warranty period and paid at the Contract price. If the Contractor fails to complete the work within a reasonable timeframe in the opinion of the Engineer and/or the Municipality, the work shall be completed by a Contractor of the Engineer's choosing and the cost of the work deducted from the Contract holdback.

3.9 Liquidated Damages

In addition to GC 8.02.09.01 and the supplemental general specifications any breach of the Contract terms by the Contractor may be subject to **daily liquidated damages of \$500** at the discretion of the Contract Administrator. Pertinent examples may include but are not limited to:

- Work outside the timing windows stated in the Contract.
- Failure to install applicable erosion and sediment controls prior to completing other construction activities.
- Failure to meet Substantial Performance of the Contract by the date specified in the Contract Documents.

4.0 Agency Project Requirements

4.1 Maitland Valley Conservation Authority (MVCA)

Attention is drawn to the MVCA permit. All work is to be in accordance with the terms of this permit and the mitigation practices described in the Engineer's Report.

4.2 Ministry of Environment, Conservation, and Parks (MECP)

The Contractor will be responsible to ensure that during construction activities no extirpated, endangered, threatened, or special concern species or their habitats are adversely affected.

5.0 Description of Work

This section includes specific instructions pertaining to the drain construction and shall be in addition to any specifications noted in the Standard Drain Specifications. The numbering of each item references the corresponding item in the schedule of unit prices. Each Item shall be bid as a lump sum price unless otherwise noted. **For the lump sum price bid, unless otherwise noted, the Contractor shall provide the following items:**

SP 0 Mobilization

This item covers the Contractors costs associated with the transportation and/or accommodation (meals and lodging) of labour, equipment, offices, conveniences, temporary facilities, construction plant and other items not required to form part of the permanent works and not covered by other items in the Schedule of Unit Prices. This line item shall only apply to the first/primary mobilization/demobilization required to fulfill the Contract. Additional mobilization costs will not be paid if the Contractor chooses to leave the site on their own accord following the initial mobilization. However, if at the discretion of the Contract Administrator a situation warrants the Contractor to demobilize from site to complete the remainder of the work at a later date, the costs associated with this may be negotiated with the Contract Administrator and paid as an extra item.

Payment at the Lump Sum price set out in the schedule of unit prices for mobilization and demobilization will be made as follows:

- 50% payable on first Payment Certificate
- 50% payable on Substantial performance Payment Certificate.

SP 1 Crossing Existing Post and Wire Fence

The existing fence on Bradley & Lindsay Hall's Property (Roll No. 0-042) shall be cut or removed to allow for construction equipment necessary for the open channel work. The contractor shall make a reasonable effort to minimize unnecessary damage to the fence. Works may include but are not limited to hand/power tools for cutting the fence or machinery to remove of fence posts. Contractor is not responsible for reinstatement of the fence.

SP 2 Remove and Dispose Culvert and Re-establish Channel

The 6 m long 450 mm dia. HDPE crossing on Bradley & Lindsay Halls Property (Roll No. 0-042) shall be removed and a channel re-established.

Agency Requirements: The culvert shall be removed in dry weather and in low or no flow channel conditions per the attached best management practice from DFO in Appendix D.

Culvert and Fill: The Contractor shall remove and dispose of the existing culvert offsite. Excess fill from the existing crossing shall be spread within the working space.

All required work for the channel construction shall take place within the specified working space where a 10 m ROW has been provided. Spreading and levelling of spoil shall be completed within the working ROW to a maximum depth of 300 mm, however the spoil shall not be spread within 2 m from the top of the ditch bank. The topsoil from the spoil placement area shall be stripped and spread back over the spoil within the working ROW.

If during construction there is excavated subsoil material deemed unsuitable by the Contract Administrator for spreading in the ROW, it shall be loaded and trucked off-site by the Contractor for disposal and paid for at an additional cost.

SP 3 Channel Construction

All required work for the channel construction shall take place within the specified working space where a 10 m ROW has been provided. Spreading and levelling of spoil shall be completed within the working ROW to a maximum depth of 300 mm, however the spoil shall not be spread within 2 m from the top of the ditch bank. The topsoil from the spoil placement area shall be stripped and spread back over the spoil within the working ROW.

The channel side slopes shall be excavated at approximately 2H:1V. Channel deepening shall commence at the toe of the slope of the far channel bank where the bank slope is carried to the channel bottom elevation. A minimum 0.6 m channel bottom width is required. Excavation will be completed in the channel bottom and on the near channel bank, where required. Vegetation on the far channel bank shall remain in place.

If during construction there is excavated subsoil material deemed unsuitable by the Contract Administrator for spreading in the ROW, it shall be loaded and trucked off-site by the Contractor for disposal and paid for at an additional cost.

SP 4 Stilling Basin Excavation

A permanent stilling basin shall be installed immediately downstream of the outlet pipe at Sta. 0+000 to the satisfaction of the Contract Administrator. The basin shall be excavated 0.3 m beyond the channel elevation and conform to the details in the accompanying drawings.

Additionally, approximately 30 m² of rip-rap (450 mm thickness of 150 to 300 mm (OPSS R50) diameter quarry stone with geotextile underlay) shall be installed on the side banks and channel bottom from Sta. 0+000 to -0+006 as erosion protection to the top of bank.

SP 5 Handseeding

Seeding is required on the exposed, newly excavated channel banks as well as on all locations where spoil has been placed or native vegetation has been disturbed along the open drain.

The Contractor shall apply OPSS (MTO) Standard Roadside Seed Mix, consisting of 55% Creeping Red Fescue, 27% Kentucky Bluegrass, 15% Perennial Ryegrass and 3% White Clover, at an application rate of 100 kg/ 10,000 m², plus a nurse crop of Fall Rye Grain or Winter Wheat Grain at an application rate of 60 kg / 10,000 m².

SP 6 High Density Polyethylene Pipe

All HDPE pipe shall be dual-wall (320 kPa) bell and spigot gasketed pipe. The installation of the new pipe shall be by the wheel trencher unless specified otherwise.

Prior to the installation of the new tile, the Contractor shall strip the topsoil from the area of the proposed tile trench for a 10 m width. The topsoil shall be stockpiled separately from native subsoil and subsequently replaced over the backfilled tile trench. This shall be included as part of the work under the appropriate item. An extra payment will not be made for the stripping, stockpiling and replacing of topsoil.

Under no circumstances will frozen topsoil be levelled or placed over top of the drain. If the Contractor elects to install the drain during winter months, the contractor shall return to the site and level the topsoil when conditions are appropriate. No additional mobilization charges shall be made for returning the site to conduct the levelling of topsoil.

Contingency Items Associated with Tile Installation

The Contractor shall tender the installation of the new pipe on the basis of using a wheel trencher; however, as specified in the Contingency Items, the Contractor shall provide additional unit prices for instances that may require transition to a special installation technique or the temporary removal of the wheel trencher.

SP 7 Concrete Drainage Tile (Via Wheel Trencher)

All concrete drainage tile shall be Heavy Duty 2000D. The tile shall be installed as per the Standard Specifications. The installation of the new pipe shall be by the wheel trencher unless specified otherwise.

Prior to the installation of the new tile, the Contractor shall strip the topsoil from the area of the proposed tile trench for a 10 m width. The topsoil shall be stockpiled separately from native subsoil and subsequently replaced. This shall be included as part of the work under the appropriate item. An extra payment will not be made for the stripping, stockpiling and replacing of topsoil.

Under no circumstances will frozen topsoil be levelled or placed over top of the drain. If the Contractor elects to install the drain during winter months, the contractor shall return to the site and level the topsoil when conditions are appropriate. No additional mobilization charges shall be made for returning the site to conduct the levelling of topsoil.

Contingency Items Associated with Tile Installation

The Contractor shall tender the installation of the new pipe on the basis of using a wheel trencher; however, as specified in the Contingency Items, the Contractor shall provide additional unit prices for instances that may require transition to a special installation technique or the temporary removal of the wheel trencher.

Under no circumstances will frozen topsoil be levelled or placed over top of the drain. If the Contractor elects to install the drain during winter months, the contractor shall return to the site and level the topsoil when conditions are appropriate. No additional mobilization charges shall be made for returning the site to conduct the levelling of topsoil.

SP 8 Catchbasin Installation

The proposed catchbasins shall be installed as per the Standard Specifications and where applicable oriented as depicted on the accompanying details.

The Contractor shall supply and place a minimum of 1.0 m width of rip-rap and geotextile on all sides of all catchbasins.

The Contractor shall include the cost to complete all necessary municipal tile connections c/w parging on the interior and exterior of the proposed catchbasin as part of the associated line item. Each catchbasin shall be installed with tabs, and an approved post and marker.

SP 9 Clearing and Grubbing of Trees (OPSS.MUNI.201)

Specification: All work shall be in accordance with Sections E.2.1.5. to E.2.1.9. of the general specifications and OPSS.MUNI.201.

Clearing/Brushing: This item includes cutting, grinding, and/or chipping all standing trees, stumps, brush, bushes, and other vegetation to the existing ground level.

Trees measuring 150 mm dia. or more shall be felled, delimbed, cut into lengths no longer than 4 m, and stacked within the working space ROW to the satisfaction of the Contract Administrator.

Vegetation under 150 mm dia. shall be finished by the Contractor using one of the following three methods:

- Chipped in place by an excavator equipped with a hydraulic brushing attachment.
- Chipped using a woodchipper and piled or spread within the bush ROW.
- Piled and burned in accordance with the Municipality's burning regulations and by-law(s).

The method preferred by the Contractor shall be discussed at the pre-construction meeting and shall be at the discretion of and completed to the satisfaction of the Owner and Contract Administrator.

Grubbing: Tree stumps, boulders, and other vegetative debris shall be grubbed and removed from the site to the satisfaction of the Contract Administrator. Burying of grubbed materials shall not be permitted unless specific permission is given to the Contract Administrator by the landowner (email is acceptable).

SP 10 Reconnection and/or Connection of Existing Tiles

(Standard Drain Specifications - Sections E.2.3.4 and E.2.3.5)

General: The unit price bid for these items shall include all labour, equipment, and material required to reconnect/connect existing private tile drains encountered during construction to the drain.

Missed connections and/or reconnections during construction shall be completed by the Contractor during the warranty period and paid at the contract price. If the Contractor fails to complete the connection and/or reconnection within a reasonable timeframe in the opinion of the Engineer and/or the Municipality, the work shall be completed by a Contractor of the Engineer's choosing and the cost of the work deducted from the contract holdback.

Please refer to the Standard Drain Specifications (Sections E.2.3.4 and E.2.3.5) for additional information.

Reconnections: For the unit price bid the Contractor shall reconnect existing private tile drains encountered during construction across the trench to themselves, above the new tile. Included in this price shall be all labour, equipment and material required to support the tile connection above the new drain, consisting of compacted backfill or 19 mm dia. clear stone bedding, and connection of the tile using either of appropriately sized PDT or solid HDPE dual-wall (320 kPa) pipe (or approved equal) across the trench as per the detail in the accompanying drawings.

Connections: Typically, existing private tiles encountered during construction will be connected to themselves per the detail in the accompanying drawings. In circumstances where, in the opinion of the Engineer, reconnection is not possible, private tiles may be connected to the new drain as noted and with the downstream side of the existing tile capped.

Installation shall include appropriately sized PDT or solid HDPE dual-wall (320 kPa) pipe (or approved equal), connected to the new pipe using a core drilled hole and manufactured HDPE coupler fitting, with 19 mm dia. clear crushed stone backfill under the connection and a minimum of 150 mm over top of the connection per the accompanying detail. Connections directly into the new drain without the use of a coupler will not be permitted.

SP 11 Special Installation Techniques (Poor Trenching Conditions)

If poor construction conditions are encountered where, in the opinion of the Contractor, it is not feasible to use the wheel trencher, the Contractor shall immediately inform the Contract Administrator to obtain approval to switch to:

- a) Installation on a minimum depth of 150 mm of 19 mm dia. clear crushed stone (or approved equal) with 19 mm clear crushed stone backfill up to the springline of the pipe at a minimum.
- b) Installation on a minimum depth of 300 mm of geotextile wrapped 19 mm dia. clear crushed stone (or approved equal) with 19 mm clear crushed stone backfill up to the springline of the pipe at a minimum.

For the **additional** unit price bid per lineal metre of trench, the Contractor shall install the pipe on 19 mm ($\frac{3}{4}$ inch) diameter clear crushed stone, or on geotextile wrapped 19 mm ($\frac{3}{4}$ inch) diameter clear crushed stone, as described in the schedule of unit prices per the detail in the accompanying drawings, with a hydraulic excavator instead of a wheel trencher. The Contractor shall note that the wrapping of tile joints still applies under original items. The cost to supply 19 mm dia. clear crushed stone and/or geotextile shall be included as part of the Contractors bid in this line item.

The Contractor shall keep a list of stations where these installation techniques were used, to be confirmed with the Contract Administrator on a daily basis.

This item shall be used only when the soil conditions encountered are such that a wheel trencher cannot, in the opinion of the Contract Administrator, be used effectively to install the pipe. The Contractor must receive approval from the Engineer prior to using either of these techniques. When soil conditions are again favourable in the opinion of the Contractor and the Contract Administrator, the wheel trencher must again be used for tile installation as soon as possible. Failure to use the wheel trencher for installation when soil conditions are favourable in the opinion of the Contract Administrator may result in non-payment of this contingency item.

All costs are to be included in the associated special installation technique contingency costs. No extra payment will be made for the removal of the wheel trencher, crew downtime, or other costs for this transition when the Contractor is required to change to a special installation technique.

SP 12 Removal of Wheel Trencher

When large boulders or stony areas force the removal of the wheel trencher from the trench for cleanout and stone removal, prior to recommencing with the wheel trencher, the Contractor

shall be paid a fixed sum as a contingency for each time this takes place between periods of **continuous** wheel trenching.

For the unit bid price per occurrence, the Contractor shall specify the cost for the removal of the wheel trencher as a result of large stones and/or poor soil conditions, as required for continued pipe installation with the wheel trencher. This cost shall include the time to complete the transition and the downtime for the working crew during the transition.

The Contractor **shall** keep a detailed list and time of each instance and review each pullout of the trencher with the Contract Administrator at the end of each working day. Stones or obstructions causing the wheel trencher removal shall be kept to the side of the trench as evidence for the Contract Administrator for the wheel removal.

Pullouts of the trencher without sufficient evidence from the Contractor **shall not** be paid under this item at the discretion of the Contract Administrator.

In cases where the wheel trencher is removed to immediately switch to a special installation technique, the contingency for this item will not apply. Under this scenario, the additional contingency payment for the applicable alternate installation method will be applicable only.

SP 13 Supply and Install OPSS R50 Rip-Rap Erosion Protection

For the unit price bid per square metre, the Contractor shall supply and install a 450 mm thickness of 150 to 300 mm (OPSS R50) diameter quarry stone rip-rap with geotextile underlay. These unit prices shall be used for payment for any rip-rap installed in addition to those quantities already specified in other items and for credit for any quantities of rip-rap deleted from other items. Additionally, this will include areas of existing channel bank where erosion or bank slumping has occurred, as directed on-site by the Contract Administrator.

SP 14 Supply and Install OPSS 19 mm dia. Clear Crushed Stone

For the unit price bid per linear meter, the Contractor shall supply 19 mm ($\frac{3}{4}$ inch) dia. clear crushed stone. These unit prices shall be used for payment for any 19 mm clear crushed stone installed in addition to those quantities already specified in other items and for credit for any quantities of 19 mm clear crushed stone deleted from other items.

The Contractor shall then install the clear stone as directed by the Contract Administrator.

SP 15 Supply and Install OPSS Granular 'B' Material

For the unit price bid per tonne, the Contractor shall supply OPSS Granular 'B' material. These unit prices shall be used for payment for any Granular 'B' material installed in addition to those quantities already specified in other items and for credit for any quantities of Granular 'B' deleted from other items.

The Contractor shall then install the granular material as directed by the Contract Administrator.



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Appendix G

Soils Investigation

Appendix G – Soils Investigation

A soils investigation was completed in various locations near the proposed drain alignment on October 23, 2023. This investigation was completed to evaluate the construction conditions of various design options. The results of the investigation have been summarized below and locations shown on the accompanying plan.

Test Pit No. 1

The test pit was dug on roll no. 1-158 near the existing channel. The test pit revealed the following soil structure:

- 0 - 0.5 m topsoil/peat;
- 0.5 m - 1.2 m solid brown clay; and
- 1.2 m - 1.5 m sandy gravel.

Water entering trench around 1.2 m, trench collapsed quickly.

Test Pit No. 2

The test pit was dug on roll no. 1-158 south of the barn. The test pit revealed the following soil structure:

- 0 - 0.2 m Topsoil; and
- 0.2 m - 2.0 m gravel and sand mixture.

Water entering trench about 1.8 m down, fairly stable trench.

Test Pit No. 3

The test pit was dug on roll no. 1-158 in a ridge near the top end of the proposed drain. The test pit revealed the following soil structure:

- 0-0.2 m topsoil;
- 0.2 m - 0.8 mm silty sand, minimal stones; and
- 0.8 m – 3 m sandy silt trace stone.

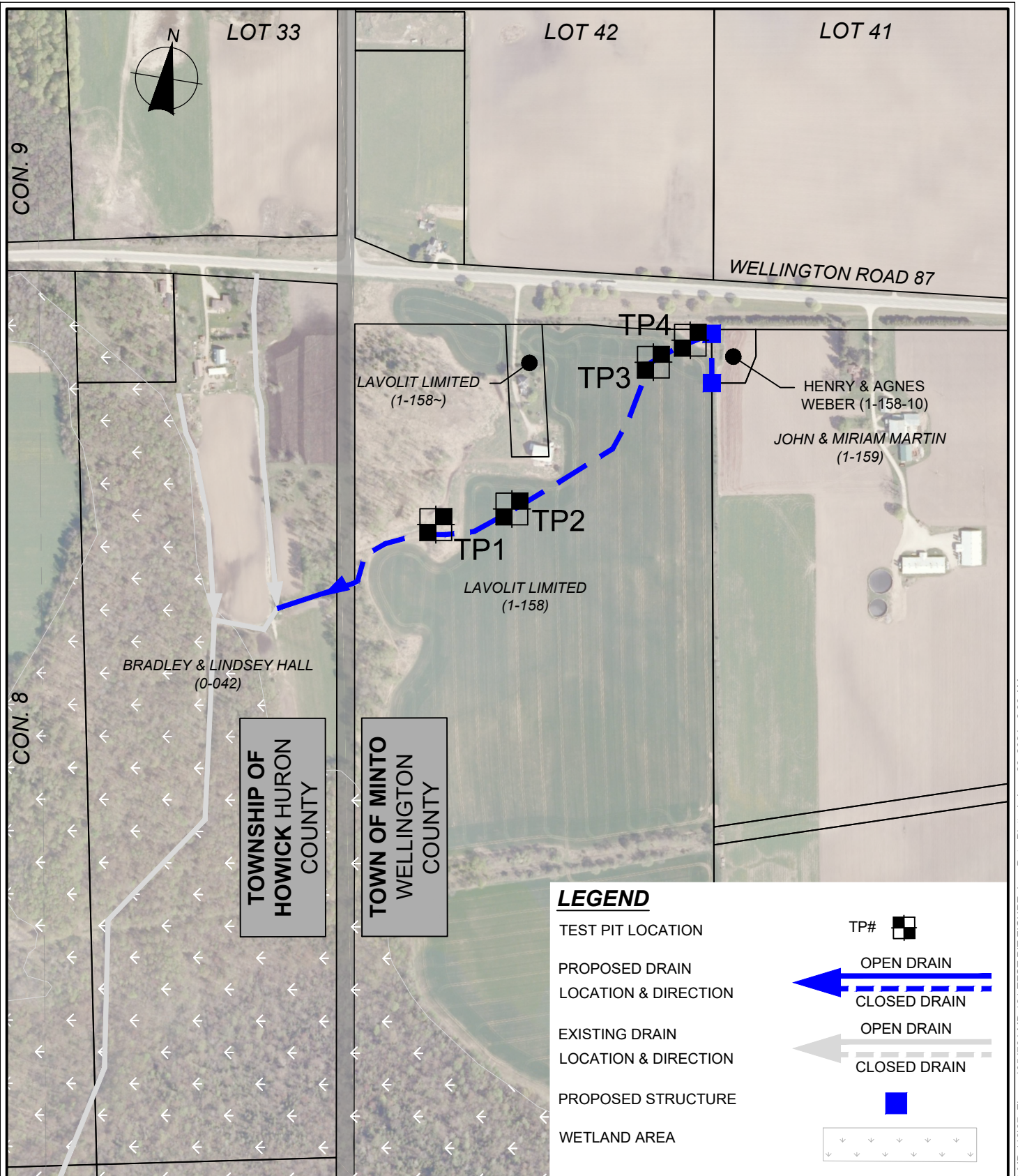
No water entering trench during investigation, good stable trench. Returned to trench about two hours later, water was observed in the bottom and the trench had partially collapsed.

Test Pit No. 4

The test pit was dug on roll no. 1-158 in a low-lying area at the top end of the proposed drain. The test pit revealed the following soil structure:

- 0-0.6 m topsoil material;
- 0.6 - 1.5 very soft clay material; and
- 1.5 m - 1.8 m harder clay.

Trench started to collapse, water entering the base of the trench.



LEGEND

- TEST PIT LOCATION TP#
- PROPOSED DRAIN LOCATION & DIRECTION
- EXISTING DRAIN LOCATION & DIRECTION
- PROPOSED STRUCTURE
- WETLAND AREA

Figure Title
MINTO DRAIN 121 INVESTIGATION
 SOIL TEST PIT LOCATIONS

Client
TOWN OF MINTO

Drawn CC	Checked EP	Date 24/06/25	Figure No. 1
Scale 1:6000	Project No. 300054764.2000		





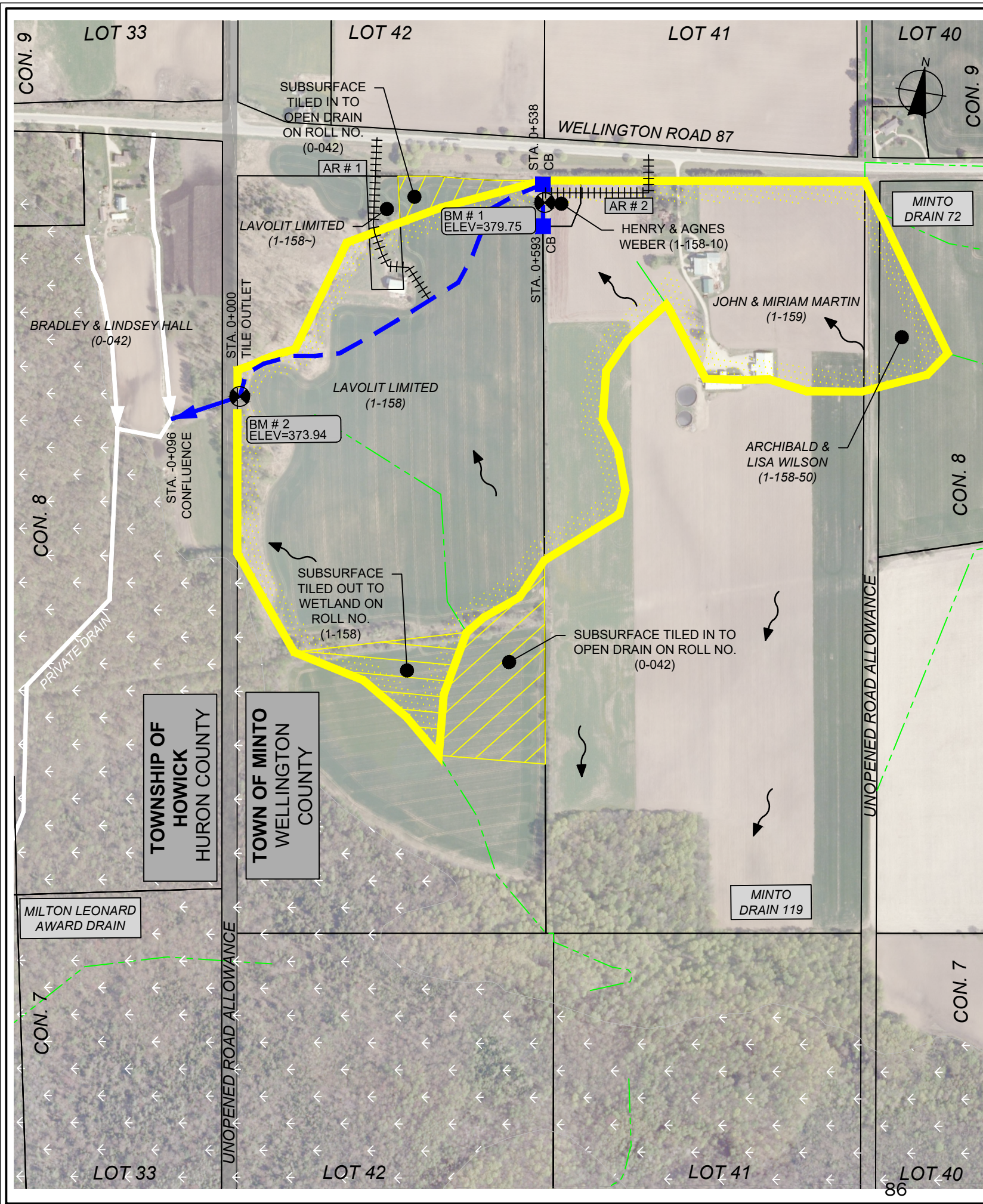
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Appendix H

Drawings

Plan	1 of 4
Profile	2 of 4
Details and Notes	3 of 4
CB Details	4 of 4

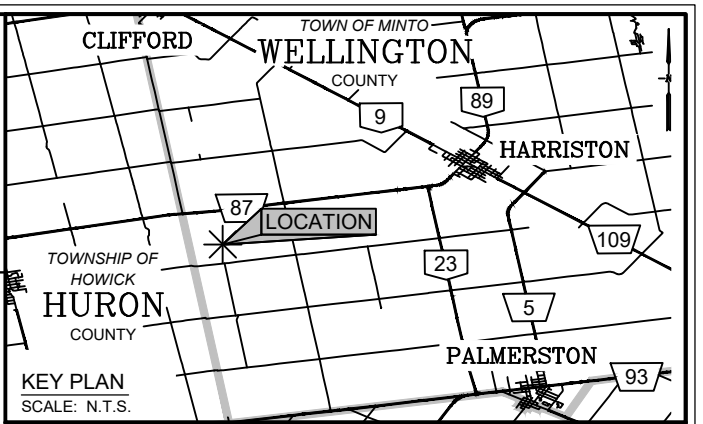


BENCHMARKS

BENCHMARK #1 NAIL IN WOODEN FENCE POST.	ELEVATION = 379.75m
BENCHMARK #2 TOP OF EXISTING 300 mm HPDE TILE OUTLET	ELEVATION = 373.94m

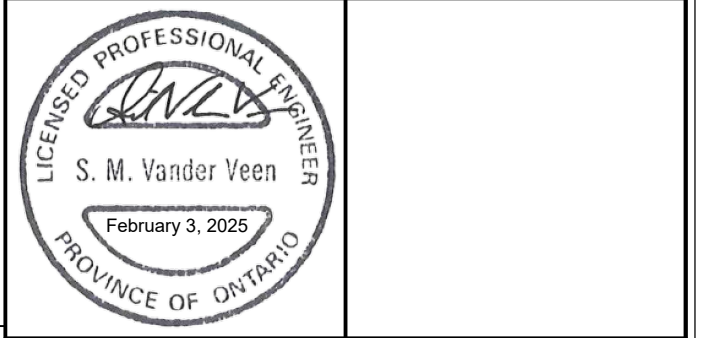
LEGEND

WATERSHED BOUNDARY	
SUB WATERSHED BOUNDARY	
DRAIN LOCATION & DIRECTION	
OPEN DRAIN	
CLOSED DRAIN	
BENCHMARK NUMBER	
BENCHMARK LOCATION	
DESC.	
PROPOSED STRUCTURE	
ACCESS ROUTE	
ROLL NUMBER	
(1-234)	
SHARED ROLL NUMBER	
WETLAND AREA	
SURFACE FLOW DIRECTION	



Notes

1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.
4. All property lines are approximate and for information purposes only.



No.	Issue / Revision	Date	Auth.
0	ISSUED FOR INFO MEETING	2024/01/30	GN
1	ISSUED FOR ENGINEERS REPORT	2025/02/03	GN

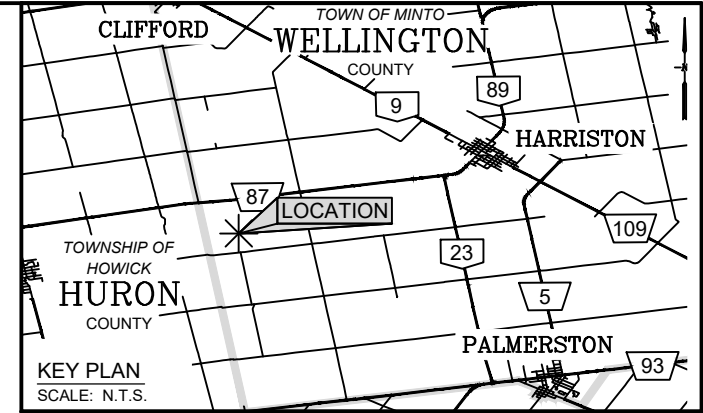
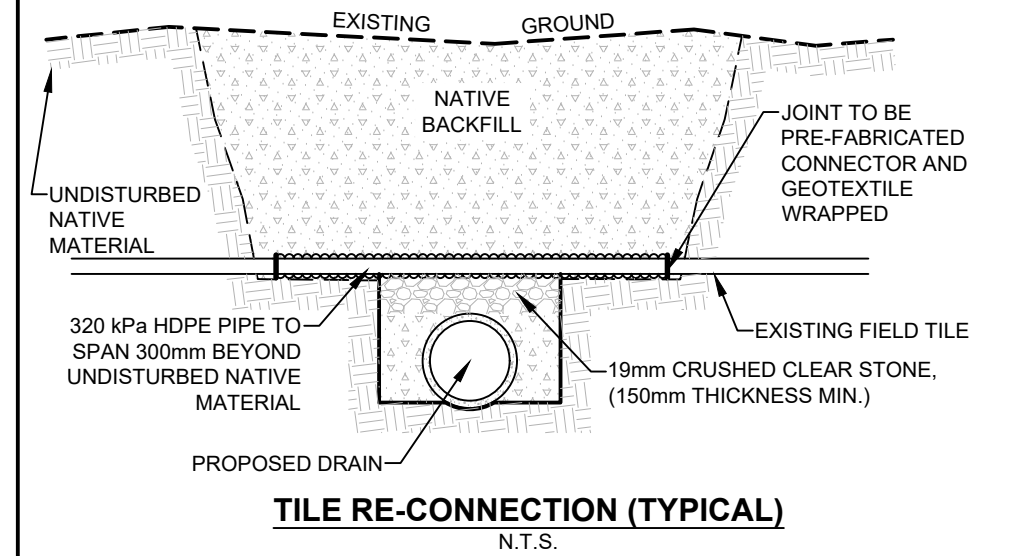
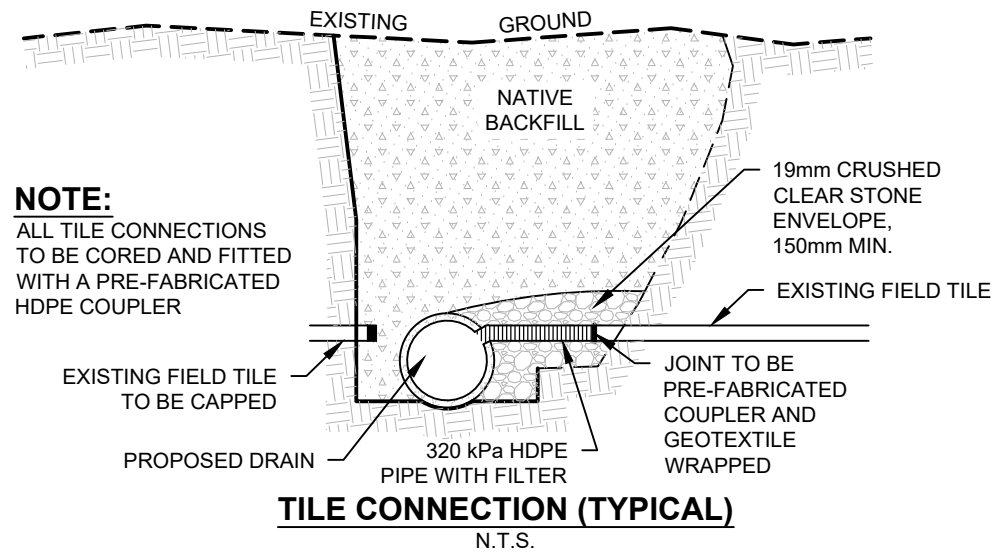
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 web www.rjburnside.com

Client
TOWN OF MINTO
 5941 HIGHWAY 89
 HARRISTON, ONTARIO
 N0G 1Z0

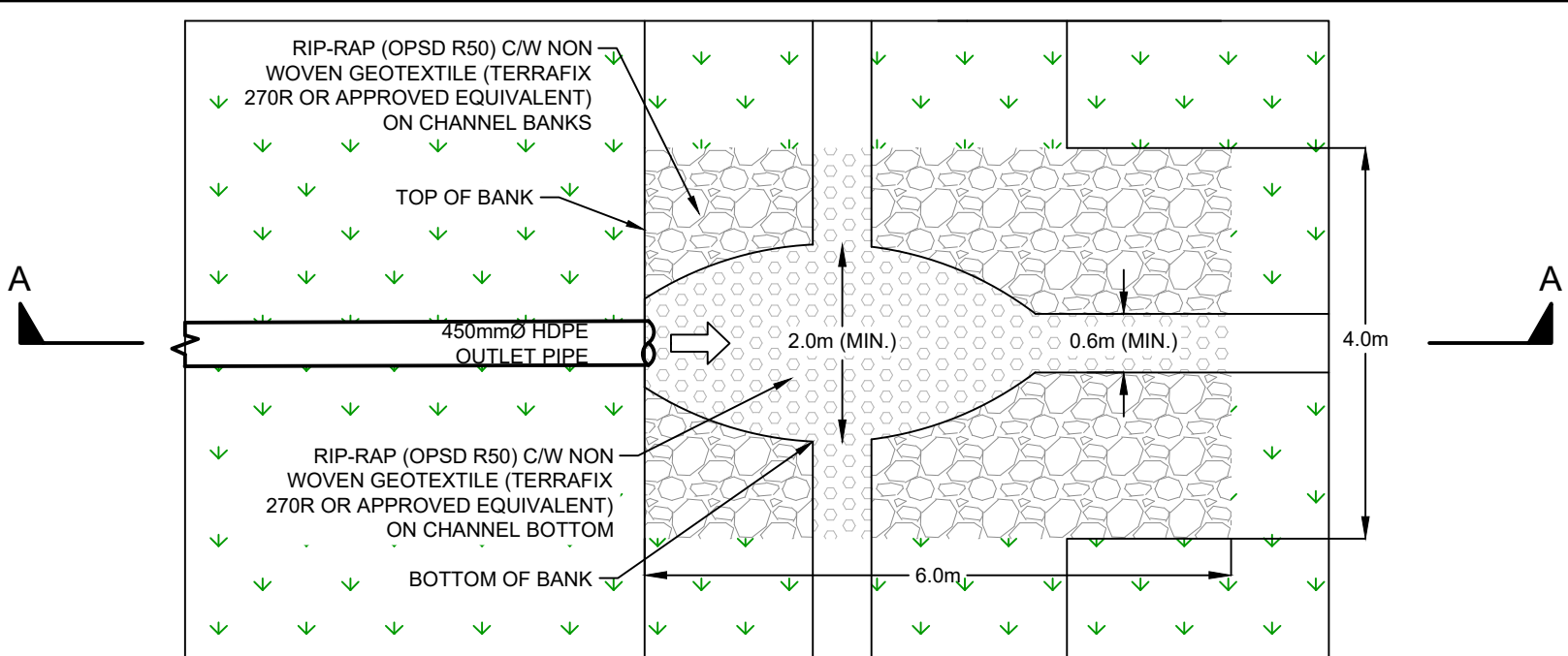
Drawing Title
MUNICIPAL DRAIN
 MINTO DRAIN 121 PLAN

Drawn EP	Checked GN	Date 2024/01/30	Drawing No. 10F4
Scale 1:6000	Project No. 300054764.3000		



Notes

1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.



PIPE NOTES:

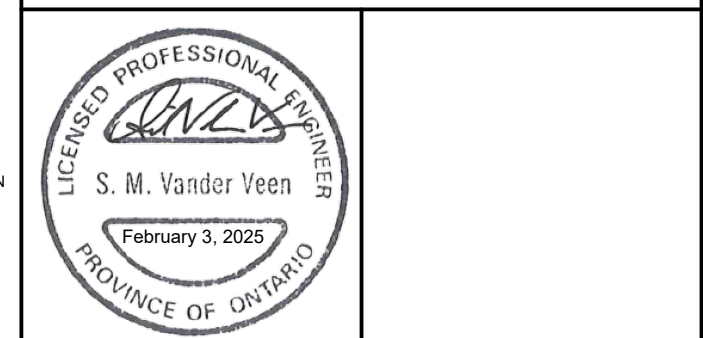
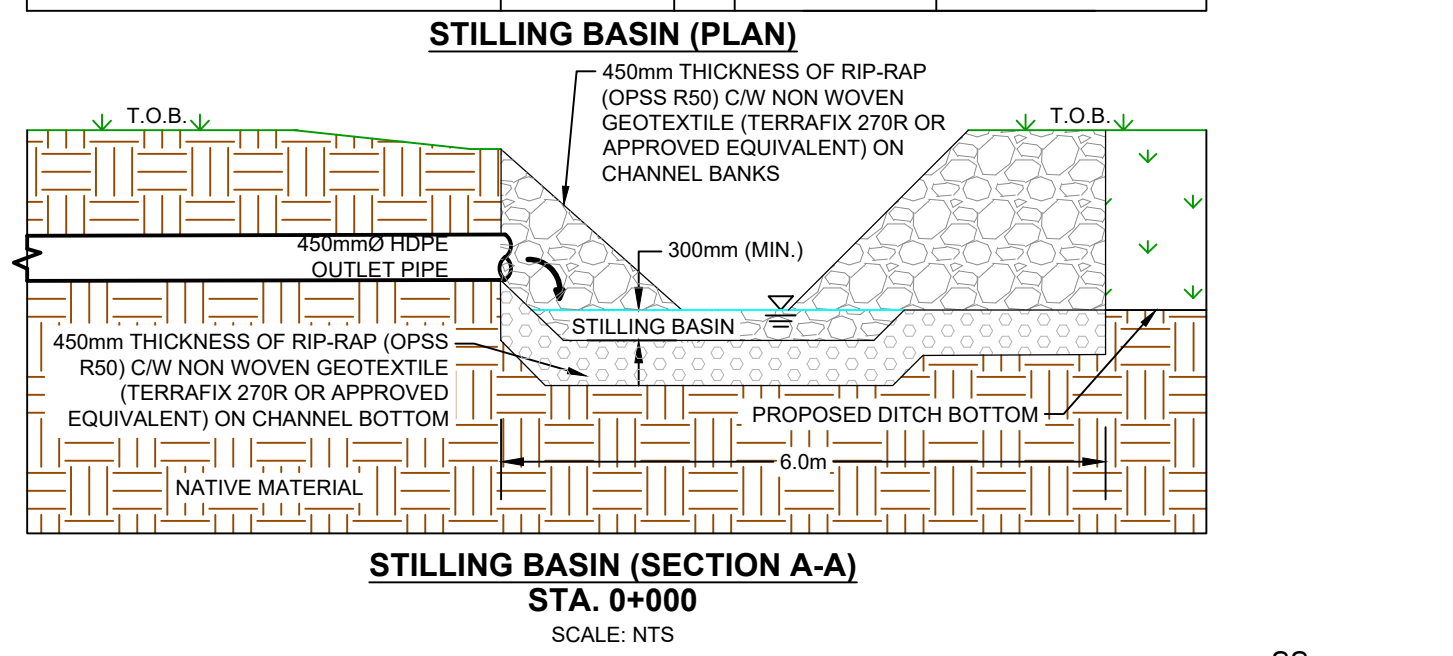
1. ALL PIPE AND PIPE WORKS SHALL CONFORM TO THE GENERAL SPECIFICATIONS.
2. ALL CONCRETE DRAINAGE TILE (CDT) SHALL BE NON-REINFORCED 20000 RATED, OR APPROVED EQUAL.
3. ALL HIGH DENSITY POLYETHYLENE (HDPE) PIPE SHALL BE DUAL-WALL, 320 KPA PIPE STIFFNESS, OR APPROVED EQUAL.
4. ALL OUTLET PIPES SHALL BE CORRUGATED STEEL PIPE (CSP) OR HIGH DENSITY POLYETHYLENE (HDPE).
5. HDPE OUTLET PIPES SHALL BE THE SAME DIAMETER AS THE LAST SECTION OF TILE, COMPLETE WITH A BELL CONNECTION TO FIT AROUND THE PIPE. THIS CONNECTION SHALL BE GEOTEXTILE WRAPPED.
6. ALL OUTLET PIPES SHALL HAVE A RODENT GRATE AND HAVE RIP-RAP PROTECTION.

CHANNEL NOTES:

1. ALL CHANNEL WORKS SHALL BE IN ACCORDANCE WITH THE PROVIDED PROFILE, AND SPECIFICATIONS.
2. ALL CHANNEL WORKS SHALL CONFORM TO THE GENERAL SPECIFICATIONS.
3. ALL CHANNEL WORKS AND EXCAVATIONS SHALL CONFORM TO THE GOVERNING OPSS AND OPSD.
4. ACCESS TO THE CHANNEL AND WORKING SPACE SHALL BE EXECUTED IN ACCORDANCE WITH THE SPECIAL PROVISIONS.
5. SPOIL SHALL BE SPREAD ON THE DESIGNATED CHANNEL BANK, A MINIMUM OF 2m FROM THE TOP OF THE BANK, UNLESS OTHERWISE DIRECTED BY THE ENGINEER IN THE SPECIAL PROVISIONS OR AT THE TIME OF CONSTRUCTION.
6. ALL FUNCTIONING OUTLET PIPES AFFECTED BY THE EXCAVATION SHALL HAVE RIP-RAP EROSION PROTECTION (MINIMUM 2m²) PLACED BELOW THE OUTLET.
7. ALL WORKING OUTLET PIPES DAMAGED DURING THE EXCAVATION SHALL BE REPLACED SECURELY WITH CORRUGATED STEEL PIPE (CSP) OR HIGH DENSITY POLYETHYLENE (HDPE) TO THE SATISFACTION OF THE CONTRACT ADMINISTRATOR.
8. ALL WORKING OUTLET PIPES SHALL HAVE A RODENT GRATE.

STRUCTURE NOTES:

1. ANY VARIATION FROM THE ELEVATIONS AND DIMENSIONS OF THESE STRUCTURES MUST BE APPROVED BY THE ENGINEER.
2. STRUCTURES NOT MANUFACTURED AS SPECIFIED MAY BE REJECTED FOR USE AND SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
3. ALL ABOVE GRADE STRUCTURES SHALL HAVE A MINIMUM SUMP OF 300mm UNLESS OTHERWISE NOTED; BURIED STRUCTURES ARE NOT REQUIRED TO BE BENCHED.
4. ALL ABOVE GRADE STRUCTURES SHALL HAVE BIRDCAGE GRATES TO SUIT AND RIP-RAP C/W GEOTEXTILE UNDERLAY FOR ONE METRE AROUND THE STRUCTURE, UNLESS INDICATED OTHERWISE IN THE SPECIAL PROVISIONS.
5. ALL ABOVE GRADE STRUCTURES ARE TO HAVE POSTS AND MARKERS.
6. ALL GRATES AND COVERS SHALL BE FASTENED TO THE STRUCTURE IN AN APPROVED MANNER.
7. ALL STRUCTURES MUST HAVE KNOCK-OUTS IN THE SIDES NOT UTILIZED BY THE MUNICIPAL DRAIN TO ACCOMMODATE A 250mm DIA. HDPE PIPE SET 0.10m ABOVE THE OUTLET INVERT, UNLESS OTHERWISE NOTED. ALL KNOCK-OUTS MUST HAVE THEIR LOCATION IDENTIFIED ON THE INSIDE OF THE STRUCTURE.
8. ALL CONNECTIONS TO STRUCTURES MUST BE MADE USING RIGID PIPE WHICH MUST SPAN FROM THE STRUCTURE TO UNDISTURBED NATIVE SOIL.
9. ALL STRUCTURES SHALL BE CAST WITH A MINIMUM OF A 150mm HIGH RISER SECTION TO ALLOW FOR ADJUSTMENT OF THE TOP ELEVATION TO SUIT FIELD CONDITIONS.
10. A CATCHBASIN (CB, OR DICB) IS INTENDED TO TAKE ON SURFACE WATER, AN OBSERVATION BOX (OB) IS INTENDED FOR TILE CONNECTIONS AND TO SERVE AS AN OBSERVATION/INSPECTION POINT.



No.	Issue / Revision	Date	Auth.
0	ISSUED FOR INFO MEETING	2024/01/30	GN
1	ISSUED FOR ENGINEERS REPORT	2025/02/03	GN

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HARRISTON, ONTARIO
N0G 1Z0

Drawing Title
MUNICIPAL DRAIN

MINTO DRAIN 121 - DETAILS AND NOTES

Drawn	Checked	Date	Drawing No.
EP	GN	2024/01/30	30F4
Scale	Project No.		
AS SHOWN	300054764.3000		

STATION 0+538

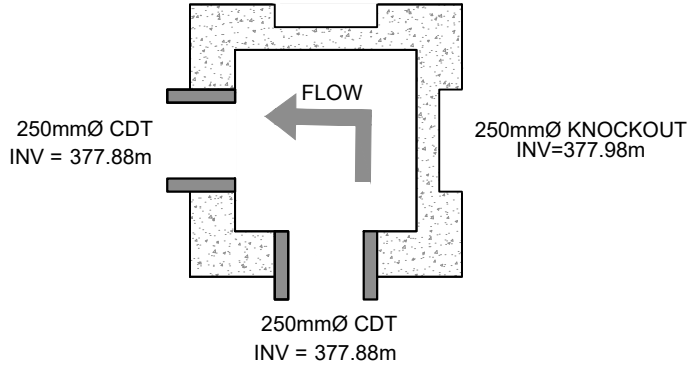
CB

600mmX600mm

TOP/LOW WALL ELEV = 378.90m

SUMP = 300mm

250mmØ KNOCKOUT
INV=377.98m



STATION 0+593

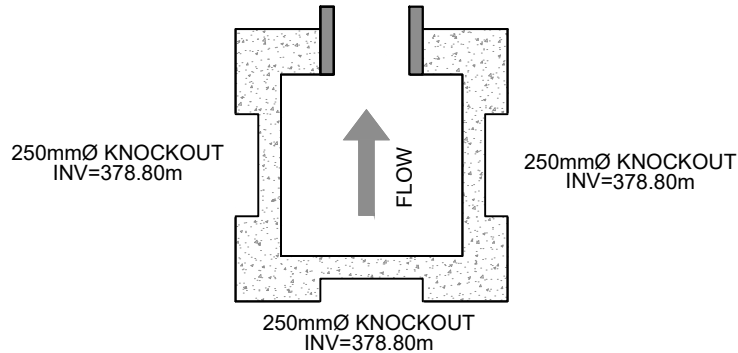
CB

600mmX600mm

TOP/LOW WALL ELEV = 380.30m

SUMP = 300mm

250mmØ CDT
INV = 378.70m



NOTES:

1. CATCH BASIN DETAILS ARE FOR INFORMATION PURPOSES ONLY.
2. THE CONTRACTOR HAS THE RESPONSIBILITY OF ENSURING THAT CONSTRUCTION IS CARRIED OUT ACCORDING TO THE CONTRACT SPECIFICATIONS AND DRAWINGS.
3. ALL KNOCKOUT ARE TO ACCOMMODATE DUAL-WALL HDPE (320kPa) PIPE OF THE SPECIFIED INNER DIAMETER.
4. THE CONCRETE PIPE SHOWN IS BASED ON 2000D PIPE DIMENSIONS.
5. ALL HDPE PIPE SHOWN IS BASED ON DUAL-WALL HDPE (320kPa) PIPE DIMENSIONS.



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Client

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HARRISTON, ONTARIO
N0G 1Z0

89

Drawing Title

MUNICIPAL DRAIN

MINTO DRAIN 121 - CB DETAILS

Drawn	Checked	Date	Drawing No.
LK	GN	2024/01/30	40F4
Scale	Project No.		
1:25	300054764		



**The Corporation of the Town of Minto
By-law No. 2025-011**

to provide for drainage works in the Town of Minto
known as Municipal Drain No. 121-2025

WHEREAS the Council of the Town of Minto has procured a report under Section 4 of the Drainage Act R.S.O. 1990 for a new municipal drainage works known as Municipal Drain No. 119:

WHEREAS a report prepared by RJ Burnside & Associates Limited of Wingham, Ontario dated February 3, 2025, has been filed with the Corporation of the Town of Minto.

WHEREAS the estimated total cost of constructing the drainage works is \$170,000.

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable:

NOW THEREFORE, the Council of the Town of Minto under the Drainage Act hereby enacts as follows:

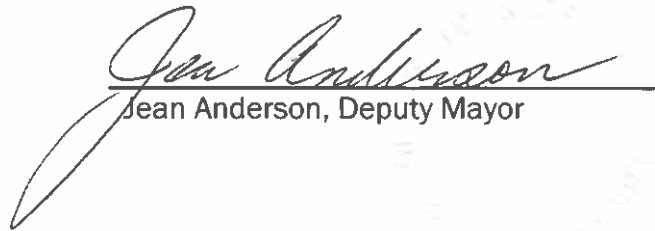
1. The report from RJ Burnside & Associates Limited of Wingham, Ontario dated February 3, 2025, is hereby provisionally adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. The following attachment is extracted from the Engineer's report and is hereby adopted and forms part of this by-law as Schedule "A" - Assessment of Costs
3. A special annual rate sufficient to recover the costs of the drainage works and associated interest costs shall be levied upon the lands as set forth in the attached Schedule "A" to be collected in the same manner and at the same time as other taxes are collected in each year for (5) five years after the passing of this by-law.
4. The Town of Minto may borrow on the credit of the Corporation the amount of \$170,000 being the amount necessary for construction of the drainage works. The Corporation may issue debentures for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the Act.
 - b) commuted payments made in respect of the lands and roads assessed within the Municipality.
 - c) monies paid under Subsection 61 (3) of the Act; and
 - d) monies assessed in and payable by another municipality, and such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the lender on the date of sale of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in Schedule "A" attached to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this By-law.
 - a) For paying the amount assessed upon the landowners in accordance with the schedule of Assessment as provided in the report, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon each of the assessed owners, to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments over \$1,000.00 will automatically be placed on the tax roll without further notification unless the Treasurer is contacted by the owner to have the amount debentured for five years at the going rate.
7. All assessments of \$1,000.00 or less are payable in the first year in which the assessment is imposed or will automatically be placed on the tax roll without further notification.

8. The Treasurer and Collector of taxes are hereby authorized to accept part payment, from time to time, on account of any taxes due and to give a receipt for such payment provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under this Clause hereof in respect of nonpayment of any taxes or any class of taxes or of any installment thereof.

9. In respect to the payment of taxes by tenants of lands owned by the Crown or in which the Crown has an interest provision is hereby provided that where any such tenant has been employed either within or outside the municipality by the same employer for not less than thirty (30) days such employer shall pay over to the Treasurer or Collector on demand out of any wages, salary or other remuneration due to such employee the amount then payable for taxes under this By-law and any such payment shall relieve the employer from any liability to the employee for the amount so paid.

10. This by-law shall come into force and effect upon the third and final reading and may be cited as "Municipal Drain No. 121-2025 By-law, 2025-011"

Read a first and second time and provisionally adopted in open Council this 4th day of March, 2025.


Jean Anderson, Deputy Mayor


Annilene McRobb, Clerk

Read a third time and passed in open Council this day of 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk



ASSESSMENTS for CONSTRUCTION
 MINTO DRAIN 121

Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Benefit Asses't (Sect.22)	Outlet Asses't (Sect.23)	Totals	Less 1/3 Grant	Less Allowances	Net Assessment
8	33	Bradley and Lindsey Hall	0-042	0.00	\$ 2,980	\$ -	\$ 2,980	\$ 993	\$ 3,800	\$ (1,813)
8	42	Lavoit Limited	1-158~	0.34	\$ -	\$ 290	\$ 290	\$ -	\$ -	\$ 290
8	42	Lavoit Limited	1-158	24.48	\$ 13,270	\$ 15,340	\$ 28,610	\$ 9,537	\$ 17,800	\$ 1,273
8	Pt. 41	Henry and Agnes Weber	1-158-10	0.29	\$ 1,470	\$ 1,990	\$ 3,460	\$ -	\$ 1,600	\$ 1,860
8	41	John and Miriam Martin	1-159	12.39	\$ 22,230	\$ 98,640	\$ 120,870	\$ 40,290	\$ 1,200	\$ 79,380
8	40	Archibald and Lisa Wilson	1-158-50	1.13	\$ -	\$ 7,740	\$ 7,740	\$ 2,580	\$ -	\$ 5,160
TOTAL ON LANDS				38.63	\$ 39,950	\$ 124,000	\$ 163,950	\$ 53,400	\$ 24,400	\$ 86,150
Roads										
Unopened Road (Between Lot 40&41)				0.51	\$ -	\$ 3,490	\$ 3,490	\$ -	\$ -	\$ 3,490
Unopened Road (Howick Minto Townline)				0.00	\$ 1,280	\$ -	\$ 1,280	\$ -	\$ -	\$ 1,280
Unopened Road (Howick Minto Townline)				0.00	\$ 1,280	\$ -	\$ 1,280	\$ -	\$ -	\$ 1,280
TOTAL ON ROADS				0.51	\$ 2,560	\$ 3,490	\$ 6,050	\$ -	\$ -	\$ 6,050
ALL LANDS AND ROADS				39.14	\$ 42,510	\$ 127,490	\$ 170,000	\$ 53,400	\$ 24,400	\$ 92,200

Notes:
 (1) It is presumed that all private lands are Agricultural within the meaning of the Drainage Act except properties denoted with *
 (2) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFRA grant under ADIP policies as eligibility has not been confirmed as part of the preparation of this report.
 (3) A possible severance on Roll No. 1-158 was ongoing at the time of the report. The proposed parcel was denoted with ~. Should this severance be rejected or incomplete at time of construction the assessment will revert back to Roll No. 1-158



THE COUNCIL OF THE TOWN OF MINTO
Committee of Adjustment - Public Hearing Agenda

Tuesday, April 8th, 2025
3:00 p.m.

1. Chair Turton to call the Public Hearing to order and state:

“Any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same.”

2. Chair Turton to state:

“The Public Hearing is to consider Minor Variance Application: MV-2025-02 – Andrew Bauman”

3. Chair Turton to call on Secretary-Treasurer McRobb.

4. Secretary-Treasurer McRobb to state the following information:

Location

The property subject to the proposed Minor Variance application is legally described as CON D PT LOT 111 RP 60R2487; PART 1 and is municipally known as 8803 1st Line in the Town of Minto. The subject property is approximately 1.61 ha (4 ac).

Purpose & Effect

The purpose and effect of this Minor Variance application is to seek relief from the maximum ground floor area requirements for accessory buildings and structures in order to build a four-season greenhouse. Clause 8.5.2.8 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, specifies a maximum ground floor area of 3,350 ft² (311.72 m²); however, a ground floor area of 6,256 ft² (581.76 m²) is proposed. Additional relief may be considered at this meeting.

Notices

The Notices were mailed to the property owners within 200 feet or 60 meters of the subject property as well as the applicable agencies on March 18th, 2025 and posted on the subject property on March 18th, 2025.

Reports/Comments

The following reports/comments were received and attached for Council to review:

- Sama Haghighi, Planning Coordinator
- Asavari Jadhav-Admane, Planner; Wellington County

5. Secretary-Treasurer McRobb to advise the Committee of any speakers registered to participate

in the Public Hearing.

6. Chair Turton to call on the Town of Minto's Director of Building and Planning Services to provide comments.
7. Chair Turton to call on the owner/applicant to provide comments.
8. Chair Turton to request any persons wishing to speak to the application to come forward.
9. Chair Turton to ask for any questions by the Committee.
10. Chair Turton to call on the owner/applicant for any response or rebuttal.
11. Secretary-Treasurer McRobb provides resolution(s) for the Committee to consider. Upon a resolution being carried or defeated; the Notice of Decision of the Committee of Adjustment is to be signed by all members of the Committee of Adjustment in favour of the decision.
12. Chair Turton to state:

"Anyone wishing to receive a copy of the Notice of Decision of the Committee of Adjustment in respect to the Minor Variance application, must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at annilene@town.minto.on.ca"
13. Chair Turton to officially adjourn the Public Hearing.



TOWN OF MINTO

MEETING DATE: April 8th, 2025
REPORT TO: Committee of Adjustment
SERVICE AREA: Building Department
SUBJECT: PLN 2025-002 – Minor Variance: MV 2025-02 – Andrew Bauman
 8803 1st LI, Palmerston

RECOMMENDATION

THAT the Committee of Adjustment hereby receives report PLN 2025-002 Minor Variance: MV 2025-02 – Andrew Bauman, legally described as CON D PT LOT 111 RP 60R2487; PART 1, and is municipally known as 8803 1st LI, Town of Minto, prepared by the Planning Coordinator, for information purposes;

AND FURTHER THAT the Committee of Adjustment considers approving the application.

BACKGROUND

The subject property for the proposed Minor Variance has a municipal address of 8803 1st Line. The property is approximately 1.61 ha (4 acres) in size and currently contains an existing single-family detached dwelling with a detached garage in the Agricultural Zone.

Purpose & Effect

The property owner is proposing a 581.29 m² (6256 ft²) four-season, zero-energy greenhouse to grow fruits for local retail outlets. The proposal requests relief for a maximum accessory building area of 320.52 m² (3450 ft²), while 581.29 m² (6256 ft²) is proposed. The greenhouse will be initially built at 278.71 m² (3000 ft²) and later expanded to 581.29 m² (6256 ft²).

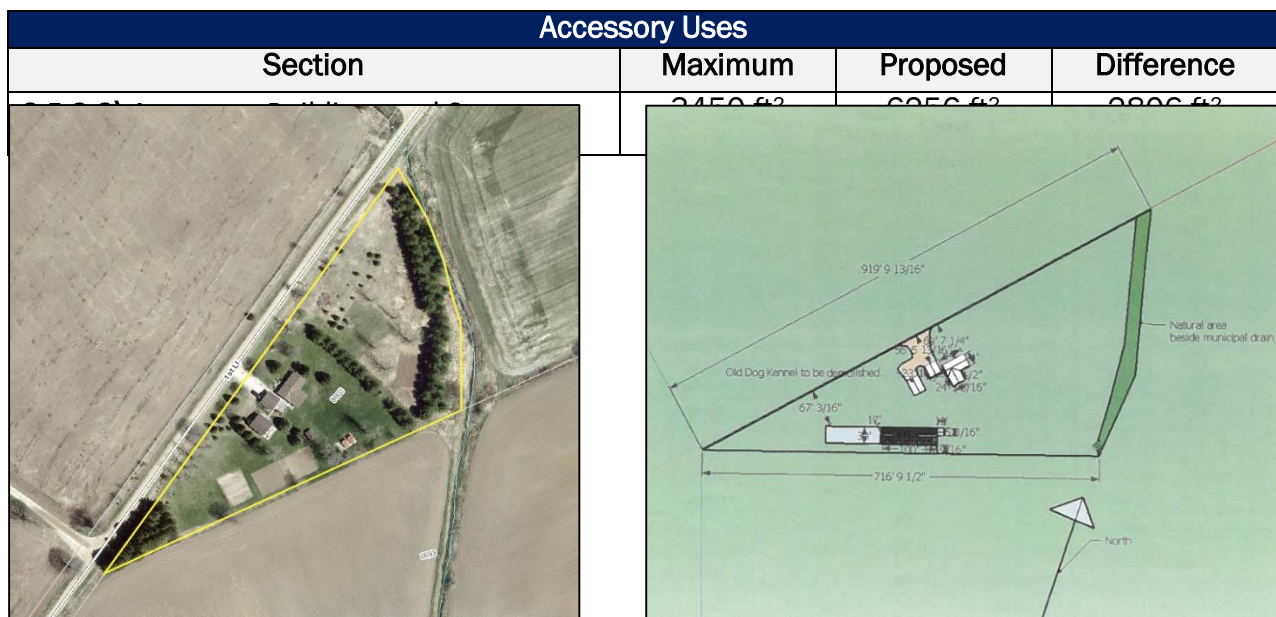


Figure 1 – Aerial Photo

Source: Wellington County GIS (2020)

Figure 2 – Site Plan

COMMENTS

Town Staff, Wellington County's Planning Department, property owners within 60m (200 ft) of the subject property, and any other agencies required by the *Planning Act* have been circulated the application for review and the following comments were received.

Wellington County's Planning Department

The County has reviewed the application and have indicated their understanding of the relief being requested and note they have no concerns with recommending the requested relief be approved.

Town of Minto Staff

Town staff are satisfied that the proposed relief meets the four tests of the Minor Variance and recommend that the relief be approved.

Minor Variance Four Tests

When the Committee of Adjustment is considering a Minor Variance application, Section 45(1) of the *Planning Act* must be applied to determine if the Minor Variance should be approved. The four tests are as follows:

Criteria	Response
Is the application minor in nature?	Yes, the applicant is requesting minor relief to the maximum accessory building area to build a greenhouse on the subject property.
Is it desirable for the appropriate development or use of the land, building, or structure?	Yes, the proposed greenhouse is desirable as it supports sustainable agricultural development and local fruit production for retail outlets.
Is it in keeping with the general intent and purpose of the Zoning By-law?	Yes, the proposed greenhouse complies with the Zoning By-law, as it aligns with the agricultural use permitted within the Agricultural Zone.
Is it in keeping with the general intent and purpose of the Official Plan?	Yes, the proposed zoning relief is permitted within the current Official Plan policies,

No additional comments or concerns were raised by Town staff or by external agencies. No additional formal written submissions, or registrations to attend the Public Hearing, were received prior to the submission of this report.

STRATEGIC PLAN

N/A

PREPARED BY: Sama Haghighi, Planning Coordinator

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



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
Aldo Salis, BES, M.Sc. MCIP, RPP., DIRECTOR
TEL: (519) 837-2600
FAX: (519) 823-1694
1-800-663-0750

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

March 26th, 2025

BY E-MAIL

Annilene McRobb, Clerk
Committee of Adjustment
Town of Minto Committee of Adjustment
5941 Highway 89
Harriston, ON N0G 1Z0

Dear Ms. McRobb:

**Re: Notice of Complete Application & Public Meeting Notice
Proposed Minor Variance – MV 2025-02
Andrew Bauman
8803 1st Line
Concession D Part Lot 111 RP 60R2487; PART 1, Minto**

Thank you for circulating the above noted application to our office. We have not offered the comments on how the application meets the “four tests” of a minor variance, for the Committees consideration as we understand that Town staff will be addressing that requirement. Please not that these comments are offered without the benefit of a site visit.

It is our understanding that relief is being requested from Zoning By-law No. 01-86, Section 8.5.2.8:

- To permit a maximum ground floor area of 581.76 m² (6,256 ft²) for an accessory structure, whereas the by-law requires a maximum of 311.75 m² (3,350 ft²)

The subject property is designated as PRIME AGRICULTURAL and CORE GREENLANDS within the County Official Plan. Identified features include Maitland valley Conservation Authority (MVCA) Regulated Hazard lands. Planning staff note that the proposed variance is to facilitate construction of a four seasoned greenhouse. We also note that the proposed accessory structure is proposed to be utilized for an agricultural use to grow fruits and vegetables, which is permitted in the Prime Agricultural designation.

Overall, planning staff have no concerns on the application related to the County Official Plan. any comments received form MVCA should be considered. I trust that these comments will be of assistance to the Committee. We would appreciate a copy of the Committee’s decision with respect to this application.

Yours truly,

Asavari Jadhav-Admane
Planner

**NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2025-02 Minor Variance – s.45(1)**

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Andrew Bauman
PROPERTY ADDRESS: 8803 1st Line
LOCATION OF PROPERTY: CON D PT LOT 111 RP 60R2487; PART 1

The purpose and effect of this Minor Variance application is to seek relief from the maximum ground floor area requirements for accessory buildings and structures in order to build a four-season greenhouse. Clause 8.5.2.8 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, specifies a maximum ground floor area of 3,350 ft² (311.72 m²); however, a ground floor area of 6,256 ft² (581.76 m²) is proposed.

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained or, in the case of a change in the use of property which is lawfully non-conforming under the By-law, as to whether or not this application has met the requirements of subsection 45(2) of *The Planning Act*, concur in the following decision and reasons for decision made on the 8th day of April 2025.

DECISION: Approves The application by Andrew Bauman for the property legally described as CON D PT LOT 111 RP 60R2487; PART 1 and is municipally known as 8803 1st Line in the Town of Minto, is seeking relief from Clause 8.5.2.8 to permit a maximum accessory building area of 581.76 m².

CONDITIONS: N/A

REASONS FOR DECISION: The Committee believing the request to be minor and desirable for the appropriate development of the lands and maintains the intent and purpose of the Official Plan and Zoning By-law, has approved the application.

A brief explanation of the effect, if any that the written and oral submissions had on the decision:

Town of Minto staff comments.
Wellington County Planner comments.

Signature of member

Signature of member

Signature of member

Signature of member

Signature of member

Signature of member

Chair

Appeal – The last date for filing a notice of appeal of this decision is April 28th, 2025. Any such appeal must be filed with the Secretary-Treasurer of the Committee and must set out the objection to the decision and the reasons in support of the objection and must be accompanied by the fee required by the Ontario Land Tribunal. For more information about appeal rights, please contact the Secretary-Treasurer at the Municipal Office.

Amount of Fee payable on appeal is \$400.00.

Other applications – If known, indicate if the subject land is the subject of an application under the Act for:

Application Type	File Number	Status
Plan of Subdivision (Section 51)		
Consent (Section 53)		
Previous application (Section 45)		

CERTIFICATION

I, Annilene McRobb, certify that the information included herein is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 8th day of April, 2025.

Signature of Secretary-Treasurer

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2025-02 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Andrew Bauman
PROPERTY ADDRESS: 8803 1st Line
LOCATION OF PROPERTY: CON D PT LOT 111 RP 60R2487; PART 1

The purpose and effect of this Minor Variance application is to seek relief from the maximum ground floor area requirements for accessory buildings and structures in order to build a four-season greenhouse. Clause 8.5.2.8 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, specifies a maximum ground floor area of 3,350 ft² (311.72 m²); however, a ground floor area of 6,256 ft² (581.76 m²) is proposed.

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained or, in the case of a change in the use of property which is lawfully non-conforming under the By-law, as to whether or not this application has met the requirements of subsection 45(2) of *The Planning Act*, concur in the following decision and reasons for decision made on the 8th day of April 2025.

DECISION: **Denies** The application by Andrew Bauman for the property legally described as CON D PT LOT 111 RP 60R2487; PART 1 and is municipally known as 8803 1st Line in the Town of Minto, is seeking relief from Clause 8.5.2.8 to permit a maximum accessory building area of 581.76 m².

CONDITIONS: N/A

REASONS FOR DECISION: The Committee believing the request not to be minor or desirable for the appropriate development of the lands and does not maintain the intent and purpose of the Official Plan and Zoning By-law, has denied the application.

A brief explanation of the effect, if any that the written and oral submissions had on the decision:
Town of Minto staff comments.
Wellington County Planner comments.

Signature of member

Signature of member

Signature of member

Signature of member

Signature of member

Signature of member

Chair

Appeal – The last date for filing a notice of appeal of this decision is April 28th, 2025. Any such appeal must be filed with the Secretary-Treasurer of the Committee and must set out the objection to the decision and the reasons in support of the objection and must be accompanied by the fee required by the Ontario Land Tribunal. For more information about appeal rights, please contact the Secretary-Treasurer at the Municipal Office.

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Other applications – If known, indicate if the subject land is the subject of an application under the Act for:

Application Type	File Number	Status
Plan of Subdivision (Section 51)		
Consent (Section 53)		
Previous application (Section 45)		

CERTIFICATION

I, Annilene McRobb, certify that the information included herein is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 8th day of April, 2025.

Signature of Secretary-Treasurer

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

[Home](#) / [Government](#) / [Agendas and Minutes](#)

Delegation Request

Updated: Jan 17, 2025

The Town of Minto encourages your input. If you or your group wishes to speak about a certain topic at Council, please fill out the form below no later than 12:00pm on the Wednesday preceding the Council meeting.

As per Section 6.5 of our Procedural By-Law, delegations are permitted to address Council for not more than 10 minutes.

Name *

BEN. CRISCI

Email Address *

Phone Number *

Address

Address 1 *

31 ELORA ST MINTO

HARRISTON ONT

City

HARRISTON

ZIP / Postal Code

State / Province

ONT

Date of Council Meeting *

APRIL 23RD 3 PM

[Privacy](#) - [Terms](#)

Group/Organization you represent, if applicable

[Empty text box]

Have you been in contact with any Minto staff in regard to your matter of interest? *

- Yes
- No

Have you been in contact with any member of Council with regard to your matter? *

- Yes
- No

General Nature of Delegation *

Water bill

Please describe what action or decision you are requesting of Council.

Requesting Council to discount last water bill of \$1760.99 as pipes froze.

Upload Files

Choose Files	No file chosen
--------------	----------------

Acknowledgement *

- I acknowledge my name and meeting materials will be made public on the Town's website. I further acknowledge all meetings are recorded and made available through YouTube and the Town's website.

Submit

About

Minto is a municipality in Midwestern Ontario, Canada on the Maitland River in northern Wellington County. Minto consists of Harriston, Palmerston, Clifford & surrounding areas.





March 27, 2025

The Honourable Arif Virani
Minister of Justice
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Virani:

RE: Motion to amend prior motion presented to Regional Council on February 26, 2025, re: Banning the Nazi Swastika in Canada, to remove references to "Swastika" from the motion and replace them with "Nazi symbols of hate", Our File: C00

**The Regional
Municipality of
Durham**

Corporate Services
Department –
Legislative Services
Division

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102

durham.ca

**Alexander Harras
M.P.A.
Director of
Legislative Services
& Regional Clerk**

As a follow-up to our previous correspondence sent on February 28, 2025, please be advised that the Council of the Region of Durham, at its meeting held on March 26, 2025, adopted the following recommendations of the Finance & Administration Committee:

- A) That subject to a 2/3rds majority vote, the resolution with respect to Banning the Nazi Swastika in Canada, adopted at the February 26, 2025 Regional Council meeting, be reconsidered; and
- B) That subject to Part A) being approved, that the resolution be amended to replace all references to Nazi swastika(s) with the words "Nazi symbols of hate", and make any necessary associated grammatical revisions.

For your reference, the resolution now reads as follows:

"Whereas in recent years, Nazi iconography has surfaced with alarming frequency in the public sphere, used by an increasing number of groups and individuals to promote hate and instill fear within Canadian society; and

Whereas since the atrocities of WWII, the Nazi hakenkreuze, has become universally synonymous with systematic violence, terror and hate. Its growing presence in our country poses a threat to every single Canadian citizen, undermining the core values of equality, diversity, and inclusion that define our nation, and

Whereas eighteen countries have already taken action to ban these symbols, it is imperative that Canada follow suit;

Therefore be it resolved, that Durham Region Council supports B’Nai Brith’s call to the Government of Canada to pass legislation banning, with exceptions for certain educational and artistic purposes, the public display of Nazi symbols of hate and iconography, including the Nazi hakenkreuze. Specifically, demanding that the Government of Canada immediately:

1. Ban the Nazi hakenkreuze
2. Ban all Nazi symbols of hate and iconography

Durham Region Council agrees that the people of Canada are counting on the federal government to ensure a future free from hate, where every Canadian is protected, valued, and respected; and

That a copy of this motion is sent to all Canadian Municipalities.”

Alexander Harras

Alexander Harras, M.P.A.
Director of Legislative Services & Regional Clerk
AH/tf

c: B’nai Brith Canada
All Canadian Municipalities



SPRING 2025



CSGW NEWS

CRIME STOPPERS
GUELPH WELLINGTON
1-800-222-TIPS (8477)
www.csgw.tips

LIGHTS & SIRENS FUNDRAISER

THIS SATURDAY! MARCH 22nd at the **Jefferson Elora Community Centre**, 29 David Street West, Elora. The CW Fire Rescue and Wellington County OPP are back together for another round of friendly hockey. Game time 2:30pm. Family skate is offered ahead of the game at 1:30pm. CSGW reps will be on hand and running a 50/50 draw!

TRIVIA NIGHT

Come out for a fun night of Trivia on **FRIDAY APRIL 4th** at the **GrandWay Events Centre in Elora**. Doors open at 6:30pm. Trivia starts at 7:00pm and ends at 9:00pm. 19+ event. GrandWay menu and bar will be open for purchase throughout the evening. CSGW will also be running a 50/50 draw. Book your team of 2 or 4 - you could even win a prize! \$25/pp

Tickets must be purchased in advance at:
<https://www.tickettailor.com/events/thegrandway/1586419>

SPRING MULCH SALES

Our annual DRIVE THRU mulch sale will be taking place on **SATURDAY MAY 10th** – in **PARTNERSHIP** with **Young’s Home Hardware**, at 525 Main Steet North in Mount Forest.

MAY IS MULCH MONTH at **JL’s Home Hardware** in Guelph. For every bag sold, JL’s HH will donate \$1 to CSGW. Offered at each of their three store locations.

★ Check our CSGW events calendar on our website at www.csgw.tips and follow our social media for further details as they become available!



CORNERSTONE AWARD

The CSGW Cornerstone Award recognizes an individual, business, or community organization that demonstrates outstanding support for the CSGW program.

This year’s award was presented at the January 8th 2025 CSGW Appreciation Dinner to **Elizabeth Kent, Executive Director of Victim Services Wellington**.



| Pictured above: Sarah Bowers-Peter-CSGW Program Coordinator, Liz Kent-Victim Services Wellington Executive Director, Dave Elloway-CSGW Chair |

Program STATS

Since inception from 1988 through February 2025

Tips.....	24,567
Arrests	1,619
Charges Laid.....	4,629
Property Recovered.....	\$10,647,426
Narcotics Seized	\$29,163,824
Authorized Rewards.....	\$189,945

WESTERN ONTARIO
WOWC
WARDENS CAUCUS

Tuesday, March 18, 2025

The Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
80 Wellington St
Ottawa, ON K1A 0A6
pm@pm.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, Ontario M7A 1A1
premier@ontario.ca

Dear Prime Minister Carney and Premier Ford,

On behalf of the Western Ontario Wardens' Caucus (WOWC), I want to thank you both for your strong leadership on behalf of Ontario and Canada through the continued uncertainty around tariffs and international trade.

The WOWC is a not-for-profit organization representing 15 upper and single-tier municipalities and 1.6 million constituents across rural Western Ontario, aiming to enhance the prosperity and overall well-being of rural and small communities across the region.

As Chair of the Western Ontario Wardens' Caucus (WOWC), I want to express our ongoing support for the Governments of Ontario and Canada as you work to navigate the challenges posed by tariffs, inter-provincial trade barriers, and other trade restrictions.

Western Ontario's economy is closely linked to trade, particularly with the United States, but also within Canada. Economists highlight that sectors most vulnerable to the imposition of tariffs and trade barriers—potentially leading to layoffs or significant economic challenges—include automotive, construction, energy, agriculture, and consumer goods. In terms of industry GDP, manufacturing, wholesale trade, and transportation and warehousing are expected to be among the most affected industries.

Regional export data, defined as both domestic and international exports outside of Western Ontario, is available through Lightcast Analyst. Western Ontario's exports outside of the region totaled over \$226 billion in 2022. Exports outside the Western Ontario region in the largest industry, manufacturing, totaled close to \$145 billion in 2022, representing 64% of total regional exports. Tariffs on agriculture and food also present substantial risks to the regional economy. This industry accounts for nearly \$12 billion in goods in regional exports.

The WOWC recognizes that trade barriers—whether international or inter-provincial—create significant challenges for industries that are vital to our region's economic stability, job

WESTERN ONTARIO
WOWC
WARDENS CAUCUS

creation, and long-term prosperity. Restrictions on the movement of goods, services, and labour between provinces can hinder economic growth, increase costs for businesses, and limit opportunities for rural communities. Addressing these inter-provincial trade barriers is crucial to ensuring that businesses in Western Ontario can compete effectively in the national and global marketplace.

The WOWC will remain a vocal advocate for solutions that protect our industries and communities, as we are committed to working with all levels of government to safeguard our region's economic future. As part of this commitment, the WOWC strongly supports efforts to develop and implement procurement policies that alleviate some of the financial and administrative burdens on municipalities. We recognize that municipalities are often constrained by procurement regulations that limit flexibility and increase costs. By collaborating with provincial and federal governments, we can work towards policies that streamline procurement, promote local economic development, and enhance the efficiency of public investments.

Western Ontario's strength comes from our ability to adapt and respond as a region, and the WOWC remains dedicated to partnering with all stakeholders to ensure our communities remain strong and resilient. We look forward to continued collaboration with both levels of government to address these pressing economic and trade-related challenges.

Sincerely,



Mayor Amy Martin
Chair, Western Ontario Wardens' Caucus
chair@wowc.ca

cc.

Hon. Lisa Thompson, Ontario Minister of Rural Affairs
Rebecca Bligh, President, Federation of Canadian Municipalities
Robin Jones, President, Association of Municipalities of Ontario
Christa Lowry, Chair, Rural Ontario Municipal Association
Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
Western Ontario MPs and MPPs
Western Ontario Wardens' Caucus Counties and Municipalities



Heart & Soul of Wellington

SENIORS' CENTRE *for* EXCELLENCE

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

519-638-1000

EDITION #59



April 2025



A Word from Helen

Canada is for the Birds, and Me!

Helen Edwards SCE Seniors' Health Services Coordinator hedwards@mapleton.ca



I know that I wrote in February, about the beauty of the winter, saying that “if you don’t enjoy snow, you will still have the same amount of snow, but less joy.” BUT COME ON! I didn’t mean it was okay to continually dump on us day after day, trying to break not only our spirit, but our backs too. Well Mother Nature it didn’t work!

As Canadians, our shared weather experiences bring us together to provide opportunities to commiserate. We like to talk about the weather and be reminded that it could be worse. We could live in ___. *Fill in the blank.* As Canadians we are nothing, if not resilient. We can, and will, weather all kinds of storms with grace and resolve.

Last month we featured a beautiful collage of gardens to show that deep beneath all that snow there is life! The other morning, I was out early with my dog. As I was standing there thinking “it is freezing out here,” I noticed that the birds were singing. A sure sign that spring is coming. As I shivered, I wondered what they were so happy about, but then I thought to myself “maybe they are glad to be in Canada, just like me!”

Helen  



Activities Spotlight



It’s Worth the Drive to Clifford – *The Haywards are Coming to Town!*

Come fill your tummy and tap your toes, all for **\$20**. Join friends and neighbours at the Clifford United Church for the SCE Dining Program on Wednesday, April 30th.

It’s good to get out, stretch your legs, and treat yourself to a great lunch and an afternoon of toe-tapping, live music. Sing along, play the spoons, or, if you really feel inclined, we’ll clear a spot for a two-step or two!





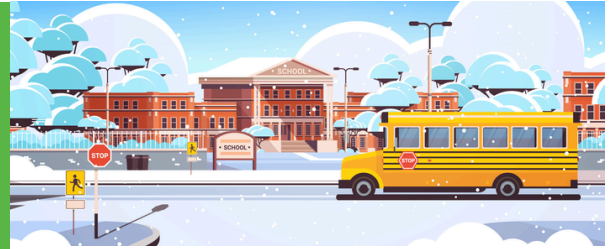
What do you get when you cross a bunny with an onion?



ANSWER

A bun-ion.

**Please note. In case of inclement weather, if school buses are not running in North Wellington, then our Dining and Coffee Programs will be cancelled, too.) Check here for updates about bus cancellations: <https://stwdsts.ca>*



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

DINING PROGRAM	DATE	TIME - COST	LOCATION	GUEST SPEAKER OR EVENT
Palmerston	WED. April 16	12 pm \$20	James St. United, Palmerston	Dale Franklin Organ & Tissue Donation
Harriston	THURS. April 24	12 pm \$20	Harriston United Church	Mike McGill WCMA Early Medicine practices in Wellington County
Clifford	WED. April 30	12 pm \$20	Clifford United Church	The Haywards Toe-Tapping Musical Entertainment



Drayton Walking Group, at the Drayton PMD Arena. Every Tuesday and Thursday from 8:30 to 10 a.m.



Join us for Coffee!



No need to register for Coffee Hours!

COFFEE PROGRAMS	DAY	TIME	LOCATION
MOOREFIELD COFFEE	April 2 & 16	10:30 am	Maryborough Community Centre, 15 Ball Avenue
DRAYTON COFFEE HOUR	April 3 & 17	10:30 am	Selah Centre 24 Wood St., Drayton





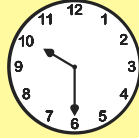
ZOOM with us!



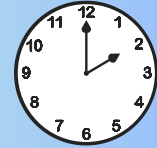
SENIORS' CENTRE *for* EXCELLENCE

To get on the ZOOM list, contact gbelec@mapleton.ca or call 519-638-1000

Tuesday



Thursday



April 1, 2025

Lyn Felkar

Raw Carrot Enterprise



April 3, 2025

Glynis Belec

Ovarian Cancer - The Silent Killer



April 8, 2025

Tracy Lee

Ancestrally Speaking from a Black perspective.



April 10, 2025

Ruth Linnen Reg. Psychotherapist

Aspects of PTSD (Part 1)



April 15, 2025

Juliana Van Osch R.D.

Cooking with Juliana



April 17, 2025

Leanne Andriessen

The Wedding Show



April 22, 2025

Ruth Linnen Reg. Psychotherapist

Aspects of PTSD (Part 2)



April 24, 2025

Danielle Hughes

Healthy Caregiving - LANGS WWSMP



Pet Corner



Herford, My Man!

Submitted by Helen Park



This is a story about a pet Nigerian billy goat named Herford. Herford is handsome as goats go; a red-coloured, fence-jumping young man.

He is at Nana's house because he could not be with his "girls" until the end of November. That way babies will not come until the beginning of May during warmer weather. Herford is with the sheep for now, which is not his idea of good living.



My Workplace Hazards - Polar Bears, Frostbite, Snowblindness

(with special guest, Andrew Fry)



Free Admission

No Need to Register



519-638-1000



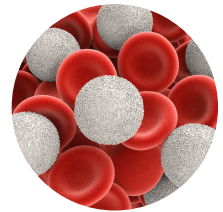
jbrown@mapleton.ca



Eating for Immunity

Submitted by Juliana Van Osch, Registered Dietitian. Mount Forest Family Health Team

As traditional flu season comes to an end, you can still support your body's natural defense mechanisms by including different immune boosting foods. Some ingredients and nutrients like garlic, ginger, turmeric, vitamin C, and zinc have been shown to have unique benefits that can help to keep you healthy all year long.



Garlic, for example, releases a compound, when crushed or sliced that helps white blood cells fight off colds. It also helps your body absorb zinc, another key nutrient for immunity. Plus, garlic adds delicious flavour to soups, stir-fries, pasta sauces, mashed potatoes, and more!

Ginger, a common root used in teas and soups, is known for its ability to calm the digestive system and fight off infections. Adding sliced ginger, honey, and lemon to a hot cup of water makes a delicious drink to soothe a sore throat or help with nausea.



Turmeric, often found in curries and soups, can help decrease inflammation and muscle soreness. Its key compound, curcumin, boosts immunity but needs black pepper to activate it, so be sure to use them together.

Vitamin C is a well-known immune booster and is commonly found in citrus fruits, leafy greens, and bell peppers. It helps your body fight infections and is a powerful antioxidant. This means vitamin C helps protect cells from damage and fights off harmful compounds.

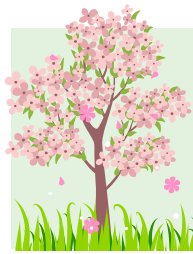


(Fun fact: Red bell peppers have more vitamin C than oranges! Try adding bell peppers to your next stir-fry).



Zinc, an essential mineral, plays an important role in maintaining a strong immune system. It helps with cell repair and wound healing. Zinc is commonly found in beef, chicken, seafood, beans, lentils, and nuts.

One delicious way to enjoy these immune-boosting ingredients is in a soup! Find the Carrot Apple Ginger Soup recipe on page 8 that contains a few of these foods and makes for a comforting soup that will keep your immune system strong!



Easter is meant to be a symbol of hope, renewal and new life.

Janine Di Giovanni

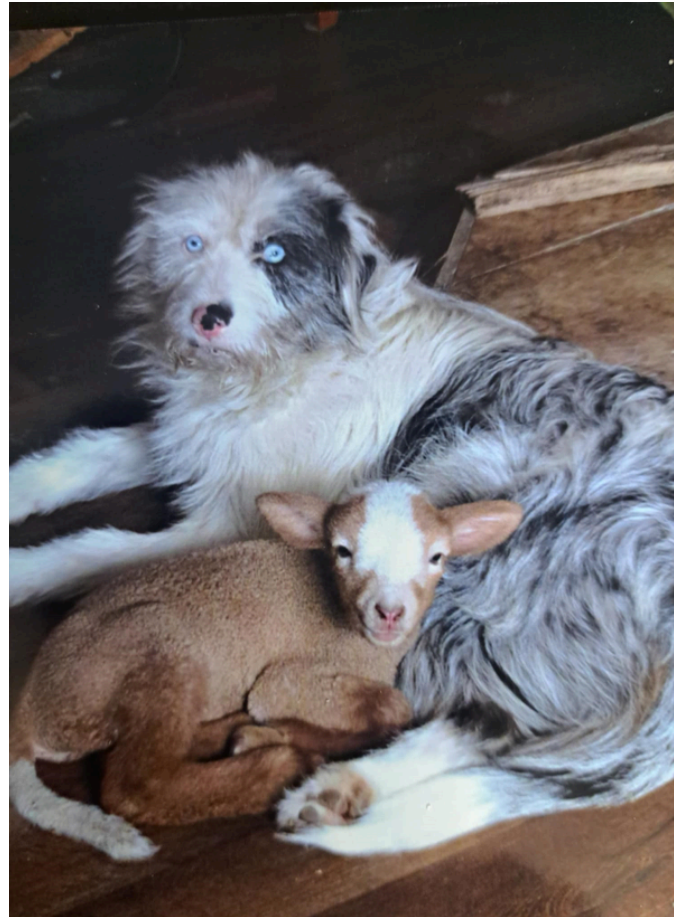
The Story of Gypsie and Stormy

Submitted by Helen Park

Gypsie, the dog, was found in a hay shed after the first snowstorm in November of 2024. After a week of looking, no owner was found. Gypsie was on her own, without a place to call home. I took her home and gave this blue-eyed beauty her name, which I thought was fitting name.

Gypsie feels at home in the barn. She gets along with all the animals, and even though my animals were not used to having a dog around, they seemed to like her too. However, Gypsie's most favourite place in the world is in the house, snuggled in front of the air tight woodstove.

On February 6th, 2025, a ewe at the farm had a set of twins, but only wanted to be a mother to one of them. With Gypsie alongside, I tucked the little lamb in my overalls and back we went to the house. The lamb was very small, weak, and cold. Placed in front of the airtight stove, we gradually warmed him up and started to feed the little body. He took such small amounts of milk at a time, so needed to be fed every hour on the hour...yes morning, evening and night. Gypsie and I were barely functioning on such little sleep. After a few days our little lamb graduated to a bottle, drinking more and only needed fed every two hours.



Visiting neighbours came up with the name "Stormy" for my rejected lamb, and soon to be best friend for Gypsie. As they both agreed that their favourite place in the home was in front of the one and only airtight stove, they were often found snuggling together, enjoying its warmth. My kitchen floor had lots of puddles from melting snow and other liquids, but it was nothing that a pail of water and a mop couldn't fix!

Stormy was sold on Valentine's Day, he would be a gift from a very romantic husband. He will be living in a barn with other animals. That is what Stormy needs. Gypsie has missed Stormy, but there are other lambs for him to play with. Maybe we can learn from Gypsie and Stormy that friendship can form in the most unexpected circumstances.

HOW TO RECOGNIZE AND PROTECT YOURSELF FROM GIFT CARD SCAMS

Tips for Seniors



Elder Abuse
Prevention
Ontario

WHAT ARE GIFT CARD SCAMS?

Gift card scams occur when fraudsters convince victims to buy gift cards and share the card details with them.

Once they have this information (card numbers and PINs) they quickly use the funds, leaving the victim out of pocket and with no recourse to retrieve those monies.



COMMON GIFT CARD SCAMS

CRA gift card scams:

Fraudsters will call and pose as someone from the Canada Revenue Agency (CRA). The numbers on the call display will say CRA but are not authentic.

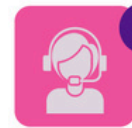
The caller will then insist you owe money to the tax agency and will demand your social insurance number to verify your identity. The payment they say can be made in the form of gift cards.

Grandparent Gift Card Scams

Calling the company or agency in question directly, if you receive a text message or email. Make sure you research their contact information and don't use the information provided in the first message. The scammer will also ask the grandparent not to tell anyone about the trouble they're in, and to quickly send money via gift card or other means to help them..

Romance or Emergency Scams

These scammers often build relationships over time, either via social media forums, the phone or email, and will play on emotions of seniors by saying they are experiencing an emergency and need money, in the form of gift cards.



3. Fake Utility or Service Calls

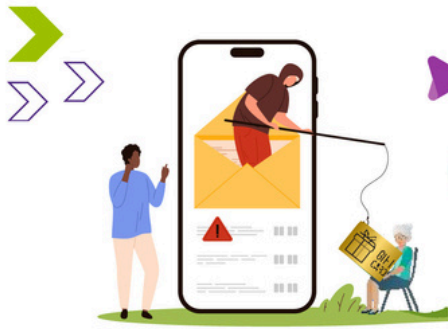
Scammers claim to be from local hydro or other utility companies threatening to disconnect your service unless you pay them, again using gift cards.

4. Tech Support Scams

Callers pretend to be from a 'trusted' company like Microsoft, claiming your computer has been infected with a virus, needing an urgent repair. To pay for the repair services, they will ask for gift cards as quick payment.

5. Prize or Lottery Scams

Fraudsters tell you that you've won a big prize or lottery, but you must pay "fees" or "taxes" using gift cards, in order to claim your winnings.



▶ HOW SCAMMERS ARE TARGETING SENIORS



Pressure Tactics: These scammers often build relationships over time, either via social media forums, the phone or email, and will play on emotions of seniors by saying they are experiencing an emergency and need money, in the form of gift cards



Impersonation : They claim to represent trusted organizations like the CRA, Service Canada, or major utility or service provider companies.

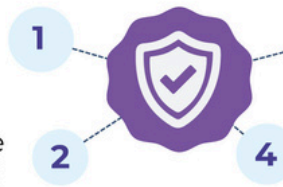


Emotional Manipulation: They create fake emergencies or exploit your kindness to get what they want.

▶ SIGNS YOU'RE BEING TARGETED BY A GIFT CARD SCAM

The caller demands payment through gift cards (e.g., iTunes, Google Play, Amazon, etc.).

You are told to stay on the phone while you purchase the gift card.



3 They ask you to provide the gift card number and PIN.

4 The request feels urgent, threatening, or too good to be true.

▶ HOW TO PROTECT YOURSELF

1. **Understand the Facts:** The CRA, banks, police, and legitimate businesses will never ask for payment via gift cards.

2. **Don't Share Gift Card Information:** Treat gift cards like cash—once you share the number and PIN, the funds are gone.

5. **Verify the Request:** If someone contacts you claiming to be from a government agency or company, hang up, verify the number of the agency or company and then call them yourself directly, not by redialing.

3. **Talk to Someone You Trust:** Before acting, speak with a family member, friend, or trusted advisor.

4. **Hang Up on Scammers:** If someone pressures you to buy a gift card, hang up immediately. Avoid responding to texts or emails demanding gift card payments

✓ **Remember: Stay Cautious, Stay Safe**

Gift cards are for gifts, not payments. If someone demands a gift card for payment, it's a scam! Always double-check and never rush into making a payment under pressure. Do your research and stay safe!

The Canadian Anti-Fraud Centre tracks the scams that are happening across Canada and encourages people to report any suspected fraud. In 2023, the Centre estimated that Canadians lost **\$554 million to fraud**.

If you believe you're the victim of fraud or a scam: contact **CAFC** online by visiting the CAFC website or by calling **1-888-495-8501**. ¹ <https://antifraudcentre-centreantifraude.ca/index-eng.htm>

For more information

Elder Abuse Prevention Ontario
416-916-6728 | www.eapon.ca
admin@eapon.ca | @EAPreventionON

SOURCES

Canadian Banking Association | www.cba.ca
TD Bank | <https://www.td.com/ca/en/personal-banking/advice/>
The Canadian Anti-Fraud Centre
<https://antifraudcentre-centreantifraude.ca>

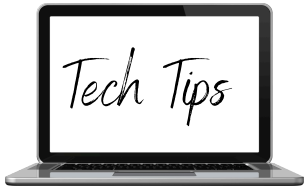


Elder Abuse
Prevention
Ontario



What's a cat's favorite instrument?

ANSWER
Purr-ussion.



Tips to help you evaluate news sources on social media

(Part 2)

by Michael Meunier



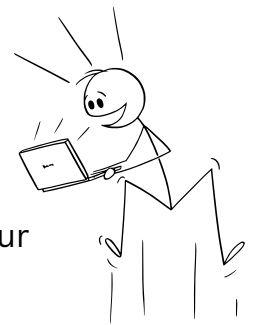
Last month, Michael gave us some specific tips for verifying news and determining if what you read on social media is true. This month, he presents some specific ways we can remind ourselves and make sure we are not falling into the trap of believing everything we read.

Be skeptical of information that confirms your beliefs:

- We are all prone to confirmation bias, which is the tendency to seek out information that confirms our existing beliefs.

Be open to information that challenges your beliefs:

- Consider the possibility that you may be wrong.
- Talk to others about what you read:
- Discuss news articles with friends, family, or trusted experts.
- Get their perspectives on the information and see if they agree with your interpretation.



Use critical thinking skills:

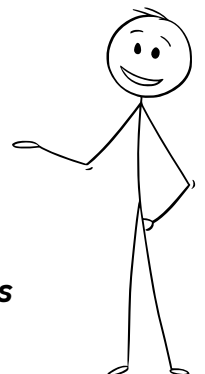
- Ask yourself questions about the information you are reading.
- What is the evidence for this claim?
- Is the information consistent with other sources?
- What are the potential biases of the author?
- What are the possible consequences of believing this information?

Be patient and take your time:

- Don't rush to share or believe information.
- Take your time to read and evaluate the information carefully.
- Don't be afraid to ask questions and seek clarification.

Stay informed about current events:

- Read news from a variety of sources.
- Follow reputable news organizations on social media.
- Subscribe to news alerts.
- Watch the news on a local television station or listen to it on the radio.



By following these tips, you can become a more discerning consumer of news on social media and avoid being misled by misinformation.



Dealing with Decorations

Where did I put those Easter decorations? For that matter, where is all my seasonal décor? Maybe its time to go through it all. How much décor do we need? Is there anything that I consistently don't use? Less is more. .

Are there a few key decorative pieces that pack a punch? Maybe everything else can go. It would be nice to fit it all in one tote so that it is easy to find, wouldn't it?



For the Love of Words ♥

Wednesday, April 16, 2025 @ 7 pm via Zoom

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

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

Doris 



Write your story...

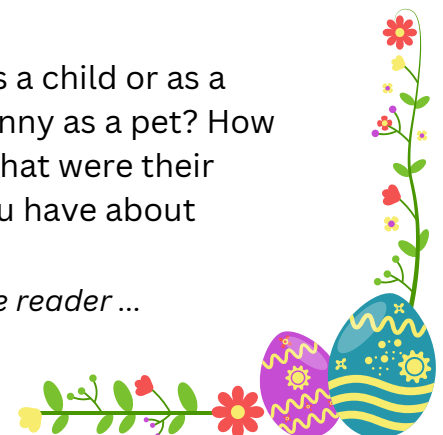
**HAPPY
Easter**

March Writing Prompt

Doris Cassan

Easter Memoir prompt! Do you remember certain Easters as a child or as a parent? Write about your traditions. Did you ever have a bunny as a pet? How about other pets? Do you remember stories about them? What were their names and when did you have them? What memories do you have about them?

When you write from the heart, you touch the heart of the reader ...





Ginger, Apple, & Carrot Soup

Submitted by Juliana Van Osch RD. MFFHT

Juliana shared this delicious soup recipe with us on a Cooking with Juliana ZOOM session. It was an immediate hit and garnered many positive comments. It is easy to make and freezes well, too!

INGREDIENTS

- | | |
|----------------------------|---------------------------------------|
| 1 tbsp olive oil | 10 medium carrots, peeled and chopped |
| 1 small onion, diced | 4 cups vegetable broth |
| 2 garlic cloves, minced | Pinch of nutmeg |
| 2 tbsp fresh grated ginger | Salt and pepper to taste |
| 1 large apple, chopped | |

METHOD:

1. In a large pot, warm olive oil over medium heat. Add diced onion and cook for 5 minutes, until translucent. Add ginger and minced garlic. Cook for 2 more minutes.
2. Stir in chopped apple, carrots, and vegetable broth. Bring to a boil. Reduce heat to medium-low and simmer for 20 minutes, until tender. Add nutmeg.
3. Pour mixture into a blender, keeping half the blender empty to avoid spilling over. Use caution as contents will be hot! Or use an immersion blender. Blend until smooth.
4. Add salt and pepper to taste. For a thinner soup, you can add more broth.
5. Serve with freshly ground pepper and olive oil drizzle as a garnish.

Word

of the Month

Jentacular

Considered by some to be the most important “word” of the day!

Pertaining to Breakfast!



“Easter is the only time when it’s perfectly safe to put all your eggs in one basket.”

— Evan Esar



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



**Wellington O.P.P.
Detachment Board Report**

2024 Year End

Detachment Commander:
Inspector Steve Thomas

From the Detachment Commander

With 2025 upon us, we look back and reflect on both the challenges and successes of 2024. I would like to thank all the officers, auxiliaries, and civilian support staff in Wellington County for their dedication and hard work as we dealt with an increased number of calls for service, weather related events, the introduction of new technologies and the training required to operate and modernize our police service.

Wellington County OPP welcomed seven new recruits and three Experienced Police Officers in 2024. We also had three Provincial Constables, and one Detective Constable promoted to the rank of Sergeant. All four members are now frontline patrol Sergeants and continue to lead through their actions and professionalism.

Offender Management & Apprehension Program (OMAP) was a major focus for the detachment this year. The program assigns officer with the task of ensuring bail compliance and warrant apprehension. Along with this, Wellington County detachment members continued to do proactive traffic enforcement and RIDE programs throughout 2024.

On behalf of the Wellington County OPP, we want to wish everyone a safe and healthy 2025. Wellington County OPP will continue to work with the community and our partners to ensure that the safety and well-being of our citizens remains paramount.



Inspector Steve Thomas
519-846-5930

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Crime

Crime Unit

Supervisor: Detective Sergeant, Mezie Huggins

The Wellington County Crime Unit saw several personnel changes in 2024, the most constable changes in several years. In February, the unit welcomed Jacob Unger, a 6-year member who displays knowledge and expertise when dealing with victims due to his previous training and role as the Domestic Violence Coordinator in Wellington County. In October, we welcomed Morgan Sheerer who is a 4-year member. Sherrer is a very eager officer and took on many benchmark crimes while in uniform and has assisted with numerous human trafficking victims. In December, Nic Moore a 9-year member joined the unit. Moore has a wealth of experience in policing and recently left his position in the Community Response Unit to join crime.

As well, Detective Sergeant Jennifer Foley was promoted to Staff Sergeant overseeing the West Region Criminal Investigations program. D/Sgt Foley will be missed in the detachment but will succeed in her new position with her abundance of Criminal Investigations knowledge. Wellington Crime welcomed Detective Sergeant Mezie Huggins to fill the Detective Sergeant position. D/Sgt Huggins was successful in obtaining the position through the West Region Detective Sergeant Talent Pool and joined the unit in November. D/Sgt Huggins was a Detective Constable from Oxford County and has been a member of several criminal investigation units within the OPP.

The Crime Unit dedicated significant time to death investigations, specifically three Criminal Investigation Branch occurrences. In regard to the Jason Brown homicide that occurred in 2019 there were additional charges laid. One male was charged with First Degree Murder and Conspiracy to Commit Indictable Offence. As well a female party was charged with First Degree Murder, Kidnapping and Obstruct Justice and Possession of Property Obtained by Crime under \$5000 – two counts. This case is still before the courts.

In 2005 human remains were discovered at the picnic/ rest area off Highway 7 between Rockwood and Guelph. It was determined that the death was suspicious, and Police began an investigation in attempting to identify the female victim. In 2022, CIB investigators submitted the case for IGG to determine her identity. In April 2024, a presumptive identification was established and used to locate living family members. A family member's DNA was used to confirm that the deceased female was Tammy Eileen PENNER of Chilliwack, British Columbia. Tammy, who was 41 years of age at the time of her disappearance, was reported missing to the Royal Canadian Mounted Police on Feb 7, 2005. She had been residing in Chilliwack and Abbotsford, British Columbia prior to her disappearance. Investigators believe someone had contact with her during her journey from British Columbia to Ontario. And now the investigation continues, with finding out what happened to Tammy PENNER.

In 2020 investigators began a homicide investigation with the finding of a deceased male located on the side of the roadway in the City of Guelph. Investigators have actively been continuing to follow leads and are still dedicated to solving this homicide.

The Crime Unit was involved in 70 sexual assault investigations. In January, the crime unit began investigating an unknown offender sexual assault. Through a video canvass and Production Orders for teleco companies and social media platforms, the accused was identified and charged. In May of 2024, another unknown offender sexual assault was reported. Through video surveillance and digital

enhancement, the offender was able to be identified, arrested and charged accordingly. The Unknown Offender Sexual Assaults pose a great public concern and are difficult investigations. The investigators demonstrated passion and tenacity when assigned these difficult investigations.

In August, the Detachment welcomed two Detective Constable positions as part of the provincial program aimed at identifying qualified individuals to monitor the response and provide investigative expertise on all Detachment Abuse investigations in accordance with OPP current policy and procedures, while promoting a victim centered and trauma informed approach. Detective Constable Chelsea Riepert began the role in November and Detective Constable Manny Liddar was also successful and will be returning to detachment in July. In the meantime, the position is being backfilled by Constable Chris Biondi. The officers will be engaging and working jointly with many outside agencies to assist victims of crime and providing awareness.

Members of the unit were able to attend several courses and had several training opportunities to allow members to develop knowledge in numerous investigative techniques and topics. Some of the courses and training opportunities were Major Case Management, Provincial Asset Forfeiture Assessment, Homicide, Gang Investigations and Search Warrant just to name a few.



Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

The Wellington County Community Street Crime Unit (CSCU) had a busy and productive 2024. Highlights relating to drug and weapon seizures are outlined below. The unit will continue to investigate and seize illegal drugs and weapons from within our community.

CSCU and Frontline were able to recover three stolen vehicles from a storage yard in the south end of Wellington County. Caledon O.P.P. identified a vehicle that was stolen travelling through the area. They followed the vehicle to the storage yard and the suspects fled. CSCU assisted with writing a warrant and recovering the motor vehicles. Another great example of teamwork by uniform and CSCU.

Wellington County CSCU assisted a neighboring unit with a warrant execution regarding a stolen vehicle. As a result, officers executed a warrant and recovered a stolen vehicle that had been registered fraudulently. A person has been charged with offences related to the possession of a stolen vehicle.

Wellington County frontline and CSCU members assisted York Regional Police with a group of stolen vehicles travelling in the area. Working together as a team CSCU and frontline were able to recover two vehicles. Two people were arrested and charged with several offences related to the theft and possession of the stolen vehicles. Great teamwork by Wellington County O.P.P

Wellington County CSCU completed a 4-month project into drug trafficking in North Wellington. Three search warrants were executed in North Wellington and Waterloo Region. As a result, two people from North Wellington are charged with drug trafficking offences. One person from Waterloo Region is charged with trafficking and firearms offences. Police seized large quantities of cocaine and methamphetamine. Police also seized MDMA, ecstasy, illegal crack cocaine, prescription medication, a firearm with ammunition and magazines, drug trafficking paraphernalia and a large amount of Canadian Currency. Wellington CSCU were assisted by Huron/Perth CSCU, Brant Oxford CSCU, Elgin Middlesex CSCU, Emergency Response Team and members of the Wellington County Detachment. This investigation shut down a large drug distribution network in Wellington and Waterloo Region and will have a large community impact for months to come.

Wellington County responded to a serious MVC in Center Wellington involving multiple vehicles and victims. An accused entered a controlled intersections at a high rate of speed and struck several other vehicles before entering a ditch. The driver was transported to the hospital with nonlife threatening injuries. As a result of the investigation approximately \$100,000.00 worth of drugs were in the vehicle. CSCU assisted with the processing and identification of the various drugs. The accused was also charged with impaired driving offences. Wellington CSCU has laid additional charges in relation to the CDSA and the Cannabis Act.

Wellington County was contacted by York Regional Police Service regarding a stolen vehicle from their area. The vehicle had an on-board GPS system that was pinging at an address in South Wellington. CSCU authored a judicial authorization to search the property for the stolen vehicle. CSCU and frontline members executed the warrant and located five stolen high-end vehicles. The estimated value to the recovered stolen vehicles is \$345,000.00. Great Teamwork by frontline and CSCU members.

Wellington County CSCU assisted frontline with a string of residential break and enters and vehicle thefts in Center and South Wellington. Three people broke into several residences and stole various items including vehicles. The accused parties were located by O.P.P. and quickly arrested. CSCU and Frontline worked together to reach out to the victims of crime, get the property returned and lay a number of charges related to the break and enters. Great work by frontline and CSCU members.

An officer with the Wellington Traffic Unit was patrolling in Center Wellington and located an impaired driver. The officer formed their grounds for the impaired and the individual was arrested. A search was completed of the individual and a firearm, cocaine and a large quantity of currency was located. Officers completed a further search of the vehicle and found a significant amount of cocaine. The individual was charged with a number of offences and held for bail. Members of The Traffic Unit, D Platoon and CSCU worked together to bring this investigation to a successful conclusion. Great teamwork demonstrated in Wellington County.

CSCU solved a stolen vehicle occurrence with the assistance of DNA evidence. CSCU used DNA recovered at a scene to identify and charge an individual responsible for stealing an ATV in North Wellington. CSCU has laid charges against a North Wellington individual for the theft.

Frontline officers conducting routine patrols in North Wellington observed suspicious activity. After a short investigation officers arrested an individual for possession for the purpose of trafficking methamphetamine. CSCU assisted with the processing of a significant seizure of methamphetamine as a result of the arrest. This had a large community impact of the North Wellington community.

CSCU conducted a targeted traffic stop followed by a search warrant execution in relation to a 5-month trafficking investigation. CSCU identified a person who was trafficking drugs in Center and North Wellington. As a result of the investigation, three individuals were charged with a number of offences related to drug trafficking and possession of weapons. This investigation stemmed from a death related to a drug overdose. This investigation will have a major community impact.

CSCU executed a property related warrant in South Wellington. The suspect was using a storage yard to move stolen property in and out of the area. The suspect was involved in heavy equipment and load thefts in Southern Ontario. Wellington County O.P.P. recovered approximately one million dollars worth of stolen property. This property included, box trucks, brand new snow machines in shipping crates, merchandise, a tanker truck, and a transport truck.

CSCU assisted Essex CSCU with a property crime investigation. In the month of October, a tractor trailer was stolen out of Essex County. The truck was located by Wellington CSCU in the Cambridge area. The Truck was towed and returned to its owner. The value of the stolen tractor trailer is estimated to be \$50,000.00.

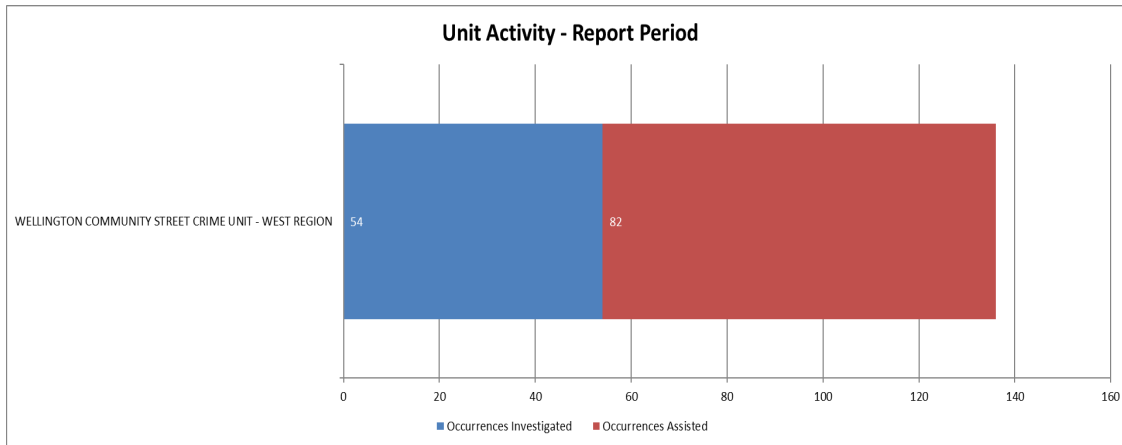
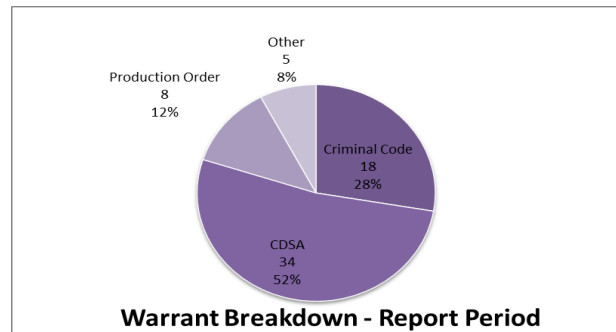
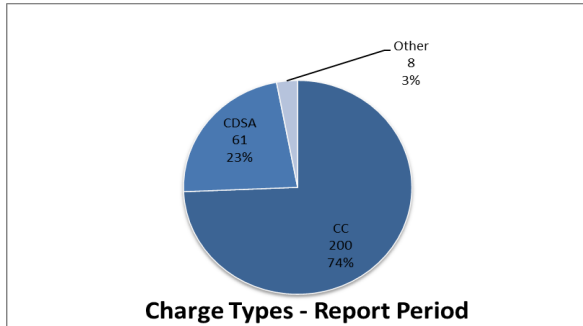
CSCU assisted with a drug trafficking investigation in North Wellington to assist Grey/Bruce CSCU. Wellington County executed a warrant in North Wellington and seized a large quantity of cocaine and a prohibited device. As a result, several people were charged with various offences, and this investigation reduced the availability of illicit drugs in Wellington County.

CSCU conducted a property crime investigation related to an accused who smashed several windows of vehicles parked at a church in Perth County. The accused stole a vehicle using the keys stolen from

one of the vehicles and was involved in an accident. CSCU wrote a search warrant to seize property the accused stole from victims at the church. As a result, several individuals received their personal property back and the accused was charged accordingly.

Activity Summary (01 January 2024 – 31 December 2024)

- 137 Occurrences
- 65 Warrants Executed
- 17 Warrant Services
- 66 Persons Charged
- 269 Charges Laid



Traffic

Traffic Management Unit

Supervisor: Sergeant Kevin Driscoll

Black Cat Speed Monitoring Devices 2024 Deployments and Results

	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 th Percentile	Collision History (5 years)
Andrews Dr, Drayton – Mapleton Twp at Maple St						
Location	10 days	4,599	No	50	47	0
Wellington Road 8, Goldstone – Mapleton Twp Sideroad 18						
Location	8 days	19,811	Yes	60	83	2
Gore Road, Puslinch Twp						
Location	near Concession 7					
	6 days	6,313	Yes	60	89	0
South Street Elora b/w David Street and Salem						
Location	3 days	21,575	Yes	50	71	
Indian Trail b/w Eramosa River and Spirit Valley Trail						
Location	9 days	7,137	Yes	40	77	
Simpson Street, Alma b/w Count Road 7 and North of Raglan Street						
Location	7 days	3,289	Yes	40	73	
Concession 4, Puslinch b/w Sideroad 30 and County Road 35						
Location	8 days	3,030	No	80	88	
Main Street East - Drayton						
Location	8 days	29127	No	50	63	
Wellington Street North - Drayton						
Location	8 days	20856	Yes	50	70	
Twelfth Line – Mapleton between Wellington Road 11 and 12						
Location	8 days	11323	No	80	100	1 fatal collision April 2024

Concession 11, Arthur Township						
Location	10 days	3976	Yes	50	73	
Side Road 19 - Fergus						
Location	9 days	1902	No	40	54	
Side Road 20 – Mapleton						
Location	8 days	1012	No	50	46	
Wellington Road 34 – Mini Lakes						
	7 days	29235	No	80	88	
Wellington Road 19 – Between 5th and 5th Line						
	7 days	19781	No	50	65	
Wellington Road 125 south of 124						
	7 days	31921	No	80	79	
Wellington Road 24 at County 50						
	7 days	55,432	No	80	94	
Wellington 32 – Lake Road						
Location	14 days	47,808	Yes	50	76	
Wellington Road 21						
Location	7 days	34,258	No	80	96	Nothing significant
Wellington Road 29 at 124						
Location	7 days	49,170	No	60	83	Nothing significant
Wellington Road 31 at #7087						
Location	7 days	46,969	No	80	94	Nothing significant
Eighth Line Pilkington (two set up between Wellington Road 17 and 21)						
Location	10 days	36,901	Yes	60	91	Nothing significant

Wellington Road 50 between County 125 and 4th Line						
Location	7 days	27,214	No	70	91	Nothing significant
1st Line Elora						
Location	7 days	20.362	Yes	40	67	Nothing significant
St Andrew Street West b/w Garthshore and Anderson						
Location	7 days	Numbers to be obtained	Ongoing deployment			

Enhanced Enforcement Program

Enhanced Enforcement is a focused traffic safety initiative which areas of concern are identified through various means and police conduct education and charge drivers who fail to follow the rules of the road. The goal is to reduce safety issues through visibility, presence, and enforcement.

Enhanced Enforcement protocols were rolled out on November 14, 2023. The following locations and charges list the enhanced enforcement initiatives that took place across the County throughout 2024.

Location	Charges
Wellington Road 22, Town of Erin Between Wellington Rd 24 and 6th Line	7
Wellington Road 23, Town of Erin Wellington Rd 22 and Sideroad 17	6
Concession 4, Puslinch Between Sideroad 20 & Wellington Road 35	0
Concession 7, Puslinch Between Concession 2 & Wellington Road 34	10
Wellington Rd 51, Guelph/Eramosa Between Highway 6 & Wellington Road 7	21
Wellington Road 7 Rothsay, between Wellington Rd 10 and Wellington Rd 10	35
Concession 1, Puslinch Between Highway 6 and Townline Rd	27
Wellington Road 7, Mapleton near Wellington Road 11	11
Wellington Road 22, Town of Erin	30
Wellington Road 23, Town of Erin	9
Concession 7, Puslinch	2
Wellington Rd 51, Guelph/Eramosa	2
Wellington Road 7 Rothsay, between Wellington Rd 10 and Wellington Rd 12	5
Concession 1, Puslinch	5

Wellington Road 7, Elora	6
Concession 1 Puslinch Between Townline Rd and Hwy 6	8
Concession 4, Puslinch Between SR 20 and County Rd 35	0*
Wellington Road 7, Elora between Salem and South St	1
Wellington Road 22 Between Wellington Road 24 and Sixth Line	2
Jones Base Line, Guelph/Eramosa Between Highway 7 and Wellington Rd 124	9
Lake Road (Wellington Road 32), Puslinch Within 50 km/h zone	1
Concession 1 between Hwy 6 and Townline Road Puslinch	2
Indian Trail between Spirit Valley Path and the River – Guelph-Eramosa	24
Wellington Road 7 Elora -David St to Wellington Road 18 Salem	16
Simpson St Alma between Wellington Road 7 and Raglan St	2
Concession 11 – Wellington North - Farewell	0
Indian Trail between Spirit Valley Path and the River – Guelph-Eramosa	33 (22 warnings)
Wellington Road 50 – Erin	2
Wellington Road 18 – Elora Public School	0
Wellington Road 32 (Lake Rd)	19 (plus 1 – 3-day warn range suspension)
Indian Trail – This is now closed. Patrols to be continued.	38 PON and 23 Warn.
Wellington Road 50 – Now closed. Does not meet criteria	3 PON 1 warn
Lake Road – now closed. Patrols to be continued	19 PON 1 3-day suspension
Eighth Line W - Pilkington	9 PON
1 st Line - Elora	7 PON

Traffic Management Unit - Administration

Throughout 2024, six members joined the Traffic Management Unit including PC Unger, PC Levesque, PC Griffin, PC Brennen, PC Campbell, and PC Grassi. Thank you to all the member leaving the unit and returning to their respective front line platoon positions. Your time and dedication to the unit have made the roads within Wellington County safer.

The Traffic Management Unit laid 6,228 POA charges and 3,995 POA warnings in 2024. The Unit also laid 33 impaired driving charges and 32 other criminal code driving offences. Along with 42 breath tests, 27 DRE evaluations, 15 TCI collisions and 97 CVSA inspections.

Traffic Management took the lead for the Remembrance Day services and all the Christmas parades in 2024. TMU members also presented to the Citizens Police Academy and Take Your Kids to Work Day.

Our members also assisted in instructing courses such as DRE, SFST and the 3-day introduction to CMV.

Traffic Management Unit members attended the following courses in 2024.

- Motorcycle - level 1
- CVSA inspector
- Motorized Snow Vehicle operator
- Breath Technician x3
- Traffic Stops, investigations, and Authority's
- 3-day introduction to CMV



Community Response

Community Response Unit

Supervisor: A/Sergeant Patrick Mullan

Community Response Unit / Offender Management & Apprehension Program:

Offender Management & Apprehension Program

It was a busy year for the Community Response Unit (CRU). Our team was privileged to receive many requests to join our community partners at meetings and engaging in conversation with the people that live within our County. Engagement and communication are fundamental in building relationships and allows us to demonstrate our core values in the OPP.

Our CRU team attended countless community events this year, from major festivals, small and large concerts, to local focused events and engaging youth at summer camps. CRU have worked foot patrol, vehicle patrols, marine patrols, off-road vehicle patrols and snow machine patrols. Our unit assisted frontline platoons and our specialty units with calls for services and RIDE.

In 2024, CRU took the primary role of overseeing the Offender Management & Apprehension Program (OMAP). CRU members have executed a significant amount of warrants this past year, tracking down offenders locally, within and outside the province as well as outside the country.

In 2024, CRU members laid 32 Criminal Code charges, 1 Controlled Drugs & Substances Act charge, and 44 various provincial offences.

During late summer into late fall, all four original CRU members ended their terms in the unit. PC Rockefeller has retired after a dedicated career in the County of Wellington. PC Draves pursued an opportunity in the OPP Provincial Training Unit. PC Moore became a Detective Constable in the Crime Unit and PC Wardell transferred to another Detachment in West Region. CRU is now staffed by PC Adam Phillips, PC Garry Kalcsics, PC Simone Roesink and PC Patrick Mullan. All the members are engaged in community relations and are dedicated to the CRU unit and their duties.

Overall, our unit demonstrated flexibility and committed to interacting with the community positively.

Offender Management & Apprehension Program (OMAP)

During 2024, the Offender Management & Apprehension Program (OMAP) began with seven offenders being monitored in the community. The number increased to a high of 31 persons out of custody being supervised by police. December 2024 concluded with 26 offenders being monitored. During 2024, officers conducted 179 compliance checks on these persons, ensuring compliance, and arresting those found not abiding by court conditions of release.

In addition to those outstanding on bail, six clients were supervised through the PARS program, as conditions of release.

Warrants Stats:

Active warrants as of December 31, 2024: 208 (some offenders have multiple warrants)

- Executed warrants: 285

Community Safety and Services

In 2024, we welcomed a new Community Services Officer, PC Sarah McClinchey. Throughout 2024, PC McClinchey assisted with community engagement, school resources and media as part of her new duties.

2024 was the first year of our Citizen's Police Academy program. PC Josh Cunningham assisted by PC McClinchey highlighted the OPP and what we offer the community to those who attended.

In September, we welcomed PC Matthew Burton to the second CSO role. PC Burton immediately focused his efforts on community engagement and media relations.

Our CSO's spearheaded the Coffee with a Cop program which allows the public to engage with officers of various ranks and positions to better understand the role of the police, our duties and familiarize themselves with our members.

Our Community Services Unit, CSO's & CRU completed the Polar Plunge in the winter months, a series of events supporting the Special Olympics and Law Enforcement Torch Run. Our members arranged multiple charity hockey games, police vs. fire in various location to raise money for the Food Bank and Crime Stoppers.

We partnered with the Ontario Federation of Snowmobile Clubs to improve awareness and safety. We attended countless events to drive home the message of safety, such as the Farm Safety Breakfast, the Home Show, The Drayton Farm Show.

We assisted with the proper planning of community event to ensure public safety was paramount.

Media

The Wellington County OPP - Media / Community Safety Unit has been hard at work within 2024, from attending community events across the county, to daily interactions with our media partners across the province.

Additionally, our unit has increasingly engaged with local schools to promote education and crime prevention, as-well as sitting on the Upper Grand District School board and attending their quarterly board meetings alongside Guelph Police Service and Dufferin OPP.

In 2024, we have delivered several school presentations, issued 377 press releases (including social media alerts), and participated in numerous interviews with news agencies to raise public safety awareness and spotlight key investigations. We also frequently work with West Region Headquarters and General Headquarters (Orillia) media teams to help answer questions from reporters / inquiries into active investigations and provincial wide policies.

Further, our unit continues to work with the County's media team to help with the creation of their quarterly newsletters and videos.

IMPACT (Integrated Mobile Police and Crisis Team)

November 2024

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
441	689	253	92.5%

Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

In 2024, Wellington County Auxiliary members contributed 4,226 hours of volunteer service. This included 983 patrol hours as well as 1,092 hours of community service. Among the events the unit attended was:

- International Auto Show
- Bicycle rodeos
- Fergus Leisure Show
- Team Addy Fundraiser
- Hillside Festival
- Mount Forest Fireworks Festival
- Fergus Scottish Festival
- Riverfest Elora
- Port Dover - Friday the 13th

The unit also assisted at three food drives and one toy drive within Wellington County and provided support for the Cambridge Auxiliary Unit at another food drive. The three Wellington County Food Drives brought in approximately \$2,000 in cash donations and 1,800 bags of food. Members canvassed a number of businesses in both North and Centre Wellington with information for the CamSafe Program. We also conducted Safeguard Audits on nine dates in 2024 totaling 62 hours. Two car seat inspection clinics were held, with approximately 20 inspections completed.

The unit welcomed seven new members this year and several members of the unit had the opportunity to gain valuable leadership experience through coaching these new recruits. We are also continually thankful for the time many of the regular force members contribute to helping coach these new recruits over their first few patrol shifts. We had three members join the OPP through uniform recruitment, with one of those members scheduled to be assigned to South Wellington when his training is complete. We had one of our long-term members retire after over 15 years of service to the Auxiliary Program, and we thank her for the contributions she has made to the program over her time with the unit. We are extremely fortunate to have so many dedicated members volunteering their time here in Wellington County. The unit is among one of the most active throughout West Region.

As we end 2024, our unit numbers currently stand as follows:

- 1 Auxiliary Staff Sergeant
- 3 Auxiliary Sergeants
- 1 Acting Auxiliary Sergeant
- 15 Auxiliary Constables

We also are fortunate to have the West Region Auxiliary Inspector who contributes patrol and community service hours to the unit.



Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau 2024 highlights:

- There was a new protocol document introduced on February 1st, 2024, that outlined a new provincial agreement between Police and the Ministry of the Attorney General for evidence disclosure and timelines for disclosure which required some adjustments in our procedures. Coordinated with the local Crown's office and the OPP Technology Disclosure Unit to ensure we are compliant.
- Coordinated with court bureau administrative clerks to review current practice of tracking disclosure of files sent to the Crown. Implemented new procedures to accommodate recently updated disclosure agreement with the Crown that will increase efficiencies.
- Conducted local training for our Detachment Part-Time Officers to review updates to digital fingerprint (Livescan), phone systems, weekend bail court and uploading cell monitoring area to a digital format for disclosure.
- Provided direction and proposed training for all Detachment Administrative Clerks to assist in the duties of the court bureau. Working towards providing additional support to frontline members by having assigned DACS assigned to the Platoons/Units to align with the Provincial Service Delivery Model.
- Implemented new procedures for dealing with accused persons who failed to show for fingerprinting dates.
- Provided training through the local prosecutor to educate officers who are required to attend POA Part I and Part III trials as to their responsibilities and expectations.
- Compiled information on step-by-step court procedures for new officers to Wellington to assist them in understanding the process of submitting POA/Criminal Code charges, bail checklists, creating Case Files, Case Law, and more.
- Provided direction for entry and removal of wanted persons to provide accurate capturing of data on a new "Wanted Persons Dashboard" being developed across the province.
- Improved our tracking of individuals sentenced to Probation and/or Conditional Sentence Orders, as well as 810 Peace Bonds to properly monitor these persons in Wellington County.
- Special Constables now monitoring all Part III POA and Part I POA trials and notifying our officers only when they are required – this allows frontline officers to continue to focus on other duties rather than waiting in a court room in the event they may be required on a trial date.

Personnel & Acknowledgements

Wellington County OPP proudly presented Provincial Constable Michael DeBoer with his 35 Years of Service plaque. Mike, thank you for 35 years of dedicated service to the County of Wellington and the Province of Ontario. Your professionalism, diligence and work ethic have been and will continue to be greatly appreciated and respected by everyone within the Wellington County OPP and the Ontario Provincial Police.



Inspector Stephen Thomas presenting Provincial Constable Mike DeBoer with his 35 Years of Service Award

Wellington County OPP proudly presented Provincial Constable Steven Wing with his 25 Years of Service plaque. Steve, your many years of service to the County of Wellington and the Province of Ontario has been appreciated. As a front line officer and years as a School Resource Officer you have made an impact in your community. Your professionalism, diligence and leadership has also been recognized by your colleagues and by the members that you have trained as a coach officer. Their success as police officer started with you.



Staff Sergeant Nigel Heels presenting Provincial Constable Steve Wing With his 25 Years of Service Award

2024 Calls for Service

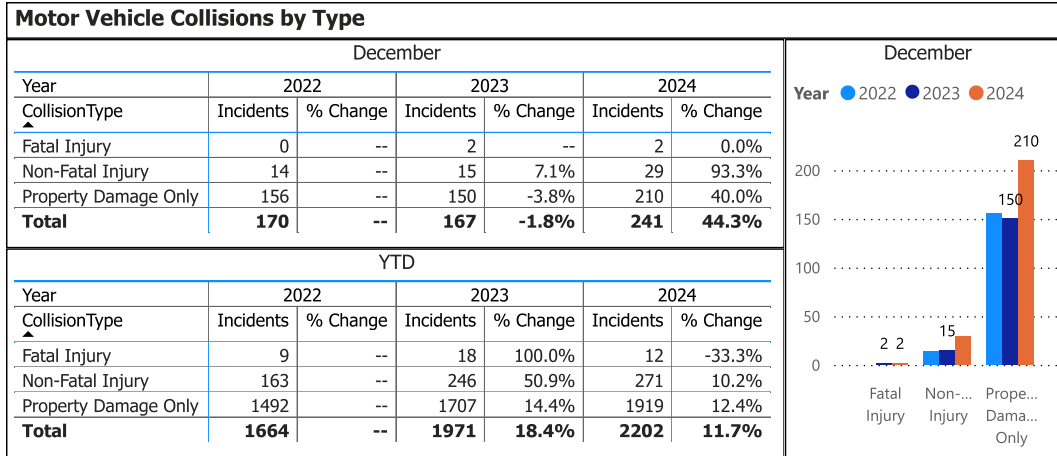
Calls for Service			
Year	2022	2023	2024
Total Calls for Service	34564	38416	41247

2024 Top Calls for Service

2024 Top Calls for Service	
Traffic Complaint	2533
Police Assistance	2379
Motor Vehicle Collision	2072
Police Information	1497
Suspicious Person/Vehicle	1101
Intimate Partner Violence	1019
Community Services	798
R.I.D. E	705
Theft	668
Mental Health Occurrence	624



**OPP Detachment Board Report
Collision Reporting System
December 2024**



Data source (Collision Reporting System) date:
27-Jan-2025

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL
Data source date:
27-Jan-2025

Report Generated on:
30-Jan-2025 10:03:34 AM

OPP Detachment Board Report Collision Reporting System December 2024

Fatalities in Detachment Area - Incidents									
December									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	0	--	0	0	--	0	0	--
2023	1	2	--	0	0	--	0	0	--
2024	0	2	0.0%	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	3	8	--	0	0	--	0	1	--
2023	6	18	125.0%	0	0	--	0	0	-100.0%
2024	1	10	-44.4%	0	0	--	1	2	--

Fatalities in Detachment Area - Persons Killed							
December							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	0	--	0	--	0	--	
2023	2	--	0	--	0	--	
2024	2	0.0%	0	--	0	--	

YTD							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	11	--	0	--	1	--	
2023	19	72.7%	0	--	0	--	-100.0%
2024	11	-42.1%	0	--	2	--	

Primary Causal Factors in Fatal Motor Vehicle Collisions						
	December			YTD		
	2022	2023	2024	2022	2023	2024
Speeding	0	0	0	1	3	2
Speeding % Change	--	--	--	--	200.0%	-33.3%
Distracted	0	0	0	1	2	5
Distracted % Change	--	--	--	--	100.0%	150.0%
Alcohol/Drugs	0	1	0	3	6	2
Alcohol/Drugs % Change	--	--	-100.0%	--	100.0%	-66.7%
Wildlife	0	0	0	0	0	0
Wildlife % Change	--	--	--	--	--	--
NoSeatbelt	0	0	1	2	3	3
NoSeatbelt YoY%	--	--	--	--	50.0%	0.0%

December

Data source (Collision Reporting System) date:
27-Jan-2025

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

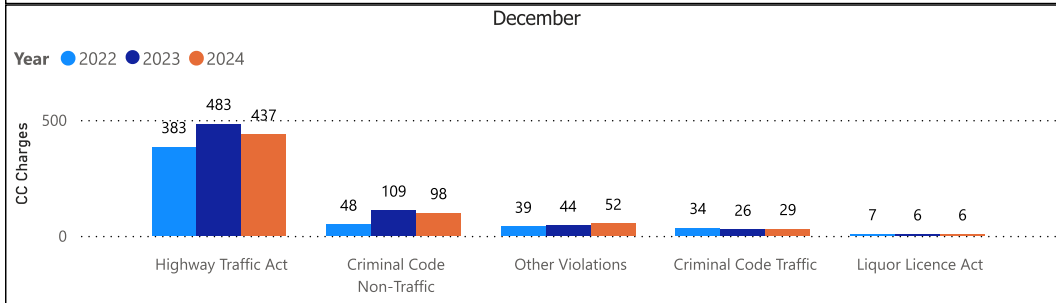
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27-Jan-2025

Report Generated on:
30-Jan-2025 10:03:34 AM

**OPP Detachment Board Report
Records Management System
December 2024**

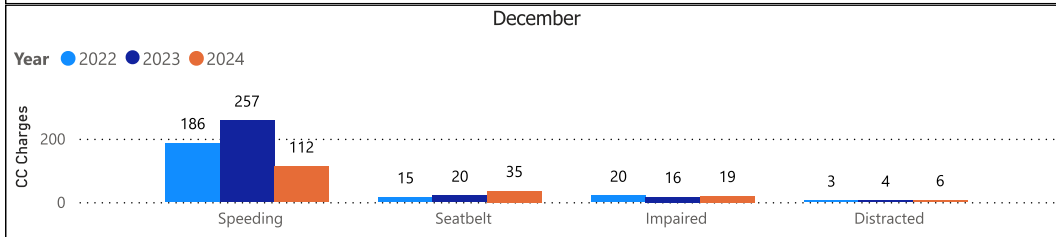
Criminal Code and Provincial Statute Charges Laid						
December						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	48	--	109	127.1%	98	-10.1%
Criminal Code Traffic	34	--	26	-23.5%	29	11.5%
Highway Traffic Act	383	--	483	26.1%	437	-9.5%
Liquor Licence Act	7	--	6	-14.3%	6	0.0%
Other Violations	39	--	44	12.8%	52	18.2%
Total	511	--	668	30.7%	622	-6.9%

YTD						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	950	--	1,416	49.1%	1,381	-2.5%
Criminal Code Traffic	358	--	357	-0.3%	368	3.1%
Highway Traffic Act	6,568	--	7,189	9.5%	9,388	30.6%
Liquor Licence Act	97	--	107	10.3%	93	-13.1%
Other Violations	734	--	724	-1.4%	826	14.1%
Total	8,707	--	9,793	12.5%	12,056	23.1%



Traffic Related Charges						
December						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	186	--	257	38.2%	112	-56.4%
Seatbelt	15	--	20	33.3%	35	75.0%
Impaired	20	--	16	-20.0%	19	18.8%
Distracted	3	--	4	33.3%	6	50.0%

YTD						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	3,169	--	3,418	7.9%	4,311	26.1%
Seatbelt	351	--	316	-10.0%	633	100.3%
Impaired	239	--	231	-3.3%	232	0.4%
Distracted	90	--	76	-15.6%	110	44.7%



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

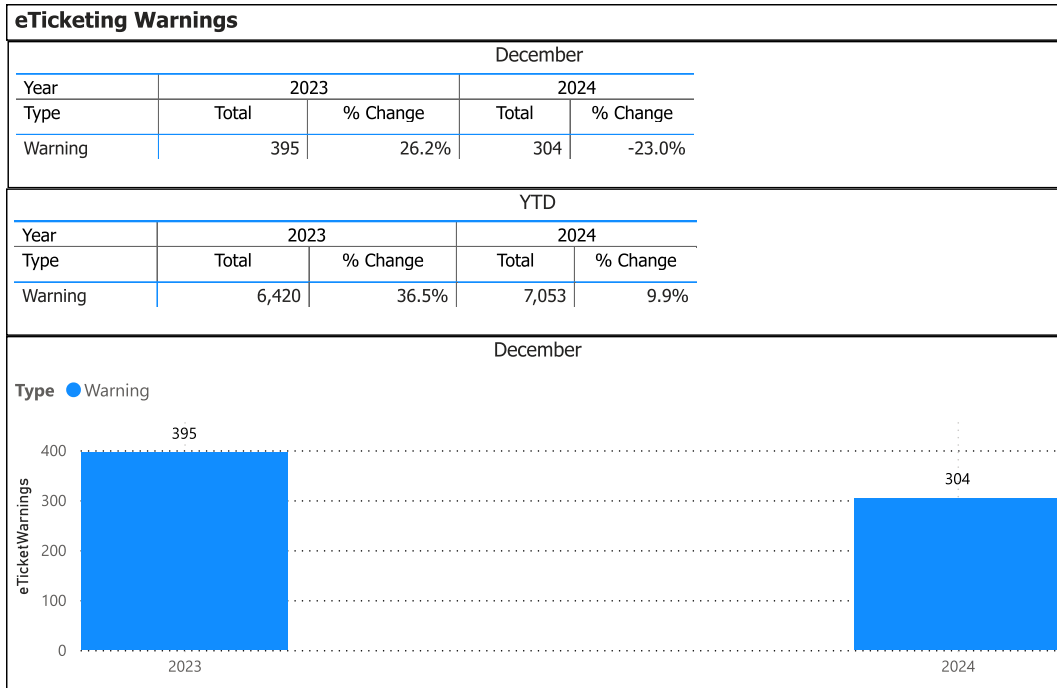
Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

Data source date:
27-Jan-25

Report Generated on:
30-Jan-2025 10:03:34 AM

**OPP Detachment Board Report
Records Management System
December 2024**



Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

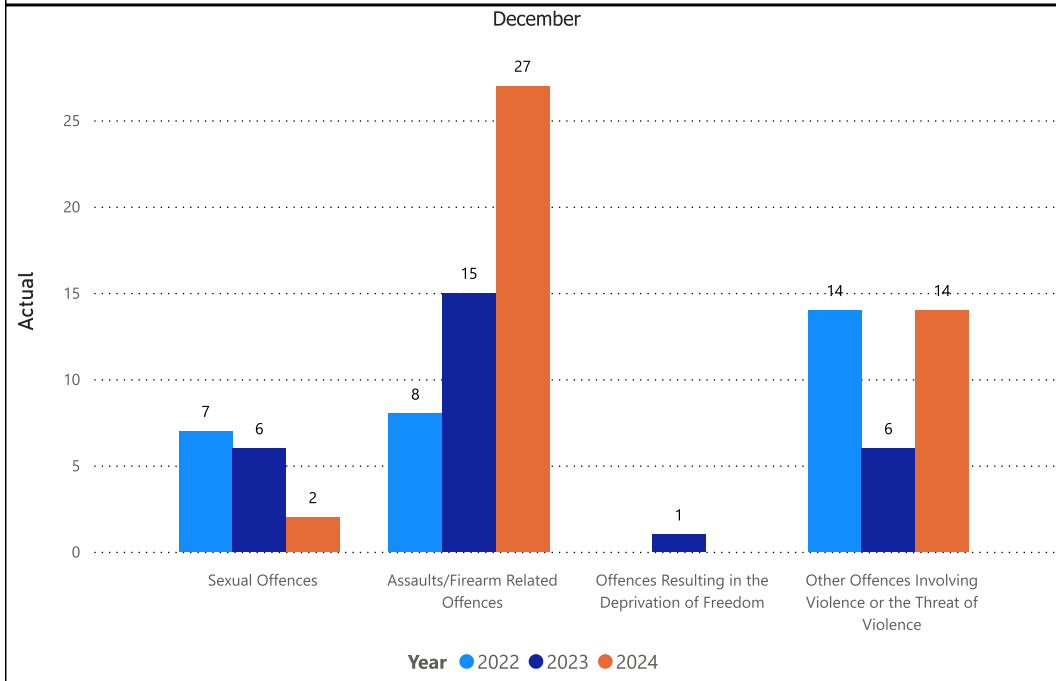
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27-Jan-25

Report Generated on:
30-Jan-2025 10:05:57 AM

**OPP Detachment Board Report
Records Management System
December 2024**

Violent Crime						
December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	7	--	6	-14.3%	2	-66.7%
Assaults/Firearm Related Offences	8	--	15	87.5%	27	80.0%
Offences Resulting in the Deprivation of Freedom	0	--	1	--	0	-100.0%
Robbery	0	--	0	--	0	--
Other Offences Involving Violence or the Threat of Violence	14	--	6	-57.1%	14	133.3%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	29	--	28	-3.4%	43	53.6%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	1	--	0	-100.0%
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	64	--	82	28.1%	69	-15.9%
Assaults/Firearm Related Offences	146	--	210	43.8%	234	11.4%
Offences Resulting in the Deprivation of Freedom	2	--	7	250.0%	2	-71.4%
Robbery	2	--	4	100.0%	2	-50.0%
Other Offences Involving Violence or the Threat of Violence	148	--	140	-5.4%	160	14.3%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	362	--	444	22.7%	467	5.2%



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

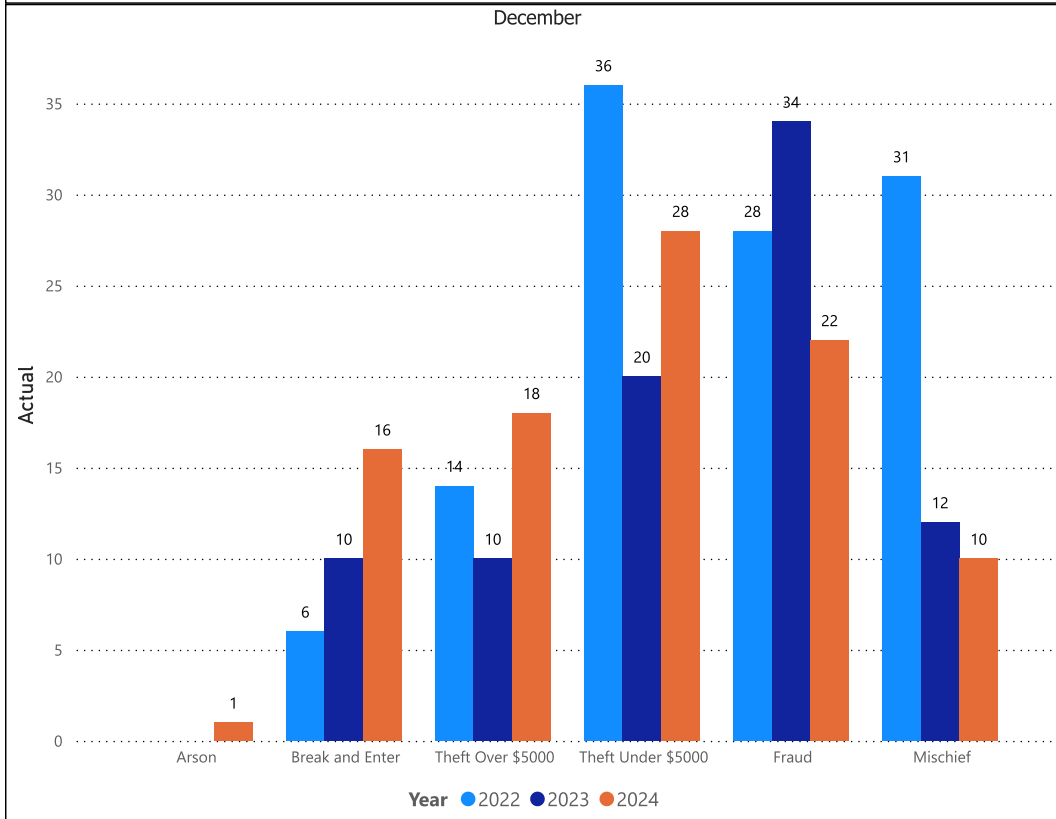
Data source date:
27-Jan-2025

Report Generated on:
30-Jan-2025 10:03:34 AM

**OPP Detachment Board Report
Records Management System
December 2024**

Property Crime						
December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	1	--
Break and Enter	6	--	10	66.7%	16	60.0%
Theft Over \$5000	14	--	10	-28.6%	18	80.0%
Theft Under \$5000	36	--	20	-44.4%	28	40.0%
Possession/Trafficking Stolen Goods	0	--	0	--	0	--
Fraud	28	--	34	21.4%	22	-35.3%
Mischief	31	--	12	-61.3%	10	-16.7%
Total	115	--	86	-25.2%	95	10.5%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	5	--	12	140.0%	5	-58.3%
Break and Enter	150	--	119	-20.7%	136	14.3%
Theft Over \$5000	177	--	181	2.3%	207	14.4%
Theft Under \$5000	495	--	400	-19.2%	469	17.3%
Possession/Trafficking Stolen Goods	21	--	20	-4.8%	15	-25.0%
Fraud	335	--	457	36.4%	401	-12.3%
Mischief	289	--	262	-9.3%	207	-21.0%
Total	1472	--	1451	-1.4%	1440	-0.8%



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

Area(s): ALL

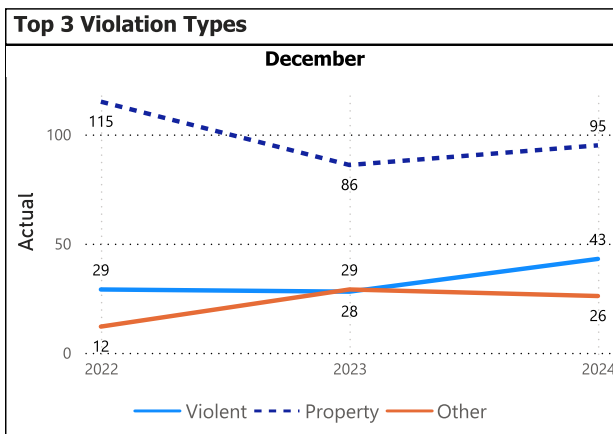
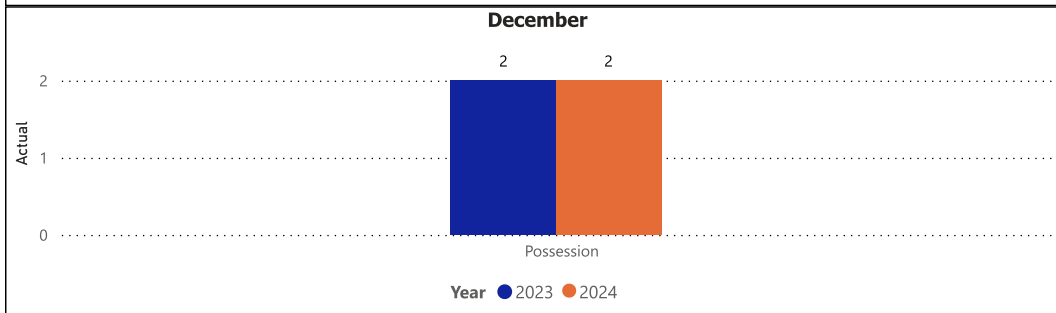
Data source date:
27-Jan-2025

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**OPP Detachment Board Report
Records Management System
December 2024**

Drug Crime						
December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	0	--	2	--	2	0.0%
Trafficking	0	--	0	--	0	--
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
Total	0	--	2	--	2	0.0%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	23	--	22	-4.3%	20	-9.1%
Trafficking	12	--	11	-8.3%	14	27.3%
Importation & Production	0	--	0	--	1	--
Cannabis Possession	2	--	1	-50.0%	0	-100.0%
Cannabis Distribution	4	--	1	-75.0%	0	-100.0%
Cannabis Sale	0	--	0	--	1	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	1	--	1	0.0%	1	0.0%
Other Cannabis Violations	0	--	0	--	0	--
Total	42	--	36	-14.3%	37	2.8%



Top 5 Violation Groups				
December				
ViolationGrp	2022	2023	2024	Total
Theft Under \$5000	36	20	28	84
Fraud	28	34	22	84
Mischief	31	12	10	53
Assaults/Firearm Related Offences	8	15	27	50
Provincial Statutes	12	23	15	50

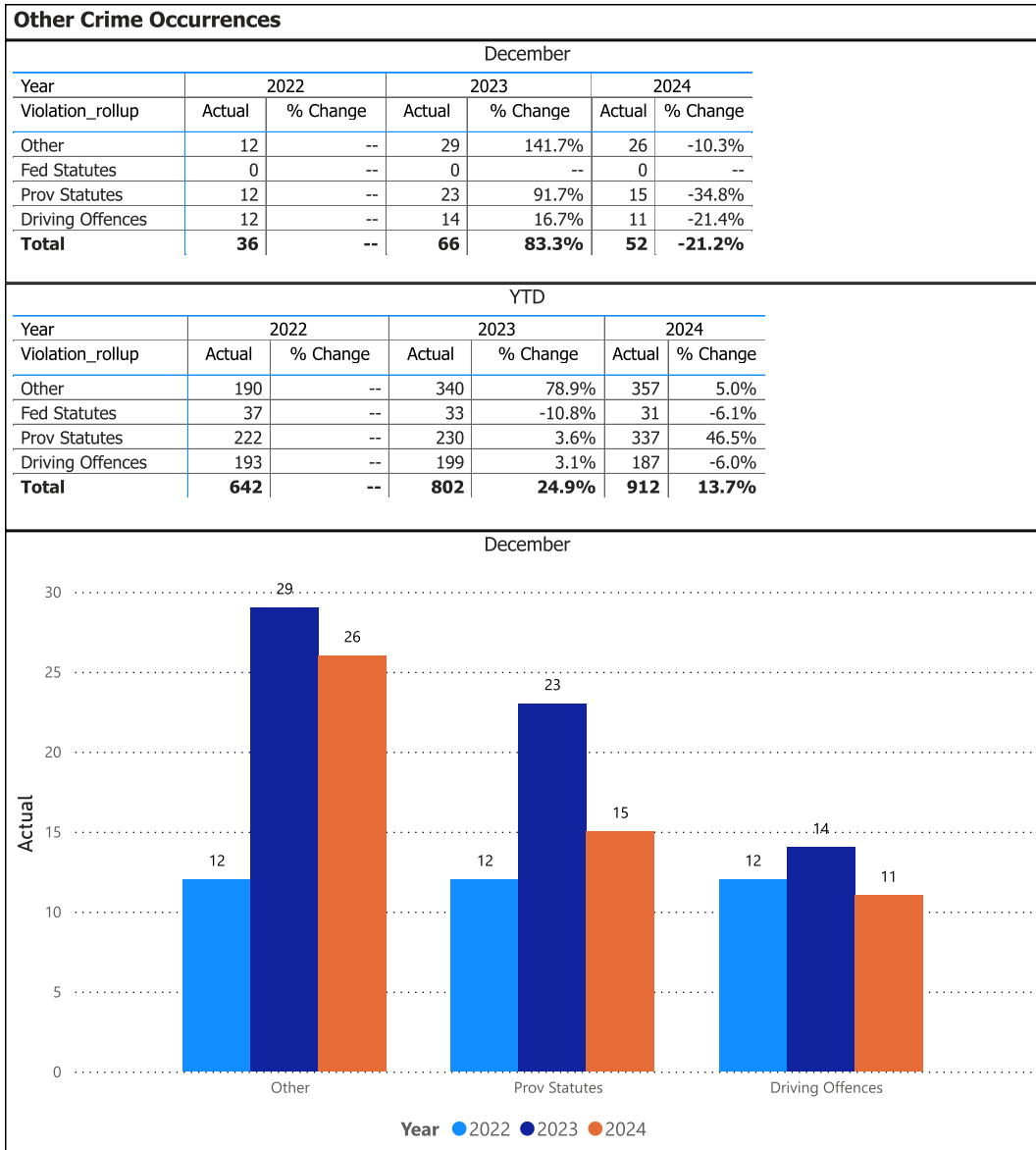
Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

Location code(s): 6T00 - WELLINGTON COUNTY (Centre Wellington), 6T10 - WELLINGTON COUNTY (South Wellington), 6T40 - WELLINGTON COUNTY (North Wellington)

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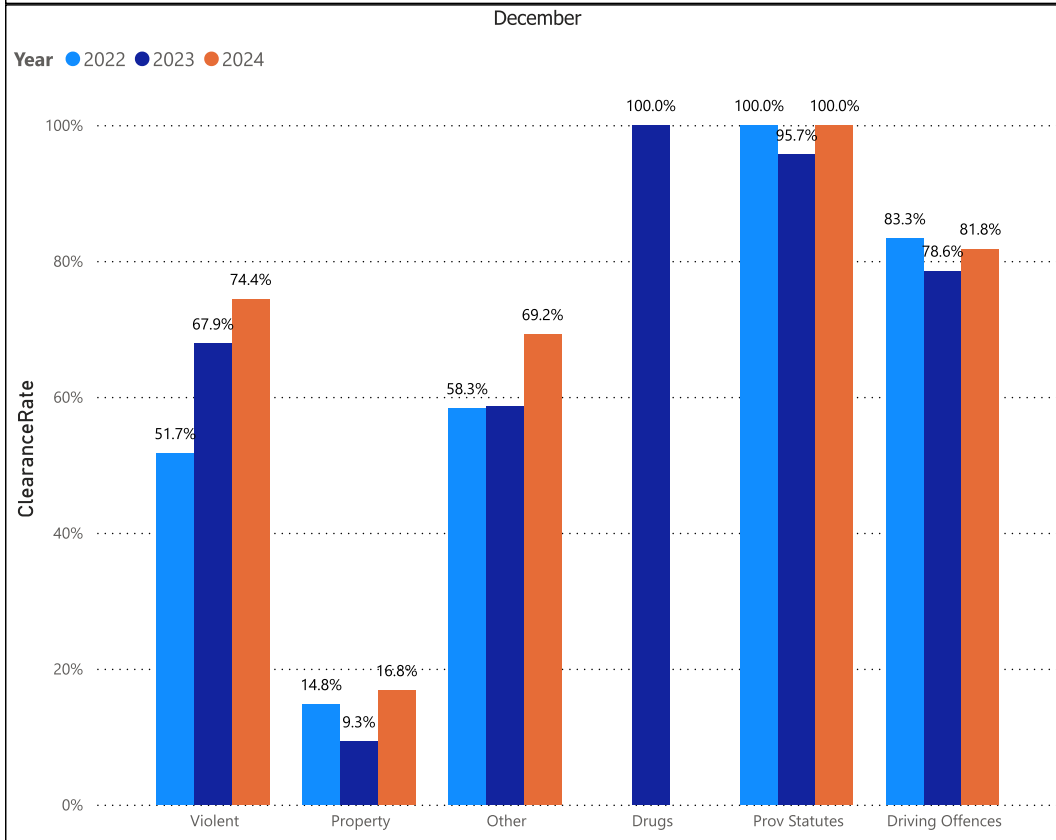
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**OPP Detachment Board Report
Records Management System
December 2024**

Clearance Rate						
December						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violent	51.7%	--	67.9%	31.2%	74.4%	9.7%
Property	14.8%	--	9.3%	-37.1%	16.8%	81.1%
Other	58.3%	--	58.6%	0.5%	69.2%	18.1%
Drugs			100.0%	--	0.0%	-100.0%
Fed Statutes						
Prov Statutes	100.0%	--	95.7%	-4.3%	100.0%	4.5%
Driving Offences	83.3%	--	78.6%	-5.7%	81.8%	4.1%

YTD						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	56.1%	--	61.5%	9.6%	64.7%	5.2%
Property	11.7%	--	14.7%	26.2%	14.2%	-3.5%
Other	53.2%	--	62.6%	17.9%	64.7%	3.3%
Drugs	78.6%	--	88.9%	13.1%	64.9%	-27.0%
Fed Statutes	97.3%	--	81.8%	-15.9%	96.8%	18.3%
Prov Statutes	96.4%	--	94.8%	-1.7%	95.5%	0.8%
Driving Offences	88.6%	--	85.4%	-3.6%	77.0%	-9.9%



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

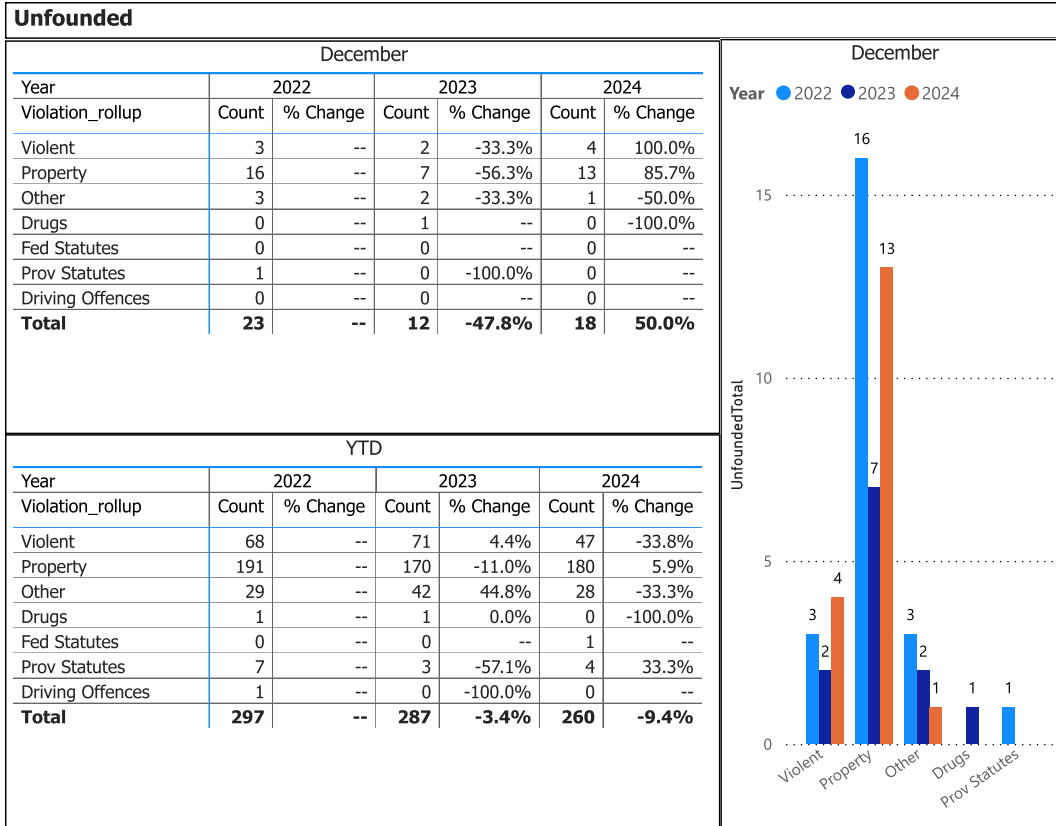
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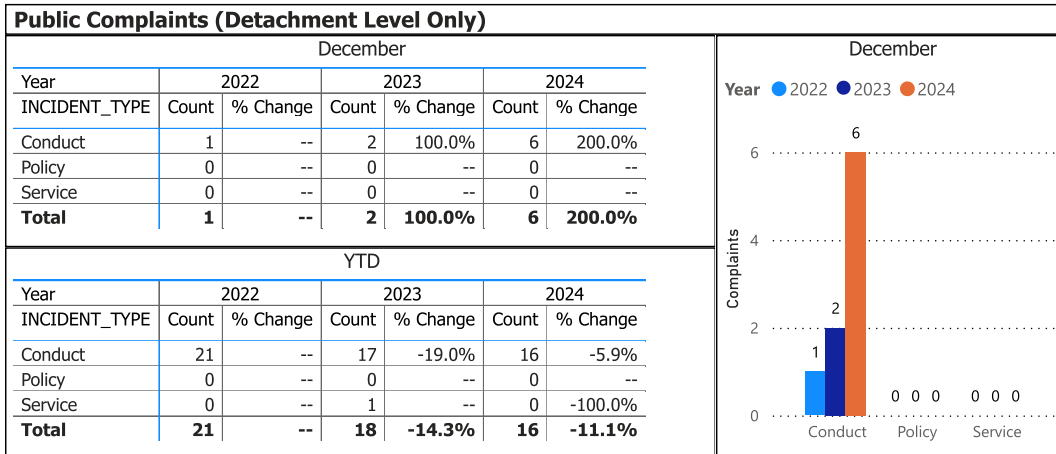
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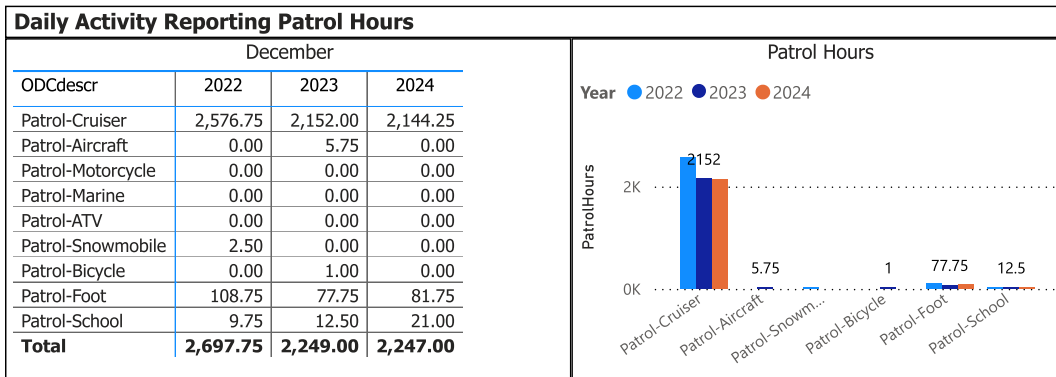
OPP Detachment Board Report Records Management System December 2024



Data source: RMS Data Feed
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:
27-Jan-2025

Daily Activity Reporting



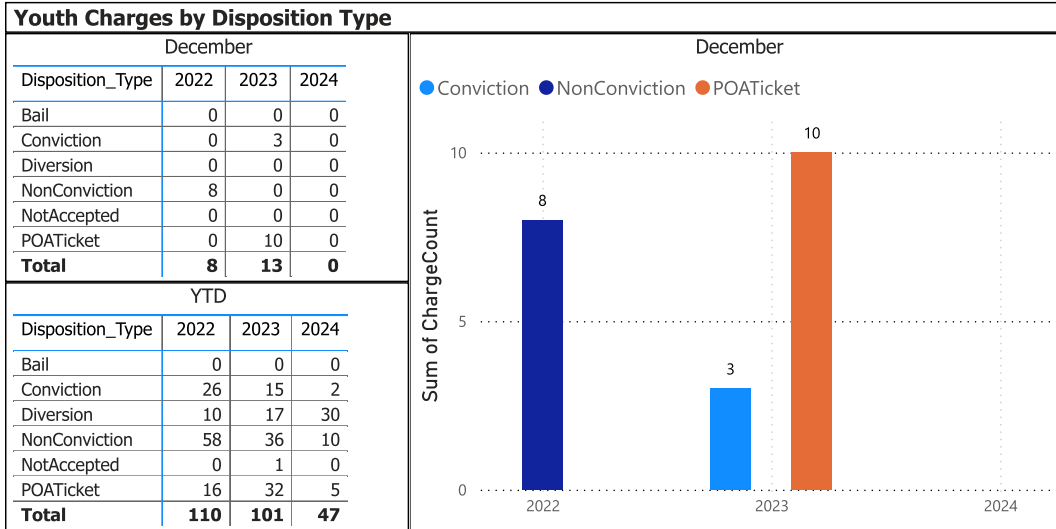
Data source (Daily Activity Reporting System) date:
27-Jan-2025

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OPP Detachment Board Report Records Management System December 2024



Youth Charges by Disposition and Occurrence Type		
December		
Year	2024	Total
OccType		
Total		0

YTD							
Year	2024						Total
OccType	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	0	4	2	0	0	6
Bail violations			0	0	4	0	4
eTicket - Person			0	0	0	3	3
eTicket - Vehicle			1	0	1	0	2
Harassment			0	1	0		1
Indecent acts			0	1	0		1
Mischief			0	15	2	0	17
Police pursuit			0	0	1	0	1
Sexual assault			0	1	0	0	1
Theft			0	4	0	0	4
Threats			0	1	0		1
Traffic enforcement - U T A			1	2	0	2	5
Total	0	2	30	10	0	5	47

The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

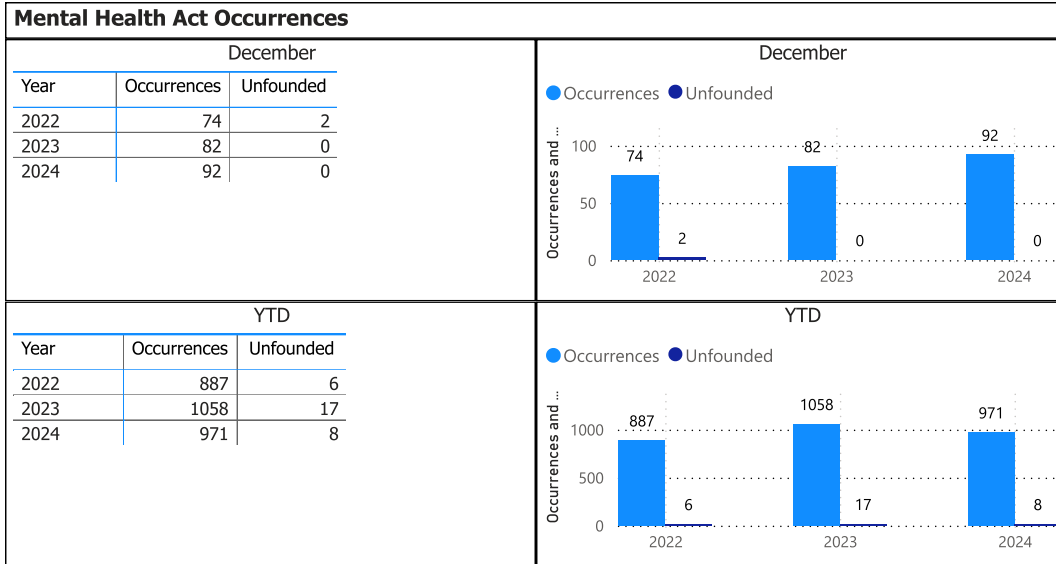
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Area(s): ALL

Data source date:
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OPP Detachment Board Report Records Management System December 2024



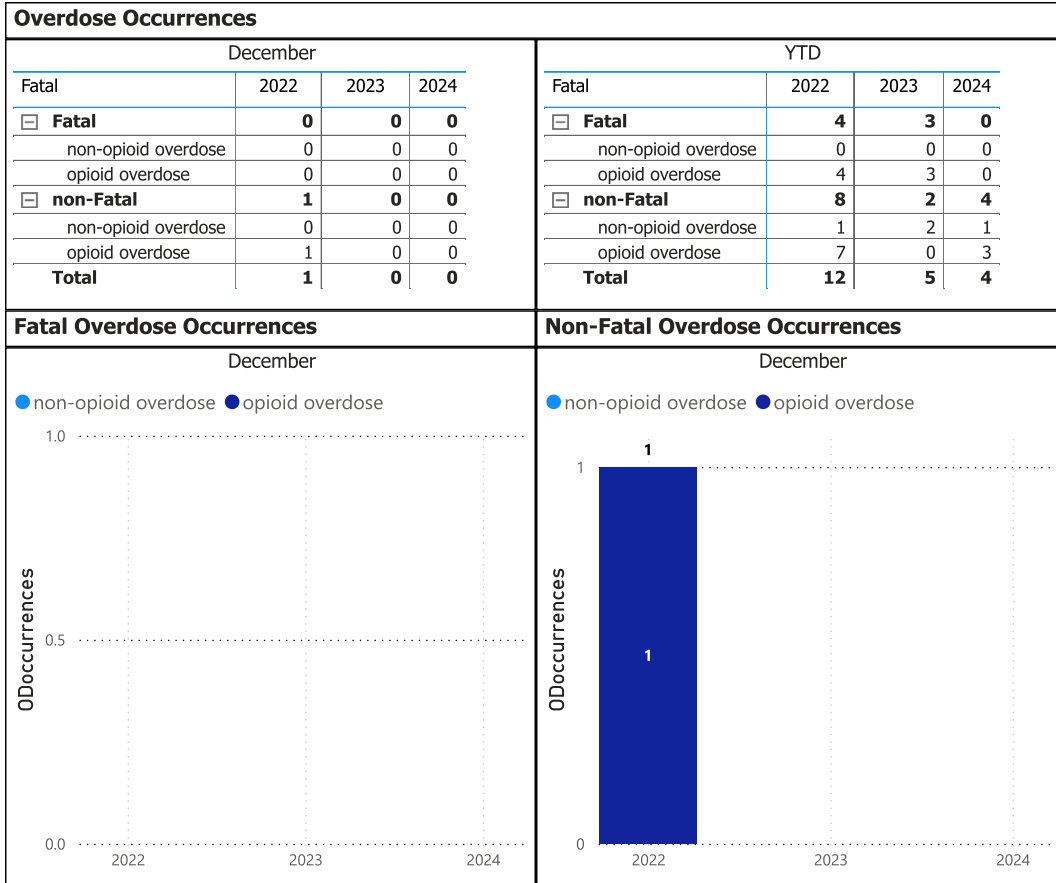
December		
Year	2024	
OccurrenceType	Occurrences	Unfounded
Ambulance Assistance	3	0
Assault	2	0
Assist Other Police Agency	1	0
Attempt or threat of suicide	13	0
Bail violations	1	0
B-E bus/res/oth	1	0
Domestic dispute	9	0
Family dispute	10	0
Fraud	2	0
Harassment	1	0
Mental health act	40	0
Person Well-Being Check	2	0
Police assistance	2	0
Sexual assault	1	0
Suspicious person	1	0
Threats	1	0
Unwanted person	2	0
Total	92	0

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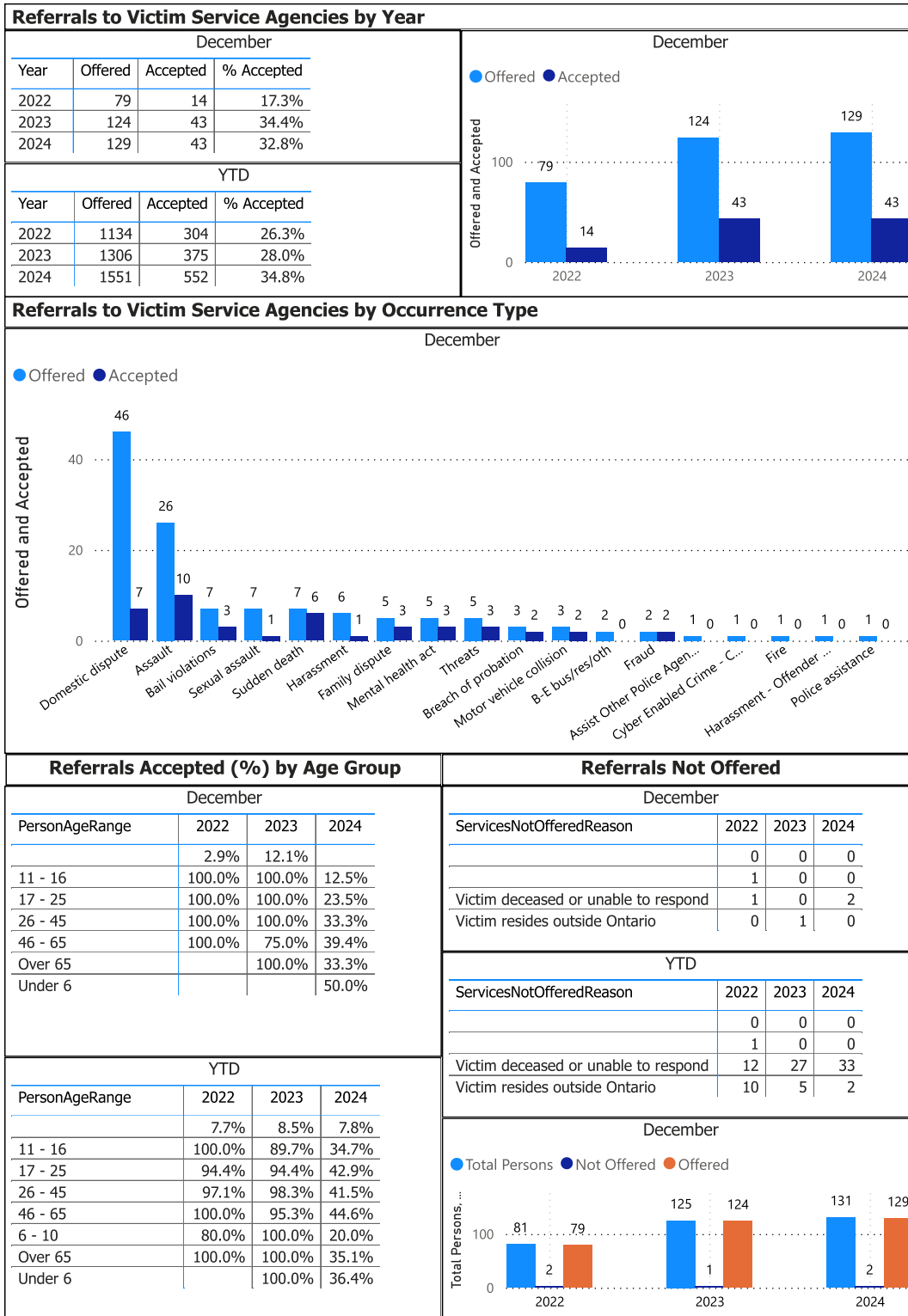
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Contacts

In an emergency DIAL 911

You can also call
1 888 310 1122
1 888 310 1133 (TTY)
Anywhere in Ontario, 24-hour toll free

Non-emergency calls

Please call
1 888 310 1122
1 888 310 1133 (TTY)
Anywhere in Ontario, 24-hour toll free

County of Wellington OPP Detachments

Centre Wellington Operations Centre

371 Charles Allan Way,
Fergus, ON N1M 2W3
Non-Emergency 519-846-5930
Fax 519-846-5460

South Wellington Operations Centre

5145 Wellington Road 27,
Rockwood, ON N0B 2K0
Non-Emergency 519-856-1506
Fax 519-846-2327

North Wellington Operations Centre

6725 Wellington Road 109,
Palmerston, ON N0G 2P0
Non-Emergency 519-343-5770
Fax 519-343-5780

OPP General Headquarters

Ontario Provincial Police
General Headquarters
Lincoln M. Alexander Building
777 Memorial Avenue
Orillia, ON
L3V 7V3

General inquiries: 705 329-6111
8:00 am to 4:00 pm, Monday to Friday

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Cultural Roundtable Committee Minutes

Monday, March 24, 2025

7:00 p.m.

Launcht Minto

Attendance:, Rosie Krul, Jennifer Frayne, Megan Raftis, Mary Jean Hartwig, Raissa Rogers, Bob McEachern, Councillor Ed Podniewicz and Deputy Mayor Jean Anderson.

Staff Present: Belinda Wick-Graham, Director of Economic & Community Development, Erin Raftis, Marketing and Community Development Coordinator, Gordon Duff, Treasurer,

Regrets: Amy Sjaarda, Chair Peggy Raftis, Greg Mallett, Programs and Facilities Coordinator, new member Tate Driscoll.

1. Call to Order at 7:03 p.m. by Belinda Wick-Graham

The Committee welcomed new members, Lynn Jamieson (on behalf of the Volunteer Project), and Tate Driscoll (sent regrets – on behalf of the Palmerston Agricultural Society).

Wick-Graham also mentioned Pete Bradford from the Barrel House will be representing the Minto Chamber of Commerce at future meetings. The Committee is also still waiting on confirmation of interest from the Norgan Theatre Board and will be actively working on youth rep recruitment at the Northern Wellington Works event on March 27th.

2. Minutes of Previous Meeting

- a. Minutes of January 27, 2025, Cultural Roundtable Meeting

MOTION

Moved by: Megan Raftis Seconded by: Raissa Rogers

THAT the minutes of the January 27, 2025, Cultural Roundtable Meeting be approved.

CARRIED.

3. Updates, Reports and Minutes for Approval

No updates were provided at this time.

4. Roundtable Discussion

a. Culture Days 2025 Working Group & Preliminary Plans

Gordon Duff received commitment from Megan Raftis, Rosie Krul, and Jennifer Frayne to continue on this committee with support from Erin Raftis. Duff asked one of the members to attend the Organizers meeting on April 3rd. Culture Days runs from September 19 – October 12th. Wick-Graham shared that the DEI Committee's Indigenous event will fall in this timeline and fit the mandate. Megan Raftis added that both the Minto Dance Academy and Illustrated Movement Dance Academy are interested in hosting workshops. The group will be having a meeting in April to begin planning.

b. Moving Cultural Plan Action Items Forward

The Committee reviewed the Cultural Action Plan to remain on track for 2025 initiatives. See Schedule 'A' attached.

c. Committee Member Updates

Deputy-Mayor Jean Anderson updated that the Horticultural Society is ramping up for Spring. The Garden Festival is on June 7th in conjunction with Firefighter's Breakfast. Meetings continue every 3rd Wednesday of the month.

Gordon Duff reported that the Minto Arts Council's March display is finishing up. In April, the Central Ontario Artist Association Group will have their exhibit, with the grand opening on April 4th. The Norwell Art Show will be in June. He shared that Film Fest is continuing to source Canadian Films. There was great attendance over the past several shows, when weather was good.

Councillor Podniewicz shared that the Lions Club will be working on maintenance in the park this summer and would welcome student volunteers.

Bob McEachern noted that the Railway Museum would work with high school students as volunteers. McEachern also suggested working with the Norwell Arts students to display their art in vacant windows or do rotating art shows. The Committee discussed working with Norwell to partner on "Cut the Mic" to draw a bigger crowd and connect organizations with students. Finally, he shared that Palmerston's 150th Homecoming will increase interest in Palmerston's history.

Belinda Wick-Graham added that the Museum has hired two students, one returning and one from the University of Guelph, and still need one more. She also added that the Economic Development Department is waiting for an update on summer grants to potentially hire a Chamber Student and Tourism/Farmers' Market student.

Jennifer Frayne shared that Northern Wellington Works is on March 27th and all students will attend. She noted the drama production this year is Freaky Friday and is Wed-Sat of the long

weekend at 7pm (no matinees). She shared that the French program has a chef coming into the school to do demonstrations.

Rosie Krul promoted the Wellington County Museum and Archives' March – May Juried Exhibition of Fine Arts display. She reminded the Committee that the libraries allow you to access the Ancestry Database for free. There is an “Ask the Archivist” event coming up on April 14th from 3pm-6pm in Harriston. There will also be lots of PA programming upcoming.

Raissa Rogers mentioned that the Magic Ice Cream Shoppe is open, and they are currently selling baked goods on behalf of the Harriston Bakery. The Crown Harriston is open for private events only.

Megan Raftis shared that the Harriston Historical Society's display is on Fashion & Clothing. They are working towards reprinting the Harriston History Book in 2028. She shared that the Grey Wellington Theatre Guide's next production is “Death Among the Delphiniums” directed by herself. The dates are May 2, 3, 4, 9, 10, and 11.

Erin Raftis shared that the downtowns are getting ready for their upcoming events including

- Egg-Scramble in Harriston on April 19th
- Palmerston Raleway Festival on June 21st
- Clifford Carnival Celebration on July 12th (new! Car Show and Dog Show)
- Harriston Street Party on August 9th

She added that the Minto Farmers' Market is navigating its new public health regulations. It opens on June 7th and the first event, the Strawberry Social, is June 21st. She also shared that new this year, May's Café at the Old Post will offer a hot breakfast (DIY Bubble Waffles and breakfast sandwiches) every other week starting June 14th.

Belinda Wick-Graham reminded the Committee to register by April 10th with the free code for the Cultural Symposium on May 30th. After this date, tickets will open to the public for \$25 each.

5. Adjournment at 8:11 p.m.

Schedule A

2025 Cultural Plan Priorities and Budget Allocations

ORGANIZATIONAL CAPACITY				
Action	Budget Allocation	Committee Members	Timeline for Completion	Status
			Q1 (Jan-March) Q2 (April – June) Q3 (July- Sept) Q4 (Oct. – Dec.)	
B5 - Share the outcomes of the recently completed work related to volunteer retention (Volunteer Recruitment and Retention project) with all community organizations and town-wide volunteers – arts, culture, heritage, agriculture, tourism, horticulture, sport, recreation, and service clubs.	\$200	Mary Jean Hartwig Megan Raftis Peggy Raftis Lynn Jamieson	Q2 In conjunction with E6	Welcomed Lynn Jamieson. Sub-committee will meet to begin planning. Considering a late 2025/early 2026 date instead.
B6 - Develop targeted campaigns for volunteers, offering short-term and flexible opportunities. Recognize that volunteers in art, culture and heritage respond to different	\$450	Staff	Q1 pair with C1 and C2	Engage youth in the community via surveys. Offer prizes. Staff are connecting with high school students through Northern Wellington Works on March 27 th .

<p>motivations and may require creative and unique approaches to develop and grow volunteerism.</p>				<p>Committee brainstormed survey questions and Staff will create a survey.</p> <p>Megan Raftis offered to connect with youth during Summer Youth Theatre.</p> <p>Staff will connect with the NDSS Arts classrooms to send survey.</p> <p>Engage volunteer groups in how to work with Youth volunteers, including potential remote volunteer positions.</p> <p>Reach out to groups who successfully work with high school students for testimonials from youth about volunteering in arts & culture. Also ask advice on what works and doesn't from these groups.</p>
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COMMUNITY EXPECTATIONS & INVESTMENT

Action	Budget Allocation	Committee Members	Timeline for Completion	Status
<p>C1 - Engage local youth (the Grove, High School) to identify barriers to participation in the arts, culture, and heritage. Assess options to create new programs and opportunities to build participation based on youth areas of interest. Use of modern social media tools, hosting 'cool' events and sharing youth</p>	<p>\$200</p>	<p>Mary Jean Hartwig Megan Raftis</p>	<p>Q1 + Q2 Pair with B6 and C2</p>	<p>See B6 Notes</p>

testimonials should be considered in all outreach activities.				
C2 -Continue to engage youth at the High School in obtaining their Community Service Hours while exposing participants to the arts. This can include learning to curate at the Museum, volunteering at cultural outreach events, learning to support ‘back of house’ in the theatre, etc. Engaging with drama and art teachers at the school can assist to expand knowledge of options and identify opportunities for students. Working with local creative entrepreneurs to establish knowledge sharing and mentorship should be part of the program (new creative/digital arts, paper press, other).	\$400	Mary Jean Hartwig	Q1 + Q2 Pair with B6 and C1	See B6 Notes
C5A - Host a “Program Summit” to assess priorities for new program delivery and recruit key volunteer leaders to mobilize “try-it” programs with incentives	\$600	Mary Jean Hartwig	Q2	Reach out to other communities hosting similar activities for advice. Work with the Minto Farmers’ Market who is hosting workshops in collaboration with local artisans at their events this summer.

provided by the Town of Minto. Incentives could take the form of free-of-charge facility space, promotional and marketing support, or a new grant program modeled after the Community Event Development/Enhancement Fund. A “Community Program Development / Enhancement Fund” to provide small grants for interested citizens or groups to pilot programs with an art, culture, and heritage focus. Work with successful program pilots to provide new options over the longer term				
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A WELCOMING COMMUNITY

Action	Budget Allocation	Committee Members	Timeline for Completion	Status
D6 - Expand materials made available to local real estate agencies and social media influencers that include a full list of cultural assets, amenities, and supports available within their promotional materials. Continue with ‘welcome bags ‘and other enticing	\$450	Staff - Erin	Q1	<p>Create a Cultural Guide/Brochure with Minto’s specific assets to distribute.</p> <p>The Saugeen Culture Days Guide 25,000 copies will be distributed (20,000 through Daytripping magazine, 5,000 to be split with Minto, Mapleton and Wellington North)</p> <p>Meet Your Neighbour – New Resident Picnic hosted with the DEI Committee on July 3rd from 6-8pm at the Harriston Pavilion. Hope to be work with the Kinsmen to offer a BBQ,</p>

materials that showcase opportunities for new residents to engage in art, culture, and heritage programs, events, and services. Update regularly and consider four-season promotional opportunities.				vegan options, yard games, and popcorn. Businesses and volunteer groups will be invited. Downtown groups are working with businesses to incorporate “Tourist Info Centres” in Palmerston & Clifford (similar to Magic Ice Cream Shoppe in Harriston).
REGIONAL SHARING & ORGANIZATIONAL NETWORKING				
Action	Budget Allocation	Committee Members	Timeline for Completion	Status
E2 - Explore other networking and educational options (i.e., Cultural Alliance model in Midland and surrounding communities) to share in hosting events, developing shared programs, learning from others, and maximizing the best use of resources. Pursue options to share in annual financial investments that provide a greater return for all partners.		Staff – Belinda	Ongoing	Working informally with Hanover & Wellington North on things like the Saugeen Culture Guide, Driftscape, Joint Meetings, and Symposiums.
E6 - Formalize the current approach to information sharing with cultural contributors and host an annual Minto Cultural	\$1000	Megan Raftis Peggy Raftis	Q2 In conjunction with B5	See B5 Notes.

<p>Symposium. Include artists, organizations, heritage and historical groups, creative occupations, and volunteers. Share best practices and lessons learned. Showcase and celebrate successes. Provide resources for volunteers, discuss calendars for upcoming events, identify opportunities to share resources, and build on existing programs and events.</p>		<p>Mary Jean Hartwig</p>		
<p>MINTO: A CULTURAL DESTINATION</p>				
<p>Action</p>	<p>Budget Allocation</p>	<p>Committee Members</p>	<p>Timeline for Completion</p>	<p>Status</p>
<p>F1 -The Town of Minto should develop annual work plans that demonstrate its commitment to being a cultural destination to support day trips and the visiting public in a proactive and intentional manner.</p>		<p>Staff</p>	<p>2026</p>	
<p>F3 - Maintain a fresh approach to all 'Quality of Place' initiatives with local downtown groups (public</p>	<p>1,000</p>	<p>Peggy Raftis</p>	<p>Ongoing</p>	<p>Work with downtown revitalization committees.</p>

art, landscape features, creative pop-ups, cultural gathering points, banners). Engage local artists with contributions to public art, and street furnishings.		Megan Raftis Deputy Mayor Jean Anderson		
F4 - Encourage the integration of artisan markets and farm-to-table initiatives into existing festivals and events. Highlighting existing farmers 'markets, and promoting locally grown produce and homemade goods responds to growing farm-to-table movement	\$500	Staff - Erin	Ongoing	Reach out to ongoing activities to be involved in sponsoring. Some suggestions included helping the Palmerston Agricultural Society collaborate with the new Box Car at the Palmerston Heritage Museum. Note – Clifford Farmers' Market will likely be an artisan market only.
F6 - Continue to work with the local agriculture industry to promote specific farm-to-table events such as Yorkshire Valley Farms. Develop a 'passport' program to entice repeat participation and showcase the variety of local fare.			2026	
F7 - Proactively promote the Town of Minto as a cycling-friendly destination that can leverage attendance at cultural events and	\$400	Raissa Rogers	Q1	Continue to work with businesses to promote and get them signed up as a Bike Friendly Business.

destinations. Link cultural resources throughout the cycling network using QR codes and other incentives to promote visitation.				Reached out to Ontario By Bike to host an information session in Minto. Now collaborating with the County of Wellington & potentially Guelph to host an online webinar. Minto could have snacks and live watch party in Minto.
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Diversity, Equity, and Inclusion Committee
March 20, 2025
7:00 pm at Launchit Minto

Attendance: Co-Chair Jokelee Vanderkop, Co-Chair Brittany Reis, Alicia Becker, Ahmad Almohammad, Mabel Amapali, Caitlin Hall, Kerry Ammerman and Stefan Von Muhlenen

Staff Present: Belinda Wick-Graham, Director, Economic & Community Development, Gordon Duff, Treasurer and Tami Cressey, Administrative Assistant

Regrets: Mayor Dave Turton, Deputy Mayor Jean Anderson, Peggy Raftis, Jessica Rowden, and Peyton McBeth.

Guests: Terry and Krista Fisk and JoAnne Caughill

- 1. Call to Order at 7:01 by Co-Chair Jokelee Vanderkop**
- 2. Minutes of Previous Meeting**
 - 2.1 Minutes of February 20, 2025, DEI Committee Meeting**

MOTION

Moved by: Mabel Amapali Seconded by: Kerry Ammerman
THAT the Diversity, Equity, and Inclusion (DEI) Committee approve the minutes of the February 20, 2025, meeting.
CARRIED.

- 3. Roundtable Discussion**
 - 3.1 Guest Speakers: Settling Newcomers in Minto**

The Committee welcomed Terry and Krista Fisk from the Harriston Presbyterian Church and JoAnne Caughill from the James Street United Church in Palmerston to talk about their experiences in helping newcomers settle in Minto. Terry and Krista spoke about settling two Syrian refugee families in Harriston and JoAnne spoke about setting Ukrainian families in Palmerston. Some of the challenges identified included:

- Lack of ESL training locally – or transit options to get to ESL training in Listowel
- Newcomer Settlement Services are located in Guelph – we need to look at having a satellite option in our rural communities.
- Funding was cut to the immigration services so the Fergus office has closed and the support people for the refugees will no longer have employment.

- The amount of paperwork for the sponsoring organizations to complete is overwhelming.
- Housing shortage
- There is a real concern right now in that the Ukrainian refugees are not being able to get their work permits renewed. They need an appointment to renew but the appointments available are after the date they need to renew. They will not be able to stay but they also can't go back. It is a struggle to get permanent resident cards despite them having jobs and settling in the community.

Ahmad noted some of the challenges he and his family faced when they arrived included the language barriers, dealing with the different weather and the kids being “different” at school.

Vanderkop thanked the guests for attending and for their important work helping the refugees safely settle in Minto.

3.2 DEI Calendar Update

After receiving feedback from the Committee at the last meeting Cressey presented the draft social media plan. She noted creating 4-6 posts per month and suggested that the Canadian Centre for Diversity and Inclusion Calendar could then be posted on the website. The Committee reviewed and endorsed the plan. Cressey will now create the actual posts and present those back to the Committee for final review and approval.

3.3 Vulnerable Populations Public Awareness Campaign

Wick-Graham noted that the Township of Wellington North has been working with the Mount Forest Family Health Team and the Community Resource Centre on a Vulnerable Populations Public Awareness Campaign and offered to share the resource with us. The Committee reviewed the campaign.

MOTION

Moved by: Brittany Reis Seconded by: Mabel Amapali

THAT the Diversity, Equity, and Inclusion (DEI) Committee approves the use of the Wellington North Vulnerable Populations Public Awareness Campaign.

CARRIED.

3.4 DEI Logo Update

Mabel presented a quote from Emerge Now Consulting to get our DEI logo created. It includes the following elements:

- Primary, Secondary & Sub-Mark Logos
- Concept Development – 3 Variations
- Revisions made on the preferred option

- File Formats (png, jpeg and vector) in different resolutions
- Brand Board

MOTION

Moved by: Alicia Becker Seconded by: Brittany Reis

THAT the Diversity, Equity, and Inclusion (DEI) Committee approves hiring Emerge Now Consulting to create the DEI Committee logo for up to \$500.

CARRIED.

3.5 Coldest Night of the Year Recap

Wick-Graham thanked everyone who participated and/or sponsored the Minto DEI Snowy Striders in the Coldest Night of the Year. Over \$40,000 was raised in support of hunger and homelessness programs in North and Centre Wellington.

3.6 Clifford Food Pantry Update

Wick-Graham noted that the pantry doors have come off. Von Muhlenen and Hall offered to investigate and see if improvements can be made to the box to fix the doors, as well as look at ways to insulate the pantry to help with the temperature effects on donations. Caughill noted that Blessings to You may be able to provide funding towards the pantry if we present them with a proposal. Von Muhlenen and Hall will bring back a plan for the next meeting.

3.7 Action Plan Follow Ups

The Committee reviewed the Action Plan. Updates are included in the plan attached as Schedule "A."

4. Reports

None

5. Adjournment at 9:10 pm

Next Meeting April 17, 2025, at 7:00 pm at Launchit Business Exploration Centre

Schedule "A"

2025 Diversity, Equity and Inclusion Priorities and Budget Allocations

EVENTS				
Action	Budget Allocation	Committee Members	Timeline for Completion Q1 (Jan-March) Q2 (April – June) Q3 (July-Sept) Q4 (Oct. – Dec.)	Status
Black Heritage Month	\$1,000 (\$625 + \$375 Event Enhancement Fund)	Brittany Gord Jokelee Mabel Stefan	Q1 Completed Feb 15, 2025	Completed 72 tickets sold (50 in attendance due to weather)
Pride in the Park	\$1,000 (\$540 + \$460 Event Enhancement Fund)	Minto Pride Jessica Brittany	Q2 June 8, 2025 11 am – 4 pm	Plans underway
Truth & Reconciliation - Tipi of Huron Perth - Virtual Showing of “Woodland Cultural Centre” at Norgan	\$1,000	Brittany Jokelee Peggy Stefan	Q3 Sept 27, 2025	Peggy noted that the Huron Perth Tipi is available (\$500) and Christin would speak on Truth & Reconciliation and Residential Schools. Stefan has a meeting with Clarence Cachagee from Crow Shield Lodge to discuss his participation speaking about treaties. Committee to meet to present the plans back.

New Resident Welcome Event(s) Meet Your Neighbour Picnic	\$475	Peggy Brittany Jokelee	Q3 July 3, 2025 6-8 pm	Staff to book Harriston Pavilion. Staff to talk to Kinsmen about BBQ. Outdoors games, invite businesses, clubs. Welcome bags and create invitations and promotions.
Clothing Swap	\$150	Stefan Alicia Kerry Mabel	TBD	Committee to meet to begin to make plans. Host at Town facility. Partnering with organizations like Blessings, Grove.
DEI Films at the Norgan	\$550	Kerry Brittany Jokelee Gord	April 21, 2025 7:15 pm	Superboys of Malegaon (2024) - IMDb Committee to meet to plan future films.

ADVOCACY

Action	Budget Allocation	Committee Members	Timeline for Completion Q1 (Jan-March) Q2 (April – June) Q3 (July-Sept) Q4 (Oct. – Dec.)	Status

DEI Audit & DEI Best Practice Guide		Jessica Brittany Peggy Kerry	TBD	Brittany working with a contact in HR to create a 2-pager rough draft for the Committee to review.
Training and Education for Council and Staff			Ongoing	No update
Training and Education for Community Volunteers (training derived from the Best Practice Guide)		Caitlin Kerry	TBD	No update
Communicate commemorative holidays on social media		Staff to prepare – Committee to review plan	Q2	Tami finalizing posts for final approval in April.
Downtown Accessibility Audit - Julie Sawchuck - County Accessibility Committee	\$400	Kerry Stefan Jokelee	Q2 or Q3	Tentative Date June 25 & 26. Waiting confirmation on County grant.
Develop policies that promote DEI			2026	No update
Become a member of the Canadian Coalition of Inclusive Communities	No Cost	Staff	Q1	Approved at Council March 4/25
Explore the National Rainbow Registered Accreditation Program		Minto Pride	TDB	No update

No Room for Hate/Hate had no Home Here Signage	\$300	Alicia Kerry	TDB	Alicia has a contact for affordable signs. Brittany has a contact for an artist who might be able to assist with a design. Messaging could be more around welcoming and inclusivity instead of no hate.
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TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Economic Development
SUBJECT: EC DEV 2025-004 – Extension Request – Johnny Garth Wilson and Sarah Viola

RECOMMENDATIONS:

That Council of the Town of Minto hereby receives report EC DEV 2025-004 Development Covenant Extension Request for Johnny Garth Wilson and Sarah Viola, prepared by the Director of Economic & Community Development, for information purposes,

AND FURTHER THAT the Council of the Town of Minto approves the requested six-month extension (August 8, 2025).

BACKGROUND

On February 8, 2024, Johnny Garth Wilson and Sarah Viola closed on the sale of 340 Minto Rd.

Our Industrial Land Agreements of Purchase and Sale have corresponding Option to Purchase Agreements that require purchasers to obtain a building permit within one year of closing and to complete the building within one year of the building permit. The date to obtain a building permit expired February 8, 2025.

COMMENTS:

Staff reached out to the owners to make them aware of the deadline. The owners submitted a site plan for review and staff are working with the owner and engineers on required revisions. As a result, an extension is required.

The Option to Purchase Agreement does allow a six-month extension with Council's approval. No further extension agreements would be required to honour this request.

FINANCIAL CONSIDERATION:

The Agreement of Purchase and Sale does allow for a 10% performance deposit, in this case \$9,000 to be paid by Johnny Garth Wilson and Sarah Viola and refunded once the covenant is met.

STRATEGIC PLAN

GOAL 3: STRONG VIBRANT ECONOMY

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

3.1 *Leveraging our location to attract new businesses and local jobs.*

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

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



TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Economic Development
SUBJECT: EC DEV 2025-005 – Signage Grant H37 – May’s Café at the Old Post, 39 Elora St. S. Harriston

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-005 – Signage Grant H37 – May’s Café at the Old Post, 39 Elora St. S. Harriston, prepared by the Director, Economic and Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves Signage Grant H37 for \$427.23.

BACKGROUND:

The Signage Grant Program was initiated in 2009. The 2025 CIP budget is \$35,000, and this is the first application of 2025.

May’s Café at the Old Post was a participant in our PitchIt! Minto Business Competition and opened her doors in the Old Post in the summer of 2024.

COMMENTS:

This signage grant includes a variety of signage to help raise awareness of the café located inside the Old Post:

- 38” x 38” 4/4 vinyl applied to 6mm alupanel, laminated
- 4 X Rail signs 45.25” X 15.4” 4/0 vinyl applied to 3mm alupanel, laminated
- May’s Café Sign 38” x 38” 4/0 printed on 4 mm coroplast
- Door Decal 15” x 16” 4/0 printed on white vinyl pre-masked, laminated
- Logo on frosted vinyl decal – 20” X 20” 4/0 printed on window frosting vinyl

SIGNAGE



The next Economic Development and Planning Committee (EDPC) meeting is not until June 5, 2025, therefore this application was reviewed and approved by the Committee via email on March 26, 2025.

FINANCIAL CONSIDERATION:

The lowest signage quote provided was \$854.45 and therefore is eligible for matching funds of \$427.23 through the signage grant program. If this grant is approved \$34,572.77 will remain in the CIP budget for 2025.

STRATEGIC PLAN:

GOAL 3: Strong Vibrant Economy

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

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

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



TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Economic Development
SUBJECT: EC DEV 2025-006 – Signage Grant H38 – Inked, 1 Elora St. Unit 4, Harriston.

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-006 – Signage Grant H38 – Inked, 1 Elora St. S. Harriston, prepared by the Director, Economic & Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves Signage Grant H38 for \$412.30.

BACKGROUND:

The Signage Grant Program was initiated in 2009. The 2025 CIP budget is \$35,000, and this is the second application of 2025.

Inked is a brand-new business in Harriston providing tattoos and piercing services in the former Launchit location.

COMMENTS:

This signage grant includes:

- 192” x 15” printed translucent vinyl reusing previous sign
- 25” x 50” standard gloss outdoor vinyl gloss laminated window decals.

SIGNAGE

The next Economic Development and Planning Committee (EDPC) meeting is not until June 5, 2025, therefore this application was reviewed and approved by the Committee via email on March 26, 2025.

FINANCIAL CONSIDERATION:

The lowest signage quote provided was \$824.60 and therefore is eligible for matching funds of \$412.30 through the signage grant program. If this grant is approved \$34,160.47 will remain in the CIP budget for 2025.

STRATEGIC PLAN:

GOAL 3: Strong Vibrant Economy

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

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

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



TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Economic Development
SUBJECT: EC DEV 2025-007 – Community Garden Agreements, Clifford and Palmerston

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-007 – Community Garden Agreements, prepared by the Director, Economic & Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto authorizes the Mayor and Clerk to sign the lease agreements with Wesley Bates and Juanita Wilkins and the Palmerston Evangelical Missionary Church.

BACKGROUND:

The Town of Minto has operated community gardens across Minto since 2014, the first garden was located at the Harriston-Minto Community Centre. In 2015, the Clifford Community Garden was opened on a vacant lot located on the main street owned by Wesley Bates and Juanita Wilkins and in 2017, the Palmerston Community Garden was opened at the Palmerston Evangelical Missionary Church.

The community gardens have allowed residents to grow fresh plants and produce. We have partnered with several social organizations including the County of Wellington Social Services and the Mount Forest Family Health Team to provide boxes for clients.

Currently, the Harriston gardens have 28 plots that are fully used. Clifford has 10 plots with 6 rented and several boxes needing to be replaced this season before they can be filled. Palmerston has 20 boxes that are fully used.

COMMENTS:

Agreements are in place with Wesley Bates and Juanita Wilkins for the Clifford property and with the Palmerston Evangelical Missionary Church for the Palmerston property. These agreements have both expired and need to be renewed.

Upon consultation with both parties, we have agreed to extend the agreements for another five years (2025-2029). At that time, we would review the program.

FINANCIAL CONSIDERATION:

The Town of Minto pays Wesley Bates and Juanita Wilkins and the Palmerston Evangelical Missionary Church \$500 per season to rent the properties housing the community gardens. This has been accounted for in the 2025 budget.

STRATEGIC PLAN:

GOAL 2: Quality of Life

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

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

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



TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Fire
SUBJECT: FIRE 2025-005 Fire Department Wage Policy

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report FIRE 2025-005 Fire Department Wage Policy, prepared by the Director of Fire Services, for information purposes;

AND FURTHER THAT the Council of the Town of Minto adopts the proposed wage policy and directs staff to implement it as of May 1, 2025.

BACKGROUND

The management group has been working with the departments to standardize wages between the three (3) departments, so all personnel are paid equally. We have been doing our own wage study and looking at various fire departments both from within the County as well as our neighbours who surround us. This policy is a result of that.

COMMENTS:

While Wellington North and Minto were being paid the exact same way, Mapleton's system was significantly different using a points system to complete their payroll. After discussion with the firefighters of Mapleton, it was decided to change the system to the hourly system to match the other two departments.

We then looked at taking an hourly average between the three as well as the other departments surveyed. Surrounding departments were slightly different in their payroll policy but we endeavoured to find an average so our firefighters would be in the same position as other departments. This policy is the result of it.

FINANCIAL CONSIDERATION:

The new hourly rate will cause a slight increase in the budget. A report will be brought back to Council after our first half payroll is completed and we have a better idea of how the year is progressing.

STRATEGIC PLAN

5.4 Strengthening and recognizing excellence among town employees.

iii. Review wage compensation (and benefits) including percentage and comparators.

PREPARED BY: Chris Harrow, Director of Fire Services

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

2025 WAGE POLICY

INCIDENT PAY	MAPLETON, WN & MINTO
	\$23.00/hour \$46.00 for first hour \$23.00 every hour after first *2 hour minimum pay for each incident *After 1 hour, another hour pay is added (call lasting 1 ½ hours would be 3 hours pay)
Training Session	\$23.00/hour for duration of training session
Weekend Truck Checks	\$23.00/hour for duration of truck checks
District Chief Stipend	\$8500, includes all meetings and duties
Captain Stipend	\$2500, includes all meetings and duties
Training Officers	\$2000 includes all meetings
Public Education Officers	\$1000 includes all meetings and duties
Auxiliaries (Recruits)	\$23.00/hour for all hours spent in recruit training Same rate as firefighters for in-house training Same rate for incidents as firefighters once allowed to come to incidents
Health and Safety Fire Rep	\$500 stipend per year including all meetings and inspections
Weekend Standby Pay	\$85.00 per day
Out of Department Meetings	\$23.00 per hour
Training Courses	\$23.00 per hour Courses are paid at listed duration of Fire College course (eg. Pump Ops is 40 hours plus 10 hours for pre course material)
Vacation Pay	All Firefighters will get 4% or 6% vacation pay depending on their years of service or municipal policy
Yearly Wage Rate Increase	Every January 1 st , the wage rate would go up by the COLA in September of the previous year, if approved by Council.

*Each department will be paid twice per year, at the beginning of June and December.



TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: Report CL 2025-006 Update to Pay Administration Policy

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report CL 2025-006 Update to Pay Administration Policy, prepared by the Deputy Clerk/Manager, People and Culture, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the policy as written.

BACKGROUND

One of the goals identified for the Strategic Plan is the review of our compensation system, which includes our Pay Administration Policy.

The Town of Minto's Pay Administration Policy was last updated in 2021, in conjunction with a previous compensation review. We aim to review and update the policy with each compensation review that is completed, to ensure that the provisions within it are in line with the various Acts associated with it, as well as industry standards.

COMMENTS:

Major changes within the policy include:

- increased guidelines for determining starting salaries for new hires;
- increase guidelines for determining salaries in the case of promotions, lateral transfers, voluntary and involuntary transfers;
- new provisions for status conversions (contract to full time);
- updated guidelines for acting appointments and temporary reassignments;
- introduction of guidelines around red circling, inversion situations, and the under-filling of positions;
- introduction of provisions for 'critical cases – critical attraction, critical retentions, and critical promotions;
- inclusion of new guidelines around the administration of part-time wages;
- introduction of new definitions;
- removal of specific percentage targets for compensation reviews to allow increased flexibility;
- removal of specific provisions in regard to economic adjustments to allow flexibility based on the local and national economic conditions.

These changes have brought the policy in line with industry standards and form a solid basis for salary administration moving forward. It will ensure that internal, external, and statutory pay equity is maintained during all future recruitments, restructuring, and reorganizations.

FINANCIAL CONSIDERATION:

There are no financial considerations associated with these changes.

STRATEGIC PLAN

5.4 Strengthening and recognizing excellence among town employees.
iii. Review wage compensation (and benefits) including percentile percentage and comparators.

Attachments: 2025 Draft Pay Administration Policy

PREPARED BY: Quinn Gorecki, Deputy Clerk/Manager, People and Culture

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



Category: Human Resources
Sub-Category: General

Title: Pay Administration

Policy Number: TBD
Approved by: Council
Administered by: Human Resources
Effective: TBD

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1 Purpose

The Town of Minto (the ‘Town’) is committed to attracting and retaining a high-performing and engaged workforce by investing in our people, creating a culture that empowers employees to deliver customer service excellence, and foster public trust and confidence.

The Town commits to maintaining a well-structured salary administration program through policies, procedures, and practices that are consistent, fair, transparent and equitable and are aligned to municipal and regional comparators to ensure market competitiveness. The Town targets a leading position in the market.

The purpose of this policy is to outline business guidelines for salary administration decisions, compensation oversight and controls, and reporting mechanisms.

2 Application and Scope

This Policy applies to all permanent and temporary employees of the Town of Minto and is supported by standard operating procedures.

3 Outcomes

The policy is intended to:

- a) Comply with the *Pay Equity Act* and the *Employment Standards Act, 2000*;
- b) Ensure employees are treated equally, fairly, and consistently, to support recruitment and retention of high performing employees;
- c) Facilitate career progression and succession planning within the organization while transferring organizational knowledge and supporting workforce modernization;
- d) Promote consistency and transparency in salary administration;
- e) Promote regular reporting of policy application to the Town’s Corporate Leadership Team and Council; and
- f) Recognize external market conditions, including municipal compensation benchmarks, and operate the Town in an open, transparent, and fiscally responsible manner.

4 Guiding Principles

4.1 Equity and Consistency

Salary administration promotes equity and performance-based culture that builds accountability, fairness, and consistency.

4.2 Transparency

Salary administration procedures and practices are communicated in an open, honest, transparent, and clearly articulated manner.

4.3 Market Competitiveness

Prevailing market conditions, comparators, and benchmarks are regularly reviewed. The Town collects relevant information to inform salary administration practices and processes, and to ensure salary structures are, and remain, market competitive.

4.4 Performance Contribution

Employees are actively engaged to support performance and growth through salary administration and total rewards systems that value and recognize their contributions.

4.5 Fiscal Responsibility

Recruitment and retention of valued staff is balanced with fiscal responsibility as a public sector employee.

5. General Provisions

5.1 New Hires

New employees will have a starting salary which reflect the skill, competencies, qualifications, relevant experience and labour market conditions.

- a) The starting salary will be within the salary range of the hired position.
- b) The starting salary will ensure internal equity is maintained in relation to the knowledge, skills, length of service, years of experience, and performance of employees on the same band within the department, based on the nature of the position.
- c) Salary offer approvals will occur as follows:
 - i. Up to 10% above Band Minimum are approved by the hiring manager and in consultation with Human Resources;

- ii. Above 10% of the Band Minimum and up to Midpoint of the salary range are approved by the Department Head, in consultation with Human Resources.

- d) There may be circumstances where the candidate is highly experienced and possesses critical skills, or where the market conditions may necessitate a starting salary greater than the midpoint of the salary range. Salary offers above midpoint of the salary range must be approved by the Department Head, Human Resources, and the CAO based on a comprehensive business case. Please refer to [5.6.1 Critical Attraction](#).

5.2 Acting Appointments and Temporary Reassignments

- 5.2.1 An acting appointment, temporary assignment and a temporary project assignment may occur when there is:

- a. A vacancy due to resignation, termination, reclassification, or the creation of a new position;
- b. An approved leave of absence;
- c. An absence due to illness;
- d. A need for a project that does not require a TFT or a PFT position and is outside of the current scope of one's position.

- 5.2.2 An appointment is deemed 'Acting' when an employee is made specifically accountable to perform the majority of the duties of a higher classification that is not their own. Majority of duties is considered sixty percent (60%) of the duties in the position the employee is taking the 'acting' assignment in.

- 5.2.3 An assignment is deemed 'temporary' when an employee is made specifically accountable to perform the majority of duties in the same or lower classification that is not their own. Majority of duties is considered sixty percent (60%) of the duties in the position the employee is taking the 'temporary' assignment in. OR when an employee is made accountable to perform duties of a higher classification that is not their own however the duties are less than sixty percent (60%) but still performing the duties on a daily basis.

- 5.2.4 Compensation for an acting appointment and temporary assignment occurs when an employee is appointed by the Chief Administrative Officer, Department Head or designate for a period of fifteen (15) working days or more. Statutory and observed holidays count as working days for the purposes of this policy.

- 5.2.5 Council must approve Acting Chief Administrative Officer appointments.
- 5.2.6 The Chief Administrative Officer must approve Acting Department Head appointments.
- 5.2.7 The Department Head or designate, in consultation with the Chief Administrative Officer, must approve acting or temporary appointments at all other staff levels.
- 5.2.8 Compensation for duties outlined within this section:

- a. Acting Pay

The start rate of the higher position; OR their existing regular salary plus ten percent (10%), whichever is greater for employees in 'acting' assignments that are higher paid positions. Noting the wage cannot exceed the salary range of the higher paying position.

- b. Temporary Assignment Pay

Their existing regular salary plus five percent (5%) for employees in 'temporary' assignments that are in the same band.

- 5.2.9 Pay commences:

- a. On the date the acting appointment begins, where the duration of the appointment is known and will be at least fifteen (15) consecutive working days; or
- b. When the duration of the acting appointment is unknown, upon completing of fifteen (1) consecutive working days, retroactive to the day the acting appointment began.
- c. When an employee is re-appointed to act in a position within one year of the original appointment which qualified for acting pay, the employee will be paid from the date of reappointment.

- 5.2.10 Conditions

- a. Any acting assignment is authorized at the discretion of the Chief Administrative Officer or Department Head or designate in accordance with the terms of this policy.
- b. Employees should have completed at least one year in their current role prior to being considered for an acting assignment. Employees who are in an acting assignment may not be considered for another acting assignment unless they have completed ninety percent (90%) of the

duration of their current acting assignment.

- c. In selecting employees for temporary assignments, managers are encouraged to consider their employees' developmental needs and the degree to which the assignment opportunity can assist the department to further its employee development. Temporary assignments may be filled in accordance with one of the following processes:
 - i. Direct employee placement.
 - ii. Temporary assignments of more than six (6) months in duration must be filled through a competitive process, posted as a corporate job posting.
 - *Exception: If the urgency of the operational need does not allow time for a competitive process, the assignment may be filled through a direct placement.
- d. If a temporary assignment subsequently becomes permanent, the department must post the position corporately if it was filled through a direct placement.
- e. Acting or temporary pay for one (1) employee cannot be divided amongst multiple employees.

5.2.11 Employees who revert from an acting appointment or temporary assignment to their former position will receive the salary rate of their former position.

5.2.12 Employees acting in excess of one (1) continuous year will be considered for a step increment in their acting pay grade upon the completion of a satisfactory performance evaluation.

5.2.13 An 'acting' appointment and 'temporary' assignment will not exceed two (2) years. Employees acting in excess of two (2) continuous years will have reaching the end date for the 'acting' appointment.

5.2.14 In special circumstances, the Chief Administrative Officer may approve higher compensation for acting appointments than what is outlined in this policy.

5.2.15 Council may approve higher compensation for an acting Chief Administrative Officer appointment than what is outlined in this policy.

5.3 Permanent Transfer

5.3.1 Promotion (to a higher band)

When a promotion is the result of a competitive recruitment, the increase to be applied to the employee's home base salary can be negotiated as:

- a) The greater of up to ten percent (10%) or Band Minimum, with the approval of the Department Head and in consultation with Human Resources; or
- b) Up to Band Midpoint of the new position. Salary offers greater than ten percent (10%) and up to the midpoint of the salary range are approved by the Department Head, in consultation with the Chief Administrative Officer and Human Resources.

When a promotion is the result of a non-competitive appointment process, the increase to be applied to the employee's home base salary is the greater of:

- a. Up to ten percent (10%) with the approval of the hiring manager and in consultation with Human Resources.
- b. Band minimum.

In either case the employee will not make less than band minimum or more than grade maximum of the new position. The increased salary will take into consideration the skills, qualifications and relevant experience possessed. It will also ensure internal equity is maintained in relation to the knowledge, skills, length of service, performance and experience of employees at the same grade within the department, based on the nature of the position.

Critical Promotion

There may be circumstances where the internal candidate is highly experienced, possesses critical skills or the role is of significant importance to the Town. The promotion salary may necessitate a higher increase within the salary range, subject to budget approval and in consultation with the Chief Administrative Officer, Finance, and Human Resources. Salary offers which exceed the standard two scenarios above must be approved by the Department Head, Human Resources, and the Chief Administrative Officer based on a comprehensive business case. Please refer to [5.6.3 Critical Promotion](#).

Under-Fill

For employees who are not yet fully qualified, please refer to [5.3.7 Under-Fill](#).

5.3.2 Lateral Transfer (to the same band)

A lateral transfer to the same band does not warrant a salary adjustment.

5.3.3 Voluntary Transfer (to a lower band) and Involuntary Transfers (to a lower band due to performance)

This may apply to either a permanent transfer or a temporary assignment to a lower banded position.

a) Employee's Base Salary is Above Band Minimum

The employee's base salary **will** be decreased to fall between the new band range, subject to internal equity and any applicable notice period.

b) Employee's Base Salary is Within the Range

The employee's salary **may** be decreased, subject to internal equity and any applicable notice period.

5.3.4 Red Circle (due to reclassification or reorganization)

When the employee's base salary is above band maximum of the lower banded position, the employee's base salary will be frozen until such time that their base salary falls within the salary range.

5.3.5 Status Conversion (contract to permanent)

When the employee's status changes from contract (temporary) to permanent, and they remain in the same position or band level, no salary adjustment will be applied. Please refer to [5.3.2 Lateral Transfer](#).

5.3.6 Inversion

Upon realignment, promotion or permanent lateral transfer, when there is a case of a permanent direct report with a base salary higher than the manager, the manager's base salary will be adjusted to match the direct report. Human Resources consultation must be undertaken in all cases on inversion.

Inversion adjustments occur after the Performance Management Program, once a year. All pay increases must be approved by the corresponding Department Head, along with Human Resources in consultation with the Chief Administrative Officer.

5.3.7 Under-Fill

- a) An under-fill occurs when the employee is awarded or appointed to a position on a permanent or temporary basis for which they are not yet fully qualified.

- b) When the employee is not able to perform the key functions of a position, or to assume significant responsibilities of a role, and/or is in the process of fulfilling required qualifications, the salary may be established up to ten percent (10%) below the minimum of the salary range.
- c) The employee's new salary will not be less than their current salary.
- d) The functions, responsibilities and/or qualifications that will and will not be required will be documented in the under-fill plan.
- e) The plan will not exceed eighteen (18) months and at the end of the plan, the employee will be assessed to determine whether the under-fill status should be extended.
- f) Extensions to the original plan must be agreed upon by both the employee and their immediate Supervisor and approved by the Department Head and Human Resources through an updated under-fill plan.
- g) Upon successful completion of the under-fill plan, the employee's salary will be brought to band minimum.

5.4 Pay for Performance

Base salary increases, lump sum payments or a combination thereof will be awarded to employees based on their contributions to the organization through individual assessment of performance on an annual basis. Management will establish an annual economic adjustment and performance percentage increases, subject to the Consumer Price Index and budgetary considerations.

5.5 Job Evaluation

All positions are evaluated according to the Town of Minto Job Evaluation Tool. When a position has undergone change, the magnitude of the change will be assessed by Human Resources. When it is determined that a job evaluation is required, the position will be sent to a third party for evaluation based on the job evaluation tool and placed into the appropriate band within the Town's salary schedule. Such classification is established according to the position competencies, effort, responsibility, working conditions and market conditions. Human Resources must be consulted prior to the commencement of any job evaluation reviews. Salary determinations can only take place once a job has been evaluated.

When job evaluation results in:

- a) A Higher Band: The employee's base salary will increase by the greater of:
 - a. Up to five percent (5%)
 - b. Band minimum.
- b) A Lower Band: No change applies. If the employee's base salary is above band maximum, it will be red-circled. Please refer to [5.3.4 Red Circle](#).

5.6 Critical Cases

The Town recognizes there may be circumstances which require special consideration for the attraction, retention and promotion of top talent on both a permanent and temporary basis. A comprehensive business case must be provided for consideration by the Department Head, Human Resources, and the Chief Administrative Officer. In cases where the business case is submitted by the Chief Administrative Officer, consultation is required from Human Resources and Finance. Approval is subject to confirmation that financial impact is within the approved budget. **In all critical cases, compensation decisions must be within the approved salary range.**

5.6.1 Critical Attraction

When there is a valid case to bring a new employee on board with a starting salary above midpoint of the salary range, approval may be awarded upon review and confirmation that there is:

- a) Demonstrated value in hiring the candidate due to high potential or a unique skillset, which is anticipated to bring achievement toward organization priorities, which support the Strategic Priorities; and/or
- b) An inability to attract candidates in the labour market with the specific skill(s) required for the position due to market conditions.

5.6.2 Critical Retention

When there is a valid case to retain a key employee, a base salary increase within the salary range may be awarded upon review and confirmation that:

- a) The potential loss of the employee could result in the loss of unique skills or subject matter expertise, reputational harm or could compromise the delivery of the Strategic Priorities; and/or
- b) A negative impact to essential services for the Town and/or community is likely.

In cases when the employee is a band maximum, a one-time payment of up to five percent (5%) may be considered, subject to business case and budget approval.

5.6.3 Critical Promotion

When there is a valid case to promote a key employee, a base salary increase within the salary range but above the range midpoint may be awarded upon review and confirmation that:

- a) The internal candidate demonstrated high potential in achieving priorities which support the Strategic Priorities; and/or
- b) There is an inability to attract candidates in the labour market with the specific skill(s) required for the position due to the market conditions.

The approved promotion salary is subject budgetary, Department Head and Human Resources approval.

5.7 Part-Time Wage Administration

5.7.1 Part-Time Jobs Matched to Full Time Roles

Part-Time Jobs that are an exact match to an existing full-time job will be compensated at a rate associated with the full-time salary schedule.

Employees working in part-time jobs that are linked to full-time salary schedules will receive associated increases per approved full-time wage schedule adjustments.

6 Roles and Responsibilities

6.1 Human Resources

Human Resources is responsible for:

- a) The establishment, administration, governance and maintenance of the Town's Salary Administration Program in accordance with the principles and procedures provided herein, as well as in compliance with legislated requirements.
- b) Providing professional guidance and advice on salary administration matters.
- c) Facilitating the job evaluation process and liaising with consultants on job evaluation reviews.

- d) Reviewing and providing advice on salary considerations.
- e) Reporting to the Senior Management Team with general information on the application of this Policy.
- f) Reporting annually to Council with general information on the application of the Policy.

6.2 Supervisors

Supervisors are responsible for:

- a) Ensuring that compensation policies and procedures are adhered to at all times.
- b) Consulting with Human Resources on salary administration policies and procedures.
- c) Ensuring salary changes have been approved through Human Resources as per policy to support the principles of equity and transparency.
- d) Ensuring recommendations for salary changes are supported and approved by Department Heads.
- e) Prompt submittal of information in order to not delay salary adjustments to employees.
- f) Treating all employees fairly, consistently, and equitably under this Policy.
- g) Providing business case proposals and securing budget approval where required.
- h) Adhering to approval processes and obtaining required approval levels for consideration.

7 Monitoring and Compliance

Human Resources will conduct period audits to verify compliance with this policy and report annually to Council on the application of the Policy.

Failure to follow this Policy may result in a review of the circumstances by Human Resources and the Chief Administrative Officer. If a failure is validated, it will result in disciplinary action.

8 Definitions

- 8.1 **Acting Assignment** means an internal opportunity where an employee is temporarily assigned to an existing position in an 'acting' capacity, for a minimum duration of two (2) weeks. The employee may or may not be required to continue to perform responsibilities of their home position.
- 8.2 **Band** means a fixed framework of a salary range represented by a minimum and maximum salary amount.
- 8.3 **Band Maximum** means the upper limit of the salary range, or the maximum salary amount and is considered 'Job Rate'
- 8.4 **Band Midpoint** means the halfway point of the salary range.
- 8.5 **Band Minimum** means the lower limit of the salary range, or the minimum salary amount.
- 8.6 **Base Salary** means an employee's salary for their home position.
- 8.7 **Competitive Recruitment** means a hiring process whereby a vacancy is advertised; internal and external applications are received for consideration and selection of the successful candidate.
- 8.8 **Critical Attraction** means a critical hire for leading strategic deliverables. There is an inability to attract candidates in the labour market at or below midpoint of the salary range of the position. This position is essential to support Council directives/initiatives.
- 8.9 **Critical Promotion** means a critical promotion for leading strategic deliverables. There is an inability to attract candidates in the labour market at or below the midpoint of the salary range of this position. This position is essential to support Council directive/initiatives.
- 8.10 **Critical Retention** means a critical retention to mitigate potential loss of a critical skill that could result in financial, legal, or political consequences. Loss may negatively impact essential services to the Corporation and/or community. The employee possesses and exhibits the characteristics most valuable to the Corporation.
- 8.11 **Department Head** means the Director or head of an Operating Department.
- 8.12 **Internal Equity** means the comparison of employee salaries at the same band in relation to knowledge, skills, years of service, performance, and experience within

the department, based on the nature of the position.

- 8.13 **Involuntary Transfer** means a movement to a different position classified in a lower grade, as a result of poor performance.
- 8.14 **Job Evaluation** means a systematic process for determining the relative value of jobs in an organization.
- 8.15 **Job Rate** means the highest step within a wage schedule.
- 8.16 **Lateral Transfer** means the movement from one position to another within the same band level.
- 8.17 **Market Adjustment** means a percentage increase applied to a salary range to reflect economic conditions.
- 8.18 **Non-Competitive Recruitment** means a hiring process whereby a vacancy is filled by the appointment of a candidate without an advertisement and through the approval of the Chief Administrative Officer. This is done in consultation with Human Resources.
- 8.19 **Pay for Performance** means a program where employees may be awarded a base salary increase, lump sum payment or a combination thereof for their performance contributions.
- 8.20 **Promotion** means a permanent position change to a higher grade.
- 8.21 **Red Circle** occurs when an employee's salary exceeds the band maximum of the position. In these cases, the employee's salary remains the same until such time that their base salary falls within the salary range.
- 8.22 **Re-Organizations** occurs when any of the following takes place:
- a. Movement of a department to another department. This includes the creation of a new unit or the dissolution of a unit.
 - b. A restructuring of how work is done – i.e. a portfolio of work has been reassigned within or across sections, divisions, or departments.
 - c. A corporate-wide realignment where all changes associated with the initiative are deemed part of the reorg and become effective on the same date.
- 8.23 **Salary Range** means the range of pay established for each band.
- 8.24 **Salary Schedule** means the listing of all bands represented by the band minimum, band midpoint, and band maximum salaries.

8.25 **Start Rate** means the rate of pay provided to a successful candidates which reflects their level of skill, competencies, qualifications, and relevant experience upon hire.

8.26 **Status Conversion** means the change of an employee’s status from contract (temporary) to permanent.

8.27 **Under-Fill** occurs when an employee is not fully qualified to perform all duties and responsibilities of the position but demonstrates potential to grow into the position within a specified time period. The salary may commence below the minimum start rate of the salary range.

8.28 **Voluntary Transfer** occurs when an employee applies for a lower graded position and is successful in obtaining the position.

8.29 **Wage Grid** means the schedule used for determining a rate of pay by job grade and/or length of service, where step progression applies.

9 Reference and Resources

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available

9.1 External References

Employment Standards Act, 2000

Pay Equity Act

Municipal Freedom of Information and Protection of Privacy Act

9.2 References to related Bylaws, Policies, and Administrative Directives

None

9.3 Related Corporate-Wide Procedures, Forms and Resources

Salary Ranges

Revision History

Date	Description
TBD	Approved
TBD	Next Scheduled Review

The Corporation of the Town of Minto
By-law 2025-017

Being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and Palmerston Evangelical Missionary Church

WHEREAS under Section 9 of the Municipal Act, S.O., 2001, c. 25, the Corporation of the Town of Minto has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS it is necessary and desirable for the Town of Minto to enter into an Agreement with Palmerston Evangelical Missionary Church for the Palmerston Community Gardens to use the property owned by Palmerston Evangelical Missionary Church at Part of Park Lot 9 Palmerston, 550 Prospect Street, in the former Town of Palmerston, Town of Minto;

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

1. That the Mayor and Clerk are hereby authorized and directed to execute the Agreement attached hereto as Schedule "A" and forming part of this By-law.
2. That the Clerk is hereby instructed to affix the Corporate Seal hereto.

Read a first, second and third time and passed in open Council this 8th day of April 2025.

Mayor Dave Turton

Clerk Annilene McRobb

MEMORANDUM OF AGREEMENT made this 8th day of April, 2025.

Between:

THE CORPORATION OF THE TOWN OF MINTO
(Hereinafter referred to as "The Town")
OF THE FIRST PART

And:

Palmerston Evangelical Missionary Church
(Hereinafter referred to as "The Owners")
OF THE SECOND PART

WHEREAS: "The Owners" are the owners of property described as Part of Park Lot 9 Palmerston Plan, RP 60R-13117 Part 1 "The Property", in the former Town of Palmerston, Town of Minto;

AND WHEREAS: "The Town" wishes to use the property for a Community Garden between April 1st to October 30th of each year for five years;

AND WHEREAS: "The Owner" agrees to rent the property to "The Town" for a period of five years; commencing April 8, 2025 until December 31, 2029;

NOW THEREFORE:

1. The Parties hereby mutually agree as follows:
 - a. The designated lands shall be the land identified on the map attached as Schedule "A"
 - b. Community Garden is an outdoor space on the designated lands where raised planting beds are made available for residents and community groups to plant, maintain, care, water and harvest vegetables and flowers or similar plant material for personal use at their sole cost and expense.
 - b. To provide not less than 60 days written notice of cancellation of this agreement.
2. The Owners agree to be responsible for the following matters as it pertains to the Town's use of the designated lands for a community garden:
 - a. Maintaining liability coverage with respect to the Owners personal use of the designated lands and save the Town harmless regarding these personal activities on the lands not related to the community garden.
 - b. Maintaining the designated lands during the period which the community garden is not active on the said lands.
 - c. Pay all water and sewer charges applicable to the subject lands on the basis that the rent under section 3a) paid by the Town is sufficient to cover any increase in water and sewer charges
 - d. Pay all property taxes levied on the Property, and ensure all electricity and other utility charges are up to date
 - e. Agree to abide by the policies of the Community Gardens set up by "The Town" as may apply from time to time.
3. "The Town" agrees to be responsible for the following matters as it pertains to its use of the designated lands for a community garden:
 - a. Pay rent to "The Owners" in the amount of \$500 per season beginning May 15 2025 with such rent payable prior to May 1 of each subsequent season.
 - b. Provide improvements of the designated lands for the community garden at the Town's sole expense only upon approval of the landowner such improvements to include raised planting beds, water supply, additional fencing, a lock and signage.

- c. Maintain the designated lands and improvements provided during the period the community garden is in place, and until written notice from the Owners to remove the said improvements from the designated lands in which case this agreement will be considered cancelled.

IN WITNESS WHEREOF the parties have executed this Agreement.

WITNESS TO THE SIGNATURES:

THE CORPORATION OF THE TOWN OF MINTO

Mayor Dave Turton

Clerk Annilene McRobb

Schedule A



The Corporation of the Town of Minto
By-law 2025-018

Being a by-law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and Wesley W. Bates and Juanita J. Wilkins

WHEREAS under Section 8 of the Municipal Act, S.O., 2001, c. 25, the Corporation of the Town of Minto has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS it is necessary and desirable for the Town of Minto to enter into an Agreement with Wesley W. Bates and Juanita J. Wilkins for the Clifford Community Gardens to use the property owned by Wesley W. Bates and Juanita J. Wilkins at Part Lot 176, Elora Street North, in the former Village of Clifford, Town of Minto;

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

1. That the Mayor and Clerk are hereby authorized and directed to execute the Agreement attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk is hereby instructed to affix the Corporate Seal hereto.

Read a first, second and third time and passed in open Council this 8th day of April 2025.

Mayor Dave Turton

Clerk Annilene McRobb

MEMORANDUM OF AGREEMENT made this 8th day of April, 2025

Between:

THE CORPORATION OF THE TOWN OF MINTO
(Hereinafter referred to as "The Town")
OF THE FIRST PART

And:

WESLEY W. BATES AND JUANITA J. WILKINS
(Hereinafter referred to as "The Owners")
OF THE SECOND PART

WHEREAS: "The Owners" are the owners of property described as Part Lot 176, Elora Street North "The Property", in the former Village of Clifford, Town of Minto;

AND WHEREAS: "The Town" wishes to use the property for a Community Garden between April 1st to October 30th of each year for five years;

AND WHEREAS: "The Owner" agrees to rent the property to "The Town" for a period of five years; commencing April 8, 2025 until December 31, 2029;

NOW THEREFORE:

1. The Parties hereby mutually agree as follows:
 - a. The designated lands shall be the vacant land beside the Wesley Bates Gallery located at 15 Elora Street North Clifford
 - b. The Community Garden is an outdoor space on the designated lands where raised planting beds are made available for residents and community groups to plant, maintain, care, water and harvest vegetables and flowers or similar plant material for personal use at their sole cost and expense.
 - b. To provide not less than 60 days written notice of cancellation of this agreement.
2. The Owners agree to be responsible for the following matters as it pertains to the Town's use of the designated lands for a community garden:
 - a. Maintaining liability coverage with respect to the Owners personal use of the designated lands and save the Town harmless regarding these personal activities on the lands not related to the community garden.
 - b. Maintaining the designated lands during the period which the community garden is not active on the said lands.
 - c. Pay all water and sewer charges applicable to the subject lands on the basis that the rent under section 3a) paid by the Town is sufficient to cover any increase in water and sewer charges.
 - d. Pay all property taxes levied on the Property, and ensure all electricity and other utility charges are up to date
 - e. Agree to abide by the policies of the Community Gardens set up by "The Town"

as may apply from time to time.

3. "The Town" agrees to be responsible for the following matters as it pertains to its use of the designated lands for a community garden:
- a. Pay rent to "The Owners" in the amount of **\$500** per season beginning April 8, 2025 with such rent payable prior to May 1 of each subsequent season.
 - b. Review the rates under section 3a) upon any changes to water and sewer charges to ensure sufficient coverage.
 - c. Provide improvements of the designated lands for the community garden at the Town's sole expense only upon approval of the landowner such improvements to include raised planting beds, water supply, additional fencing, a lock and signage.
 - d. Maintain the designated lands and improvements provided during the period the community garden is in place, and upon written notice from the Owners remove the said improvements from the designated lands in which case this agreement will be considered cancelled.

IN WITNESS WHEREOF the parties have executed this Agreement.

WITNESS TO THE SIGNATURES:

WESLEY W. BATES AND JUANITA J. WILKINS

Wesley Bates

Juanita Wilkins

THE CORPORATION OF THE TOWN OF MINTO

Mayor Dave Turton

Clerk Annilene McRobb

The Corporation of the Town of Minto
By-law No. 2025-019

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held April 8, 2025

WHEREAS the Council of the Town of Minto met on April 8, 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 March 18, 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 8th day of April 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk