



Council Agenda

Tuesday, July 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 June 17, 2025 Regular Council meeting be approved.

- a. Regular Minutes of June 17, 2025

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4. Resolution Moving Council into Court of Revision

RESOLUTION:

THAT Council of the Town of Minto convenes into Court of Revision.

- a. Municipal Drain 119

9

5. Resolution Moving Council into Committee of Adjustment

RESOLUTION:

THAT the Town of Minto Court of Revision convenes into Committee of Adjustment.

- a. MV 2025-04 - Von Westerholt - 5746 Wellington Road 87

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- b. MV 2025-05 - Robert Harris - 167 Margaret Street S, Harriston

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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	
a.	ZBA 2025-02 - Calvin Frey - 5129-5135 15th Line	42
8.	Delegations	
9.	Public Question Period	
10.	Correspondence Received for Information or Requiring Direction of Council	
	<u>RECOMMENDATION:</u>	
	THAT Council receives the correspondence as information.	
a.	County of Wellington, Joint Accessibility Advisory Committee Minutes of May 1, 2025	54
b.	Town of Bracebridge, Road Salt Usage	58
c.	County of Wellington, Official Plan Review - Phase 3B Rural Residential Growth	59
d.	County of Wellington, Bill 17 - Protect Ontario by Building Faster and Smarter Act	68
e.	Crime Stoppers Guelph Wellington, Summer 2025 Newsletter	75
f.	City of Pickering, Opposition to Bill 5 and Request to Appeal	77
g.	Mapleton Seniors Centre for Excellence, July 2025 Newsletter	81
11.	Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given	
a.	Committee Minutes for Approval	
1.	Diversity, Equity, and Inclusion Committee Minutes of June 19, 2025	91

RECOMMENDATION:

THAT Council receives the Diversity, Equity, and Inclusion

Committee minutes of June 19, 2025 for information and approves any recommendations contained therein.

b. Staff Reports

1. EC DEV 2025-010, Patio Grant P01 – Dulce Heaven Cookies and Scoops, 107 William St., Palmerston 100

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-010 – Patio Grant P01 – Dulce Heaven Cookies and Scoops, 107 William St., Palmerston, prepared by the Director, Economic and Community Development, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves Patio Grant P01 for \$366.23.

2. EC DEV 2025-011, Mural Replacement Agreement - 90 Elora Street S, Harriston 102

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-011 – Mural Replacement Agreement, 90 Elora Street S., Harriston, prepared by the Director of Economic & Community Development, for information purposes; AND FURTHER THAT the Council of the Town of Minto considers a By-law in regular session authorizing the Mayor and Clerk to execute a Mural Agreement with property owner REMAX/Midwestern Realty Inc. (Dan Keffer); AND FURTHER THAT the Council of the Town of Minto considers a By-law in regular session authorizing the Mayor and Clerk to execute an Artist Agreement with Blaze Wiradharma.

3. PW 2025-015, Maintenance Agreement with Upper Grand District School Board – Walkway and Municipal Services Easement 104

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives Report PW 2025-015 Maintenance Agreement with Upper Grand District School Board – Walkway and Municipal Services Easement, prepared by the Wastewater Services Manager, for information purposes; AND FURTHER THAT the Council of the Town of Minto authorizes the Mayor and Clerk to sign and execute the Maintenance Agreement, dated June 2025, as presented.

4. PW 2025-016, Municipal Drain 19 Improvement Request 108

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report PW 2025-016 – Municipal Drain 19 Improvement Request, prepared by the Drainage Superintendent, for information purposes;
AND FURTHER THAT the Council of the Town of Minto appoints Spriet Associates Engineers & Architects to represent the Town's interest in this matter.

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| 5. | PLN 2025-013, SPC 2024-03: Johnny Garth, 340 Minto Road Palmerston | 111 |
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RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report PLN 2025-013- SPC 2024-03 – Johnny Garth, 340 Minto Rd, Palmerston, prepared by the Planning Coordinator, for information purposes.

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| 6. | CS 2025-003, LiveBarn | 115 |
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RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report CS 2025-003 – LiveBarn, prepared by the Director of Community Services, for information purposes;
AND FURTHER THAT the Council of the Town of Minto passes a by-law in Open Session authorizing the Mayor and Clerk to sign a 3-year agreement with LiveBarn Inc.

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| 7. | FIN 2025-009, Audited Financial Statements | 117 |
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RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report FIN 2025-009 2024 Audited Financial Statements, prepared by the Treasurer, for information purposes;
AND FURTHER THAT the Council of the Town of Minto approves the 2024 Audited Financial Statements as presented.

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| 8. | CL 2025-009, Alternate Voting Methods for the 2026 Municipal Election | 189 |
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RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report CL 2025-009 Alternate Voting Methods for the 2026 Municipal Election, prepared by the Director of Legislative Services/Clerk, for information purposes;
AND FURTHER THAT Council authorizes a vote by mail method for casting ballots in the 2026 municipal election;

AND FURTHER THAT Council authorizes the use of tabulators for counting ballots in the 2026 municipal election;
 AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to authorize a vote by mail method of casting ballots in the 2026 municipal election;
 AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to authorize the use of tabulators for counting ballots in the 2026 municipal election;
 AND FURTHER THAT the Clerk shall prepare procedures and rules for the vote by mail method of casting ballots in the 2026 municipal election and provide these procedures and rules to the public by posting them on the municipal website.

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

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| a. | 2025-033, Committee Appointments | 192 |
| b. | 2025-034, Purchase and Access Agreement with Upper Grand District School Board | 198 |
| c. | 2025-035, Mural Agreement with Re/Max Midwestern | 209 |
| d. | 2025-036, Artist Agreement with Blaze Wiradharma | 216 |
| e. | 2025-037, Livestream Agreement with LiveBarn Inc. | 225 |

RESOLUTION:

THAT By-laws 2025-033 through 2025-037 be read a first, second, third time and passed in Open council and sealed with the seal of the Corporation.

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| f. | 2025-038, Confirmatory | 230 |
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RESOLUTION:

THAT By-law 2025-038; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held July 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, June 17, 2025 7:00 p.m.
Council Chambers

Council Present:

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

Staff Present:

Annilene McRobb, Clerk
Gregg Furtney, Chief Administrative Officer
Gordon Duff, Treasurer
Terry Kuipers, Director of Building and Planning Services
Quinn Gorecki, Deputy Clerk/Manager, People and Culture
Ryan Binkle, Drainage Superintendent

1. **Call to Order at 7:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of June 3, 2025
 - b. Special Council Minutes of June 5, 2025

RESOLUTION: 2025-093

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT minutes of the Town of Minto June 3, 2025 Regular Council meeting and June 5, 2025 Special 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: 2025-094

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

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

Carried

5. Senior of the Year Award Presentation

Bob Emmerson, resident of Palmerston, was presented with the Senior of the Year Award by Mayor Turton on behalf of Council of the Town of Minto.

6. Public Meeting

a. Notice of Consideration of Engineers Report for Drain 119

Mayor Turton acted as the Chair of the Public Meeting and called the meeting to order at 7:10 p.m.

Clerk McRobb stated the meeting is to consider the Engineers report prepared by RJ Burnside & Associates Limited of Wingham, Ontario with the revised date of May 5, 2025, for Drain No. 119. Under the Drainage Act, Council's role is to determine if this report is ready for the next steps. Council cannot redesign the drainage system, that is the Engineers role. Council's role tonight is to determine whether the engineer has done what they can reasonable do and whether the next steps in the process are best suited to address any remaining concerns that Council itself cannot resolve. Notices of the meeting were sent to 6 Landowners along with the report. As well, copies of the report were circulated to Town Staff, Maitland Valley Conservation Authority, and the Ministry of Agriculture, Food and Rural Affairs.

Chair Turton called on the Engineer to provide a summary of the report. Greg Nancekivell introduced Sid VanderVeen and Edison Peel. Nancekivell reviewed the report. Vanderveen spoke of the role of the Engineer noting additional work was done and costs are associated with the work. Special benefits were looked at for the landowners requesting extra work done on the drain.

Chair Turton called on Town staff to provide any additional comments. Ryan Binkle was in attendance and did not have any further information.

Chair Turton called on any speakers. wishing to provide information that might influence Council's decision on the matter. Jim Gibson, Landowner was in attendance and provided concerns he had.

Bill Wilken, Landowner was in attendance and provided concerns he had.

Chair Turton asked if there are any members of the public who wish to add or remove their name from the petition. No-one came forward.

Chair Turton stated Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure. Mayor Turton provided an explanation on what this step means, Councils role and formal next steps for landowners.

Clerk McRobb noted a by-law will be presented during open Council if that is the wish of Council.

MOTION: COW 2025-084

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

THAT the Council of the Town of Minto provisionally adopt the engineers report for Municipal Drain 119 by Bylaw in open session.

Carried

Chair Turton officially adjourned the meeting considering the engineer's report Drain No. 119 at 7:38 p.m.

7. Delegations -None

8. Public Question Period No-one came forward.

9. Correspondence Received for Information or Requiring Direction of Council

- a. District of Parry Sound Municipal Association, Supporting Municipal Ethics Through Access and Education
- b. City of Pickering, Raising Ontario Works (OW) and Ontario Disability Support Program (ODSP)

MOTION: COW 2025-085

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

That the Town of Minto supports the correspondence from the City of Pickering, Raising Ontario Works (OW) and Ontario Disability Support Program (ODSP).

Carried

MOTION: COW 2025-086

Moved By: Councillor Gunson; Seconded By: Councillor Podniewicz

THAT Council receives the correspondence as information.

Carried

10. 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 Committee Minutes of June 5th, 2025

MOTION: COW 2025-087

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

THAT Council receives the Economic Development and Planning Committee minutes of June 5, 2025 as information and approves any recommendations contained therein.

Carried

b. Staff Reports

1. PLN 2025-008, B14/25 - Bramhill Farm North Inc. (Lot Line adjustment) Part Lot 18 Concession 4

MOTION: COW 2025-088

Moved By: Councillor Zimmerman; Seconded By: Councillor Dirksen

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve Consent Application B14/25 – Bramhill Farm North Inc, for land legally described as Part Lot 18 Concession 4, in the Town of Minto, and that the following conditions be considered:

1. THAT the owner/applicant satisfies all the requirements of the Town of Minto of the Financial and otherwise, which the Town of Minto may deem necessary for the proper and orderly development of the subject lands, including but not limited to the payment of any monies owed to the Town of Minto, and ensuring that all accounts are in good standing; and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

2. THAT the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

Carried

2. PLN 2025-009, B15/25: Frontiers Design Inc. (Industrial Severance) Concession D Pt Lot 114

MOTION: COW 2025-089

Moved By: Councillor Podniewicz; Seconded By: Councillor Elliott

THAT the Council of the Town of Minto recommends that the County of Wellington Land Division Committee approve Consent Application B15/25 (Frontiers Design Inc.), legally described as MINTO CON D PT LOT 114, RP 61R20310 PART 3, in the Town of Minto, and that the following conditions be considered:

- 1. THAT the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.**
- 2. THAT the owner/applicant confirms they are aware of the following:**
 - That development costs of the parcel(s) are solely the responsibility of the developer;
 - That the owner shall be responsible for all costs associated with any required modifications to Municipal Drains resulting from the proposed development on the subject lots;
 - That Site Plan Control is required for the development of both the Land To Be Severed and to be Retained prior to the issuance of a Building Permit;
 - That there is satisfactory access for both the severed and retained parcels, an Entrance Permit can be obtained from the road authority with jurisdiction, to the satisfaction of the Town of Minto; and further, that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 3. THAT zoning compliance be achieved to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.**

Carried

Councillor Dirksen assumed the Chair.

3. FIN 2025-008, 2025 Asset Management Plan Adoption

MOTION: COW 2025-090

Moved By: Councillor Gunson; Seconded By: Councillor Zimmerman

THAT the Council of the Town of Minto hereby receives report FIN 2025-008 regarding 2025 Asset Management Plan Adoption, prepared by the Treasurer, for information purposes; AND FURTHER THAT the Council of the Town of Minto formally adopts the attached 2025 Asset Management Plan.

Carried

Mayor Turton resumed the Chair.

4. CAO 2025-005, Committees of Council Review

MOTION: COW 2025-091

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

THAT the Council of the Town of Minto hereby receives Report # CAO-2025-05 Committees of Council Review, prepared by the Chief Administrative Officer, for information purposes; AND FURTHER THAT the Council of the Town of Minto approves the elimination of the Community Services Advisory Committee (CSAC); AND FURTHER THAT the Council of the Town of Minto approves that the Norgan Theatre Committee be now responsible to the Cultural Roundtable Committee; AND FURTHER THAT the remaining Committees and Subcommittees continue to operate as 'Status Quo' as outlined in Bylaw 2024-071. AND FURTHER THAT the Council of the Town of Minto directs staff to prepare a new Bylaw to be brought to Council at a subsequent Council meeting, that reflects the adopted changes, repealing Bylaw 2024-071.

Carried

c. Announcements

Councillor Gunson stated the Harriston Firefighter breakfast had 700 attend and the Clifford Firefighters breakfast will be held June 28 and 29th at the Clifford Pavillion.

Councillor Dirksen stated on July 1 Crossroads Life Church will be hosting Fireworks. On July 4th Minto -Harriston Fall Fair ambassador competition takes place.

Councillor Zimmerman noted that June 21 from 9 am – 1 pm is the Strawberry Social at the Farmers Market at the pavilion, and the Raleway Fest will be held at the Train Museum on June 21st from noon to 4 pm.

Deputy Mayor Anderson stated the Garden Festival was very well attended. July 3rd is the Meet your Neighbour welcome picnic at the Harriston pavilion from 6-8 pm.

Mayor Turton noted that June 8th was the Pride Event and thanked County Councillor Anderson who drove the train. Friday was commencement at Norwell, and every graduating student was presented with a yearbook sponsored by the Town of Minto and Township of Mapleton. Mayor Turton stated that he attended the County Economic Development Meeting noting if every family spent \$10 in Wellington County it could generate \$50,000,000 economic impact.

11. Motion to Return To Regular Council

RESOLUTION: 2025-095

**Moved By: Councillor Elliott; Seconded By: Councillor Podniewicz
THAT the Committee of the Whole convenes into Regular Council.**

Carried

12. Notices of Motion – None.

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2025-096

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

Carried

14. By-laws

a. 2025-030 Provisional Bylaw for Drain 119

RESOLUTION: 2025-097

**Moved By: Councillor Podniewicz; Seconded By: Councillor Elliott
THAT By-law 2025-030 be approved and read a first and second time and provisionally adopted in Open council.**

Carried

b. 2025-031, Connecting Links Program Transfer Payment Agreement

RESOLUTION: 2025-098

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Zimmerman
THAT By-law 2025-031; To authorize the Mayor and Clerk to sign the Connecting Links Program Transfer Payment Agreement; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

b. 2025-032, Confirmatory

RESOLUTION: 2025-099

Moved By: Councillor Gunson; Seconded By: Councillor Dirksen

THAT By-law 2025-032; To confirm actions of the Council of the Corporation of the Town of Minto respecting a meeting held June 17, 2025; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

15. Adjournment at 9:01 p.m.

RESOLUTION: 2025-100

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

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 119-2025
Tuesday, July 8, 2025 3 p.m.

Dave Turton, Town of Minto Representative
Jean Anderson, Town of Minto Representative
Judy Dirksen, Town of Minto 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 119-2025.
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. 119 construction of a new drain beginning in Lot 41, Concession 8, proceeding into Lot 41, Concession 7, in the Town of Minto. The following are attached to the agenda:

4.1 Court of Revision Jurisdiction (attached)

4.2 Notice of Court of Revision for Drain 119-2025 (attached)
5. Written Appeals of Assessments Received
All appeals are required to be received in writing 10 days (June 28, 2025) prior to the date of the Court of Revisions as per the June 18, 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.

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 119

(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 2025/05/05, 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)

2025/07/08

Time

3:00 PM

Location

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)

2025/06/18

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).*



**The Corporation of the Town of Minto
By-law No. 2025-030**

to provide for drainage works in the Town of Minto
known as Municipal Drain No. 119-2025

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 May 5, 2025, has been filed with the Corporation of the Town of Minto.

WHEREAS the estimated total cost of constructing the drainage works is \$166,000.

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:

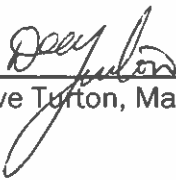
1. The report from RJ Burnside & Associates Limited of Wingham, Ontario dated February 3, 2025, is hereby provisionally adopted, and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. The following attachment is extracted from 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 \$160,000 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. 119-2025 By-law, 2025-030"

Read a first and second time and provisionally adopted in open Council this 17th day of June, 2025.



Dave Turton, Mayor



Annilene McRobb, Clerk

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

Dave Turton, Mayor

Annilene McRobb, Clerk



SUMMARY ASSESSMENTS FOR CONSTRUCTION
MINTO DRAIN 119 - 2024 (REVISED)

Conc. or Plan	Lot or Part	Owner	Roll No.	Affected Area (Ha.)	Main Drain	West Branch	East Branch	Totals	Less 1/3 Grant	Less Allowances	Net Assessment	
		<div>Agricultural Lands</div>										
7	40	Antonio Andrade	1-156	38.87	\$ 2,160	\$ -	\$ -	\$ 2,160	\$ 720	\$ -	\$ 1,440	
7	41	William and Catherine Wilken	1-157	17.20	\$ 5,640	\$ -	\$ -	\$ 5,640	\$ 1,880	\$ 4,270	\$ (510)	
7	42	James and Colleen Gibson	1-157-50	0.00	\$ 5,510	\$ -	\$ -	\$ 5,510	\$ 1,837	\$ 5,690	\$ (2,017)	
8	40	Archibald and Lisa Wilson	1-158-50	4.67	\$ 5,850	\$ -	\$ 2,430	\$ 8,280	\$ 2,760	\$ -	\$ 5,520	
8	40	Lavolit Limited	1-162	19.43	\$ 3,930	\$ -	\$ 1,100	\$ 5,030	\$ 1,677	\$ -	\$ 3,353	
8	41	John and Miriam Martin	1-159	29.76	\$ 87,580	\$ 3,130	\$ 15,850	\$ 106,560	\$ 35,520	\$ 6,140	\$ 64,900	
8	42	Lavolit Limited	1-158	4.34	\$ 7,250	\$ 22,940	\$ -	\$ 30,190	\$ 10,063	\$ -	\$ 20,127	
TOTAL ON LANDS									\$ 117,920	\$ 26,070	\$ 19,380	\$ 163,370
		<div>Roads</div>										
Unopened Road Allowance		Town of Minto		2.44	\$ 1,860	\$ -	\$ 770	\$ 2,630	\$ -	\$ -	\$ 2,630	
TOTAL ON ROADS									\$ 1,860	\$ -	\$ 770	\$ 2,630
ALL LANDS AND ROADS									\$ 119,780	\$ 26,070	\$ 20,150	\$ 166,000

- Notes:
- (1) It is presumed that all private lands are Agricultural, within the meaning of the Drainage Act except properties denoted with *
 - (2) Eligibility for an OMAFA grant will be verified by the Town of Minto at time of billing
 - (3) It is the responsibility of the landowner to confirm whether their property is eligible for an OMAFA grant, under ADIP policies



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

Tuesday, July 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-2025-04 – Von Westerholt”

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

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

Location

legally described as CON 9 LOT 29 and is municipally known as 5746 Wellington RD 87 in the Town of Minto. The subject property is approximately 41.5 ha (77.5 ac).

Purpose & Effect

The purpose and effect of this Minor Variance application is to seek relief from the Minimum Interior Side Yard requirements to permit the relocation and expansion of the grain storage bins. Sections 8.2.4 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, require a minimum interior side yard of 60 ft (18.3 m). However, a reduced interior side yard of 10 ft (3 m) is proposed. Additional relief may be considered at the time of the 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 June 16th, 2025 and posted on the subject property on June 16^h, 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 Planning Coordinator 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: July 8th, 2025
REPORT TO: Committee of Adjustment
SERVICE AREA: Building Department
SUBJECT: PLN 2025-011 – Minor Variance: MV 2025-04 – Von Westerholt
5746 Wellington RD 87, Minto

RECOMMENDATION

THAT the Committee of Adjustment receives report PLN 2025-011 legally described as CON 9 LOT 29 and is municipally known as 5746 Wellington RD 87 in the Town of Minto, for information and consider approving the application.

BACKGROUND

The subject property for the proposed Minor Variance is municipally known as 5746 Wellington Road 87. The property is approximately 41.5 ha (77.5 ac) in size, zoned Agricultural and Natural Environment, and currently contains an existing farming operation, including crop cultivation and a grain drying and storage operation.

Purpose & Effect

The property owner is proposing expanding and relocating the Grain storage bins. The proposal requests relief for a Minimum Interior side yard of 18.3 m (60 ft) while 3.05 m (10 ft) is proposed. The storage bins have a diameter of 10.06 m (33 ft) and will be located as shown in the map (Figure 2) below.

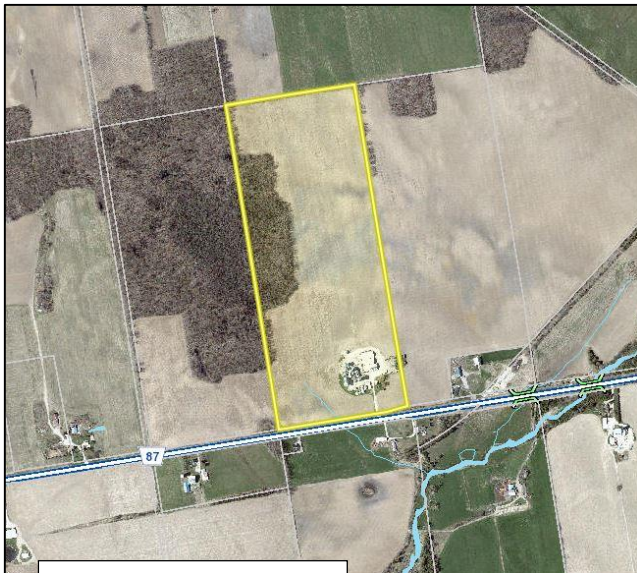


Figure 1 – Aerial Photo

Source: Wellington County GIS (2020)



Figure 2 – Site Plan

Source: Wellington County GIS (2020)

Section	Accessory Uses		
	Minimum	Proposed	Difference
8.2.4) Minimum Interior Side Yard	18.3 m (60 ft)	3.05 m (10 ft)	15.25 m (50 ft)

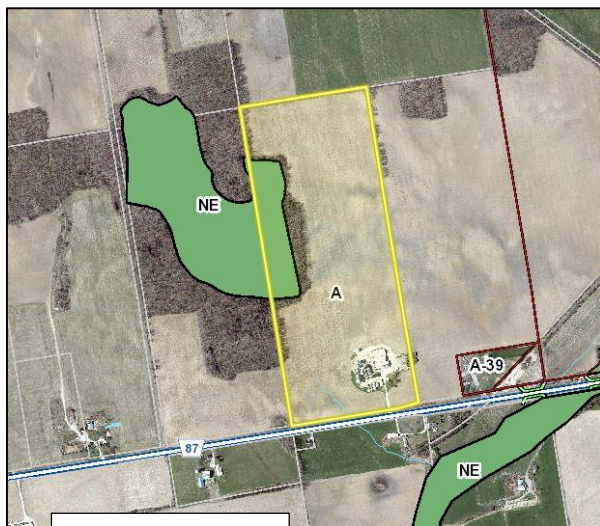


Figure 3 – Zoning

Source: Wellington County GIS (2020)

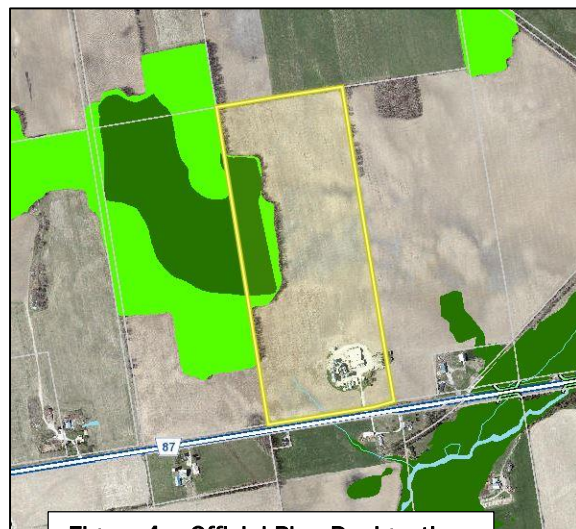


Figure 4 – Official Plan Designation

Source: Wellington County GIS (2020)

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 indicated that the subject property is designated as Prime Agriculture, Core Greenlands, and Greenlands within the County Official Plan. Identified features on the property include Significant Wooded Areas, Provincially Significant Wetlands, and lands regulated by the Maitland Valley Conservation Authority as Hazard Lands. Overall, Planning staff have no concerns with the proposed Minor Variance application in relation to the County Official Plan.

Maitland Vally Conservation Authority (MVCA)

The subject property contains a watercourse (Maitland River) and associated floodplain, both of which are regulated by the Maitland Valley Conservation Authority (MVCA) under O. Reg 41/24. Development within 15 meters of the floodplain or top of bank requires MVCA approval.

The proposed development is located well outside of these hazard areas. The application generally conforms with the natural hazard policies of Section 3.1 of the PPS, 2020, and MVCA has no objections to the proposal.

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 Minimum Interior side Yard to relocate the grain storage bins on the subject property.
Is it desirable for the appropriate development or use of the land, building, or structure?	Yes, the proposed relief is desirable as it supports sustainable agricultural development.
Is it in keeping with the general intent and purpose of the Zoning By-law?	Yes, the proposed relief 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 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



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

June 23rd, 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 2025-04
Hubertus Graf Von Westerholt
5746 Wellington RD 87
CON 9 LOT 29, Minto**

Thank you for circulating the above noted application to our office. We have not offered a comment 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 note 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 8.2.4:

- To permit a reduced minimum interior side yard setback of 3 m, whereas the by-law requires a minimum rear yard setback of 18.3 m.

The subject property is designated as Prime Agriculture, Core Greenlands and Greenlands within the County Official Plan. Identified features include Significant Wooded Areas, Provincially Significant Wetlands and Maitland Valley Conservation Authority Regulated Hazard lands. Planning staff note that the proposed variance is to facilitate relocation and expansion of the grain storage bins.

The Committee should be satisfied that the reduced side yard setback can accommodate for maintenance of the subject property. Overall, Planning staff have no concerns with the proposed minor variance application related to the County Official Plan. 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

MEMORANDUM

TO: Minto Planning Department, via Email
FROM: Ethan Dykstra, Environmental Planner - Regulation Officer, MVCA
DATE: June 25, 2025
SUBJECT: Application For Minor Variance: MV 2025-04
Lot 29, Con 9, Wellington 1 Ward, Municipality of Minto, County of Wellington; Known as 5746 Wellington Rd 87

The Maitland Valley Conservation Authority (MVCA) has reviewed the above-noted application with respect to natural hazards in accordance with our Memorandum of Understanding with the County of Wellington; and in accordance with our delegated responsibility for representing the “Provincial Interest” for natural hazards. Based on our review, we offer the following comments.

It is from our understanding the purpose of application MV 2025-04 is to seek relief from the Minimum Interior Side Yard requirements to permit the relocation and expansion of the grain storage bins.

Natural Hazards:

The subject property features a watercourse (Maitland River) which bisects the northern portion of the property, and subsequent floodplain which encompasses much of the northern portion of the property.

MVCA Regulated Lands:

Floodplains, plus 15 meters from the boundary of the floodplain, watercourses, plus 15 meters from the stable top of bank of the watercourse, are regulated by the Maitland Valley Conservation Authority (MVCA) pursuant to O. Reg 41/24. Subject to the regulation, any proposed development (construction, reconstruction, filling and/or site grading) interference and/or site alteration within MVCA’s regulated area must be reviewed and approved by MVCA prior to any works beginning.

Background & Recommendation:

The proposed development lies well outside the hazard lands associated with this property. The application is in general conformance with Section 3.1, Natural Hazard Policies of the PPS, 2020; and as such MVCA has no objections.

We have not yet received payment for the review of this file, as such we will invoice the applicant directly. Thank you for the opportunity to comment at this time. Feel free to contact this office if you have any questions.

NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2025-04 Minor Variance – s.45(1)

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Von Westerholt
PROPERTY ADDRESS: 5746 Wellington RD 87
LOCATION OF PROPERTY: CON 9 LOT 29

The purpose and effect of this Minor Variance application is to seek relief from the Minimum Interior Side Yard requirements to permit the relocation and expansion of the grain storage bins. Sections 8.2.4 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, require a minimum interior side yard of 60 ft (18.3 m). However, a reduced interior side yard of 10 ft (3 m) 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 July 2025.

DECISION: **Denies** The application by Robert Harris, for the property legally described as Concession 9, Lot 29, and municipally known as 5746 Wellington Road 87 in the Town of Minto, seeks relief from Section 8.2.4 to permit a minimum interior side yard setback of 10 feet (3 metres) to allow for the relocation and expansion of the grain storage bins.

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 – Take notice that an appeal to the Ontario Land Tribunal in respect to this Minor Variance application may be made by filing a notice of appeal with the Town of Minto Secretary-Treasurer either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Town of Minto as the Approval Authority or by mail 5941 Highway 89, Harriston, ON N0G 1Z0, no later than 4:30 p.m. on July 28, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to annilene@town.minto.on.ca.

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 July, 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-2025-04 Minor Variance – s.45(1)**

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Von Westerholt
PROPERTY ADDRESS: 5746 Wellington RD 87
LOCATION OF PROPERTY: CON 9 LOT 29

The purpose and effect of this Minor Variance application is to seek relief from the Minimum Interior Side Yard requirements to permit the relocation and expansion of the grain storage bins. Sections 8.2.4 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, require a minimum interior side yard of 60 ft (18.3 m). However, a reduced interior side yard of 10 ft (3 m) 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 July 2025.

DECISION: Approves The application by Robert Harris, for the property legally described as Concession 9, Lot 29, and municipally known as 5746 Wellington Road 87 in the Town of Minto, seeks relief from Section 8.2.4 to permit a minimum interior side yard setback of 10 feet (3 metres) to allow for the relocation and expansion of the grain storage bins.

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 – Take notice that an appeal to the Ontario Land Tribunal in respect to this Minor Variance application may be made by filing a notice of appeal with the Town of Minto Secretary-Treasurer either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Town of Minto as the Approval Authority or by mail 5941 Highway 89, Harriston, ON N0G 1Z0, no later than 4:30 p.m. on July 28, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to annilene@town.minto.on.ca.

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 July, 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.



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

Tuesday, July 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-2025-05 – Robert Harris”

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 LOT 7 PT LOT 8, and is municipally known as 167 Margaret Street S, Harriston, in the Town of Minto. The subject property is approximately 248.5 m² (2,674.93 ft²).

Purpose & Effect

The purpose and effect of this Minor Variance application is to seek relief from the Minimum Exterior Side Yard setback to the dwelling unit and accessory structure, the Maximum Lot Coverage and to permit the construction of an accessory structure without the establishment of the principal use. Sections 10.2.5 and 6.1.2 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard of 6.0m (19.7 ft) to the dwelling unit and an accessory structure, whereas an exterior side yard setback of 1.52m (5.0 ft) is proposed to the dwelling unit and 3.96m (13.0 ft) to the accessory structure. Section 10.2.8 of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, permits a maximum lot coverage of 40%, whereas 60% lot coverage is proposed. Section 6.1.5 a) requires the principal use be established on a property prior to an accessory use, however the applicant is requesting that an accessory structure is permitted to be constructed on a vacant property prior to the construction of the dwelling unit. Additional relief may be considered at the time of the 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 June 25th, 2025 and posted on the subject property on June 25th, 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 Planning Coordinator 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:

REPORT TO:

SERVICE AREA:

SUBJECT:

July 8th, 2025

Committee of Adjustment

Building Department

PLN 2025-011 – Minor Variance: MV 2025-05 –

Robert Harris

167 Margaret St S, Harriston

RECOMMENDATION

THAT the Committee of Adjustment receives report PLN 2025-011 legally described as LOT 7 PT LOT 8, and is municipally known as 167 Margaret St S, Harriston, Town of Minto, for information and considers denying the application.

BACKGROUND

The subject property is municipally known as 167 Margaret St S, with the former Town of Harriston, and is approximately 1413.7 m² (15,216.7 ft²) in size. It currently contains an existing two-storey dwelling and a shed, located within the R1B (Low Density Residential) Zone. The existing structures are to be demolished to allow for the construction of two new single family detached dwellings, in conjunction with a concurrent severance application.

Severance Application B9-25 was provisionally approved by the Wellington County Land Division Committee at its June 2025 meeting. This application proposes to create two separate parcels with frontage on Margaret Street.



Figure 1 – Aerial Photo

Source: Wellington County GIS (2020)

In addition to the present Minor Variance application and severance application, a previous Minor Variance application was approved by Council on May 6th, 2025, to grant relief from specific zoning provisions for the retained parcel:

- A reduced Exterior side yard setback of 3.0 metres (9.8 ft), whereas 6.0 metres (19.7 ft) is required.
- An increased maximum lot coverage of 45%, whereas 40% is permitted.

The approval is subject to the following two conditions outlined in the Notice of Decision:

1. No encroachments, including decks, porches, balconies, or steps, shall be permitted within the exterior side yard.
2. The reduced exterior side yard setback shall not apply to the garage.

Purpose & Effect

The property owner is proposing to construct a 148.64 m² (1,600 ft²) one-storey dwelling unit along with a 57.85m² (624.0 sq. ft) detached garage at the rear of the property. The proposal includes a request for relief from the minimum required exterior side yard setback and an increase in lot coverage in addition to the previously approved Minor Variance, as well as 2 additional zoning provision reliefs.

The applicant is proposing a setback of 1.52 metres (5.0 ft) for the dwelling and 3.96 metres (13.0 ft) for the accessory structure, whereas the R1B (Low Density Residential) Zone requires a minimum setback of 6.0 metres (19.7 ft), with the previous relief being approved for a 3.05m (10.0 ft) exterior side yard setback to the dwelling unit, and no relief granted to the detached garage.

Further, the applicant is requesting relief to increase the maximum permitted lot coverage from 40% to 60%, with the previous relief being granted for a 45% lot coverage.

In addition to the above, the applicant is also requesting to construct the accessory structure on a vacant lot prior to the construction of the principal dwelling, while the Zoning By-law requires that a principal use be established on a property before an accessory structure can be constructed.

R1B (Low Density Residential)			
Section	Required	Proposed	Difference
10.2.5) Minimum Exterior Side Yard	6m	1.52m	4.48m
10.2.5) Minimum Exterior Side Yard to the accessory structure	6m	3.96m	2.04m
10.2.8) Maximum Lot Coverage	40%	60%	20%
6.1.5 a) construction of an accessory structure without the establishment of the principal use.			

COMMENTS

Town staff, the Wellington County Planning Department, property owners within 60 metres (200 ft) of the subject property, and relevant agencies including Source Water Protection, the Maitland Valley Conservation Authority, a local Propane Distributor, and the County of Wellington, as required under the Planning Act have been circulated the application for review, and no concerns have been received.

Wellington County's Planning Department

The subject property is located within the Primary Urban Centre of Harriston and is designated Residential in the County Official Plan.

Planning staff note that Severance Application B9-25 was provisionally approved by the Wellington County Land Division Committee at the June 2025 Land Division meeting. A similar Minor Variance application was also approved for the subject property in May 2025, permitting a reduced exterior side yard setback of 3 metres and a maximum lot coverage of 45%.

Overall, Planning staff have no concerns with the proposed Minor Variance application.

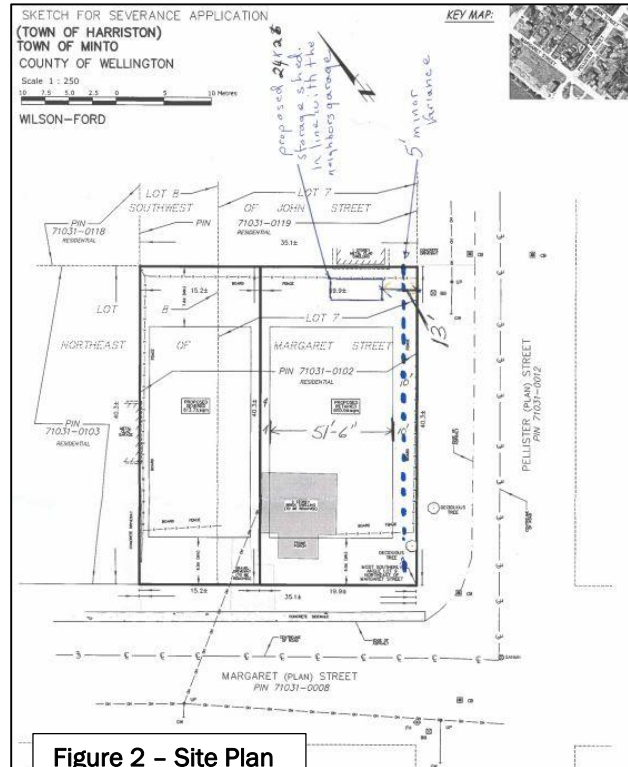


Figure 2 - Site Plan

Source: Wilson Ford Surveying (2025)

Town of Minto Staff

Town staff have reviewed and discussed the application and are not in support of the proposed Minor Variance, as the requested relief does not satisfy the four tests of a Minor Variance under the Planning Act.

Staff recommend that the Minor Variance application **not** be approved, for the following reasons:

- The Zoning By-law requires that a principal use be established on a property prior to the construction of an accessory structure. The applicant is requesting permission to construct an accessory structure on a vacant lot prior to the construction of the principal dwelling. Staff have 2 concerns with this request:
 - the term 'accessory use' means that it is related to and subsidiary to a principal use, which in this case, the principal use will be a vacant lot, which cannot have a use accessory to it.
 - If the request is approved, the Town will have no means to ensure that the dwelling unit is constructed, potentially leaving the property with just a detached garage on it.
- The proposed exterior side yard setback relief to the dwelling unit does not specifically identify if the request is to strictly the dwelling, or whether the intent is to include an attached garage, which was a condition of the previously approved Minor Variance. Regardless, staff has concerns with this request:

- The ambiguity of the requested relief may be requesting relief to an attached garage, which, with snow removal activities, may cause damage to vehicles parked partially on the driveway, but substantially within the boulevard
- Site triangle concerns have been raised by staff, if an attached garage is located towards the exterior corner of the lot.
- The requested relief will not permit sufficient room for typical on-site landscaping activities without encroachments onto Town property (i.e. flower beds, tree planting, etc).
- The Town's right-of-way contains many current and potentially future public and private services (i.e. sidewalks, water/sanitary mains, telephone and telecommunication lines, gas lines, etc,) and the repair and maintenance of these will have additional costs to the Town and others to perform these tasks due to anticipated encroachments and potentially undermining the foundation of the dwelling unit.
- The proposed exterior side yard setback relief to the detached garage raises concerns to Town staff. Although the intent of the request is to align the detached garage with the attached garage at 64 Pellister St W. Staff have concerns with this requested relief:
 - A vehicle parked within the driveway leading the detached garage will be partially parked on the Town's boulevard, causing liability concerns due to snow removal activities.
 - The Committee needs to be aware that the adjacent attached garage located at 64 Pellister St W as constructed following the approval of a Minor Variance in January 1993 due to site constrained. As the Committee is aware, each Minor Variance is dealt with under its own merits and does not set a precedence for future applications.
- Staff are concerned with the requested increase in Lot Coverage from 40 to 60%, with approval being received by the pervious Minor Variance to 45%, and the declared development.
 - The applicant has indicated that their intent is to construct a 148.65m² (1600 sq. ft) bungalow with a 57.85m² (624.0 sq. ft) detached garage. As the corner lot under the severance application is to be 800.0m² (8611.12 sq. ft), the proposed lot coverage with the size of the buildings declared, equates to 25.83% lot coverage. Staff is concerned that the parametres submitted of what is being requested do not reflect the owners are indicating that they intend to develop. 65% lot coverage equates to a detached garage of 57.85m² (624.0 sq. ft) detached garage will permit the construction of a 422.0m² (4542.68 sq. ft) dwelling unit.

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
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Is the application minor in nature?	No, the extent of relief requested, reducing the side yard from 6 m to 1.52 m, and allowing an accessory structure before the main dwelling, is significant and not considered minor.
Is it desirable for the appropriate development or use of the land, building, or structure?	No, the proposal is not desirable, as it conflicts with the surrounding neighborhood character and does not support orderly residential development.
Is it in keeping with the general intent and purpose of the Zoning By-law?	No, the proposal undermines the zoning intent by violating previous conditions and allowing development contrary to standard practices in the R1B Zone.
Is it in keeping with the general intent and purpose of the Official Plan?	No, while residential use is permitted, the proposed variance does not support the Official Plan's goals for compatible and orderly development.

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



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

June 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 2025-05
1998050 Ontario Ltd.
167 Margaret St S, Harriston
LOT 7 PT LOT 8**

Thank you for circulating the above noted application to our office. We have not offered a comment on how the application meets the “four tests” of a minor variance for the Committee’s consideration as we understand that Town staff will be addressing that requirement. Please note 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 10.2.5, Section 10.2.8 and Section 6.1.5 a):

- To permit reduced exterior side yard setback of 1.52 m, whereas the by-law requires a minimum exterior side yard setback of 3 m;
- To permit maximum lot coverage of 60%, whereas the by-law requires a maximum lot coverage of 45%; and
- To permit an accessory structure to be constructed prior to the principal building.

The subject property is within the Primary Urban Centre of Harriston and is designated RESIDENTIAL within the County Official Plan. Planning staff note that severance application B9-25 has been provisionally approved by the Wellington County Land Division Committee at June 2025 Land Division meeting.

Planning staff also note that a similar Minor variance application was approved on the subject property in May 2025 to permit reduced exterior side yard setback to 3 m as opposed to minimum required exterior side yard setback of 6 m and to permit maximum lot coverage of 45% as opposed to maximum permitted lot coverage of 40%.



COUNTY OF WELLINGTON

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GUELPH, ONTARIO

N1H 3T9

The Town staff and the Committee should be satisfied that the proposal meets the four tests of minor variance under the Planning Act, 1990. I trust that these comments will be of assistance. We would appreciate a copy of the notice of passing, amending by-law and affidavit documents for our files.

Yours truly,

Asavari Jadhav-Admane
Planner

**NOTICE OF DECISION OF
COMMITTEE OF ADJUSTMENT
WITH REASONS RE APPLICATION FOR
File No. MV-2025-05 Minor Variance – s.45(1)**

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Robert Harris
PROPERTY ADDRESS: 167 Margaret St S, Harriston
LOCATION OF PROPERTY: LOT 7 PT LOT 8

The purpose and effect of this Minor Variance application is to seek relief from the Minimum Exterior Side Yard setback to the dwelling unit and an accessory structure, the Maximum Lot Coverage and to permit the construction of an accessory structure without the establishment of the principal use. Sections 10.2.5 and 6.1.2 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard of 6.0m (19.7 ft) to the dwelling unit and an accessory structure, whereas an exterior side yard setback of 1.52m (5.0 ft) is proposed to the dwelling unit and 3.96m (13.0 ft) to the accessory structure. Section 10.2.8 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits a maximum lot coverage of 40%, whereas 60% lot coverage is proposed. Section 6.1.5 a) requires the principal use be established on a property prior to an accessory use, however the applicant is requesting that an accessory structure is permitted to be constructed on a vacant property prior to the construction of the dwelling unit.

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 July 2025.

DECISION: Approves The application by Robert Harris, for the property legally described as Lot 7 and Part of Lot 8, municipally known as 167 Margaret Street South, Harriston, in the Town of Minto, seeks relief from Sections 10.2.5, 10.2.8, and 6.1.5(a) to permit a minimum exterior side yard setback of 1.52 m (5.0 ft) to the dwelling unit and 3.96 m (13.0 ft) to the accessory structure, a maximum lot coverage of 60%, and the construction of an accessory structure on a vacant property prior to the construction of the dwelling unit.

CONDITIONS:

- The relief is subject to the final approval of consent application B9-25, and is applies only to the 'Retained Lot';
- The relief permitted does not permit any encroachments as permitted under Section 6.37 of the Town of Minto's Comprehensive Zoning By-law, as amended;
- The reduced exterior side yard setback shall not apply to the attached garage.

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 – Take notice that an appeal to the Ontario Land Tribunal in respect to this Minor Variance application may be made by filing a notice of appeal with the Town of Minto Secretary-Treasurer either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Town of Minto as the Approval Authority or by mail 5941 Highway 89, Harriston, ON N0G 1Z0, no later than 4:30 p.m. on July 28, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to annilene@town.minto.on.ca.

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)	B09-25	Approved
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 July, 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-2025-05 Minor Variance – s.45(1)**

NAME OF COMMITTEE: The Town of Minto Committee of Adjustment
RE AN APPLICATION BY: Robert Harris
PROPERTY ADDRESS: 167 Margaret St S, Harriston
LOCATION OF PROPERTY: LOT 7 PT LOT 8

The purpose and effect of this Minor Variance application is to seek relief from the Minimum Exterior Side Yard setback to the dwelling unit and an accessory structure, the Maximum Lot Coverage and to permit the construction of an accessory structure without the establishment of the principal use. Sections 10.2.5 and 6.1.2 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum exterior side yard of 6.0m (19.7 ft) to the dwelling unit and an accessory structure, whereas an exterior side yard setback of 1.52m (5.0 ft) is proposed to the dwelling unit and 3.96m (13.0 ft) to the accessory structure. Section 10.2.8 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, permits a maximum lot coverage of 40%, whereas 60% lot coverage is proposed. Section 6.1.5 a) requires the principal use be established on a property prior to an accessory use, however the applicant is requesting that an accessory structure is permitted to be constructed on a vacant property prior to the construction of the dwelling unit.

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 July 2025.

DECISION: Denies The application by Robert Harris, for the property legally described as Lot 7 and Part of Lot 8, municipally known as 167 Margaret Street South, Harriston, in the Town of Minto, seeks relief from Sections 10.2.5, 10.2.8, and 6.1.5(a) to permit a minimum exterior side yard setback of 1.52 m (5.0 ft) to the dwelling unit and 3.96 m (13.0 ft) to the accessory structure, a maximum lot coverage of 60%, and the construction of an accessory structure on a vacant property prior to the construction of the dwelling unit.

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 – Take notice that an appeal to the Ontario Land Tribunal in respect to this Minor Variance application may be made by filing a notice of appeal with the Town of Minto Secretary-Treasurer either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Town of Minto as the Approval Authority or by mail 5941 Highway 89, Harriston, ON N0G 1Z0, no later than 4:30 p.m. on July 28, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to annilene@town.minto.on.ca.

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

Application Type	File Number	Status
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Consent (Section 53)	B09-25	Approved
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 July, 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.



THE COUNCIL OF THE TOWN OF MINTO Public Meeting Agenda

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

Zoning By-law Amendment (ZBA 2025-02)

Calvin Frey

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Con 14 Lot 41 and municipally known as 5129-5135 15th Line, Town of Minto.

1. Mayor Turton to act as the Chair of the Public Meeting
2. Chair Turton to call the meeting to order and Clerk McRobb to ensure that any member of the public present is recorded on the attendance record.

Chair Turton to state the following:

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the by-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Land Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

3. Clerk McRobb to state the municipal address and legal description of the property, the purpose and effect of the application and date notices were sent.

Location

The property subject to the proposed amendment is located at Concession 14, Lot 41, and is municipally known as 5129-5135 15th Line, Town of Minto. The subject property has a total area of 40.46 hectares (100.00 acres).

Purpose & Effect

The purpose and effect of the proposed zoning by-law amendment is to rezone the subject lands to permit a metal fabrication shop as an on farm diversified use and remove existing site specific permissions for a school.

Notices

The Notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies and posted on the subject property on June 11th, 2025.

Reports/Comments

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

- Zachary Prince, Senior Planner; Wellington County
- Sama Haghighi, Planning Coordinator; Town of Minto

4. Chair Turton to call on the County Planner to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
5. Chair Turton to call on the Town of Minto's Planning Coordinator, **Sama Haghighi**, to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
6. Chair Turton to call on the owner/applicant to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.
 - **Calvin Frey, Owners**
7. Chair Turton to request any persons wishing to speak to the application to come forward.
8. Chair Turton to give members of Council an opportunity to ask questions.
9. Chair Turton to call on the owner/applicant for any response or rebuttal.
 - **Calvin Frey, Owners**
10. Chair Turton to state the following:

If you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at annilene@town.minto.on.ca
11. If there are no further comments, Chair Turton will adjourn this Public Meeting.



TOWN OF MINTO

MEETING DATE:

July 8th, 2025

REPORT TO:

Mayor Turton and Members of Council

SERVICE AREA:

Building Department

SUBJECT:

PLN 2025-012 – Zoning By-law Amendment (ZBA 2025-02) – Calvin Frey
5129-5135 15th Line
CON 14 LOT 41

RECOMMENDATION

THAT the Council of the Town of Minto receives report PLN 2025-012 for the proposed Zoning By-Law Amendment (ZBA 2025-02) – Calvin Frey, for lands legally described as CON 14 LOT 41 with a municipal address of 5129-5135 15th Line, for information.

BACKGROUND

The subject lands are legally described as CON 14 LOT 41, with a municipal address of 5129-5135 15th Line. The lands are approximately 40.46 hectares (100.00 acres) in size and currently contain a school, a dwelling unit, and barns.

PURPOSE

The purpose and effect of the proposed amendment is to rezone the subject lands from the current Site-Specific Agricultural Zone, A-50, to the same zoning designation, but with different zoning provisions, to facilitate the construction of a 780.62 m² (8,402.52 ft²) metal fabrication shop, which will include sandblasting and painting of feed bins and tanks. A tower approximately 60 feet in height is also proposed to be attached to the building to assist with the assembly of the feed bins. Additionally, this amendment proposes to remove the existing site-specific permission for an Amish school, which has been removed.

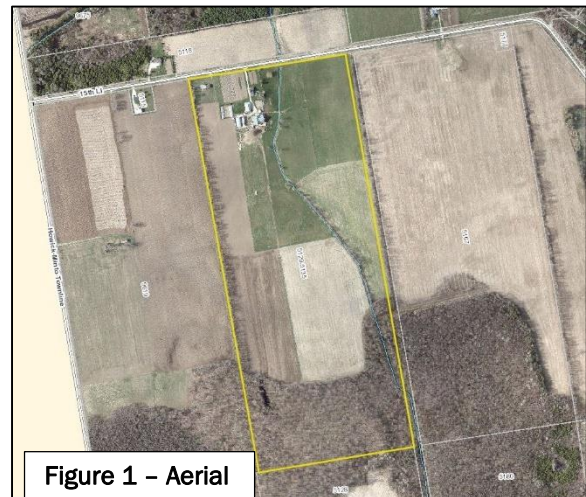


Figure 1 – Aerial

Source: Wellington County GIS (2020)

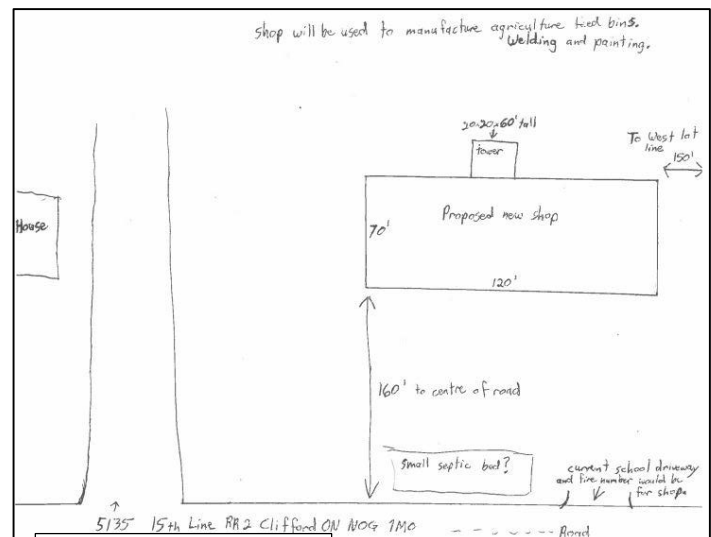


Figure 2 – Site Plan

Wellington County Official Plan

The subject property is designated Prime Agriculture and Core Greenlands. It contains identified features, including Hazard Lands regulated by the Maitland Valley Conservation Authority (MVCA). For further details regarding conformity with the County of Wellington's Official Plan, please refer to the attached report prepared by the County.

Town of Minto Zoning By-law

The subject property is currently zoned Site-Specific Agricultural (A-50) and Natural Environment (NE). The site-specific zoning permits only agricultural uses as well as a school. The application proposes to rezone the property to a Site Specific Agricultural zone to allow for the construction of a metal fabrication shop and to remove the existing site-specific permission for a school.

As the current A-50 zone provisions only permits for the former school, and with this use being removed, County Staff are proposing to reuse the same zoning designation number, but the proposed By-law will be changing the requirements to include the current proposal, while removing the school as a permitted use.

The proposed shop exceeds the maximum area permitted under the Farm Home Industry provisions (Section 6.14) of the Town's Zoning By-law.

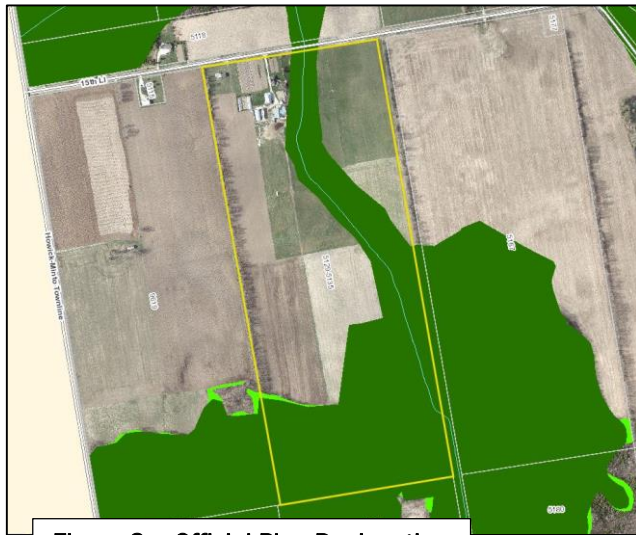


Figure 3 – Official Plan Designation

Source: Wellington County GIS (2020)

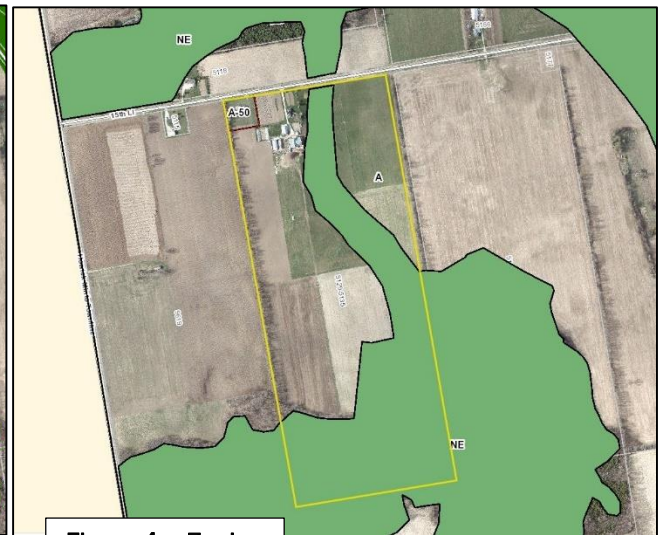


Figure 4 – Zoning

Source: Wellington County GIS (2020)

COMMENTS

Town staff, Wellington County's Planning Department, the Maitland Valley Conservation Authority, property owners within 120 metres (400 feet) of the subject property, and other agencies as required by the Planning Act have been circulated the application for review. The following comments were received.

Wellington County's Planning Department

Planning staff at the County have reviewed the application and recommend that only a portion of the lands be rezoned in order to maintain the small-scale nature of the use. Staff are in support of the application, as it is consistent with the Provincial Policy Statement (PPS) and the County of Wellington's Official Plan. A draft by-law has been prepared for Council's future consideration.

Town of Minto Staff

Town of Minto staff are in support of the application as it is consistent with the County of Wellington's Official Plan and applicable provincial policies. Upon hearing submissions at the Public Meeting, Town Staff will finalize a By-law and bring it back to Council at a subsequent meeting for consideration.

Public Works

Public Works want to advise Council and the applicant that with a potential traffic increase from the proposed metal fabrication shop on the 15th Line is a Class 5 gravel road governed by Ontario's Minimum Maintenance Standards (O. Reg. 239/02). Compared to higher-class roads (e.g., Classes 1–4), Class 5 roads require less frequent maintenance, including winter maintenance (November 15 to April 15), with snow and ice control occurring within 24 hours, as opposed to 12 hours for a Class 3 road. Council should consider whether the 15th Line is adequate to accommodate the anticipated increase in vehicle and truck traffic, as this could place additional strain on the roadway and present safety concerns.

Neighbouring Landowners/Residents

No written submissions or registrations to attend the Public Meeting were received prior to the submission of this report.

The Wellington County Planning Department report is attached for your review.

STRATEGIC PLAN

N/A

PREPARED BY: Sama Haghighi, Planning Coordinator

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

th

DATE:

June 26th, 2025

TO:

Annilene McRobb, Clerk
Town of Minto

FROM:

Zachary Prince, Senior Planner
Lysandra Quilatan, Student Planner
County of Wellington

SUBJECT:

Calvin Frey c/o Marvin Martin
5129-5135 15th Line, Town of Minto
Zoning By-law Amendment (ZBA 2025-02)

ATTACHMENTS:

1 – Subject property map
2 – Draft zoning By-law

PLANNING OPINION

The purpose of this zoning amendment is to rezone a portion of the subject land from Agricultural to Agricultural Exception (A-50) zone to facilitate the construction of a 780.62 m² (8,402.52 ft²) metal fabrication shop. The proposed amendment would also remove the existing site specific permissions for a school.

This report provides the Town with an overview of the proposed application and facilitates the public meeting. Further, the statutory public meeting will provide the opportunity for the community and area residents to ask questions and seek more information from the applicant. It will also provide an opportunity for the applicant to address any concerns that have been raised through the notification process.

Following the public meeting, Planning staff will consider any comments that are received and will prepare a final report. A draft zoning by-law has been prepared and is attached to this report for public viewing and Councils consideration.

INTRODUCTION

The subject land is legally described as Concession 15 Lot 41 with a municipal address of 5129-5135 15th Line. The subject property is approximately 40.46 ha (100.00 ac). The location of the subject lands is shown in Attachment 1. The property contains an existing dwelling and barns. An Amish school was formerly located on the lands.

PROPOSAL

The purpose of this zoning amendment is to rezone a portion of subject property to facilitate the construction of an approximately 780.62 m² (8,402.52 ft²) metal fabrication shop. As staff understand, the proposed shop includes metal fabrication, sand blasting and painting feed bins and tanks. An approximately 60' tower is proposed to be attached to the building to facilitate the assembly of the feed bins. The proposed shop exceeds the area permitted by the Farm Home Industry provisions (Section 6.14) in the Town's zoning by-law. Figure 2 shows the approximate location of the building in relation to the existing structures.



Figure 1: Airphoto of subject lands to be rezoned (Source: County of Wellington 2020)

Additionally, the proposed amendment would remove the existing site specific permission for a school. The existing Agricultural site specific zoning is proposed to be relocated to the farm building cluster to facilitate the use. The proposal can be considered as an On Farm Diversified use and has been reviewed as such.

PROVINCIAL PLANNING POLICY

The Provincial Planning Statement provides policy direction on matters of provincial interest related to land use planning and development. Under section 3 of the Planning Act, decisions affecting planning matters shall be consistent with policy statements issued under the Act. The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.3.1 of the PPS allows for on-farm diversified uses provided those uses are compatible with and shall not hinder surrounding agricultural operations.

Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

The Province has developed a guidance document (Publication 851) to assist municipalities, decision makers, farmers and others to understand and interpret the policies and permissions within the PPS specific to prime agricultural areas.

This Guideline identifies that on-farm diversified uses are permitted in Prime Agricultural Areas provided that the following criteria are met and the use is:

- located on a farm,
- secondary to the principle agricultural use,
- is limited in area,
- includes uses such as agri-tourism, home occupations etc. and

- is compatible and shall not hinder agricultural operations.

In determining the “limited in area” criterion, the guidelines recommend that an OFDU be limited to a maximum area of 2% of a farm parcel to a maximum of 1 ha (2.47 acres).

COUNTY OFFICIAL PLAN

The subject property is designated PRIME AGRICULTURE and CORE GREENLANDS. The identified feature include Maitland Valley Conservation Authority (MVCA) regulated Hazard Lands.

The Prime Agricultural Area is part of the County’s Rural System. Within the Prime Agricultural Area, Section 6.4.3 of the Official Plan identifies permitted uses, including but not limited to agricultural uses, secondary uses (such as home or farm businesses), and agriculture-related uses, provided these uses are compatible with and do not hinder surrounding agricultural operations.

Home businesses and Farm businesses are subject to section 6.4.4 of the Official Plan. This proposal is generally considered a farm business, which is permitted on a farm provided it remains small in scale, compatible with surrounding land uses, and results in minimal off-site impacts. When considering new land uses, Section 6.4.10 of the Official Plan requires that Minimum Distance Separation (MDS) be evaluated. However, according to the Provincial MDS Guidelines, on-farm diversified uses are typically exempt from MDS requirements unless they are likely to conflict with nearby livestock operations. As the proposed use involves metal fabrication within a building and the use is not expected to pose a conflict with surrounding agricultural activities, an MDS evaluation was not required for this application.

Planning Staff have recommended only a portion of the lands be rezoned in order to maintain the small scale use.

ZONING BY-LAW

The subject lands are zoned Agricultural Exception (A-50), Agriculture (A), and Natural Environment (NE) zone. Based on the mapping provided by MVCA it appears the proposed building is located outside the regulated area.

The proposed amendment would remove the existing permissions for a school and add permissions for the metal fabrication shop. The existing A-50 area shown on Schedule ‘A’ Map 1 of Zoning by-law 01-86 is remaining on the existing property and shifting farther to the East to be located within the farm building cluster.

Draft Zoning By-law

A draft zoning by-law amendment has been prepared and is included as Attachment 1 to this report for council’s consideration.

Respectfully submitted,

County of Wellington Planning and Development Department


Zachary Prince
Senior Planner


Lysandra Quilatan
Student Planner

ATTACHMENT 1 – Subject property map



Air photo of subject lands (Source: County of Wellington 2020)

ATTACHMENT 2 – Draft zoning by-law

**THE CORPORATION OF THE TOWN OF MINTO
BY-LAW NUMBER _____.**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 01-86
BEING THE ZONING BY-LAW FOR THE TOWN OF MINTO**

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows:

1. THAT Schedule 'A' Map 1 to By-law 01-86 is amended by changing the zoning on lands legally described as Concession 14, Lot 41 with a civic address of 5129-5135 15th Line as shown on Schedule "A" attached to and forming part of this By-law to:
Agricultural Exception (A-50)

2. That Rural Area Exception Zone, is amended by the inclusion of the following new exceptions:

36.50 5129-5135 15 th Line	A-50	In addition to the uses permitted in Section 8.1, the lands zoned A-50 may be used for a metal fabrication shop. The following regulations shall apply: a) Outdoor storage associated with the use shall be located behind the proposed building or appropriately screened to the satisfaction of the Town
--	-------------	--

3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.

4. THAT this By-law shall come into effect from the date of passing by Council and come into force in accordance with the requirements of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2025

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2025

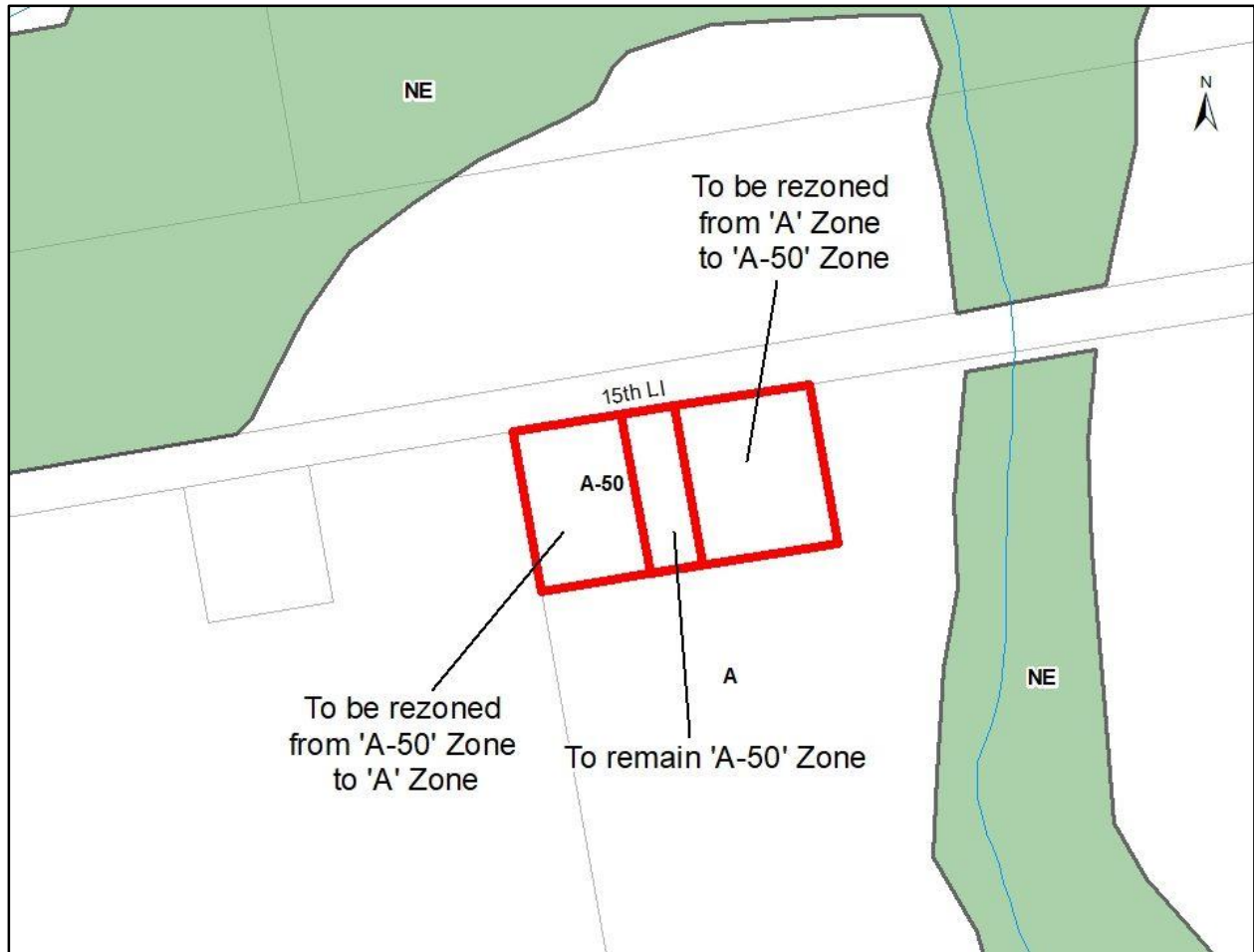
MAYOR

CLERK

THE TOWN OF MINTO

BY-LAW NO _____.

Schedule "A"



EXPLANATORY NOTE
BY-LAW NUMBER _____.

THE SUBJECT LAND is located at Concession 14, Lot 41 with a civic address of 5135 15th Line. The subject property is approximately 40.46 ha (100.00 ac) and is currently zoned Agricultural Exception (A-50), Agricultural (A), and Natural Environment (NE) zone.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone a portion of subject property Agricultural Exception (A-50), to facilitate the construction of a metal fabrication shop and remove existing site specific permissions for a school. The area of the existing site specific use is being shifted to the East to be located within the farm building cluster. The boundary of the zone is intended to be located 45m (147ft) from the West property line.



Corporation of the County of Wellington

Accessibility Advisory Committee

Minutes

May 1, 2025

Wellington County Museum and Archives
Nicholas Keith Room

Present: Councillor Matthew Bulmer (Chair)
Marni Claridge
Robin Fletcher
Heather Small
Gerald Townsend

Regrets: Bethany Parkinson
Lorri Wright

Staff: Jennifer Adams, County Clerk
Kasey Beirnes, Manager of Buildings and Properties, Township of Centre Wellington
Melissa Biffis, Manager of Community Programming, Guelph/Eramosa Township
Nicole Cardow, Deputy Clerk
Monika Farncombe, Legislative Assistant, Township of Puslinch
Justin Grainger, Deputy Clerk, Town of Erin
Hailey Johnston, Curator, WCMA
Devlin Schellenberger, Legislative Coordinator, Township of Centre Wellington
Larry Wheeler, Clerk, Township of Mapleton

1. Call to Order

At 1:30pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Committee Membership Update

The Joint Accessibility Advisory Committee welcomed Marni Claridge, who will now be representing the Town of Erin on the committee.

The committee was also notified that Town of Minto representative, Giverny Parent has resigned from the committee. The Town of Minto will be notified of the vacancy and the need to fill the vacancy.

Monika Farncombe, Legislative Coordinator, Township of Puslinch notified the committee that despite promoting the position on social media, and through advertisement on their website and through newspaper ad, they have been unable to fill the vacant position for a JACC member. Puslinch will continue to pursue filling this position.

4. Confirmation of Minutes

Moved by: Gerald Townsend

Seconded by: Heather Small

That the Minutes from the December 5, 2024 meeting be received for information.

Carried

5. Information Items

4.1 Schedule of Reporting

4.2 FADM Update - Verbal

Chair Matthew Bulmer gave an update to the Committee regarding the recent meeting of the FADM Working group, which is made up of Joint Accessibility Advisory Committee members, Wellington County staff, as well as local municipal CBO's and the Wellington County Construction Manager. The next meeting will be planned in the upcoming weeks and will seek to invite staff from Municipal Planning departments, as well as Parks and Rec departmental staff.

6. Items for Review and Comment

5.1 Museum Children's Space - County of Wellington

Hailey Johnston, Museum Curator, presented to the committee the plans for the new Children's space at the Wellington County Museum and Archives. The space will be composed of various play areas including a play tree house, a play river with canoe and campfire, along with a stage.

The committee gave feedback that included ensuring the play structure would be inclusive for those with varying abilities, to use materials of different textures of hard and soft material, to ensure that tent's being used be large enough to accommodate walkers of wheelchairs. It was also suggested that ties to Indigenous and museum grounds be tied into the space, and possible floor projectors be used for interactive space.

5.2 County Garage Projects - County of Wellington

Jennifer Adams, County Clerk, informed the Committee that the County of Wellington is in very early stages of re-doing the Erin County Garage. More information will be coming forward as construction of this project moves closer.

5.3 Belwood Community Centre - Township of Centre Wellington

Kasey Beirnes, Manager of Buildings and Properties, Township of Centre Wellington, presented the new renovation plan for the Belwood Community Centre. Construction of the Community Centre will begin in September 2025.

The committee commented that contrasting colours are recommended in the washrooms for perceptual variation, and a hearing loop system that automatically connects would be beneficial for those hearing impaired.

5.4 Rockmosa Park Playground Expansion Project - Township of Guelph/Eramosa

Melissa Biffis, Manager of Community Programming, Township of Guelph/Eramosa, presented the plan for the expansion of the Rockmosa Park Playground. The playground will have a new accessible play structure, rubberized ground surfacing, inclusive design and safety features.

The committee commented on how inclusive this project looked.

7. Adjournment

At 2:38pm, the Chair adjourned the meeting until September 4, 2025 or at the call of the Chair.

Matthew Bulmer

Chair

Accessibility Advisory Committee



June 16, 2025

Re: Item for Discussion – Road Salt Usage

At its meeting of June 11, 2025, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-068, regarding Road Salt Usage, as follows:

“WHEREAS chloride concentrations have increased by at least 0.5 mg/L in 80 of 274 (29%) of the lakes sampled by the District of Muskoka between 2018 and 2022, and by 15-fold in Lake Muskoka since 1970;

AND WHEREAS Queen’s University scientist, Dr. Shelley Arnott, a leader in global research on the effects of road salt on lakes, has demonstrated that in Muskoka lakes, some important aquatic organisms are negatively affected at chloride exposure levels as low as 10 mg/L, far below the 120 mg/L long term or chronic exposure guideline;

AND WHEREAS roughly one quarter of lakes sampled by the District Municipality of Muskoka now have chloride levels above 10 mg/L;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Bracebridge:

1. Commits to ongoing efforts toward the reduction of road salt as much as possible, while maintaining safety on roads, including public reporting on annual use, supporting local efforts to research the ongoing impacts of road salt, and assisting education efforts.
2. Urges the Province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially-endorsed standard Best Management Practices for snow and ice management on private lands; and to create and fund an expert stakeholder advisory committee to advise the Province and municipalities on the best courses of action to protect freshwater ecosystems, drinking water and infrastructure from the impacts of salt pollution.

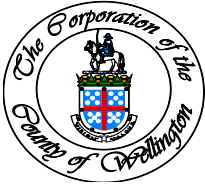
AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario; the Ontario Minister of the Environment, Conservation and Parks; the Attorney General of Ontario; the Muskoka-Parry Sound MPP; Conservation Ontario; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, the District Municipality of Muskoka; and other lower-tier municipalities in Muskoka.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly

Lori McDonald
Director of Corporate Services/Clerk



COUNTY OF WELLINGTON

KIM COURTS
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74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

June 26, 2025

Wellington County
Member Municipality Clerks
Amanda Knight, Township of Guelph/Eramosa
Nina Lecic, Town of Erin
Kerri O'Kane, Township of Centre Wellington
Larry Wheeler, Township of Mapleton
Annileene McRobb, Town of Minto
Karren Wallace, Township of Wellington North
Justine Brotherston, Township of Puslinch

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LWheeler@mapleton.ca
annileene@town.minto.on.ca
kwallace@wellington-north.com
jbrotherston@puslinch.ca

Good afternoon,

At its meeting held on June 26, 2025, Wellington County Council approved the following recommendation from the Planning Committee:

That the County Official Plan Review – Phase 3B Rural Residential Growth Report be received for information.

That the County Clerk forward the report to Member Municipalities.

That staff be directed to bring forward a draft Official Plan Amendment(s) to implement the policy considerations outlined in section 7.0 of this report, the results of the Puslinch by Design Employment Lands Study, and the consistency exercise with the 2024 Provincial Planning Statement as part of the Official Plan Review at the appropriate time.

Please find enclosed County Official Plan Review – Phase 3B Rural Residential Growth Report.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning, at sarahw@wellington.ca.

Respectfully,

Kim Courts
Deputy Clerk



Committee Report

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, June 12, 2025
Subject: County Official Plan Review – Phase 3B Rural Residential Growth



PLANWELL

1.0 Purpose

This report responds to municipal input from the Town of Erin and Township of Puslinch about how to address their long-term rural residential growth needs. The report includes options related to the effective date for new lots in the Secondary Agricultural Area designation in the Wellington County Official Plan.

2.0 Background

As part of Rural Phase 3B of the Official Plan Review, Planning staff prepared an analysis of long-term rural residential growth needs in September 2024 (Report PD2024-29). Three of the seven Member Municipalities have a shortfall of rural housing units: Erin, Puslinch and Wellington North. The Planning Committee directed staff to consult with each municipality about which policy options they would prefer to apply to address the shortfall. This report focuses on addressing a shortfall of 120 units in Erin and 250 units in Puslinch (Figure 1).

Figure 1 Erin and Puslinch Rural Residential Need
Based on current Official Plan Forecasts

		ERIN	PUSLINCH
DEMAND	2051 Rural Household Forecast	3,170	3,560
	2021 Census Households	2,520	2,860
	Rural Area Buildout Since Census to End of 2023	70	100
	Growth Required to Achieve Forecast	580	600
SUPPLY	Vacant Designated Rural Lands	112	73
	Existing Vacant Rural Lots	70	73
	Potential New Severances under Current Policies	278	204
	Total Vacant Supply	460	350
NEED	Long-Term Rural Housing Demand	580	600
	Existing Vacant Rural Residential Supply	460	350
	Rural Area Residential Need	-120	-250
(negative value = shortfall)			

Source: County of Wellington 2024 Rural Residential Growth Analysis (PD2024-29)

The vacant rural area supply reflected above is as of July 2024.

Figure 1 includes an estimate of the potential supply of lots that could be created under the current policies and this has been factored into the supply: 278 for Erin and 204 for Puslinch. The detailed analysis to determine that number is based on parcel size, environmental constraints, frontage and configuration of existing buildings and structures. It is not feasible to do Minimum Distance Separation calculations or safe access sight distance calculations. The estimate also relies on an assumption that every landowner will pursue a new lot.

It is important to note that the County can only provide opportunities to create new lots through policy, but some individual landowners who qualify for consideration may not wish to apply. While the County does continue to see new applications for some of these lots, staff will continue to monitor this category of the supply against actual severances over the long-term.

Planning staff have been engaging directly with Wellington North staff about how to address their shortfall and will continue to do so. The Town of Erin and Township of Puslinch responded to the County by bringing forward planning reports for consideration by their Council as outlined below.

3.0 Municipal Responses

3.1 Town of Erin

Town of Erin planning report PD2025-10 was considered by Town Council on April 10, 2025. The staff report supported minor expansions to designated Hamlets outside of the Greenbelt Plan, but did not recommend expanding rural cluster areas or increasing the opportunity for lot severances.

The Town Council resolution differs as it only endorses promoting Additional Residential Units (ARUs) to accommodate the additional units required to achieve the 2051 rural growth forecast. Town Council did not support minor Hamlet expansions or amending the severance policies for Secondary Agricultural Areas.

3.2 Township of Puslinch

Township of Puslinch planning report by NPG Planning Solutions was considered by Council on November 27, 2024. The report provided three options to support appropriate lot creation in Secondary Agricultural Areas while continuing to focus lot creation in settlement areas:

1. Reset the rural residential severance date of March 1, 2005 to a more recent date.
2. Increase the number of permitted lots from each property.
3. Restrict the number of permitted rural residential severances based on the size of the original Township lot.

The Township Council resolution differs by requesting removal of the rural residential severance date of March 1, 2005. Council requested that the date be replaced with a policy allowing one severance every five years in Secondary Agricultural Areas subject to review every five years.

4.0 Planning Policy Context

The planning policy environment has changed significantly with the introduction of the new Provincial Planning Statement (PPS) in October 2024. For rural growth, the new PPS policies continue to require the following:

- Municipal land and unit supply must be based on and reflect the County's allocation of population and units.
- Rural growth must be focused in rural settlement areas (known as Secondary Urban Centres and Hamlets outside of the Greenbelt in the County Official Plan).

The new PPS policies also provide the following flexibility regarding rural lands:

- Removal of the Growth Plan limitation that lot creation of more than three residential lots be directed to settlement areas (outside of Greenbelt).
- Allows growth and development to be directed to rural lands outside of rural settlement areas but leaves it up to municipalities to determine how.

The growth hierarchy in the County Official Plan is as follows:

1. The majority of growth is to be directed to primary urban centres with municipal water and sewage services.
2. Growth will be limited in primary urban centres, secondary urban centres and hamlets that do not offer municipal water and sewage services.
3. To a lesser extent, growth will be directed to secondary agricultural areas.

The County's long-term growth forecast to 2051 assigns 90% of growth to municipally-serviced Urban Centres. The remaining 10% is for rural growth. All of the municipalities in Wellington County have Prime Agricultural Areas. Whereas Erin, Minto and Puslinch also have lands within a Secondary Agricultural Area designation.

New residential lot creation is not permitted in Prime Agricultural Areas by Provincial and County policies. The County Official Plan does not allow new estate residential or lifestyle communities in the rural area County-wide.

In Secondary Agricultural Areas, policy 10.4.4 sets out the criteria for consideration of rural residential lot creation in such areas. While not the only limiting factor, one of the main policies limiting residential lot creation is the requirement that only one new lot can be created from an original lot that existed on March 1, 2005. Once a new residential lot from the original March 1, 2005 parcel has been created, a second new residential lot is not allowed.

The severance date was last re-set as part of the 5-year Review of the County Official Plan when Official Plan Amendment 81 came into effect December 19, 2014. OPA 81 changed the date from provincial approval in 1999 to March 1, 2005 (the Official Plan was approved by the Province April 13, 1999 and came into effect May 6, 1999).

As part of the current Official Plan Review, the County added policy 6.5.4 Rural Clusters through OPA 119. This policy was added to the Plan as a commitment to conduct a review of potential constraints to the supply of rural residential lots in the Secondary Agricultural Area. This assessment was completed in September 2024 (Report PD2024-29).

5.0 Options for Erin

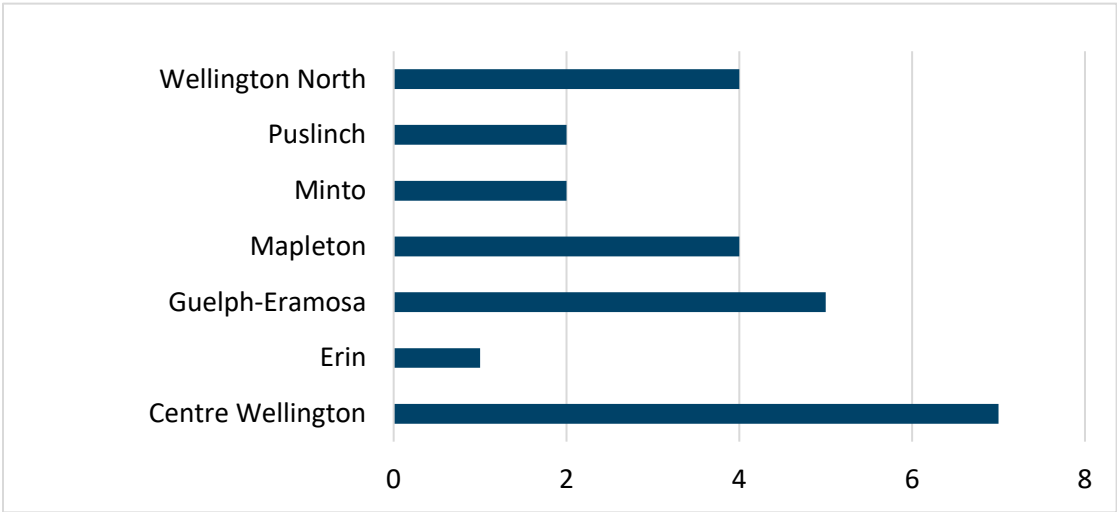
The rural area housing shortfall for Erin is approximately 120 households and Erin Council would like additional residential units (ARUs) to make up the difference. Based on Erin Council input planning staff have considered two options below.

5.1 Additional Residential Units

Additional residential units (ARUs) like accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping areas. ARUs are supported in the County Official Plan in many urban and rural areas of the County, subject to criteria. As part of the Phase 2 MCR Report: Urban Land Needs Assessment finalized in August 2022, Watson and Associates Economists Ltd. (Watson) analyzed annual ARU building permit activity from 2011 to 2021. At that time, ARUs were mainly being built within Primary Urban Centres of the County. Watson prepared an annual ARU forecast by Urban Centre and this factored into the urban housing supply.

A similar exercise was not completed for rural areas outside of Primary Urban Centres because there was little uptake of ARUs at that time. Planning staff have worked closely with municipal building officials to track ARUs as part of the County’s annual residential monitoring report. In the 2024 report for the first time, the number of rural ARU building permits (52 County-wide) surpassed urban ARUs (45 County-wide). Over the past five years from 2020 to 2024 the average rate of rural ARUs is shown in Figure 2.

Figure 2 5 Year Average of Rural ARUs by Municipality (2020 to 2024)



Source: County of Wellington Growth Tracking Model

It is interesting to note there is a higher average rate of ARUs ranging from 4 to 7 per year in municipalities with only Prime Agricultural Areas, compared to an average of 2 to 3 per year in municipalities with Prime Agricultural and Secondary Agricultural Area designations.

Overall, the increase in rural ARUs is promising. ARUs offer many benefits. They tend to be more affordable, more accessible, and have the potential to generate income or house family members.

5.2 Re-Allocating Rural Growth

Another option would be to take away 120 units from Erin's rural household forecast so that there will no longer be a shortfall.

5.3 Discussion

At this time, staff does not recommend adjusting the forecast to account for rural ARUs as such a change would need to be considered County-wide. This would have a ripple effect not only to the rural household forecasts, but also to the related population forecasts because ARUs have a different number of persons per unit. In addition, the increase in rural ARUs is a recent trend. Staff will continue to track urban and rural ARUs annually to determine how they should be factored into the next update to the County's long-term growth forecast.

In keeping with Town Council's preference to limit rural growth opportunities to those which currently exist through vacant units in Hamlets and other rural residential areas, existing vacant rural lots and potential supply from new rural severances under current policies, staff recommend re-allocating the 120 rural residential unit surplus to Puslinch. The reasons for doing so are outlined in the next section of the report.

6.0 Options for Puslinch

The rural area housing shortfall for Puslinch is approximately 250 households and Township Council would like to have a policy allowing one severance every five years in Secondary Agricultural Areas instead of the March 1, 2005 date.

Adjusting the growth forecast by 120 rural residential units would increase the total shortfall in Puslinch from 250 to 370 without impacting the overall rural forecast of 10% County-wide. This allows planning staff to consider Township Council's input about increasing severances while also directing more growth to Aberfoyle and Arkell.

6.1 Expanding Aberfoyle and Arkell

Puslinch Council has previously expressed an interest in expanding Aberfoyle for residential purposes within an area bounded by Maltby Road to the north, Victoria Road South to the east and Gilmour Road to the south. County staff have set a western limit at the mid-point between Concession Road 7 and Brock Road. Much of this area has already been developed for estate residential subdivisions and rural residential lots. For growth planning purposes, the County has conservatively estimated a potential of about 200 units if some level of expansion within this area were to be realized. For Arkell, the County has estimated a potential of about 50 units if expansion were to be realized. In both cases additional policy and technical review would be necessary to determine the feasibility of such expansions.

6.2 Severances

Based on the assumption of approximately 250 potential units through expansions to Aberfoyle and Arkell, a 120 unit shortfall remains. This shortfall has been given consideration under different options for rural residential severances in the Secondary Agricultural Area, starting with the approach preferred by the Township and then two options for date changes under the current policy framework.

a) Permit an additional severance every five years

Staff carefully considered Township Council's preferred option to have the severance date removed and replaced with a policy allowing a severance every five years. One of the challenges of this approach is that it is difficult to estimate how many new lots would be created and to track the results based on a five year variable severance rotation. However, staff have determined that there would be approximately 160 more severances if the severance date were moved to May 1, 2025. If staff were to then account for further severances every five years, we anticipate that the supply would be far beyond the rural housing need for Puslinch.

b) Move the severance date from March 1, 2005 to March 1, 2015

Based on staff analysis, there would be approximately 80 more severances if the date was changed to 2015. This would result in a deficit of 40 units relative to the forecast (including Erin re-allocation).

c) Move the severance date from March 1, 2005 to May 1, 2025

Based on staff analysis, there would be approximately 160 more severances if the date was changed to May 2025. In this scenario, the forecast and supply would be approximately in balance. The surplus of about 40 units is appropriate given the potential that not all severances would be realized.

6.3 Discussion

There is a very strong market for rural residential severances in the Township. Puslinch has had an average of 17 per year from 2014 to 2023, compared with an average of about 10 in Erin and 1 in Minto over the same period.

It is worth noting that compared to other municipalities in the County, growth in Puslinch is limited because of the following:

- There are no municipally serviced Urban Centres to direct growth.
- Of the two Secondary Urban Centres, only Aberfoyle can potentially be expanded (Morrison is in the Greenbelt).
- There is only one designated Hamlet (Arkell) compared to thirty-six other Hamlets across Wellington.
- The Province did not support recognizing the historic hamlet of Puslinch in the southern end of the Township as part of OPA 119 because it was in the Greenbelt.

Therefore, in keeping with Township Council's desire for more growth and the above limitations, staff are supportive of the following:

- Reallocating rural growth from Erin to Puslinch (120 units)
- A 60/40 split between rural settlement area growth and severances (250 units/160 units)
- Moving the severance date to May 1, 2025 resulting in a modest surplus of 40 lots

The impact of these changes is reflected in Figure 3.

Figure 3 Erin and Puslinch Rural Residential Need
Based on Adjustments (shown in red font)

		ERIN	PUSLINCH
DEMAND	2051 Rural Household Forecast	3,050	3,680
	2021 Census Households	2,520	2,860
	Rural Area Buildout Since Census to End of 2023	70	100
	Growth Required to Achieve Forecast	460	720
SUPPLY	Vacant Designated Rural Lands	112	73
	Potential rural settlement area expansions	0	250
	Existing Vacant Rural Lots	70	73
	Potential New Severances under Current Policies	278	204
	Potential Additional Severances under New Date	0	160
	Total Vacant Supply	460	760
NEED	Long-Term Rural Housing Demand	460	720
	Existing Vacant Rural Residential Supply	460	760
	Rural Area Residential Need	0	+40
	(positive value = surplus)		

Source: County of Wellington 2024 Rural Residential Growth Analysis (PD2024-29), adjusted.

With respect to monitoring, planning staff launched an annual residential monitoring report in 2023. The purpose of the report is to review year-end development applications, Municipal building permit activity, and residential unit supply across the County. The report analyzes trends and assesses progress toward Provincial land supply obligations and the County's 2051 household forecast. Staff will continue tracking ARUs as part of the report. In addition, staff will add Secondary Agricultural Area severance tracking to future annual reports.

7.0 Conclusion

The rural area housing shortfall for Puslinch is approximately 250 households and for Erin is approximately 120 households. The Town of Minto does not have a rural area housing shortfall. All three municipalities are currently subject to the same policy for residential lot creation in the Secondary Agricultural Area. The approach below would only change the severance date for Puslinch.

In considering Provincial, County and local priorities for rural growth, staff advise of the following:

- Leaving the March 1, 2005 date unchanged would not affect Minto's ability to reach its rural growth forecast.
- Leaving the March 1, 2005 date unchanged would not affect Erin's ability to reach its rural growth forecast provided the 120 unit shortfall is re-allocated to Puslinch.
- Changing the severance date to May 1, 2025 as it applies to the Secondary Agricultural Areas of Puslinch only, assigning growth to support potential expansion of Aberfoyle and Arkell, and re-allocating a portion of Erin's rural growth would ensure that Puslinch would have a balance between its supply and growth forecast.

8.0 Next Steps

Puslinch Council requested that County planning staff attend a future Council meeting to discuss the 2005 rural residential severance date restriction. Planning staff are now able to attend a future Township Council meeting to discuss the results of this report.

Staff aim to bring forward a draft Official Plan Amendment(s) this fall addressing necessary policy considerations related to the following work:

- Phase 3B Rural Residential as set out in section 7.0 of this report.
- Phase 3B Rural Employment as set out in Puslinch by Design – Employment Lands Study, once completed.
- Provincial Planning Statement consistency exercise.

As the Official Plan Amendment(s) is brought forward, there will be opportunities for public and stakeholder engagement through a future Open House and Public Meeting. In addition to Planning Act notice requirements, staff will continue to use the Official Plan Review project webpage and the digital mailing list to share information about the proposed changes to the Official Plan.

9.0 Strategic Action Plan

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

Making the best decisions for the betterment of the Community.

Recommendation:

That the County Official Plan Review – Phase 3B Rural Residential Growth Report be received for information.

That the County Clerk forward the report to Member Municipalities.

That staff be directed to bring forward a draft Official Plan Amendment(s) to implement the policy considerations outlined in section 7.0 of this report, the results of the Puslinch by Design Employment Lands Study, and the consistency exercise with the 2024 Provincial Planning Statement as part of the Official Plan Review at the appropriate time.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Manager of Policy Planning

In consultation with/approved by:

Aldo Salis, Director of Planning and Development
Scott Wilson, Chief Administrative Officer



COUNTY OF WELLINGTON

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74 WOOLWICH STREET
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June 26, 2025

Wellington County
Member Municipality Clerks
Amanda Knight, Township of Guelph/Eramosa
Nina Lecic, Town of Erin
Kerri O'Kane, Township of Centre Wellington
Larry Wheeler, Township of Mapleton
Annileene McRobb, Town of Minto
Karren Wallace, Township of Wellington North
Justine Brotherston, Township of Puslinch

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kokane@centrewellington.ca
LWheeler@mapleton.ca
annilene@town.minto.on.ca
kwallace@wellington-north.com
jbrotherston@puslinch.ca

Good day,

At its meeting held on June 26, 2025 Wellington County Council approved the following recommendation from the Planning Committee:

That the report Bill 17 –Protect Ontario by Building Faster and Smarter Act, 2025 be received for information.

That this report be forwarded to the Ministry of Municipal Affairs and Housing on behalf of the County of Wellington and circulated to member municipalities for their consideration.

Please find enclosed the Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025.

Should you have any questions, please contact Jameson Pickard, Senior Policy Planner, at jamesonp@wellington.ca.

Respectfully,

Kim Courts
Deputy Clerk



COUNCIL REPORT

To: Warden and Members of the Planning Committee
From: Jameson Pickard, Senior Policy Planner
Date: Thursday, June 12, 2025
Subject: **Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025**

1.0 Purpose

The purpose of this report is to provide an overview of [Bill 17 - Protecting Ontario by Building Faster and Smarter Act, 2025](#) that was recently introduced by the Minister of Municipal Affairs and Housing. The Government's stated goal with this legislation is to streamline approval timelines and reduce financial barriers to the construction of new homes and infrastructure.

This report reviews changes related to the *Planning Act* and the development approvals process but also highlights other legislative changes that may impact on the County and our Member Municipalities.

2.0 Background:

On May 12, 2025, the Province introduced Bill 17 into the Legislature. This Bill proposes changes to eight different pieces of legislation, including the *Planning Act*, the *Development Charges Act* and the *Building Code Act*. The suite of changes proposed by Bill 17 can be grouped into the following themes:

- Accelerating transit and Provincial infrastructure development
- Accelerating Transit-Oriented Community projects
- Enabling authorities to speed up transportation permitting
- Streamlining/standardizing municipal development processes and development charges framework.

At the time of preparing this report, Bill 17 was ordered for second reading. Together with the legislation, the Province also released a technical briefing, which further describes the Province's intent behind its legislative changes and highlights additional initiatives it will be pursuing to support the legislation's objectives. The technical briefing is available [here](#).

A series of Environmental Registry of Ontario and Regulatory Registry postings have been released seeking feedback on some of the legislative and regulatory changes with comment deadlines of June 11, 2025, and June 26, 2025. These postings are listed in Appendix A of this report.

It is also noted that the proposed legislation was accompanied by an additional funding announcement by Minister Flack, adding \$400 million to the [Housing-Enabling Water Systems Fund](#) and the [Municipal Housing Infrastructure Program](#) to support the delivery of critical infrastructure across Ontario.

3.0 Protect Ontario by Building Faster and Smarter Act, 2025

Below is a review of the *Planning Act* changes and some of the additional planning-related initiatives the Province will be pursuing. Further a summary of changes to the *Development Charges Act* and the *Building Code Act* are provided for information.

3.1 Planning Act Changes

Schedule 3 of Bill 17 amends the *Planning Act* and propose the following changes:

Permit certain Minor Variances as-of-right	<ul style="list-style-type: none">• Changes to the Planning Act would give the Minister regulation-making authority to allow “as-of-right” variations to municipal setback distances, on urban residential lands, for buildings and structures up to a certain threshold (outside of the Greenbelt).• A proposed regulation sets the variation threshold at 10% of the municipal setback, (I.e. a 5 m front yard setback could be varied to 4.5 m as-of-right).
Standardize Complete Application Requirements	<ul style="list-style-type: none">• Changes to the Planning Act would limit complete application (study/ report) requirements to what is currently identified in an Official Plan for most planning applications.• Give the Minister regulation-making authority to regulate:<ul style="list-style-type: none">○ which studies cannot be required as part of a complete application;○ Studies that could be required as part of a complete application; and○ professionals from whom municipalities would be required to accept studies as final submission.• A proposed regulation would limit the following studies from being required as part of a complete application: sun/shadow, wind, urban design, and lighting.
Streamline Planning Approvals for Elementary and Secondary Schools and Associated Childcare Facilities	<ul style="list-style-type: none">• Changes to the Planning Act would make it so no Official Plan or zoning by-law could prohibit the use of a parcel of urban residential land for an elementary school or secondary school or ancillary uses.• Additional changes would broaden the exemption from site plan control for the placement of portable classrooms to all existing district school board school sites rather than just those sites existing as of January 1, 2007 (as previously allowed).
Minister’s Zoning Order Conditions	<ul style="list-style-type: none">• Changes to the Planning Act would provide the Minister with the ability to impose conditions on Ministerial Zoning Orders (MZO) prior to the uses in the MZO being permitted.• These conditions can be enforced by way of agreement with the Minister or municipality that can be registered on title.

3.2 Additional Planning Initiatives (Technical Briefing)

As noted above, the Province released a [Technical Briefing](#) which detailed additional planning initiatives the Province would be pursuing to support the objectives of Bill 17 including:

Provincial Policy Tests	<ul style="list-style-type: none">Consult on opportunities for making the provincial policy tests inapplicable with respect to all Minister decisions under the Planning Act. (e.g. approval of municipal Official Plans).
Streamlining Official Plans	<ul style="list-style-type: none">Consult on proposed legislative and regulatory changes needed to simplify and standardize land use designations in Municipal Official Plans.
Official Plan Population Updates	<ul style="list-style-type: none">Undertake targeted outreach to municipalities where the Ministry of Finance (M.O.F) population projections are projected to surpass previous estimates in current Official Plans. These municipalities may be required to update their current Official Plan projections with M.O.F projections.
Streamline the Development of Communal Water/Sewage Systems	<ul style="list-style-type: none">Consult on potential approaches to streamline municipal consent for communal water/sewage systems and modular off grid water treatment facilities to support greater adoption in underserved rural communities.
Planning, Data, and Building Code IT Solutions	<ul style="list-style-type: none">MMAH would explore the standardization of municipal data tracking in land use planning, building code and permit applications spaces and leverage technology to better automate processes and improve transparency.

Currently, there is limited information available on these additional planning initiatives. County Planning Staff are very interested in these proposals given their potential to impact already completed and on-going Official Plan policy development. Should any of these matters move forward, Planning Staff will report back to the Planning Committee with additional details.

3.3 Development Charges Act Changes

Schedule 4 of Bill 17 amends the *Development Charges Act*. The proposed changes include:

- Exemption for Long-Term Care Homes
- Regulation-Making Authority to Impose Limits on Eligible Capital Costs
- Simplified Development Charge By-Law Amendment Process
- Deferral of Development Charges for Residential Developments to Occupancy
- Removal of Interest on Instalments
- Permit Early Payment for Institutional, Rental Housing and Residential Developments
- Mandate Lowest Development Charge Rate for Lock-In Developments
- Regulation-Making Authority to Combine Development Charge Services for Credit Purposes
- Regulation-Making Authority to Determine What Constitutes a Local Service

The Province has highlighted that many of the proposed changes to the *Development Charges Act* will require implementing regulations and has indicated that additional consultations will be forthcoming if the legislation is passed. The Treasury Department has advised that they are aware of these changes and are monitoring the Bill as it moves through the legislative process.

3.4 Building Code Act Changes

Schedule 1 of Bill 17 amends the *Building Code Act* to include a new subsection to clarify that the Municipal Act does not authorize a municipality to pass by-laws respecting the construction or demolition of buildings as municipalities do not have the authority to require their own unique standards beyond the Building Code. The changes also include eliminating the need for a secondary provincial approval and fees for innovative construction materials.

4.0 Conclusion

The County appreciates that the Province is attempting to create an environment that delivers housing in a more efficient manner and is generally supportive of some of the proposed measures that aim at improving timelines and reducing the cost of housing.

However, Bill 17 introduces some legislative and regulatory changes that continue to erode local autonomy in land use planning. While well intentioned, there is a concern that these changes will weaken the long-standing practice of community-based planning and limit the municipal ability to plan for and protect the quality of life for its residents.

There is also concern about the lack of time and outstanding regulatory details related to some of the proposals, making it challenging for staff to complete a full review of the changes and provide meaningful input. Due to the short comment window Planning Staff have submitted comments to the Province seeking clarification and raising concerns about the proposed “as-of-right” variation framework and Complete Application changes being considered through the Bill.

5.0 Next Steps

At the time of writing this report, Bill 17 was in its second reading in the Legislature. Staff will continue to monitor the proposed legislation as it moves through the legislative process. Staff will report at a later date when the legislation comes into effect and/or additional policies and regulations are made available.

Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

Making the best decisions for the betterment of the Community.

Recommendation:

That the report “Bill 17 –Protect Ontario by Building Faster and Smarter Act, 2025” be received for information.

That this report be forwarded to the Ministry of Municipal Affairs and Housing on behalf of the County of Wellington and circulated to member municipalities for their consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jameson Pickard". The signature is written in dark ink on a light-colored background.

Jameson Pickard B. URPL, MCIP, RPP
Senior Policy Planner

In consultation with/approved by:

Aldo Salis, Director of Planning and Development
Scott Wilson, Chief Administrative Officer

Appendix A Provincial Postings for Comment

APPENDIX A Provincial Postings for Comment

Below are direct links to the related Environmental Registry and Regulatory Registry postings resulting from Bill 17 Protect Ontario by Building Faster and Smarter Act, 2025.

Environmental Registry of Ontario Postings (ERO)

Proposal	ERO Number	Notice Type	Comment Deadline
<ul style="list-style-type: none"> Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025) 	025-0461	Act	June 11, 2025
<ul style="list-style-type: none"> Proposed Regulations– Complete Application 	025-0462	Regulation	June 26, 2025
<ul style="list-style-type: none"> Proposed Regulation– As-of-right Variations from Setback Requirements 	025-0463	Regulation	June 26, 2025
<ul style="list-style-type: none"> Bill 17: Protect Ontario by Building Faster and Smarter Act, 2025 – Amendment to the Building Transit Faster Act, 2020 	025-0450	Act	June 11, 2025
<ul style="list-style-type: none"> Bill 17- Protect Ontario by Building Faster and Smarter Act, 2025 - Accelerating Delivery of Transit-Oriented Communities 	025-0504	Act	June 11, 2025

Ontario Regulatory Registry Postings (ORR)

Proposal	ORR Proposal Number	Instrument Type	Comment Deadline
<ul style="list-style-type: none"> Changes to the Development Charges Act, 1997 to Simplify and Standardize the Development Charge (DC) Framework. 	25-MMAH003	Act	June 11, 2025
<ul style="list-style-type: none"> Eliminate Secondary Approvals for Innovative Construction Materials. 	25-MMAH004	Act	June 11, 2025
<ul style="list-style-type: none"> Amending the Building Transit Faster Act, 2020 to expand the definition of Priority Transit Projects to all Provincial Transit Projects 	25-MTO005	Act	June 11, 2025
<ul style="list-style-type: none"> Amending the Metrolinx Act, 2006 	25-MTO006	Act	June 11, 2025
<ul style="list-style-type: none"> Protect Ontario by Building Faster and Smarter Act, 2025 amendments to the Ministry of Infrastructure Act, 2011 	25-MOI003	Act	June 11, 2025



SUMMER 2025

CSGW NEWS

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

CSGW AWARD RECIPIENT



Pictured above is John Svensson-CSGW Board member, Lavender Nguyen-CSGW Board member, and Sarah Bowers-Peter-CSGW Program Coordinator

Pictured below is John Svensson-CSGW Board member accepting the President's award from Jackalyn Getz-OACS Board member



CSGW has been recognized at the provincial level, presented with 4 awards at the annual Ontario Association of Crime Stoppers (OACS) conference, held this year in North Bay, June 6-8.

At the top of the list for an astounding **10 YEARS IN A ROW!** is the **Marla Moon Memorial Award of Excellence** (pop. 100,001-299,999). CSGW also received the award for **Best Student Engagement** (pop. 100,001-299,999), and for **Online Excellence** (open category). Further details can be found at csgw.tips

Our very own long standing board member - John Svensson, was recognized for his outstanding support of the program, and was presented with the **OACS President's Award**. *Congratulations John on this well deserved achievement!*

CSGW CRIME STOPPERS MONTH

CSGW will be celebrating our program during the month of **September 2025**. *Further details to come! Check our website at csgw.tips and follow us on our socials.*



Program STATS

Since inception from 1988 through May 2025

Tips.....	24,796
Arrests	1,620
Charges Laid.....	4,633
Property Recovered.....	\$10,647,426
Narcotics Seized	\$29,163,824
Authorized Rewards.....	\$190,125

HUMAN TRAFFICKING CAMPAIGN

CSGW has partnered up with Crime Stoppers programs from Halton, Durham Region, Waterloo Region and Niagara Region, and are offering an **increased reward payout of \$2,000.00 for tips that lead to Human Trafficking arrests**. The campaign runs from **June 1st through August 31st 2025**. The objective is to increase awareness and encourage the public to help stop this growing crime in our communities.

Check out the video on [CSGW YouTube channel](#) produced by Tivoli Films, in collaboration with **CSGW, Guelph Police Service, Victim Services Wellington, and Guelph Wellington Women in Crisis**.



MAY MULCH SALES

THANK YOU to the community and our partners: **Youngs Home Hardware**, and **JL's Home Hardware** for supporting these events.

CSGW partnered with Youngs Home Hardware on May 10th for another successful mulch sale event. All proceeds donated to CSGW!

In Guelph, CSGW partnered with JL's Home Hardware for the month of May and \$1 from every bag sold are donated to CSGW!

JUNIOR FIRE CHIEF for a day

The contest, hosted by CSGW was open to students in grades 4-6 who attend school in Centre Wellington.



| Pictured above is Jennifer Muli-CSGW Board member, Chase Carberry, Lowell Butts-CSGW Vice Chair |

Congratulations to Chase Carberry, a grade 5 student at JD Hogarth Public School in Fergus! His day as Junior Fire Chief took place on June 18th at the Centre Wellington Fire Rescue Service.

UPCOMING FALL SHREDDING EVENTS

Start saving your papers now and help prevent identity theft!

This year's annual event in **MOUNT FOREST** falls on **Saturday September 13th** at the WN Fire Station located at 381 Main Street N., from 9am-12pm.

Followed by the annual event in **GUELPH** on **Saturday September 27th** at Skyjack located at 201 Woodlawn Road West from 9am-12pm.



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



Sent by Email

June 30, 2025

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

Subject: Opposition to Bill 5 and Request to Repeal

The Council of The Corporation of the City of Pickering considered the above matter at a Meeting held on June 23, 2025 and adopted the following resolution:

WHEREAS, on April 17, 2025, the Government of Ontario brought forth Bill 5: *Protect Ontario by Unleashing Our Economy Act*, 2025, a broad omnibus legislation that proposes to make various changes to existing planning, consultation, approval, authority, and protection frameworks found in Provincial statutes in relation to major infrastructure, mining and resource development projects;

And Whereas, on June 4, 2025, Bill 5 passed its third and final reading in the Ontario legislature, but has not yet come into force;

And Whereas, Bill 5 granted broad powers by creating provincial “authority to designate special economic zones”, which allows for the suspension of constitutionally protected rights of Indigenous peoples and the suspension of powers of municipal governments and environmental authorities;

And Whereas, Bill 5 provides powers for the Province that First Nations governments in Ontario have stated would be contrary to Treaty agreements with the Crown;

And Whereas, amendments to the Ontario Heritage Act, 1990, fail to address systemic issues in archaeological resource management, such as delayed consultation with Indigenous communities and unilateral provincial control over Indigenous artifacts and cultural heritage. Additionally, the amendments exacerbate already weakened heritage protections brought in Report #2025-CG-7 Page 2 of 10 through Bill 23. Any exemptions under the Ontario Heritage Act could result in negative impacts, including the destruction of Indigenous artifacts and burial sites;

And Whereas, Bill 5 repeals the Endangered Species Act (ESA) and degrades protections for the environment and circumvents policies that have kept Ontarians safe

and healthy for decades, including regulations that prevent the contamination of Ontario's water and the means by which water contamination is identified;

And Whereas, the new regime for endangered species and at-risk species is designed for more flexible permitting and registry-based approvals, rather than automatic prohibitions on activities that harm listed species or their habitats. Additionally, narrowing the definition of habitat in the ESA to just the immediate area surrounding dwelling sites excludes protection of broader ecosystems that endangered and at-risk species rely on for survival. There are more than 230 species at risk in Ontario, many of which are in Durham, including numerous birds, fish, insects, reptiles and plant species. These species have experienced population declines over the past several decades and are at risk of being lost completely. While these changes could expedite development approvals, they may also reduce environmental oversight resulting in devastation to populations of endangered species;

And Whereas, the 'trusted proponent' model under the Special Economic Zones Act, 2025, may create a two-tier development system, favouring select private businesses with fewer regulations, thereby undermining labour standards and enabling potentially exploitative and unsafe working conditions;

And Whereas, Bill 5 enables the Province to override municipal authorities and planning activities without consultation or warning, including the ability to upend planning processes already long underway and future planning processes being considered or yet to be contemplated;

And Whereas, Bill 5 undermines the practice and spirit of democracy and a rights- based system in the Province of Ontario, and to date has garnered the public opposition of the Chiefs of Ontario, Nishnawbe Aski Nation, Anishinabek Nation, Association of Iroquois and Allied Indians, Sandy Lake First Nation, Neskantaga First Nation, Grassy Narrows First Nation, the Canadian Civil Liberties Association, Amnesty International Canada, the Canadian Environmental Law Association, World Wildlife Fund – Canada, David Suzuki Foundation, The Canadian Parks and Wilderness Society, Ontario Biodiversity Council, Ontario Nature, Legal Advocates for Nature's Defence, Environmental Defense, Wildlands League, Wildlife Preservation Canada, Ecojustice, the Toronto Zoo, Mining Watch Canada, Democracy Watch, municipalities in Ontario, and numerous other pan-regional and local organizations across Ontario;

Now therefore be it resolved that the Council of The Corporation for the City of Pickering:

1. Opposes the Government of Ontario's Bill 5 due to its infringement on Indigenous rights, assignment of powers to arbitrarily override and ignore long-established areas of municipal government authorities, risks to the long- term health of important ecosystems and the environment generally,

and circumvention of numerous democratic rights and oversight responsibilities;

2. Calls upon the Government of Ontario to immediately repeal Bill 5;
3. Urges the Government of Ontario, in accordance with the recommendation of Grand Chief Joel Abram of the Association of Iroquois and Allied Indians, to “engage in a comprehensive redrafting process with full First Nations participation” and to likewise engage with municipalities and other affected stakeholders in the same comprehensive redrafting process, maintaining a rights-based foundation, inclusive of an evidence-based approach to environmental protections;
4. Supports efforts to streamline the approvals process for mining projects in Ontario when it does not come at the expense of safeguarding against environmental and community impacts, nor negate or remove the duty to consult with our Indigenous stakeholders such as the Mississauga’s of Scugog Island First nation (MSIFN), and those Indigenous Nations adjacent to the designated “Ring of Fire” mining zone;
5. Is supportive of mechanisms that would result in increased local procurement in the electricity sector; however, we wish it to be noted that limiting competition could increase costs if local or preferred suppliers are more expensive than international alternatives, which may result in increased electricity prices for ratepayers; and,
6. Directs that a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario; the Honourable Stephen Lecce, Minister of Energy and Mines; the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks; the Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade; the Honourable Rob Flack, Minister of Municipal Affairs and Housing; the Honourable George Pirie, Minister of Northern Economic Development and Growth; the Honourable Greg Rickford, Minister of Indigenous Affairs and First Nations Economic Reconciliation and Minister Responsible for Ring of Fire Economic and Community Partnerships; Chief Kelly LaRocca of the Mississauga’s of Scugog Island First Nations; all treaty members of the William Treaties signatories; the Association of Municipalities of Ontario; the Region of

Durham; and all municipalities in Ontario.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly



Susan Cassel
City Clerk

SC:am

Copy:

- The Hon. Stephen Lecce, Minister of Energy and Mines
- The Hon. Todd McCarthy, Minister of Environment, Conservation, and Parks
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Rob Flack, Minister of Municipal Affairs and Housing
- The Hon. George Pirie, Minister of Northern Economic Development and Growth
- The Hon. Greg Rickford, Minister of Indigenous Affairs and First Nations Economic Reconciliation and Minister Responsible for Ring of Fire economic and Community Partnerships
- Chief Kelly LaRocca, Mississauga's of Scugog Island First Nations
- Chief Joanne P. Sandy, Beausoleil First Nation
- Chief Ted Williams, Rama First Nation
- Chief Donna Big Canoe, Chippewas of Georgina Island First Nation
- Chief Keith Knott, Curve Lake First Nation
- Chief Laurie Carr, Hiawatha First Nation
- Chief Taynar Simpson, Alderville First Nation
- Alexander Harras, Director of Legislative Services and Regional Clerk
- The Regional Municipality of Durham
- Association of Municipalities of Ontario (AMO)
- All Ontario Municipalities

Chief Administrative Officer



Heart & Soul of Wellington

SENIORS' CENTRE *for* EXCELLENCE

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

519-638-1000

EDITION #62

A Word from Helen

July 2025



Food for Thought



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

Recently, we invited author, Barbara Heagy, to speak at the Harriston Dining Program about her cookbook, *For the Love of Food*. A few of the things she said really resonated with me. First, she spoke about food and food preparation being a language of love. It's true, isn't it? What says *I care more* than someone taking the time to prepare a lovely meal, and then sitting down to enjoy it, together.

Food just tastes better when you have someone to enjoy it with. Barbara said, "Forget perfection or fancy dishes, that is for the professionals. Just enjoy sharing your food with someone you care about."

What a lovely idea! I know that many of you who are reading this newsletter eat many of your meals alone. How about throwing caution to the wind and inviting someone over to join you for lunch or dinner once in a while? What about tossing the pressures of perfection out the window; not worrying that the dusting hasn't been done, or the dishes aren't fancy?

We all know the deliciousness of a sandwich made for us. Make that to be your gift to a friend or perhaps someone you don't know well. We double dog dare you to send out an invitation, before you think of a dozen reasons why not to do it. 😊

Helen



for the



other



- Thursday ZOOMs
- Coffee Hours in Moorefield and Drayton
- Good Food Box Program
- Thoughtful Thursday Word Challenges
- For the Love of Words ZOOM meetings



"A good laugh and a long sleep are the best cures in the doctor's book."

– Irish proverb



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. July 16	12 pm \$20	James St. United, Palmerston	The Haywards Toe-Tappin' Music
Clifford	WED. July 30	12 pm \$20	Clifford United Church	Doris Cassan Cruise to New Zealand
Harriston	THURS. July 31	12 pm \$20	Harriston United Church	Seleda Frey Growing Up Mennonite

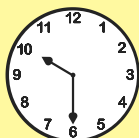


ZOOM with us!



SENIORS' CENTRE *for* EXCELLENCE

Tuesday



July 8, 2025
Rebecca Forler

Don't forget to Breathe



June 15, 2025

Juliana VanOsch RD

Cooking with Juliana



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



*ZOOM sessions will be on
Tuesdays, only, for July & August*

(Session also cancelled July 1 )

July 22, 2025

Michael Van Huisseling

Blue Box Program - What's what and what's not?



July 29, 2025

Annemarie Hagan.

"Spilling the Tea." A Museum
Curator's Surprising Stories.



Wisdom Workshops

Recycling 101 – Wellington County

with

Michael Van Huisseling

Program Coordinator – Solid Waste
Services, County of Wellington

1:30 pm – 3:00 pm

Mount Forest Library

Free Admission
Refreshments



519-638-1000



jbrown@mapleton.ca



RSVP



Pet Corner

Meet Maggie May & Cash

Submitted by Diane



Cash

Cash, who is 14 years young, spends a lot of his day tippy tapping around his home, and keeping his mom in shape by barking at the door to be let outside. He doesn't always need to go to the bathroom, but feels it is his duty to keep his mom in good shape.

Maggie May is partial to purses. If she spots a purse, on the floor, or hanging on a chair, Maggie May is all over it, rubbing the side of her face



Maggie May

along the material. She also can be found putting her paws inside to investigate its contents. During the day, Maggie May and Cash don't spend a lot of time together. At night it is a different story. They snuggle together on the bed, and they never leave each other's side until the start of the day.

Only Canadians will understand, eh?

- How 10°C in the fall is freezing, but 10°C in February is t-shirt and shorts weather.
- Canadian Tire money.
- BBQing your dinner in the yard in just a t-shirt and shorts while standing next to a 6' snow pile.
- Seat warmers and hot air blasting on the windshield on the way to work, AC on high on the way home, hoodie on an hour later to sit on the porch.
- A million pairs of shoes at the front door during a party.
- Which things to use Metric for, and which to use Imperial – even though we've been officially Metric for decades and most of us grew up in Metric times.



Why are Canadian students so smart?

Answer:

They get lots of eh's.



8 Simple Ways to Deal with Loneliness

Special thanks to Mike Harloff, MDiv, RP for allowing us to share this helpful information with you.

We had the privilege and opportunity to have Mike join us on a couple of ZOOM sessions to speak about Stress, Anxiety, and Tackling Loneliness. His presentation made quite an impact on participants, and we discovered in the process, that Mike is a positive and approachable person who genuinely cares. <https://www.mikeharloff.com>

Feeling isolated?

Here are some effective strategies to cope with loneliness and strengthen your connections:

1. Stay Connected

- Video Chat: Use Zoom or similar platforms to connect with friends and family.
- Phone Calls: Schedule regular calls with loved ones.
- Write Letters: Hand-write letters or postcards to make communication more personal.
- Be honest about your struggles and feelings.
- Be patient with connections; it takes time.



2. Engage with Communities

- Join Online Platforms: Find people with similar interests on sites like Meetup.
- Attend Events: Go to local concerts, sports events, or open-mic nights.
- Join a church.
- Check the Seniors' Centre for Excellence website for events and activities.
- Social Media: Reconnect with old contacts and expand your network.



3. Help Others

- Volunteer: Engage in activities that matter to you, like walking shelter animals, helping with Operation Christmas Child, volunteer at a thrift store, etc.
- Run Errands: Assist neighbours in need with tasks like grocery shopping.
- Become a Mentor: Share your skills and knowledge with others.
- Consider joining Grand Pals - <https://grandpals.ca>.

4. Get Outside

- Walk Around: Explore your neighbourhood or local parks.
- Public Spaces: Spend time in places like coffee shops, libraries, parks.
- Outdoor Hobbies: Try cycling, hiking, curling, pickle ball, etc.
- Minto Hikers: Head out on the 1st & 3rd Saturday of the month. (Contact Jen Lindhorst 519 492 9454 for more information.)





Be kind, for everyone you meet is fighting a battle you know nothing about.

—Wendy Mass, Author



5. Travel Virtually

- Virtual Trips: Explore places online, watch video tours of attractions, and recreate meals from desired travel destinations.
- Virtual Vacations: Take virtual tours and play guessing games based on virtual surroundings.
- Online Events: Enjoy live concerts, theatre performances, and events online.
- Relive Past Trips: Create a scrapbook or share old travel photos and videos.
- Plan Future Trips: Research and plan future getaways to look forward to.

6. Positive Self-Talk

- Challenge negative thoughts: Talk to yourself like a caring friend.
 - Note Negative Thoughts: Identify negative thoughts that make you feel lonely.
 - Challenge the Thought: Ask yourself if it's really true and what you'd say to a friend.
 - Change the Thought: Replace it with a more helpful perspective.
- “Humility is not thinking less of yourself, but thinking of yourself less” – C.S. Lewis.
- Try your best not to be self-critical, keep your focus on others.

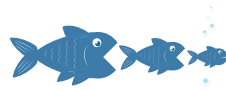
7. Find ways to engage your alone time

- Hobbies and Interests: Engage in creative activities like writing, painting, or cooking.
- Home Improvements: Make repairs or redecorate.
- Learning: Take classes, listen to lectures, or explore museums.
- Genealogy: Create a family tree.
- Animal Companionship: Adopt a pet or volunteer to care for animals.



8. Take Care of Your Mental Health

- Relaxation Techniques: Practice meditation or guided imagery.
- Exercise: Stay active and join group activities like running clubs or yoga classes.
- Daily Pleasures: Enjoy simple activities like taking a bath, reading, or watching a show.
- Healthy Choices: Avoid self-medicating with alcohol, drugs, or food.
- Acceptance: Recognize that loneliness is a common experience and accept what you can't control.



Submitted by Jim Measures

There is an old saying: "All fishermen are liars, and I'm not too sure about you!" Nevertheless, all that I will tell you in the following narrative is true. Scouts honour!

My first memory of me fishing was in the Humber River, near our cottage in Bolton. I caught a chub—a small fish often used for bait to catch larger fish. Chub can grow up to 10 inches long if not caught by some fisherman or a natural enemy such as the Blue Heron.

It was when I was six and my brother was 10 years old, that Dad introduced us to fishing. We were told that any fish shorter than our handspan was to be tossed back to grow for another year. We did catch enough that were large enough to make a meal for the family. We felt so grown up.



On one occasion when I was about 12 or 13, my Dad took my brother Bill and me on a fishing trip on Black River at Pepperlaw. As we were trolling, I had my line with a lure in the water when I felt a tug. I had nabbed something. When I reeled it in, I found that my lure had caught another lure attached to about 150 ft of line and another rod and reel. My Dad assured me that nobody had ever caught anything so long in an Ontario river, so I was a new record holder. I still have that rod and reel and have used it a few times; but as I am not an ardent fisherman, it has not been frequent.

When I lived on Georgina Island, I had a friend who made a living catching fish for the local restaurants. He invited me to join him in his boat in early December one year, so I went fishing with an expert. That was the coldest I have ever been. In a small boat with water splashing about, ice began forming on my hands. That convinced me that I would never be a professional fisherman. But I do have great respect for those who are tough enough to do that. I think that I much prefer to catch my fish at the local supermarket, however.



Activities Spotlight



Bus Trip

Violets in the Barn



July 9, 2025

10:30 am - 2 pm

It didn't take long for our "first" SCE Bus trip to fill up. We are excited to head out to 6362 3rd Line Minto for our first Seniors' Centre for Excellence Bus Trip to the beautiful Heritage Barn, a hidden Gem in Minto

Just a Reminder about pick up locations:

- Conestoga Crest, Drayton: 10:30am
- Palmerston Arena: 11 am
- Harriston Arena: 11:15 am
- **Arrival:** 11:30 am
- **Departure:** 2 pm



DECLUTTERING WITH DORIS



Put it Away!

Don't underestimate the impact of clear horizontal surfaces. Just try removing everything from the top of a dresser and see how calm the room feels.

Do some of those clutter items actually have a home elsewhere? You can maintain this serenity with the maxim, "Don't put it down, put it away!"



July Writing Prompt

Write your story...

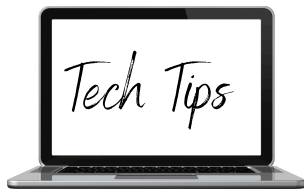
Doris Cassan



For your memoir, consider transportation! Do you drive? If not, how did you, and do you, get around? Do you have a specific memory related to transportation—a favourite car or bicycle, for instance? Have you had access to public transportation? How did that go?



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



“Vishing” Scams

by Michael Meunier



Vishing, short for voice-phishing, is a type of cyber-attack where scammers use phone calls or voice messages to trick you into revealing sensitive information. This information can include passwords, credit card numbers, bank details, or other personal data.

Here's how Vishing Scams work:

The Call: You receive an unexpected call from someone claiming to be from a reputable organization like your bank, credit card company, or government agency.

The Pressure: The caller may create a sense of urgency or fear, claiming there's an issue with your account or a threat to your identity.

The Request: The scammer will ask you to verify your personal information or to transfer money to resolve the supposed issue.

The Goal: The scammer's ultimate goal is to obtain your personal information, which they can then use for fraudulent activities.

Here are some common vishing scams:

Phony Revenue Canada Calls: Scammers impersonate Revenue Canada public servants and threaten you with legal action if you don't pay a fake tax debt immediately.

Bank Account Scams: Scammers claim there has been suspicious activity on your bank account and ask you to verify your personal account details.

Phishing Scams: Scammers send you a phishing email or text message that encourages you to call a specific number. Once you call, they try to trick you into revealing sensitive information.

To protect yourself from Vishing Scams, follow these tips:

Be cautious with unexpected phone calls: Don't provide any personal information over the phone, even if the caller seems legitimate.

Screen Your Calls: Use your phone's call-blocking features to filter out suspicious numbers.

Beware of Spoofing: Be aware that scammers can spoof caller ID to make it appear like the call is coming from a trusted source.

Don't Click on Links in Text Messages: Avoid clicking on links in text messages, even if they appear to be from a legitimate source. These links can lead to malicious websites that can infect your device.

Verify the caller's identity: If you receive a call from someone claiming to be from your bank or another trusted institution, hang up and contact them directly using a verified phone #.

Don't rush into decisions: Legitimate organizations won't pressure you to make immediate decisions, especially those involving financial transactions.

Trust your instincts: If something feels suspicious, it probably is. Don't hesitate to hang up.

By following these guidelines, you can reduce your risk of falling victim to Vishing Scams.

See me for who I am.

My journey as an older adult with substance use.

For all of us who live with the silent stigma.

Anonymous

"We need to hear others' stories. You are not responsible for your illness, but responsible for your recovery."

Grace Ibrahima, 79

"My only roadblock is me."

Joe, 68

"I am pleased with myself, but I know I am lucky (because of my wife)."

Endre, 91

"It's not about will power. More it's about understanding and being patient with yourself and deriving strength from living with all your complexities."

Barbara, 74

"Be respectful, truthful and honest."

Luke, 63

Waterloo Wellington older adults share their experiences.
Start the conversation!
A compassionate community brings hope.

Photography by Bruno Kerkhof





Cheese & Onion Sandwich Filling

Submitted by Glynis Belec via Linda Campbell who got it from Willa Wick

In the UK, Cheese and Onion sandwiches are classic but I had not thought of them for over 40 years until I tried this recipe. In a conversation once, Linda mentioned that it was a common sandwich filling that their church ladies often prepare for funeral receptions. I was excited and just had to make it! Yum.

Linda's comments:

I just had no idea of the amounts because I start by shredding a whole block of cheese and go from there according to taste (it's pretty hard to screw up). You have to add the salad dressing according to how dry or soupy you want it. Diced onion is drier than grated so requires a tad more mayo (grated onion gets pretty liquidy)

INGREDIENTS

1 cup shredded old cheese (I added more cheese because my onion was a big one.)

1 onion grated or chopped finely

½ cup mayonnaise or homemade dressing
(optional – 1 tbsp horseradish for extra nip)



METHOD:

Usually mix all together the night before to let it mellow, but not necessary. Spread on fresh, buttered bread and enjoy.

Editor's Note: Making it the night before made it much nicer, in my opinion.

Word

of the Month

Vellichor

The strange wistfulness of
used bookshops.



If you do one thing for wildlife this year, plant a native bee balm. That one flower alone will feed hundreds of hummingbirds and thousands of pollinating insects all summer. It's a perennial, too, so it'll come back every year.



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

Diversity, Equity, and Inclusion Committee
June 19, 2025
7:00 pm at Launchit Minto

Attendance: Co-Chair Jokelee Vanderkop, Co-Chair Brittany Reis, Alicia Becker, Mabel Amapali, Kerry Ammerman, Ahmad Almohammad, Caitlin Hall, Deputy Mayor Jean Anderson and Peggy Raftis.

Staff Present: Belinda Wick-Graham, Director of Economic & Community Development

Regrets: Mayor Dave Turton, Peyton McBeth and Gordon Duff, Treasurer

1. Call to Order at 7:05 by Co-Chair Brittant Reis

2. Minutes of Previous Meeting

2.1 Minutes of May 15, 2025, DEI Committee Meeting

MOTION

Moved by: Peggy Raftis Seconded by: Deputy Mayor Jean Anderson

THAT the Diversity, Equity, and Inclusion (DEI) Committee approves the minutes of the May 15, 2025, meeting.

CARRIED.

3. Roundtable Discussion

3.1 Final Logo

Wick-Graham presented the Committee with the proposed final design of the Committee logo and brand.

MOTION

Moved by: Kerry Ammerman Seconded by: Alicia Becker

THAT the Diversity, Equity, and Inclusion (DEI) Committee approves the DEI Committee logo and brand.

CARRIED.

3.2 Action Plan Follow Up

The Committee reviewed the Action Plan that is attached as Schedule “B”. Updates on activities are included in the action plan.

3.3 Committee Member Updates

Deputy Mayor Anderson reported that there are now community pantries operating in all libraries in Minto – Clifford, Harriston and Palmerston. Special thanks to the County of Wellington for their cooperation and support of this initiative. Dave and Jean Anderson will assist in monitoring and stocking Harriston and Palmerston pantries and Shirley Person continues to monitor the Clifford pantry. Promotions will be created to inform the public about all three pantries.

Deputy Mayor Anderson also noted that Farm Fresh donates chicken products to help raise funds for food banks. She suggested that a chicken BBQ could take place at the Apples & Astronomy event as part of Culture Days (by donation) with funds raised going towards the pantries.

4. Adjournment at 8:15 pm

Next Meeting is September 18th at 7:00 pm at Launchit

Schedule A

DEI Committee Brand Board



LOGO VARIATIONS



Secondary Logo



Submark



Submark

YOUR COLORS



#e60306



#7059ff



#d4ae0c



#036234



#e60193



#0992ec



#000000

YOUR TYPOGRAPHY

BRAGGADOCIO

Title/Header Font

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

CODA BLACK

Alternate Title/Header Font

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

LEAGUE SPARTAN

Subheading Font

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

TOUVLO

Body Text Font

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

MY IMAGERY



As of June 20, 2025

Schedule "A"

2025 Diversity, Equity and Inclusion Priorities and Budget Allocations

Completed

In-Progress

No Progress

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	\$0 (original allocation of \$540 + \$460 Event Enhancement Fund) Received \$3,000 grant from Enbridge	Minto Pride	Q2 June 8, 2025 11 am – 4 pm	Completed Caitlin reported that it was a nice day and that the event was extended two hours longer this year. It was well attended, the attendees were spread out throughout the day. A food truck, sky pies, music, entertainment, parade and Fay and Fluffy were all well received and things ran smoothly. A wrap-up meeting is being held on Monday June 23.

As of June 20, 2025

Truth & Reconciliation	\$1,200 (increased from \$1,000 due to funds shifted from Pride)	Brittany Jokelee Peggy	Q3 Sept 27, 2025	<ul style="list-style-type: none"> - Jokelee has confirmed two short films to be shown at the Norgan Theatre from 1 – 2 pm “Cry from a Diary of a Metis Child” – 29 minutes and “Bill Reid Remembers” – 24 minutes. Jokelee confirmed these were created by an indigenous film maker. - Jokelee noted that the Norgan Theatre is replacing the seats in September. It is hoped that all is completed before our event but in the event it is not we will have the Palmerston Lions Den as a back-up location. - The group will then go to the Huron Perth Tipi where Christin Denis will speak on Truth & Reconciliation and Residential Schools. - Peggy is connecting Clarence Cachagee from Crow Shield Lodge and Clarence and Christin have been in talks about the event. - The Tipi Cost is booked and the cost is \$500 - The proposed offer to Clarence is \$700. - There is no cost for the films. - Jess suggested we could make this a teaching moment. She suggested at the film that we could pull up the Calls to Action (or a select number of them) and ask people to commit to reconciliation and ask them to think and to commit to what actions they could move forward. Jess suggested that Peggy ask Christin and Clarence if they agree with the reconciliation idea and if they think it would be appropriate to do at the Tipi. It was also suggested
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As of June 20, 2025

				<p>that the Committee could look at what actions we can commit to.</p> <ul style="list-style-type: none"> - Three Sisters' soup will be served at the Tipi. The event could run from 1 – 4 pm. The Committee discussed charging a nominal fee or by donation.
<p>New Resident Welcome Event(s)</p> <p>Meet Your Neighbour Picnic</p>	\$475	Staff	<p>Q3</p> <p>July 3, 2025</p> <p>6-8 pm</p>	<p>Harriston Pavilion booked</p> <p>Kinsmen will BBQ</p> <p>Outdoors games</p> <p>Businesses and Clubs have been invited to set up tables and contribute to welcome bags.</p> <p>Promotions are underway.</p>
Community Clothing Swap	\$150	Alicia Kerry Mabel	<p>October 18th</p> <p>10:30 am – 3:30 pm</p>	<ul style="list-style-type: none"> - Harriston Community Auditorium is booked. - Set up will take place on Friday October 17th from 3:30 – 7:00 pm. - More volunteers are needed to assist with sorting on the Friday. - Tables and clothing racks will be needed. Peggy suggested contacting the Minto Dance Academy as they have some fold-up ones. - Event will be promoted as cold weather clothing for all ages. - Jean offered to accept donations at the Service Ontario office in Harriston for the month of October. - Whatever donations are left at the end of the event will be given to Blessings to You if they would like it or offered to the Diabetes Association. - Alicia is working on the poster

As of June 20, 2025

				<ul style="list-style-type: none"> - Event will be promoted via posters, social media newspaper press release/story, local radio and community calendars, and on the Town page in the Community News - Event will be promoted to the schools. Ahmad offered to talk to Minto-Clifford PS. - Committee reaching out to the Grove and Community Resource Centre about potential partnerships.
DEI Films at the Norgan	\$550	Kerry Brittany Jokelee Gord	April 21, 2025 7:15 pm September 27, 2025	Superboys of Malegaon (2024) - IMDb Completed – Jokelee reported good reviews “Cry from a Diary of a Metis Child” – 29 minutes and “Bill Reid Remembers” – 24 minutes. https://www.nfb.ca/film/richard_cardinal/ https://www.nfb.ca/film/bill-reid-remembers/
ADVOCACY				
Action	Budget Allocation	Committee Members	Timeline for Completion Q1 (Jan-March) Q2 (April – June) Q3 (July-Sept) Q4 (Oct. – Dec.)	Status

As of June 20, 2025

DEI Audit & DEI Best Practice Guide		Brittany Peggy Kerry	TBD	Brittany provided a document for review. an update for the May meeting. Jess offered to meet with Brittany and provide additional support and resources. She also suggested that the Committee develop a communication plan to distribute the information to groups. Belinda suggested Brittany presenting the document to the Chamber and Launchit hosting training for the businesses on the document. Could also distribute at Julie's accessibility presentation.
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 -waiting on the Best Practice Guide.
Communicate commemorative holidays on social media		Staff to prepare – Committee to review plan	Q2	The committee approved DEI Social media calendar. Completed – positive feedback received.
Downtown Accessibility Audit - Julie Sawchuck - County Accessibility Committee	\$400	Kerry Jokelee	Q3 or Q4	Belinda confirmed our application to the County of Wellington to complete the accessibility audits of the downtowns and community centres as well as a presentation was approved for \$10,000. Belinda will follow up with Julie to confirm new dates in the fall.
Develop policies that promote DEI			2026	No update

As of June 20, 2025

Become a member of the Canadian Coalition of Inclusive Communities	No Cost	Staff	Q1	Approved at Council March 4/25 Belinda reported that she is having difficulty reaching anyone at the UNESCO office to find out next steps.
Explore the National Rainbow Registered Accreditation Program		Minto Pride	Q2	Belinda and Caitlin to meet with Saugeen Shores Staff to discuss.
No Room for Hate/Hate had no Home Here Signage	\$300	Alicia Kerry	Q2	<p>The Committee discussed the signage again and upon further thought and reflection decided to look at a new message for the sign.</p> <p>“You Belong Here”</p> <p>“Celebrate Diversity”</p> <p>Belinda will ask Erin to use the gradient of DEI brand colours in the background to include the DEI and Town logos in black and the key messages. These will be presented back to Committee for comment.</p> <p>Alicia previously reported the cost of the signs and H frames would be \$17 each and everyone agreed \$20 would be a fair price to sell for. It was discussed that the signs don’t necessarily have to be sold. If we budget this item for 2026 we could offer them for donation to get them out in the community, and they could be up all year or as people choose.</p>



TOWN OF MINTO

MEETING DATE: July 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Economic Development
SUBJECT: EC DEV 2025-010 – Patio Grant P01– Dulce Heaven Cookies and Scoops, 107 William St., Palmerston

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-010 – Patio Grant P01 – Dulce Heaven Cookies and Scoops, 107 William St., Palmerston, prepared by the Director, Economic and Community Development, for information purposes.

AND FURTHER THAT the Council of the Town of Minto approves Patio Grant P01 for \$366.23.

BACKGROUND:

The Patio Grant Program was initiated in 2019 to encourage more downtown patios. The 2025 CIP budget is \$35,000, and this is the fifth application of 2025.

Dulce Heaven Cookies and Scoops opened in Palmerston in the summer of 2024 and has been serving up delicious baked goods and ice cream ever since. The location doesn't have a lot of seating so to capitalize on the summer season a patio permit was submitted and approved.

COMMENTS:

The patio constructed is shown below.



The next Economic Development and Planning Committee (EDPC) meeting is not until September 18, 2025, therefore this application was reviewed and approved by the Committee via email on June 26, 2025.

FINANCIAL CONSIDERATION:

The owner built the patio himself, so it is eligible for material costs only. Material costs were \$732.66 therefore the project is eligible for \$366.23.

If approved \$29,326.17 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), Deputy Clerk



TOWN OF MINTO

MEETING DATE: July 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Economic Development
SUBJECT: EC DEV 2025-011 – Mural Replacement Agreement, 90 Elora St. S. Harriston

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report EC DEV 2025-011 – Mural Replacement Agreement, 90 Elora Street S., Harriston, prepared by the Director of Economic & Community Development, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers a By-law in regular session authorizing the Mayor and Clerk to execute a Mural Agreement with property owner REMAX/Midwestern Realty Inc. (Dan Keffer);

AND FURTHER THAT the Council of the Town of Minto considers a By-law in regular session authorizing the Mayor and Clerk to execute an Artist Agreement with Blaze Wiradharma.

BACKGROUND:

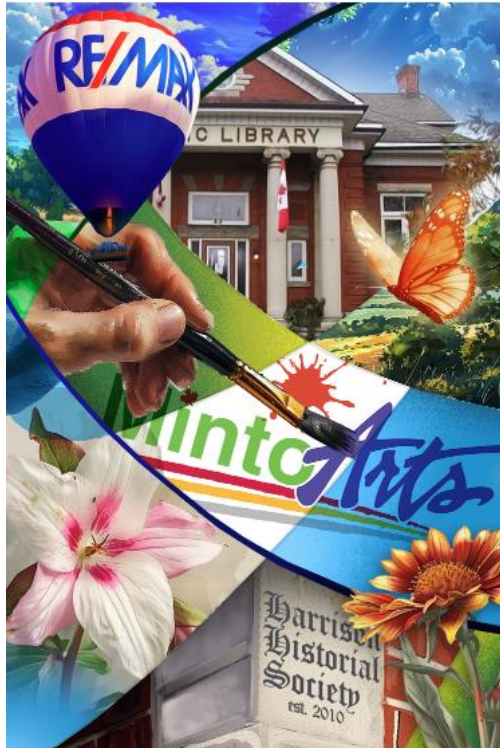
The Town of Minto has actively invested in its downtown cores since 2008. In 2020, the Town of Minto was successful in receiving Rural Economic Development Funding for capital beautification projects in each downtown. Harriston Rising hosted a Mural Mania event where four murals were installed on various private properties in the downtown core. One of these murals was located at 90 Elora St. S. owned by REMAX Midwestern Realty Inc. (Dan Keffer). The particular mural installed aimed to showcase and highlight the Minto Arts Council and Harriston Historical Society as being located on the 3rd floor of the Harriston Library, while also honouring the property owner's request to have the REMAX balloon featured.



COMMENTS:

The mural has deteriorated and needs to be replaced. Town staff have worked with the three stakeholders and artist Blaze Wiradharma to come up with a design that honours everyone's needs. Wiradharma has been hired to create multiple murals in Minto, all very well received.

Existing wood panels will be used, sanded and then repainted on, so it will maintain the 16' X 24' size.



FINANCIAL CONSIDERATION:

The Town of Minto has multiple public art pieces across the community and therefore has set aside funds each year in the capital budget to refurbish the art. The unused \$2,500 from the 2024 budget and the \$2,500 from the 2025 budget will be used towards this project to pay the artist and rent the fencing and lift required.

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

RECOMMENDATIONS:

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

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

BACKGROUND

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

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

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

COMMENTS:

The agreement outlines:

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

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

Additional Terms:

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

FINANCIAL CONSIDERATION:

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

STRATEGIC PLAN

Goal 1: Manage our Infrastructure

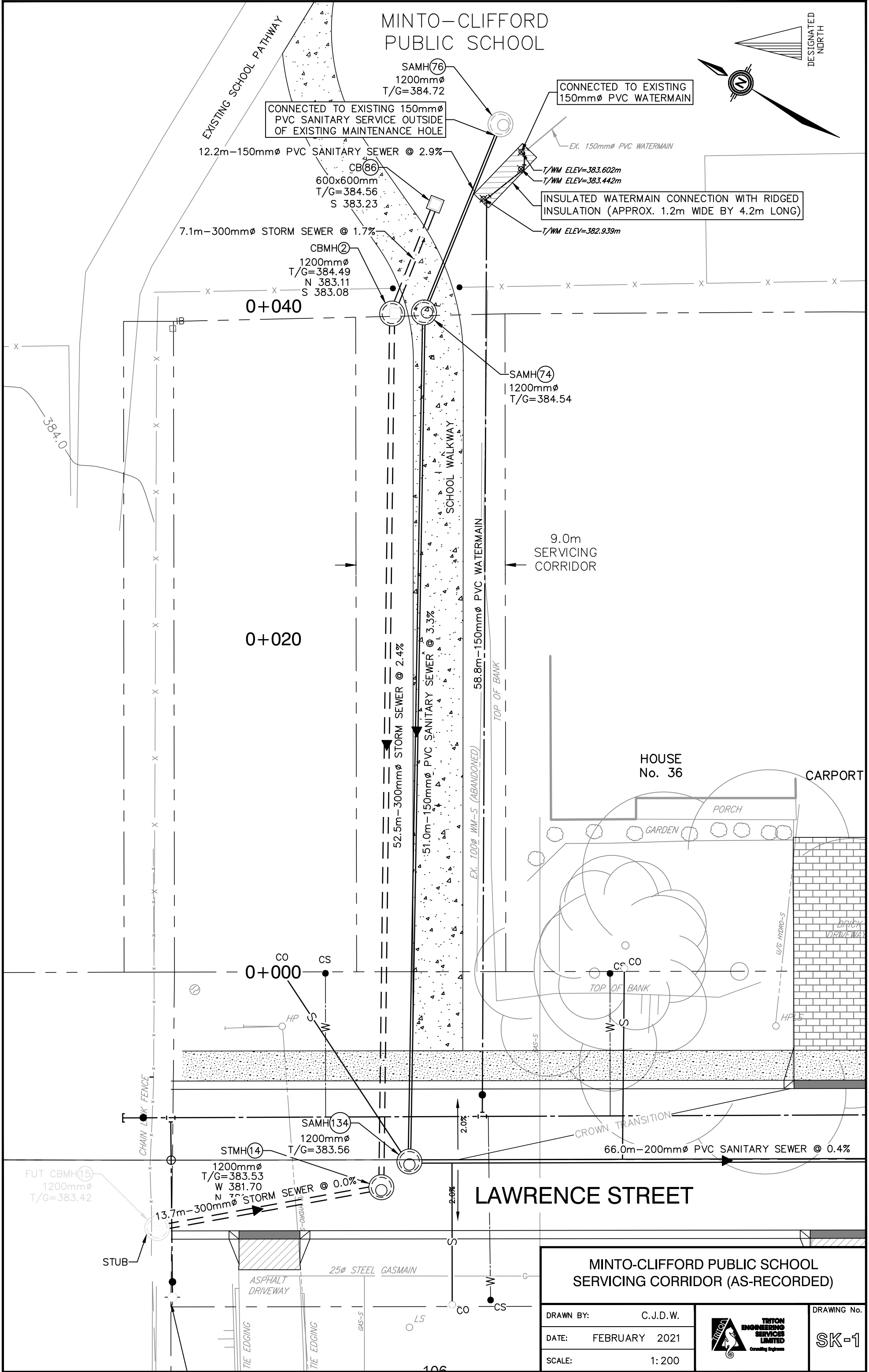
Maintain, renew, and expand our municipally owned infrastructure to enhance healthy growth and our environment.

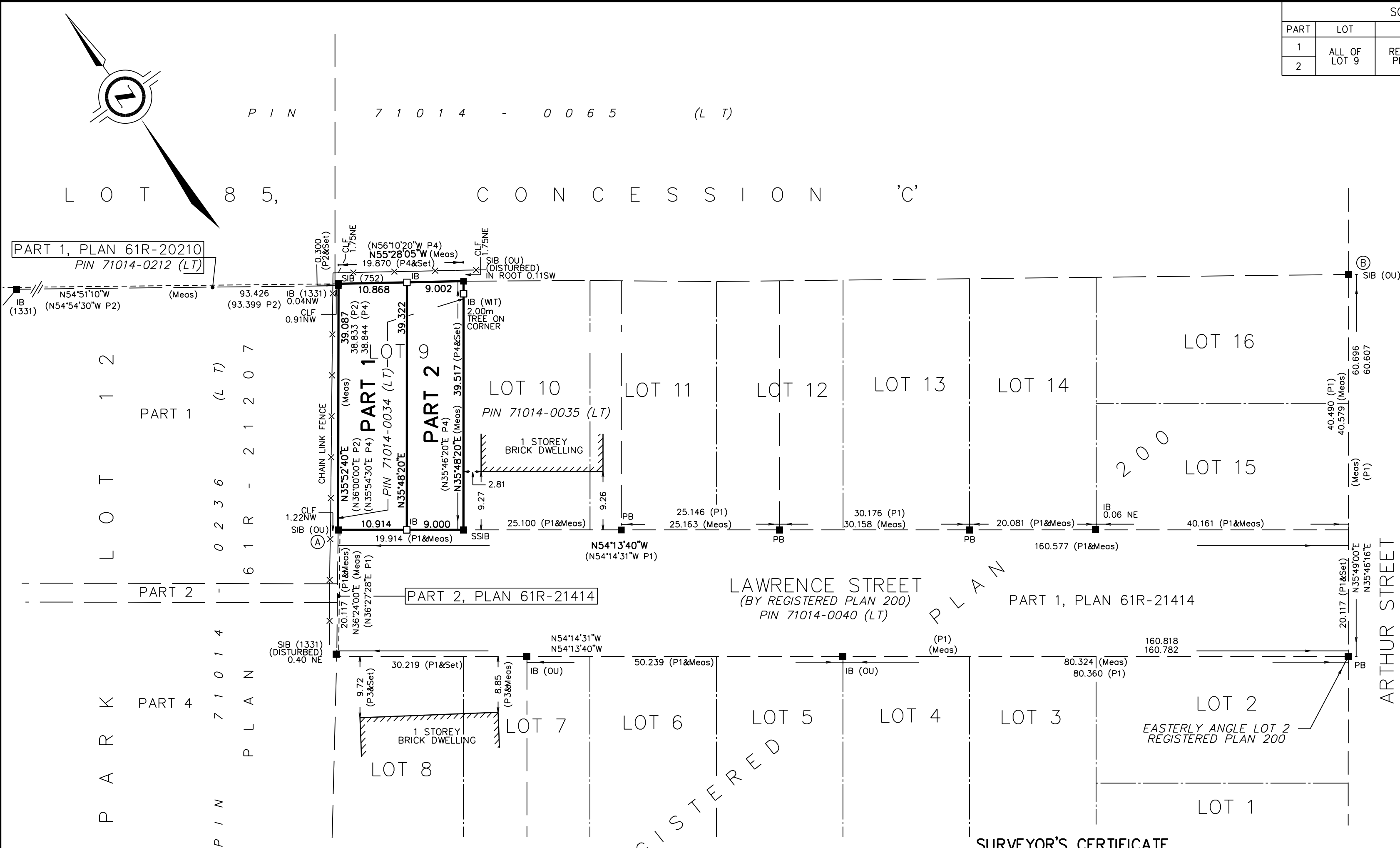
PREPARED BY: Mark Robertson, Wastewater Services Manager

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

Attachments:

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





SCHEDULE			
PART	LOT	PLAN	PIN
1	ALL OF LOT 9	REGISTERED PLAN 200	ALL OF 71014-0034 (LT)
2			

PLAN 61R-22059

Received and deposited

August 18th, 2021

Kathy Epp

Representative for the
Land Registrar for the
Land Titles Division of
Wellington (No.61)

PLAN OF SURVEY OF
LOT 9
REGISTERED PLAN 200
(FORMERLY THE TOWN OF HARRISTON)
NOW IN THE
TOWN OF MINTO
COUNTY OF WELLINGTON



BLACK, SHOEMAKER, ROBINSON & DONALDSON LTD.
METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
THE INTENDED PLOT SIZE OF THIS PLAN IS 609mm IN WIDTH BY 356mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:500

LEGEND		
■	DENOTES	SURVEY MONUMENT FOUND (W-F UNLESS NOTED OTHERWISE)
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
PB	DENOTES	PLASTIC BAR
WIT	DENOTES	WITNESS
MEAS	DENOTES	MEASURED
752	DENOTES	W.H. CARR, O.L.S.
1331	DENOTES	ALEX R. WILSON SURVEYING LTD.
W-F	DENOTES	WILSON-FORD SURVEYING & ENGINEERING
OU	DENOTES	ORIGIN UNKNOWN
P1	DENOTES	PLAN 61R-21414
P2	DENOTES	PLAN 61R-20210
P3	DENOTES	SRPR BY Van HARTEN SURVEYING LTD. DATED: MARCH 27, 1991
P4	DENOTES	FILE: 91-10153 REGISTERED PLAN 200

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	EASTING	NORTHING
ORP (A)	510 440.54	4 862 744.73
ORP (B)	510 594.48	4 862 683.81
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		
THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 165.64 N68°24'35"W		

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999545.

FOR BEARING COMPARISONS, A ROTATION OF 0°2'20" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON REGISTERED PLAN 200.

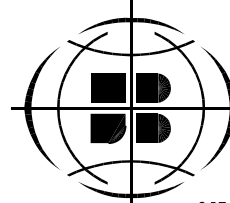
SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON THE 13th DAY OF JULY, 2021.

AUGUST 16, 2021
DATE

RAYMOND J. SIBTHORP
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2158215



BSR&D
ONTARIO LAND SURVEYORS
URBAN & RURAL PLANNERS
A wholly owned subsidiary of
J. D. Barnes Limited
257 WOODLAWN ROAD WEST, UNIT 101, GUELPH, ON N1H 8J1
T: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com

DRAWN BY: RPA	CHECKED BY: RJS	REFERENCE NO.: 20-14-212-01
PLOTTED: 8/16/2021		DATED: AUGUST 16, 2021



TOWN OF MINTO

MEETING DATE: July 8th, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Public Works
SUBJECT: PW 2025-016– Municipal Drain 19 Improvement Request

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report PW 2025-016 – Municipal Drain 19 Improvement Request, prepared by the Drainage Superintendent, for information purposes;

AND FURTHER THAT the Council of the Town of Minto appoints Spriet Associates Engineers & Architects to represent the Town’s interest in this matter.

INTRODUCTION

This report addresses a request for improvements to Municipal Drain 19, under Section 78 of the Drainage Act. Two (2) requests have been submitted by property owners of 5725 & 5771, 11th Line Minto, to address an old tile drainage system that has reached the end life. This report outlines the request, the drain’s current state and potential improvements for council’s consideration.

BACKGROUND

Municipal Drain 19 services a watershed of approximately three-hundred and ninety (390) acres of agricultural lands and consists of mostly tile drains, with a short portion of open drain at the downstream end. The aging infrastructure has led to reported issues, including multiple pipe failures on the main line drain through the 5725 11th Line property, which is significantly impacting farming operations on this property.

Records indicate that the tile was installed back in 1925, with multiple recorded repairs over the years. The spring melt of 2025, along with subsequent rainfall events proved to be too much for this 100-year-old tile system, resulting in 8-10 blowouts through a section of the main drain, causing significant damages fields the drain serves.



Figure 1- Photo taken of blowout on 5775 11th Line

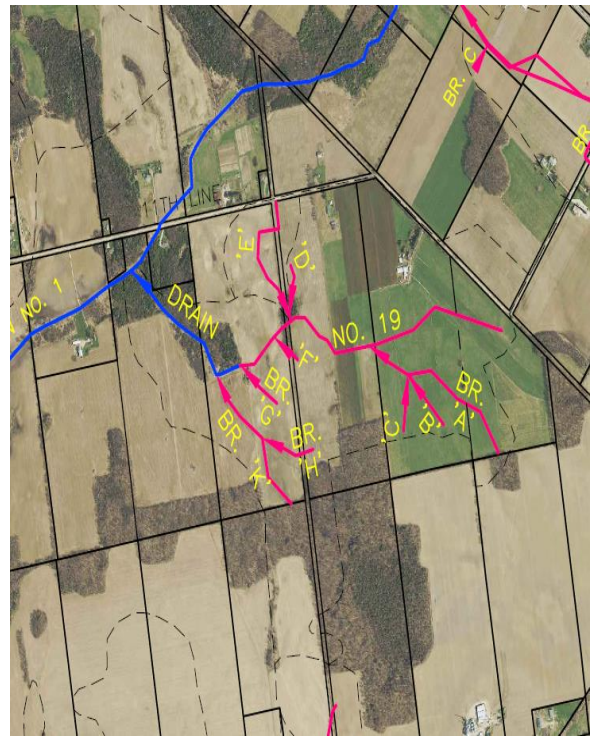


Figure 2- Municipal Drain 19

COMMENTS:

Two (2) property owners have submitted a request for improvement to address the following:

1. **Replacement the Necessary Tile Portion:** The existing tile drain is no longer functional due to significant damages caused by the aging infrastructure.
2. **Potential Upsizing of the Tile:** Preliminary assessments suggest that the existing tile may be undersized for the upstream watershed, potentially necessitating an upgrade to accommodate current and future drainage needs.

To address this request for improvement, a qualified drainage engineer shall conduct a detailed study to evaluate the drains capacity, condition, and alignment, and provide recommendations that include designs, cost estimates, landowner assessments, and timelines in accordance with Section 78 of the Drainage Act. This process requires that all affected property owners/stakeholders are notified of this process and given an opportunity to include other improvements as deemed necessary.

MVCA has been notified of this request, and they will require close consultation throughout the project. An MVCA permit may need to be obtained prior to completing any improvements.

FINANCIAL CONSIDERATION:

All costs associated with this project will be assessed to the landowners, utilities and road authorities in accordance with the Drainage Act.

STRATEGIC PLAN

N/A

PREPARED BY: Ryan Binkle, Drainage Superintendent

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



TOWN OF MINTO

MEETING DATE: July 8th, 2025
REPORT TO: Mayor Turton and Members of Council
SERVICE AREA: Building Department
SUBJECT: PLN 2025-013 – SPC 2024-03: Johnny Garth.
340 Minto Rd, Palmerston

RECOMMENDATION

THAT the Council of the Town of Minto hereby receives report PLN 2025-013- SPC 2024-03 – Johnny Garth, 340 Minto Rd, Palmerston, prepared by the Planning Coordinator, for information purposes.

BACKGROUND

The subject land is legally described as MINTO CON 1 PT LOT 24 RP 61R21138 PARTS 1 AND 2, with the municipal address of 340 Minto Road, Palmerston industrial park. The property is approximately 3,709 m² (39,926 ft²) in size, with a lot frontage of 45.39 m (149 ft). The property is designated Industrial in the official plan and is zoned Site-Specific Industrial (M1-30), Which permits a range of industrial uses.



Figure 1: Aerial Photo

Source: Wellington County GIS (2020)



Figure 2: Zoning Designations

Source: Wellington County GIS (2020)

PURPOSE

The development concept consists of six industrial units with 591.13 m² (6,360 ft²) of ground floor area for Phase One. Phase Two will include the construction of five industrial units with a total area of 486.4 m² (5,181 ft²).

In support of this application, servicing, grading, and sediment and erosion control plans for the development concept were submitted.

This Site Plan Approval process falls within the recent Bill 109 changes to the Planning Act which removes the Approval Authority from Council and delegates the Approval Authority to the Director of Building and Planning Services and to the Mayor and Clerk to enter into the Site Plan Approval Agreement with the applicant. Although the legislated process excludes both Council's input and approval of an application, staff feels that it is important for Council to be aware of these major projects within the Town, and thus, is bringing details of this development to Council for information.

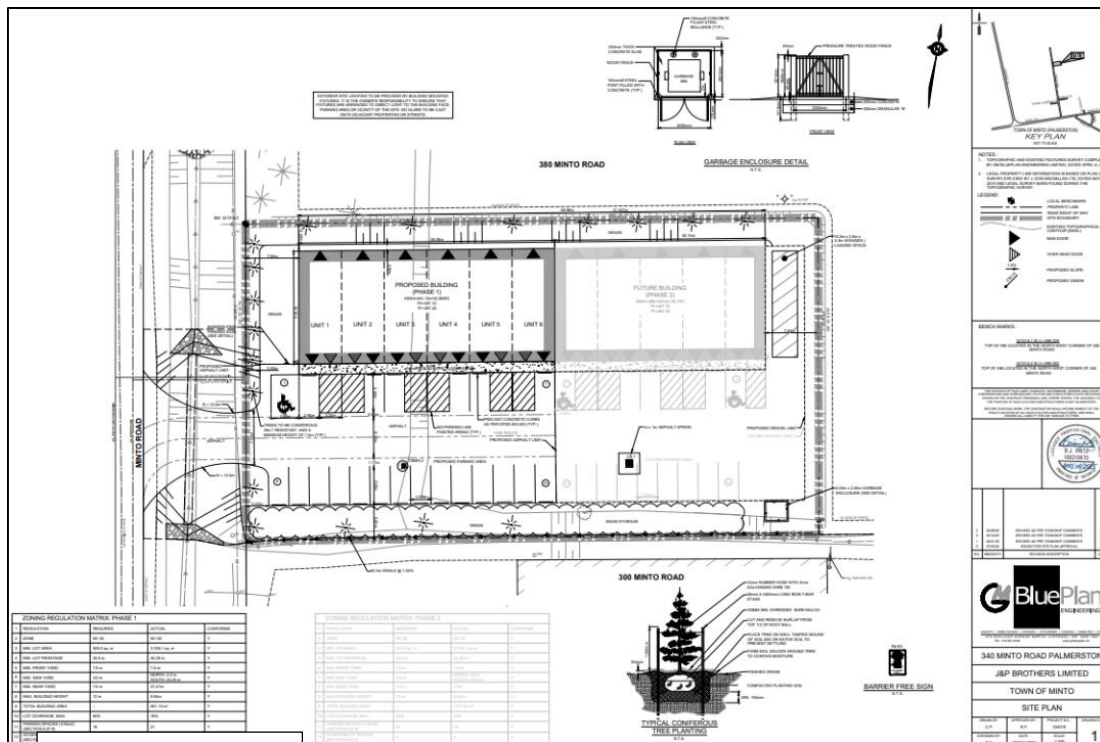
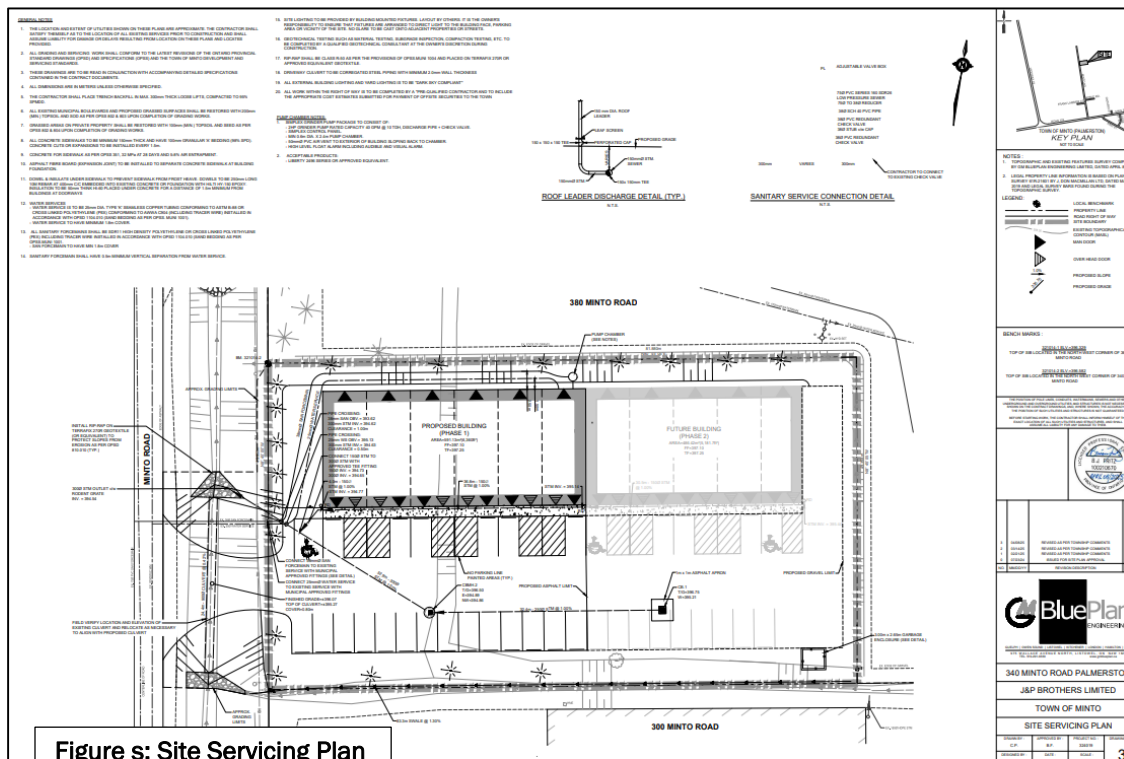


Figure 3: Site Plan

Source: GM Blue Plan (2024)



COMMENTS

Town Staff, the County of Wellington Planners, and the Town's consulting Engineer have reviewed the application and are supportive of its approval and have drafted a Site Plan Control Agreement (attached) which is required to be entered into prior to the issuance of a Building Permit.

The Agreement contains the Town's standard provisions regarding the development and maintenance of the property. However, as the development of the site is proposed to be phased, any future expansion shall be subject to a formal Site Plan Amendment, which must be submitted for review and approval by the Town prior to any construction related to the expansion.

The approval of the Site Plan Approval Application and entering into the Site Plan Approval Agreement are the last steps that the owner needs to complete prior to the issuance of a Building Permit. The Application has been Approved by the Director of Building and Planning Services, and the Owner is currently reviewing the provisions of the Agreement.

STRATEGIC PLAN

N/A

PREPARED BY: Sama Haghighi, Planning Coordinator
RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer (CAO)



TOWN OF MINTO

MEETING DATE: July 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Community Services
SUBJECT: CS 2025-003 – LiveBarn

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report CS 2025-003 – LiveBarn, prepared by the Director of Community Services, for information purposes;

AND FURTHER THAT the Council of the Town of Minto passes a by-law in Open Session authorizing the Mayor and Clerk to sign a 3-year agreement with LiveBarn Inc.

BACKGROUND:

LiveBarn is a company that offers an automated online streaming service at arenas, using an unmanned camera, typically installed over the timekeeper's box at centre ice. They sell subscriptions for this service, focusing on both youth and amateur sports, mainly hockey, and catering to those who physically cannot attend the arena.

They are working with over 100 municipalities in Ontario, the closest to the Town of Minto being the PMD Arena in Drayton and the PERC in Milverton. They also have a working agreement with the Ontario Minor Hockey Association.

Recently, correspondence was received by Town staff from the Minto Minor Hockey and Southeast Surge organizations requesting that staff consider this opportunity here.

COMMENTS:

The proposed agreement would be for the Harriston Arena and Palmerston Arena for a term of 3 years. The streaming service is optional, meaning each organization and renter using our facilities would have the choice for their activities to be (or not be) recorded and streamed.

FINANCIAL CONSIDERATION:

There are no costs for the Town of Minto. A dedicated internet service for the cameras, not associated with the existing service to the arenas, would be at the sole cost of LiveBarn.

CS 2025-002 – LiveBarn

All up-front and ongoing equipment and maintenance costs would also be the responsibility of LiveBarn.

STRATEGIC PLAN:

Goal 5: Deliver services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.

5.2 (i): Explore municipal and/or business partnerships to enhance Town services.

PREPARED BY: Matthew Lubbers, Director of Community Services

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



TOWN OF MINTO

MEETING DATE: July 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Finance
SUBJECT: FIN 2025-009 - 2024 Audited Financial Statements

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report FIN 2025-009 2024 Audited Financial Statements, prepared by the Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the 2024 Audited Financial Statements as presented.

BACKGROUND:

The 2024 Financial Statements have been prepared in accordance with Canadian Generally Accepted Accounting Principles as set by the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Standards Board (PSAB). These statements have been audited by RLB, LLP, Chartered Professional Accountants.

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

COMMENTS:

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

The conversion to full-accrual accounting and the adjustments necessary to record TCAs have resulted in an annual surplus under the PSAB rules of \$2,979,151. The Consolidated Statement of Financial Position shows the municipality's historical cost of TCAs as \$170,351,300 less accumulated amortization of \$80,090,970 for a net book value of \$90,260,330. In order to address the infrastructure deficit, Council has continued to invest in capital replacements and additions. The annual depreciation on the tangible capital assets is just over \$3.6 million. This figure is somewhat higher than that recorded in recent years. The Town of Minto continues to work with our partner Wellington County municipalities as all entities have implemented Citywide software and using more standard definitions for useful lives and condition ratings.

Work-in-Progress as at December 31, 2024 has increased by \$2,397,557 from the previous year to an amount of \$3,406,546. The largest project is the Derby Street Palmerston reconstruction accounting for over \$2.6 million is costs to date.

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

Year	Amount
2021	\$11,872,900
2022	\$4,373,000
2023	\$4,112,500
2024	\$3,702,400
2025	\$3,997,900

The Town's capital plan for 2026 to 2028 proposes approximately \$31 million in capital spending on infrastructure. This figure is in line with recommendations contained in the recently adopted 2025 Asset Management Plan. However, actual spending may be adjusted according to available resources and funding from other levels of government.

The Consolidated Statement of Operations includes the activity of the former operating, capital and reserve funds. All operating and capital revenues and expenses are shown on this statement. The Net Financial Assets (or Net Debt if in a deficit) is the amount of cash available if all cashable assets were liquidated and all liabilities paid off. The balance of the Town of Minto's Net Assets at December 31, 2024 was \$8,998,328. The Accumulated Surplus of \$99,448,711 does not represent available liquid funds. The bulk of this figure is comprised of assets which are capital investments used to deliver municipal services such as roads, buildings, water towers, sanitary sewer pipes and fire trucks. The replacement value of these assets of approximately \$526 million as noted in the 2025 update of the Asset Management Plan (AMP) in June 2025. This amount is much higher than the historical cost and does not reflect future inflationary increases. This revised AMP includes all Tangible Capital Assets (TCAs) such as recreation, fire protection, vehicles and other equipment and land improvements in addition to the core assets of roads and bridges, stormwater, water and wastewater. The large increases in capital replacement costs experienced in the last few years means that even this estimate is most probably quite low. Council continues to meet the provisions of Ontario Regulation 588/17.

The Town is now required to review its progress in implementing the Asset Management Plan and address any factors impeding the ability to implement the Plan, including funding shortfalls. Municipalities are to have a strategy to address any of the identified impediments to meeting its targets.

The Consolidated Statement of Cash Flows shows how the Town financed its activities and met its cash requirements. It is divided into four sections: operating activities, capital activities, investing activities and financing activities. Cash decreased by \$3,665,750 to a balance of \$11,596,591 on December 31, 2024, primarily due to increases in receivables and capital acquisitions. There was no new borrowing in 2024. Net principal payments on long term debt were \$1,255,937. The ending outstanding external debt is \$8,314,980 which includes \$1,100,000 borrowed on behalf of the North Wellington Health Care Corporation. During the year, as taxes are collected and large County and school board remittances are made, as well as paying for capital expenditures, this cash balance greatly fluctuates.

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

The format of the 2024 FIR is similar to that of 2023, with major changes in the format of this Return continuing to be deferred for several years, according to the latest pronouncements. Changes for 2024 include differences in reporting Federal Gas Tax, ARO expenses, Remeasurement Gains and other minor changes. In general, the numbers contained in the FIR tie in very closely to those reflected in the financial statements, but with much more detailed breakdowns.

Budgeted figures which approximate PSAB format amounts are shown in the Consolidated Statements of Operations and Accumulated Surplus and Changes in Net Financial Assets for 2024.

FINANCIAL CONSIDERATIONS:

There is no financial impact directly associated with this report, although there are financial penalties levied if these documents are not filed when required. The information contained here should be part of 2026 budget deliberations, along with the useful qualitative and quantitative information contained in the updated Asset Management Plan.

STRATEGIC PLAN:

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

PREPARED BY: Gordon Duff, Treasurer

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

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

DRAFT

THE CORPORATION OF THE TOWN OF MINTO
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YEAR ENDED DECEMBER 31, 2024

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INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Minto, which comprise the consolidated statement of financial position as at December 31, 2024 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Town of Minto as at December 31, 2024 and the consolidated results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

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

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

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

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

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

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

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

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

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

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

Guelph, Ontario

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash (note 4)	\$11,596,591	\$15,262,341
Portfolio investments	5,914,682	1,628,591
Taxes receivable	726,402	509,770
Accounts receivable	3,780,775	3,576,385
Accounts receivable - Canada	523,261	621,048
Accounts receivable - Provincial	115,901	140,336
North Wellington Health Care Corporation loan receivable (note 5)	1,100,000	1,150,000
Long term investment (note 6)	<u>1,696,046</u>	<u>1,696,046</u>
	<u>25,453,658</u>	<u>24,584,517</u>
LIABILITIES		
Accounts payable and accrued liabilities	4,168,260	3,130,036
Asset retirement obligations (note 16)	563,198	544,429
Post employment benefits	214,000	237,000
Deferred revenue	347,613	252,846
Deferred revenue - obligatory reserve funds (note 7)	2,847,279	3,127,642
Long term debt (note 8)	<u>8,314,980</u>	<u>9,570,917</u>
	<u>16,455,330</u>	<u>16,862,870</u>
NET FINANCIAL ASSETS	<u>8,998,328</u>	<u>7,721,647</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets (schedule 1)	90,260,330	88,564,247
Inventories	101,802	87,673
Prepaid expenses	<u>88,251</u>	<u>95,993</u>
	<u>90,450,383</u>	<u>88,747,913</u>
ACCUMULATED SURPLUS (schedule 2)	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024 Budget (note 9)	2024 Actual	2023 Actual
REVENUES (schedule 3)			
Taxation	\$ 6,549,100	\$ 6,831,188	\$ 6,269,101
User fees	6,721,500	6,896,144	6,689,289
Grants (note 10)	2,124,500	2,144,839	2,242,576
Other income (note 11)	836,817	1,372,444	1,385,955
Obligatory reserve fund (note 7)	2,015,400	2,272,594	2,496,373
Gain on disposal of tangible capital assets	0	161,585	689
	<u>18,247,317</u>	<u>19,678,794</u>	<u>19,083,983</u>
EXPENSES (schedule 3)			
General government	1,811,239	1,636,757	1,508,383
Protection services	2,928,537	3,200,416	2,621,067
Transportation services	3,511,808	3,602,994	3,729,829
Environmental services	3,992,662	3,815,984	3,590,957
Health and social services	268,822	239,651	224,416
Recreation and cultural services	3,106,370	3,355,602	3,162,661
Planning and development	772,536	848,239	708,980
	<u>16,391,974</u>	<u>16,699,643</u>	<u>15,546,293</u>
ANNUAL SURPLUS	1,855,343	2,979,151	3,537,690
ACCUMULATED SURPLUS, beginning of year	<u>96,469,560</u>	<u>96,469,560</u>	<u>92,931,870</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 98,324,903</u>	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024 Budget (note 9)	2024 Actual	2023 Actual
ANNUAL SURPLUS	\$ <u>1,855,343</u>	\$ <u>2,979,151</u>	\$ <u>3,537,690</u>
Acquisition of tangible capital assets	(4,057,500)	(5,601,196)	(5,008,012)
Amortization of tangible capital assets	3,346,074	3,604,010	3,346,074
(Gain) loss on disposal of tangible capital assets	0	(161,585)	(689)
Proceeds on disposal of tangible capital assets	0	462,688	258,811
Prepaid expenses	0	7,742	(26,648)
Inventories	<u>0</u>	<u>(14,129)</u>	<u>(1,300)</u>
	<u>(711,426)</u>	<u>(1,702,470)</u>	<u>(1,431,764)</u>
INCREASE IN NET FINANCIAL ASSETS	1,143,917	1,276,681	2,105,926
NET FINANCIAL ASSETS, beginning of year	<u>7,721,647</u>	<u>7,721,647</u>	<u>5,615,721</u>
NET FINANCIAL ASSETS, end of year	\$ <u><u>8,865,564</u></u>	\$ <u><u>8,998,328</u></u>	\$ <u><u>7,721,647</u></u>

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ 2,979,151	\$ 3,537,690
Items not requiring an outlay of cash		
Amortization of tangible capital assets	3,604,010	3,346,074
(Gain) loss on disposal of tangible capital assets	<u>(161,585)</u>	<u>(689)</u>
	6,421,576	6,883,075
Changes in non-cash working capital		
Taxes receivable	(216,632)	119,021
Accounts receivable	(204,390)	151,730
Accounts receivable - Canada	97,787	852,469
Accounts receivable - Provincial	24,435	524,905
North Wellington Health Care Corporation loan receivable	50,000	50,000
Inventories	(14,129)	(1,300)
Prepaid expenses	7,742	(26,648)
Accounts payable and accrued liabilities	1,038,224	(1,136,037)
Asset retirement obligations	18,769	544,429
Post employment benefits	(23,000)	(12,000)
Deferred revenue	94,767	62,310
Deferred revenue - obligatory reserve funds	<u>(280,363)</u>	<u>(372,411)</u>
	<u>7,014,786</u>	<u>7,639,543</u>
CASH USED IN FINANCING ACTIVITIES		
Long term debt	<u>(1,255,937)</u>	<u>(1,236,733)</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(5,601,196)	(5,008,012)
Proceeds on disposal of tangible capital assets	<u>462,688</u>	<u>258,811</u>
	<u>(5,138,508)</u>	<u>(4,749,201)</u>
CASH USED IN INVESTING ACTIVITIES		
Portfolio investments	<u>(4,286,091)</u>	<u>(268,072)</u>
NET (DECREASE) INCREASE IN CASH	(3,665,750)	1,385,537
NET CASH, BEGINNING OF YEAR	<u>15,262,341</u>	<u>13,876,804</u>
NET CASH, END OF YEAR	<u><u>\$11,596,591</u></u>	<u><u>\$15,262,341</u></u>

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) **ACKNOWLEDGEMENT OF RESPONSIBILITY**

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

(b) **BASIS OF CONSOLIDATION**

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

Minto Cemetery

Minto Waterworks Department

Minto Sewer Department

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

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

(c) **BASIS OF ACCOUNTING**

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

(d) **USE OF ESTIMATES**

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

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) FINANCIAL INSTRUMENTS

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

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

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

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

(f) CASH AND CASH EQUIVALENTS

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

(g) NON-FINANCIAL ASSETS

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

(h) INVESTMENTS

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

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

(i) INVENTORIES AND PREPAID EXPENSES

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

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

(j) POST-EMPLOYMENT BENEFITS

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

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(k) TANGIBLE CAPITAL ASSETS

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

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

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

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

(l) TAXATION AND RELATED REVENUES

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

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

(m) REVENUE RECOGNITION

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

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

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

Grants are recognized in the period the related expenditure occurs.

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(n) ASSET RETIREMENT OBLIGATIONS

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

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

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

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

2. FINANCIAL INSTRUMENTS

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

The extent of the municipality's exposure to these risks did not change in 2024 compared to the previous year.

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

Market risk

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

Interest rate risk

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

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

3. TRUST FUNDS

Trust funds administered by the municipality amounting to \$628,605 (2023 - \$611,665) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations.

4. CASH

The municipality has an authorized operating line of credit with a limit up to a maximum of \$1,500,000. The line of credit bears interest at prime plus 1.00% per annum and is secured by a current borrowing by-law. The balance at year-end was \$0 (2023 - \$0).

5. NORTH WELLINGTON HEALTH CARE CORPORATION LOAN RECEIVABLE

The municipality provided North Wellington Health Care Corporation (NWHC) with a loan to assist the construction of a medical centre. Under the terms of the loan agreement dated November 6 2015, NWHC is obligated to repay the loan one business day prior to the due date for principal and interest payments in respect of the related debenture incurred by the entity - see note 8. The total amount outstanding as at December 31, 2024 is \$1,100,000 (2023 - \$1,150,000).

6. LONG TERM INVESTMENT

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

7. DEFERRED REVENUE

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory reserve funds					
Development charges	\$ 2,325,367	\$ 198,062	\$ 137,227	\$(343,600)	\$ 2,317,056
Federal gas tax	2,616	290,201	154	(238,000)	54,971
Building reserve (Bill 124)	453,602	0	26,769	(104,194)	376,177
Cash in lieu of parkland	51,092	4,500	3,015	0	58,607
OCIF	<u>294,965</u>	<u>1,314,896</u>	<u>17,407</u>	<u>\$(1,586,800)</u>	<u>40,468</u>
	<u>\$ 3,127,642</u>	<u>\$ 1,807,659</u>	<u>\$ 184,572</u>	<u>\$(2,272,594)</u>	<u>\$ 2,847,279</u>

8. LONG TERM DEBT

	2024	2023
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due July 2028	\$ 241,000	\$ 297,000
Canada Mortgage and Housing Corporation (CMHC) debenture, interest rate of 3.99%, repayable in annual blended principal and interest payments of \$210,736, repaid November 2024	0	202,651

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

8. LONG TERM DEBT (continued)

	2024	2023
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 3.89%, repayable in semi-annual principal repayments of \$12,500 and variable semi-annual interest payments, due December 2033	225,000	250,000
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 2.26%, repayable in semi-annual principal repayments of \$46,250 and variable semi-annual interest payments, due August 2025	92,500	185,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due November 2025	203,000	399,000
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 3%, repayable in semi-annual principal repayments of \$16,500 and variable semi-annual interest payments, due June 2037	412,500	445,500
Real Term Energy Corporation, interest rate of 10%, repayable in annual variable principal and interest payments, due August 2025	54,501	128,348
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due November 2026	240,000	356,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due May 2028	239,000	294,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due May 2038	1,142,000	1,215,000
Ontario Infrastructure and Lands Corporation (OILC) debenture, interest rate of 2.88%, repayable in semi-annual principal repayments of \$25,000 and variable semi-annual interest payments, due June 2046	1,100,000	1,150,000
County of Wellington debenture, variable interest rate, repayable in variable annual principal repayments and semi-annual interest payments, due November 2031	4,247,000	4,555,000
Tile drain loans, 6%, annual payments of principal and interest ranging from \$2,514 - \$6,793, due between 2030 - 2034	<u>118,479</u>	<u>93,418</u>
	8,314,980	9,570,917
Less current portion:		
Cash repayments required within 12 months	<u>1,092,204</u>	<u>1,294,639</u>
	<u>\$ 7,222,776</u>	<u>\$ 8,276,278</u>

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

8. LONG TERM DEBT (continued)

Future minimum payments on long term obligations are as follows:

2025	\$ 1,092,204
2026	755,996
2027	647,835
2028	661,726
2029	534,669
Thereafter	<u>4,622,550</u>
	<u>\$ 8,314,980</u>

9. BUDGET

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

Revenue

Approved budget	\$ 21,268,617
Transfers from reserves and reserve funds	<u>(3,021,300)</u>
Total revenues	<u>18,247,317</u>

Expenses

Approved budget	21,268,617
Acquisition of tangible capital assets	(4,785,617)
Debt principal repayments	(1,281,500)
Amortization	3,346,074
Transfers to reserves and reserve funds	<u>(2,155,600)</u>
Total expenses	<u>16,391,974</u>

Annual surplus	<u>\$ 1,855,343</u>
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10. GRANTS

	2024 Budget	2024	2023
Operating			
Government of Canada	\$ 7,500	\$ 101,454	\$ 205,520
Province of Ontario	1,510,200	1,533,567	1,858,992
Other	<u>606,800</u>	<u>509,818</u>	<u>178,064</u>
	<u>\$ 2,124,500</u>	<u>\$ 2,144,839</u>	<u>\$ 2,242,576</u>

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

11. OTHER INCOME

	2024 Budget	2024	2023
Penalties and interest on taxation	\$ 90,000	\$ 97,352	\$ 108,553
Investment income	230,000	828,105	720,789
Developer contributions	42,000	13,811	197,655
Other charges	428,717	282,719	216,577
Donations	<u>46,100</u>	<u>150,457</u>	<u>142,381</u>
	<u>\$ 836,817</u>	<u>\$ 1,372,444</u>	<u>\$ 1,385,955</u>

12. PENSION AGREEMENTS

The municipality makes contributions to the Ontario Municipal Employees Retirement System (OMERS) on behalf of its staff. The amount contributed to OMERS was \$891,018 (2023 - \$781,308). The contribution rate was 9.0% to 14.6% (2023 - 9.0% to 14.6%) depending on age and income level. The ongoing adequacy of the contribution rates will need to be monitored as fluctuations in the financial markets may lead to increased future funding requirements.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2024 which reported \$138.4 billion in net assets available for benefits (2023 - \$128.8 billion), \$140.8 billion as the defined benefit accrued pension obligation (2023 - \$134.6 billion) and a defined benefit funding deficit of \$2.9 billion (2023 - \$4.2 billion). Ongoing adequacy of the current contribution rates will need to be monitored as fluctuations in financial markets may lead to increased future funding requirements.

13. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON

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

	2024	2023
School boards	\$ 2,708,758	\$ 2,568,894
County of Wellington	<u>8,347,119</u>	<u>7,709,999</u>
	<u>\$ 11,055,877</u>	<u>\$ 10,278,893</u>

14. CONTINGENT LIABILITIES

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

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

15. SEGMENTED DISCLOSURE

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

General Government

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

Protection Services

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

Transportation Services

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

Environmental Services

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

Health and Social Services

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

Recreational and Cultural Services

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

Planning and Development

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

THE CORPORATION OF THE TOWN OF MINTO
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

16. ASSET RETIREMENT OBLIGATIONS

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

Asbestos Obligation:

Asbestos and other designated hazardous materials represent a health hazard upon disturbance and as a result carry a legal obligation to remove them when an asset undergoes a significant renovation, demolition, or removal. The municipality owns and operates several assets that are known to have asbestos containing materials. As a result, the municipality recognized an obligation relating to the removal of the hazardous materials upon adoption of PS 3280, Asset Retirement Obligations.

Well Decommissioning Obligation:

The Groundwater Protection Regulation provides specific guidelines for decommissioning wells which give rise to a retirement obligation. The City must recognize an asset retirement obligation related to one well owned by Leeds and the Thousand Islands that will be required to be decommissioned at the end of life.

	Asbestos Obligation	Well Decommissioning	2024
Opening	\$ 371,074	\$ 173,355	\$ 544,429
Accretion Expense	<u>13,571</u>	<u>5,198</u>	<u>18,769</u>
	<u>\$ 384,645</u>	<u>\$ 178,553</u>	<u>\$ 563,198</u>

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 1

	Land	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	2024	2023
COST								
Balance, beginning of year	\$ 6,349,792	\$ 25,682,860	\$ 7,804,001	\$ 6,573,353	\$ 66,888,383	\$ 52,302,434	\$ 165,600,823	\$ 161,547,813
Additions during the year	34,071	901,764	250,540	1,045,202	1,245,370	2,124,249	5,601,196	5,008,012
Disposals during the year	(219,690)	(112,124)	(157,785)	(59,670)	(8,310)	(293,140)	(850,719)	(955,002)
Balance, end of year	<u>6,164,173</u>	<u>26,472,500</u>	<u>7,896,756</u>	<u>7,558,885</u>	<u>68,125,443</u>	<u>54,133,543</u>	<u>170,351,300</u>	<u>165,600,823</u>
ACCUMULATED AMORTIZATION								
Balance, beginning of year	1,504,042	12,445,503	4,217,612	4,234,125	35,150,783	19,484,511	77,036,576	74,387,382
Amortization	106,825	482,610	506,688	346,689	1,005,104	1,156,094	3,604,010	3,346,074
Disposals during the year	0	(58,104)	(152,668)	(57,086)	(8,310)	(273,448)	(549,616)	(696,880)
Balance, end of year	<u>1,610,867</u>	<u>12,870,009</u>	<u>4,571,632</u>	<u>4,523,728</u>	<u>36,147,577</u>	<u>20,367,157</u>	<u>80,090,970</u>	<u>77,036,576</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 4,553,306</u>	<u>\$ 13,602,491</u>	<u>\$ 3,325,124</u>	<u>\$ 3,035,157</u>	<u>\$ 31,977,866</u>	<u>\$ 33,766,386</u>	<u>\$ 90,260,330</u>	<u>\$ 88,564,247</u>

Assets under contruction amount to \$3,406,546 (2023 - \$1,008,989).

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 2

	2024	2023
SURPLUS		
Invested in tangible capital assets	\$ 81,500,631	\$ 78,542,319
General fund	<u>2,827,058</u>	<u>4,903,462</u>
	<u>84,327,689</u>	<u>83,445,781</u>
RESERVES		
Working capital	1,204,000	1,204,000
General rate stabilization	1,285,179	1,306,414
Legal and insurance	52,590	52,590
Economic development	30,146	16,081
Minto mental health	<u>5,000</u>	<u>5,000</u>
	<u>2,576,915</u>	<u>2,584,085</u>
RESERVE FUNDS		
Administration	40,018	(1,460)
Building - capital	159,157	96,550
Cemeteries	5,000	0
Community centres	191,756	445,120
Economic development	1,696,852	66,440
Fire	(308,377)	(350,929)
Minto hydro - shares	1,696,046	1,696,046
Minto hydro - westario dividends	423,502	364,836
Municipal elections	33,717	16,730
Municipal modernization	0	231,085
Norgan theatre	191,397	152,615
Recreation satellite facilities	41,421	0
Urban tree care	57,053	0
Roads	312,408	222,196
Safe restart agreement	0	94,700
Water services contingency	500,000	500,000
Wastewater services contingency	500,000	500,000
Water services capital	3,701,475	2,899,404
Wastewater services capital	<u>3,302,682</u>	<u>3,506,361</u>
	<u>12,544,107</u>	<u>10,439,694</u>
ACCUMULATED SURPLUS	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

THE CORPORATION OF THE TOWN OF MINTO
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 3

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	Total 2024	Total 2023
REVENUE									
Taxation	\$ 694,874	\$ 1,197,229	\$ 1,676,037	\$ 1,658,111	\$ 137,259	\$ 1,099,320	\$ 368,358	\$ 6,831,188	\$ 6,269,101
User fees	272,937	383,189	194,668	4,640,514	131,094	1,100,020	173,722	6,896,144	6,689,289
Grants	1,473,600	495,318	0	0	0	88,857	87,064	2,144,839	2,242,576
Other income	1,372,444	0	0	0	0	0	0	1,372,444	1,385,955
Obligatory reserve fund	0	0	2,168,400	0	0	0	104,194	2,272,594	2,496,373
Gain on disposal of TCA	0	5,902	(15,468)	(22,929)	0	0	194,080	161,585	689
	<u>3,813,855</u>	<u>2,081,638</u>	<u>4,023,637</u>	<u>6,275,696</u>	<u>268,353</u>	<u>2,288,197</u>	<u>927,418</u>	<u>19,678,794</u>	<u>19,083,983</u>
EXPENSES									
Salaries and benefits	1,070,474	1,664,798	890,529	1,067,862	35,400	1,641,671	366,061	6,736,795	6,084,805
Interest on debt	2	0	65,886	118,390	0	11,175	21,419	216,872	289,102
Materials	351,675	905,925	1,360,740	1,186,649	78,020	1,177,217	294,322	5,354,548	5,250,124
Contracted services	114,348	46,637	36,278	67,251	0	40,339	25,665	330,518	207,000
External transfers	32,244	205,709	0	0	74,129	0	31,165	343,247	259,701
Rents and financial	10,938	0	2,707	1,542	43,411	33,003	22,052	113,653	109,487
Amortization	57,076	377,347	1,246,854	1,374,290	8,691	452,197	87,555	3,604,010	3,346,074
	<u>1,636,757</u>	<u>3,200,416</u>	<u>3,602,994</u>	<u>3,815,984</u>	<u>239,651</u>	<u>3,355,602</u>	<u>848,239</u>	<u>16,699,643</u>	<u>15,546,293</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 2,177,098</u>	<u>\$ (1,118,778)</u>	<u>\$ 420,643</u>	<u>\$ 2,459,712</u>	<u>\$ 28,702</u>	<u>\$ (1,067,405)</u>	<u>\$ 79,179</u>	<u>\$ 2,979,151</u>	<u>\$ 3,537,690</u>

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of the trust funds of The Corporation of the Town of Minto, which comprise the statements of financial position as at December 31, 2024 and the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Town of Minto as at December 31, 2024 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Guelph, Ontario

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF MINTO - TRUST FUNDS
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
ASSETS		
Cash	\$ 52,168	\$ 22,175
Investments	<u>595,532</u>	<u>589,490</u>
	<u>\$ 647,700</u>	<u>\$ 611,665</u>
LIABILITIES		
Due to Town of Minto	<u>19,095</u>	<u>0</u>
FUND BALANCES		
Fund balance, end of year	<u>\$ 628,605</u>	<u>\$ 611,665</u>

THE CORPORATION OF THE TOWN OF MINTO - TRUST FUNDS
STATEMENT OF CONTINUITY
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
FUND BALANCE, beginning of year	<u>\$ 611,665</u>	<u>\$ 590,410</u>
Capital Receipts		
Investment income	23,745	15,949
Sale of plots, maintenance fees	<u>16,940</u>	<u>21,255</u>
	<u>40,685</u>	<u>37,204</u>
TRANSFER TO THE TOWN OF MINTO	<u>23,745</u>	<u>15,949</u>
FUND BALANCE, end of year	<u>\$ 628,605</u>	<u>\$ 611,665</u>

THE CORPORATION OF THE TOWN OF MINTO - TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) BASIS OF ACCOUNTING

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

2. INVESTMENTS

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



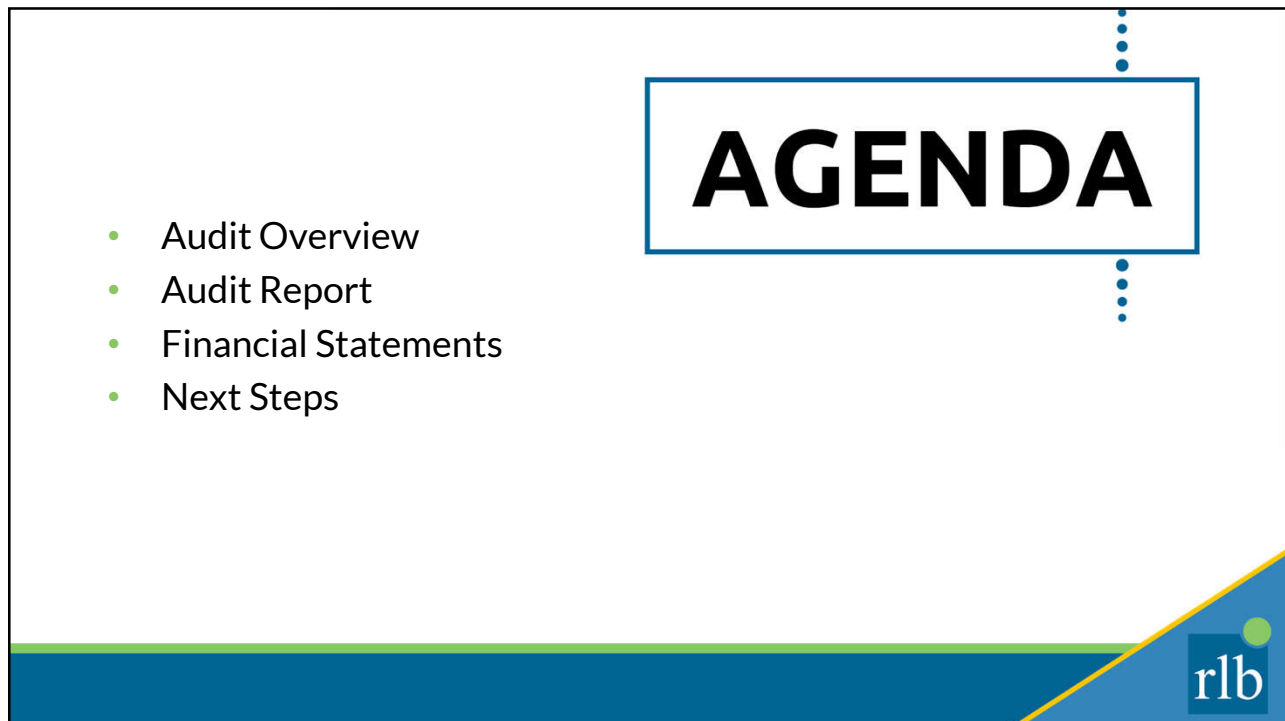
Town of Minto

2024 Financial Statements

Presented by Michelle Steele




1



AGENDA

- Audit Overview
- Audit Report
- Financial Statements
- Next Steps



2

Audit Overview

- Final materiality = \$690,000
- No change in key audit areas, risks or planned procedures since communicated in Pre-Audit Communication Letter
- No significant internal control deficiencies to communicate
- No known independence issues
- 6 adjusting entries identified and communicated
 - 2 entries for tangible capital assets
 - 3 entries to record reserve and reserve fund activity
- 6 unadjusted differences identified and communicated



3

Audit Report

- The financial statements present fairly, in all material respects, the financial position, result of operations and cash flows of the Town of Minto in accordance with Canadian public sector accounting standards
- Audit conducted in accordance with Canadian generally accepted auditing standards



4

Statement of Financial Position

- The Statement of Financial Position (similar to a Balance Sheet for non-public entities) is a snapshot of the municipality's assets, liabilities and accumulated surplus at a point in time
- Key areas:
 - Cash equivalents
 - Taxes receivable
 - Long term debt
 - Tangible capital assets
 - Accumulated surplus

rlb

5

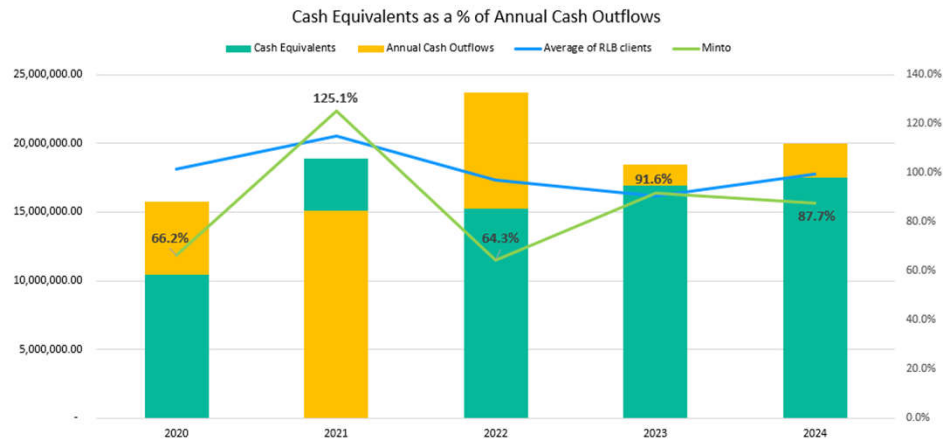
Statement of Financial Position

	2024	2023
FINANCIAL ASSETS		
Cash (note 4)	\$11,596,591	\$15,262,341
Portfolio investments	5,914,682	1,628,591
Taxes receivable	726,402	509,770
Accounts receivable	3,780,775	3,576,385
Accounts receivable - Canada	523,261	621,048
Accounts receivable - Provincial	115,901	140,336
North Wellington Health Care Corporation loan receivable (note 5)	1,100,000	1,150,000
Long term investment (note 6)	<u>1,696,046</u>	<u>1,696,046</u>
	<u>25,453,658</u>	<u>24,584,517</u>
LIABILITIES		
Accounts payable and accrued liabilities	4,168,260	3,130,036
Asset retirement obligations (note 16)	563,198	544,429
Post employment benefits	214,000	237,000
Deferred revenue	347,613	252,846
Deferred revenue - obligatory reserve funds (note 7)	2,847,279	3,127,642
Long term debt (note 8)	<u>8,314,980</u>	<u>9,570,917</u>
	<u>16,455,330</u>	<u>16,862,870</u>
NET FINANCIAL ASSETS	<u>8,998,328</u>	<u>7,721,647</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets (schedule 1)	90,260,330	88,564,247
Inventories	101,802	87,673
Prepaid expenses	<u>88,251</u>	<u>95,993</u>
	<u>90,450,383</u>	<u>88,747,913</u>
ACCUMULATED SURPLUS (schedule 2)	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

rlb

6

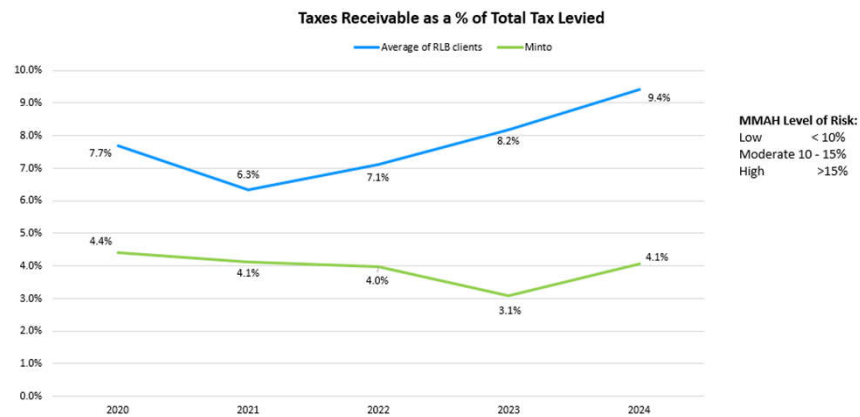
Cash Equivalents



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7

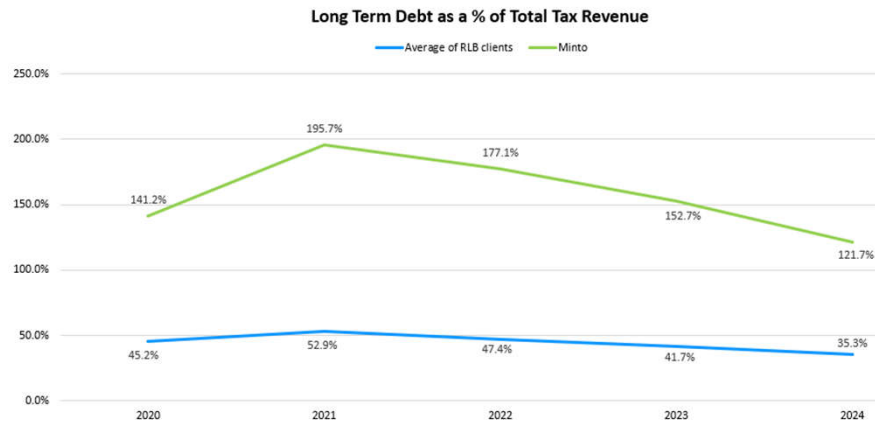
Taxes Receivable



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8

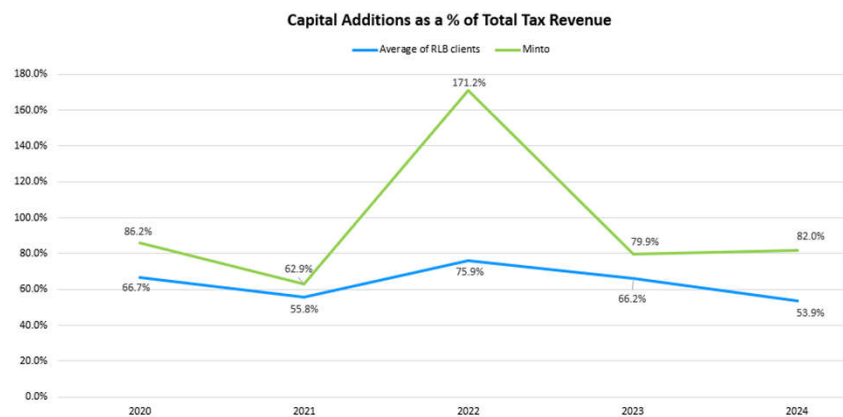
Long Term Debt



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9

Tangible Capital Assets

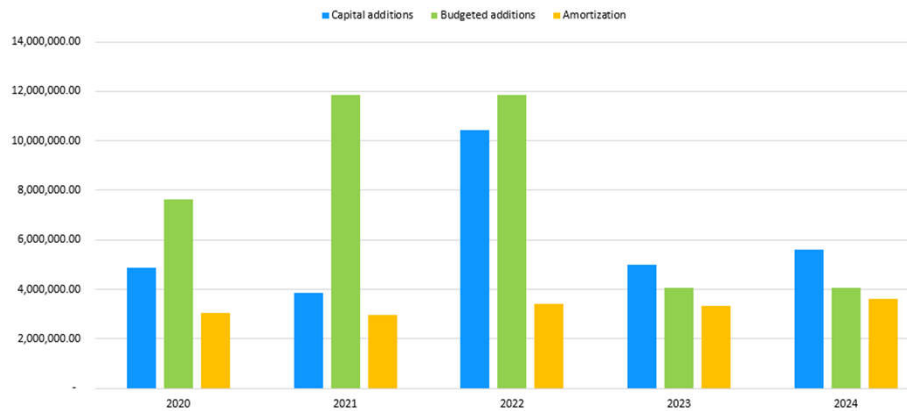


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Tangible Capital Assets

Capital Additions vs. Budget vs. Amortization

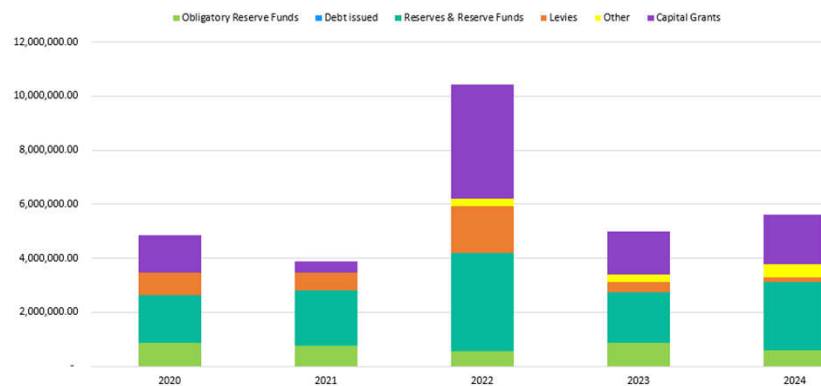


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11

Tangible Capital Assets

Capital Additions by Funding Source



rlb

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Statement of Operations

- The Statement of Operations reports the revenues less expenses resulting in the annual surplus of the municipality
- Key areas:
 - Budget vs. actual results
 - Expenditures by department
 - Annual surplus
 - Accumulated surplus

rlb

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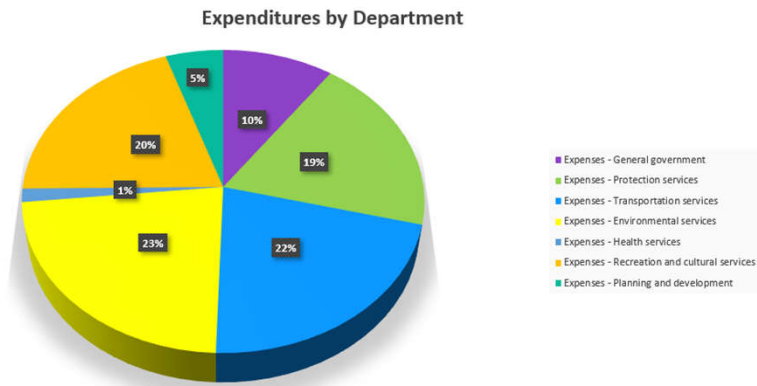
Statement of Operations

	2024 Budget (note 9)	2024 Actual	2023 Actual
REVENUES (schedule 3)			
Taxation	\$ 6,549,100	\$ 6,831,188	\$ 6,269,101
User fees	6,721,500	6,896,144	6,689,289
Grants (note 10)	2,124,500	2,144,839	2,242,576
Other income (note 11)	836,817	1,372,444	1,385,955
Obligatory reserve fund (note 7)	2,015,400	2,272,594	2,496,373
Gain on disposal of tangible capital assets	0	161,585	689
	<u>18,247,317</u>	<u>19,678,794</u>	<u>19,083,983</u>
EXPENSES (schedule 3)			
General government	1,811,239	1,636,757	1,508,383
Protection services	2,928,537	3,200,416	2,621,067
Transportation services	3,511,808	3,602,994	3,729,829
Environmental services	3,992,662	3,815,984	3,590,957
Health and social services	268,822	239,651	224,416
Recreation and cultural services	3,106,370	3,355,602	3,162,661
Planning and development	772,536	848,239	708,980
	<u>16,391,974</u>	<u>16,699,643</u>	<u>15,546,293</u>
ANNUAL SURPLUS	1,855,343	2,979,151	3,537,690
ACCUMULATED SURPLUS, beginning of year	<u>96,469,560</u>	<u>96,469,560</u>	<u>92,931,870</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 98,324,903</u>	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

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Expenditures by Department



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Expenditures by Department

	2020	2021	2022	2023	2024
Expenses - General government	9.6%	10.2%	10.4%	9.7%	9.8%
Expenses - Protection services	16.2%	17.3%	15.5%	16.9%	19.2%
Expenses - Transportation services	24.7%	24.8%	21.7%	24.0%	21.6%
Expenses - Environmental services	24.6%	24.3%	26.0%	23.1%	22.9%
Expenses - Health services	2.4%	2.0%	1.8%	1.4%	1.4%
Expenses - Recreation and cultural services	17.3%	16.1%	19.9%	20.3%	20.1%
Expenses - Planning and development	5.3%	5.4%	4.7%	4.6%	5.1%

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Statement of Changes in Net Financial Assets

- The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the non-financial assets



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Statement of Changes in Net Financial Assets

	2024 Budget (note 9)	2024 Actual	2023 Actual
ANNUAL SURPLUS	<u>\$ 1,855,343</u>	<u>\$ 2,979,151</u>	<u>\$ 3,537,690</u>
Acquisition of tangible capital assets	(4,057,500)	(5,601,196)	(5,008,012)
Amortization of tangible capital assets	3,346,074	3,604,010	3,346,074
(Gain) loss on disposal of tangible capital assets	0	(161,585)	(689)
Proceeds on disposal of tangible capital assets	0	462,688	258,811
Prepaid expenses	0	7,742	(26,648)
Inventories	0	(14,129)	(1,300)
	<u>(711,426)</u>	<u>(1,702,470)</u>	<u>(1,431,764)</u>
INCREASE IN NET FINANCIAL ASSETS	1,143,917	1,276,681	2,105,926
NET FINANCIAL ASSETS, beginning of year	<u>7,721,647</u>	<u>7,721,647</u>	<u>5,615,721</u>
NET FINANCIAL ASSETS, end of year	<u>\$ 8,865,564</u>	<u>\$ 8,998,328</u>	<u>\$ 7,721,647</u>



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Statement of Cash Flows

- The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources

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Statement of Cash Flows

	2024	2023
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ 2,979,151	\$ 3,537,690
Items not requiring an outlay of cash		
Amortization of tangible capital assets	3,604,010	3,346,074
(Gain) loss on disposal of tangible capital assets	(161,585)	(689)
	<u>6,421,576</u>	<u>6,883,075</u>
Changes in non-cash working capital		
Taxes receivable	(216,632)	119,021
Accounts receivable	(204,390)	151,730
Accounts receivable - Canada	97,787	852,469
Accounts receivable - Provincial	24,435	524,905
North Wellington Health Care Corporation loan receivable	50,000	50,000
Inventories	(14,129)	(1,300)
Prepaid expenses	7,742	(26,648)
Accounts payable and accrued liabilities	1,038,224	(1,136,037)
Asset retirement obligations	18,769	544,429
Post employment benefits	(23,000)	(12,000)
Deferred revenue	94,767	62,310
Deferred revenue - obligatory reserve funds	(280,363)	(372,411)
	<u>7,014,786</u>	<u>7,639,543</u>
CASH USED IN FINANCING ACTIVITIES		
Long term debt	(1,255,937)	(1,236,733)
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(5,601,196)	(5,008,012)
Proceeds on disposal of tangible capital assets	462,688	258,811
	<u>(5,138,508)</u>	<u>(4,749,201)</u>
CASH USED IN INVESTING ACTIVITIES		
Portfolio investments	(4,286,091)	(268,072)
NET (DECREASE) INCREASE IN CASH	(3,665,750)	1,385,537
NET CASH, BEGINNING OF YEAR	<u>15,262,341</u>	<u>13,876,804</u>
NET CASH, END OF YEAR	<u>\$11,596,591</u>	<u>\$15,262,341</u>

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Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 2) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

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Schedule of Accumulated Surplus

	2024	2023
SURPLUS		
Invested in tangible capital assets	\$ 81,500,631	\$ 78,542,319
General fund	<u>2,827,058</u>	<u>4,903,462</u>
	<u>84,327,689</u>	<u>83,445,781</u>
RESERVES		
Working capital	1,204,000	1,204,000
General rate stabilization	1,285,179	1,306,414
Legal and insurance	52,590	52,590
Economic development	30,146	16,081
Minto mental health	<u>5,000</u>	<u>5,000</u>
	<u>2,576,915</u>	<u>2,584,085</u>
RESERVE FUNDS		
Administration	40,018	(1,460)
Building - capital	159,157	96,550
Cemeteries	5,000	0
Community centres	191,756	445,120
Economic development	1,696,852	66,440
Fire	(308,377)	(350,929)
Minto hydro - shares	1,696,046	1,696,046
Minto hydro - westario dividends	423,502	364,836
Municipal elections	33,717	16,730
Municipal modernization	0	231,085
Norgan theatre	191,397	152,615
Recreation satellite facilities	41,421	0
Urban tree care	57,053	0
Roads	312,408	222,196
Safe restart agreement	0	94,700
Water services contingency	500,000	500,000
Wastewater services contingency	500,000	500,000
Water services capital	3,701,475	2,899,404
Wastewater services capital	<u>3,302,682</u>	<u>3,506,361</u>
	<u>12,544,107</u>	<u>10,439,694</u>
ACCUMULATED SURPLUS	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

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Deferred Revenue

- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

rlb

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Deferred Revenue

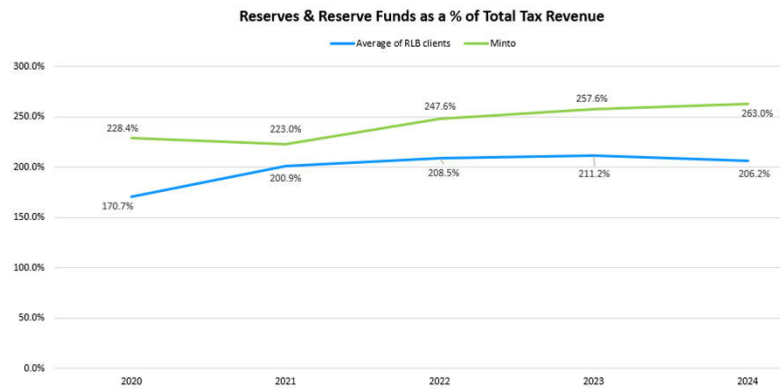
DEFERRED REVENUE

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory reserve funds					
Development charges	\$ 2,325,367	\$ 198,062	\$ 137,227	\$ (343,600)	\$ 2,317,056
Federal gas tax	2,616	290,201	154	(238,000)	54,971
Building reserve (Bill 124)	453,602	0	26,769	(104,194)	376,177
Cash in lieu of parkland	51,092	4,500	3,015	0	58,607
OCIF	<u>294,965</u>	<u>1,314,896</u>	<u>17,407</u>	<u>(1,586,800)</u>	<u>40,468</u>
	<u>\$ 3,127,642</u>	<u>\$ 1,807,659</u>	<u>\$ 184,572</u>	<u>\$ (2,272,594)</u>	<u>\$ 2,847,279</u>

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Reserve & Reserve Funds



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Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Town's submission of Financial Information Return (FIR)

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A background image showing a group of people in a meeting. One person is pointing at a document with charts and graphs, while others are looking on. A blue semi-transparent banner is overlaid on the image.

Town of Minto

2024 Financial Statements

Presented by Michelle Steele



AGENDA



- Audit Overview
- Audit Report
- Financial Statements
- Next Steps

Audit Overview

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Audit Report

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- Audit conducted in accordance with Canadian generally accepted auditing standards

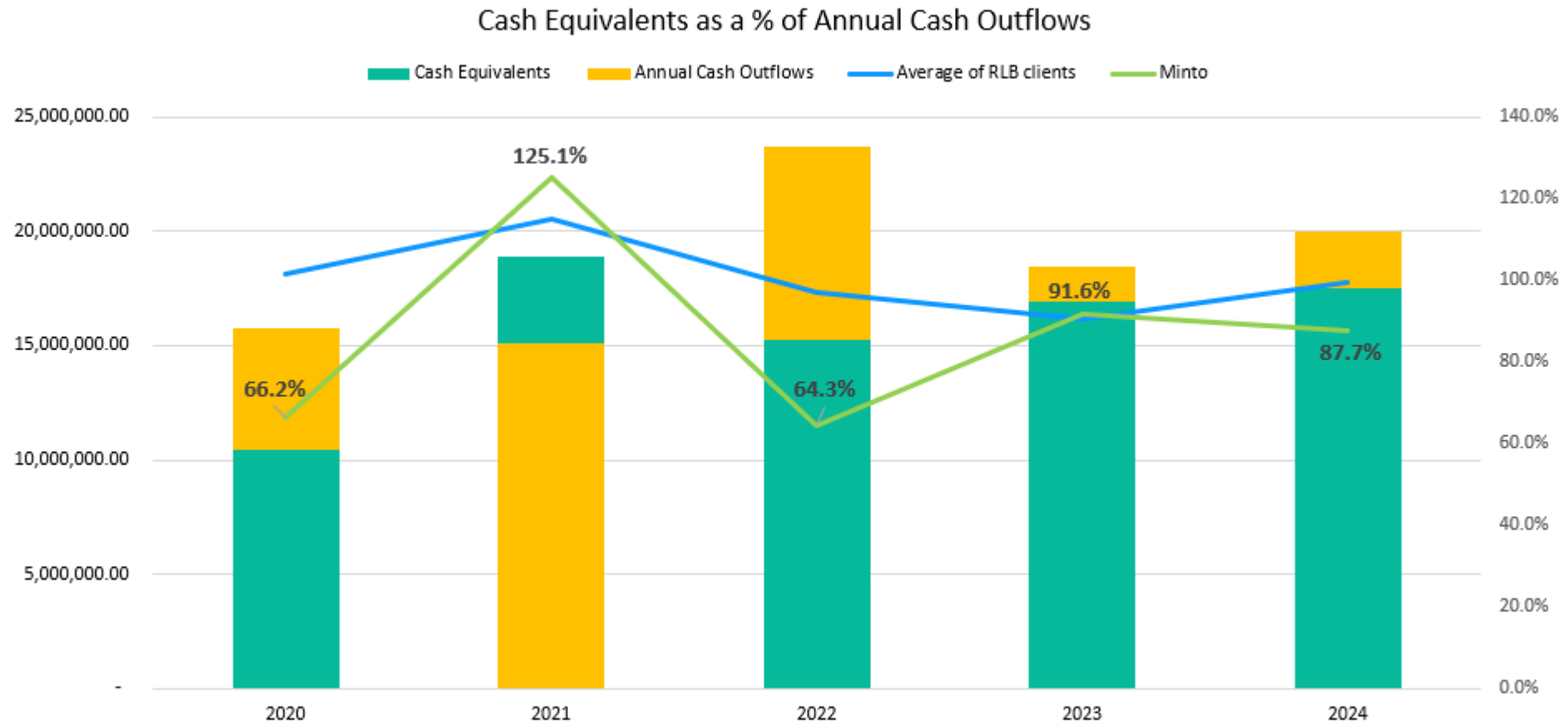
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 - Accumulated surplus

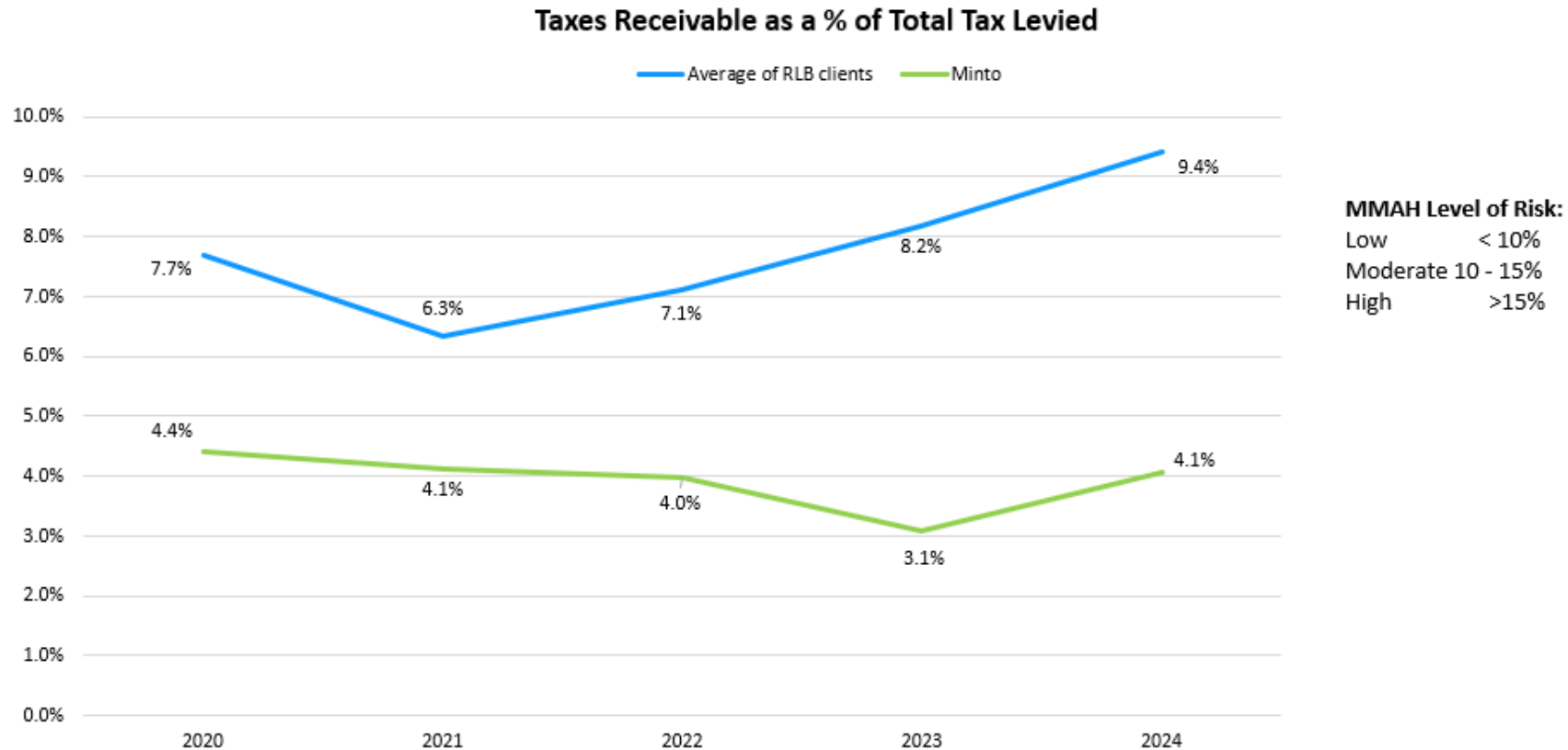
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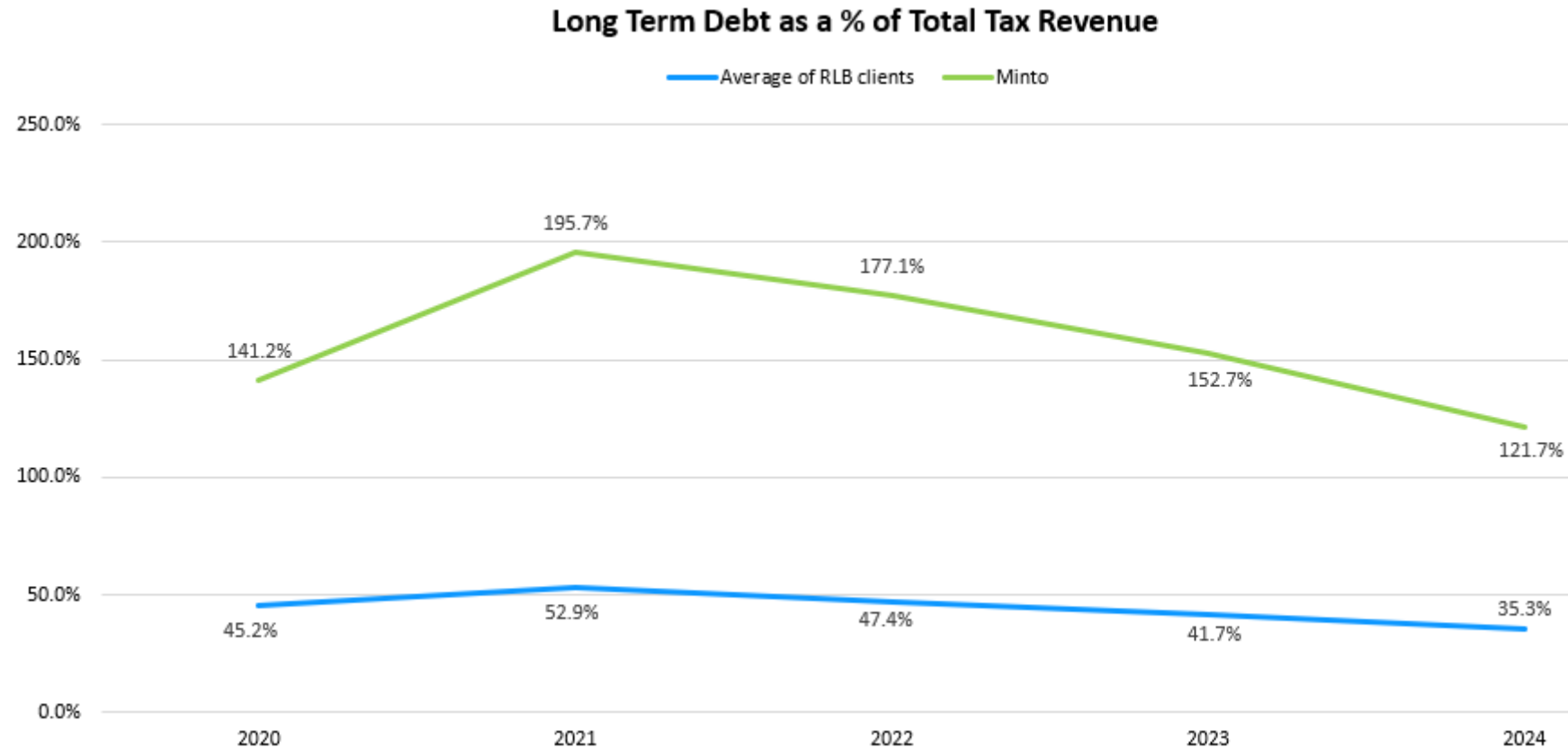
Cash Equivalents



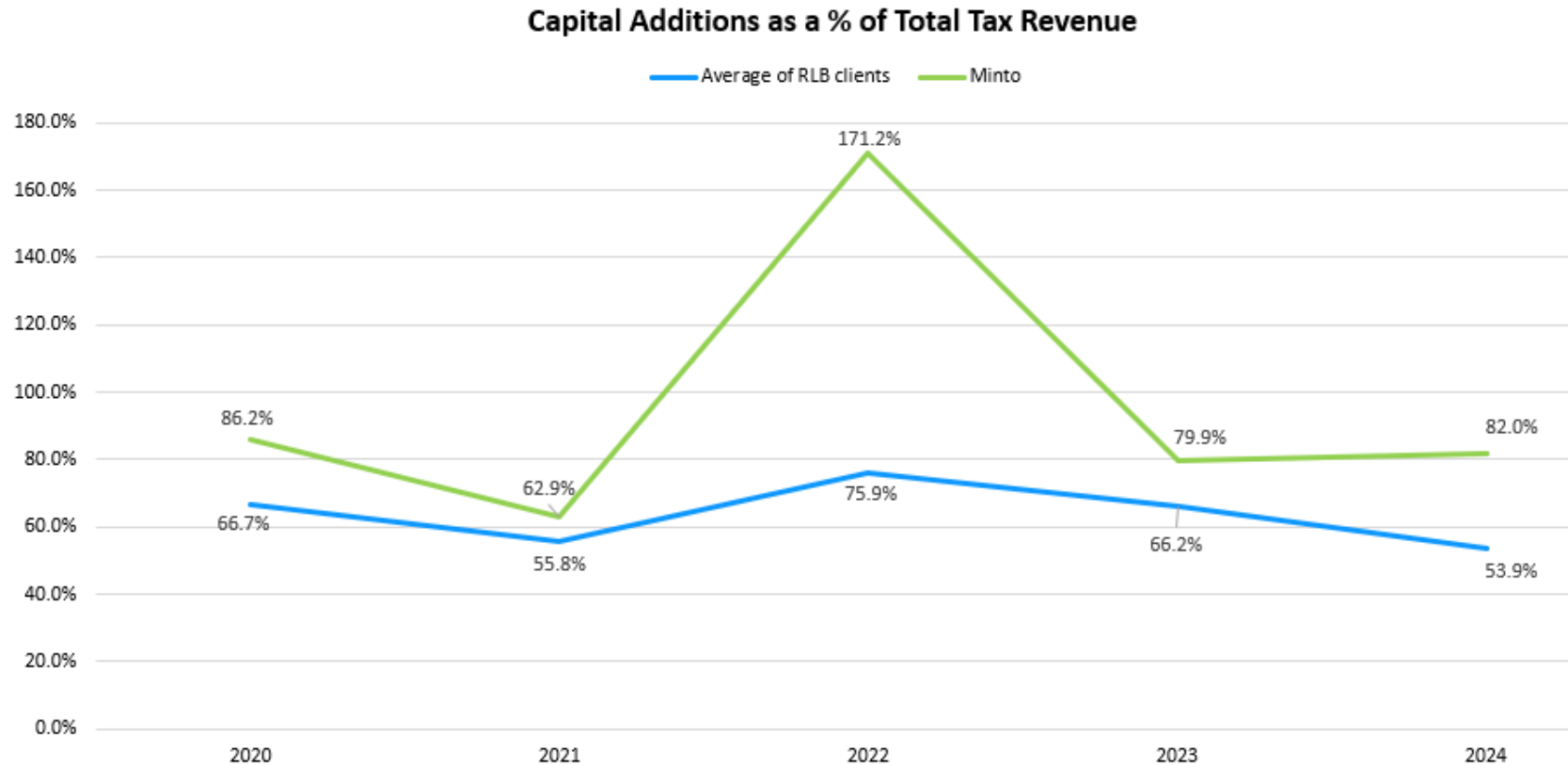
Taxes Receivable



Long Term Debt

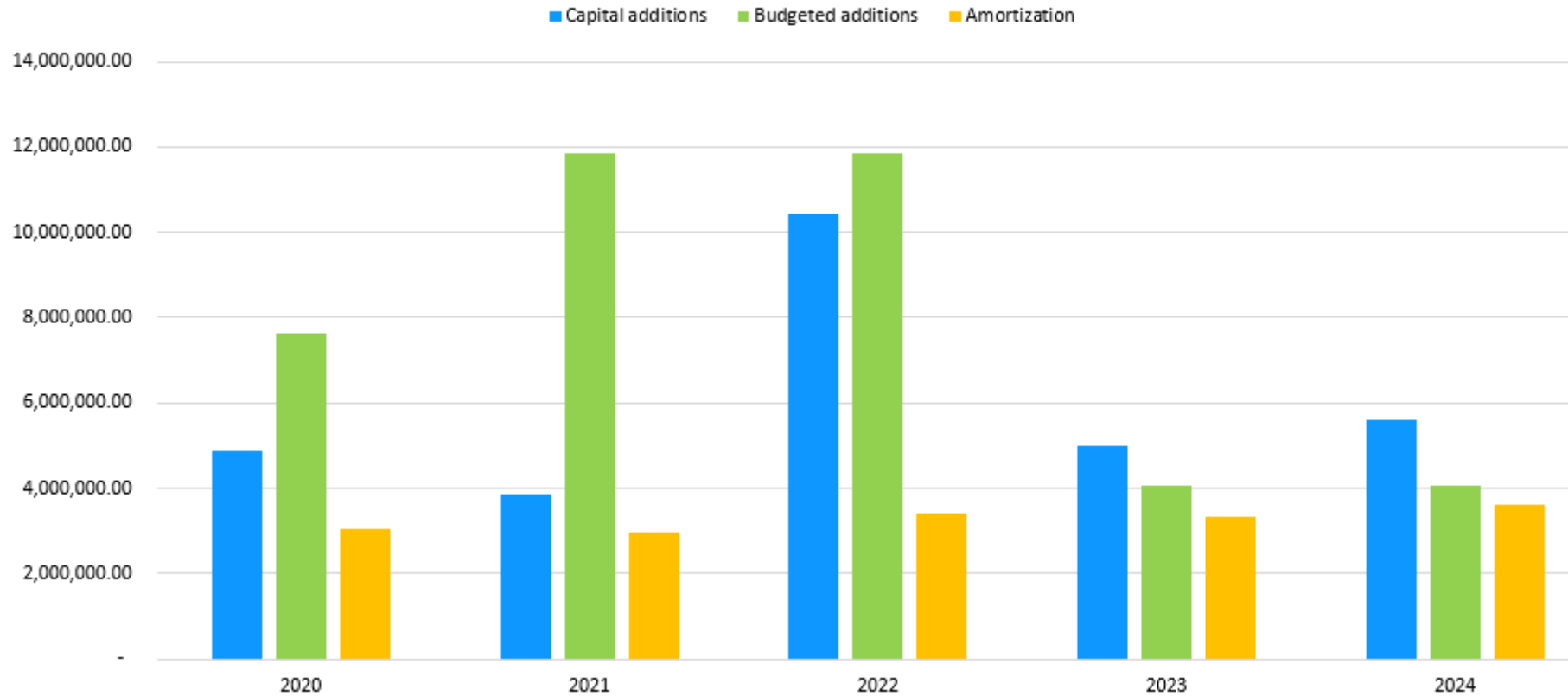


Tangible Capital Assets

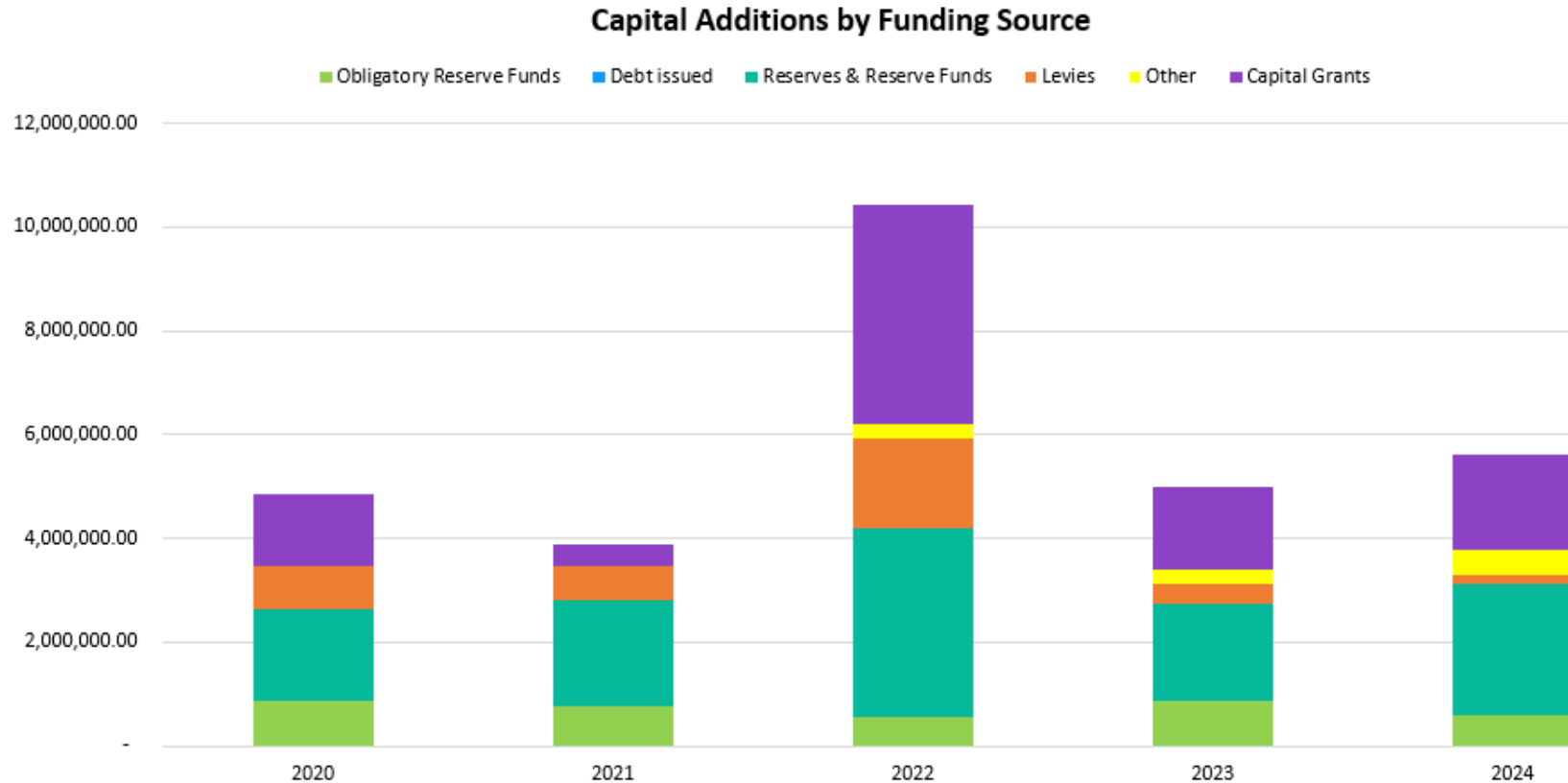


Tangible Capital Assets

Capital Additions vs. Budget vs. Amortization



Tangible Capital Assets



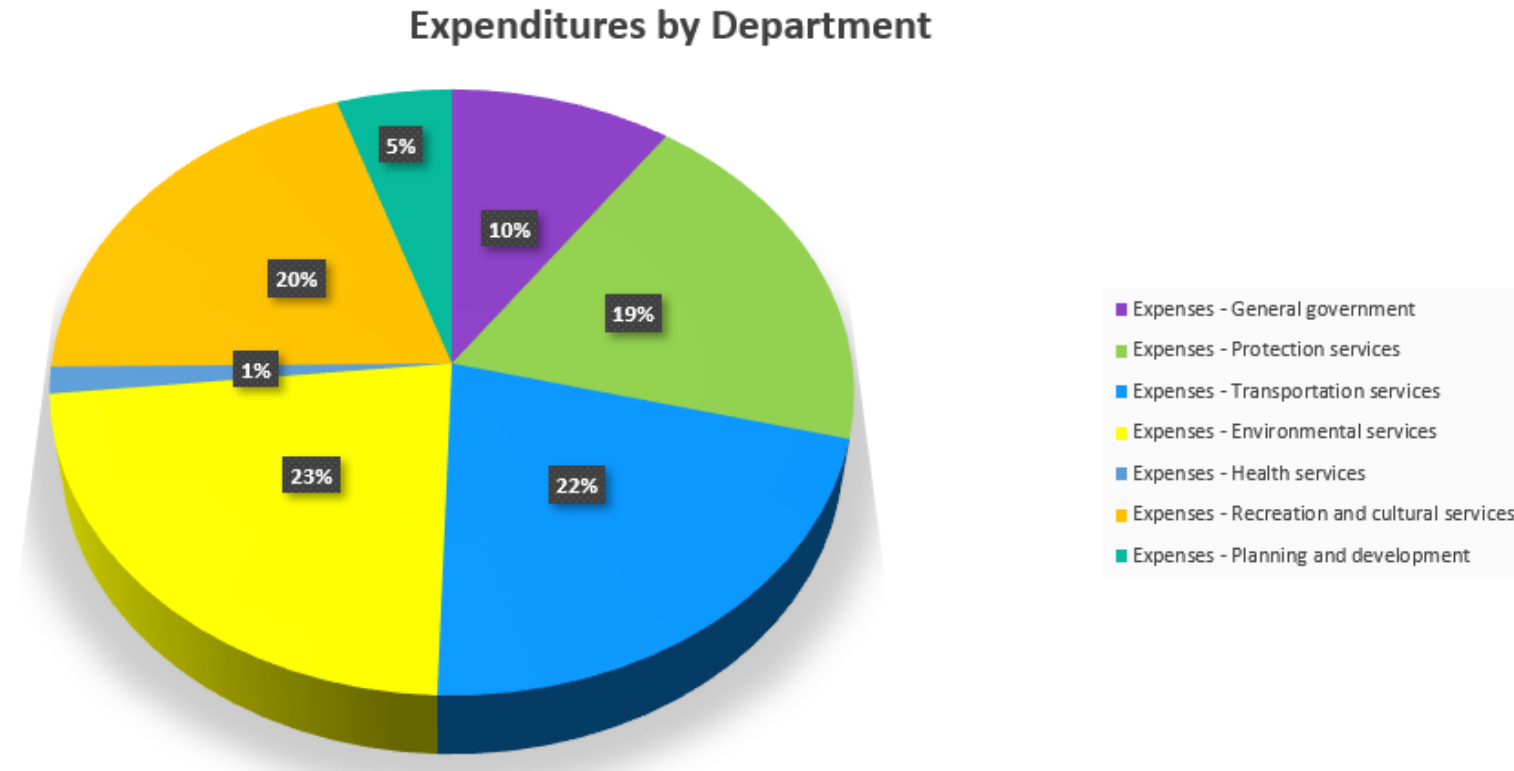
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Statement of Operations

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ACCUMULATED SURPLUS, end of year	<u>\$ 98,324,903</u>	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

Expenditures by Department



Expenditures by Department

	2020	2021	2022	2023	2024
Expenses - General government	9.6%	10.2%	10.4%	9.7%	9.8%
Expenses - Protection services	16.2%	17.3%	15.5%	16.9%	19.2%
Expenses - Transportation services	24.7%	24.8%	21.7%	24.0%	21.6%
Expenses - Environmental services	24.6%	24.3%	26.0%	23.1%	22.9%
Expenses - Health services	2.4%	2.0%	1.8%	1.4%	1.4%
Expenses - Recreation and cultural services	17.3%	16.1%	19.9%	20.3%	20.1%
Expenses - Planning and development	5.3%	5.4%	4.7%	4.6%	5.1%

Statement of Changes in Net Financial Assets

- The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the non-financial assets

Statement of Changes in Net Financial Assets

	2024 Budget (note 9)	2024 Actual	2023 Actual
ANNUAL SURPLUS	\$ <u>1,855,343</u>	\$ <u>2,979,151</u>	\$ <u>3,537,690</u>
Acquisition of tangible capital assets	(4,057,500)	(5,601,196)	(5,008,012)
Amortization of tangible capital assets	3,346,074	3,604,010	3,346,074
(Gain) loss on disposal of tangible capital assets	0	(161,585)	(689)
Proceeds on disposal of tangible capital assets	0	462,688	258,811
Prepaid expenses	0	7,742	(26,648)
Inventories	0	(14,129)	(1,300)
	<u>(711,426)</u>	<u>(1,702,470)</u>	<u>(1,431,764)</u>
INCREASE IN NET FINANCIAL ASSETS	1,143,917	1,276,681	2,105,926
NET FINANCIAL ASSETS, beginning of year	<u>7,721,647</u>	<u>7,721,647</u>	<u>5,615,721</u>
NET FINANCIAL ASSETS, end of year	\$ <u><u>8,865,564</u></u>	\$ <u><u>8,998,328</u></u>	\$ <u><u>7,721,647</u></u>

Statement of Cash Flows

- The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources

Statement of Cash Flows

	2024	2023
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ 2,979,151	\$ 3,537,690
Items not requiring an outlay of cash		
Amortization of tangible capital assets	3,604,010	3,346,074
(Gain) loss on disposal of tangible capital assets	<u>(161,585)</u>	<u>(689)</u>
	6,421,576	6,883,075
Changes in non-cash working capital		
Taxes receivable	(216,632)	119,021
Accounts receivable	(204,390)	151,730
Accounts receivable - Canada	97,787	852,469
Accounts receivable - Provincial	24,435	524,905
North Wellington Health Care Corporation loan receivable	50,000	50,000
Inventories	(14,129)	(1,300)
Prepaid expenses	7,742	(26,648)
Accounts payable and accrued liabilities	1,038,224	(1,136,037)
Asset retirement obligations	18,769	544,429
Post employment benefits	(23,000)	(12,000)
Deferred revenue	94,767	62,310
Deferred revenue - obligatory reserve funds	<u>(280,363)</u>	<u>(372,411)</u>
	<u>7,014,786</u>	<u>7,639,543</u>
CASH USED IN FINANCING ACTIVITIES		
Long term debt	<u>(1,255,937)</u>	<u>(1,236,733)</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(5,601,196)	(5,008,012)
Proceeds on disposal of tangible capital assets	<u>462,688</u>	<u>258,811</u>
	<u>(5,138,508)</u>	<u>(4,749,201)</u>
CASH USED IN INVESTING ACTIVITIES		
Portfolio investments	<u>(4,286,091)</u>	<u>(268,072)</u>
NET (DECREASE) INCREASE IN CASH	(3,665,750)	1,385,537
NET CASH, BEGINNING OF YEAR	<u>15,262,341</u>	<u>13,876,804</u>
NET CASH, END OF YEAR	<u>\$11,596,591</u>	<u>\$15,262,341</u>

Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 2) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

Schedule of Accumulated Surplus

	2024	2023
SURPLUS		
Invested in tangible capital assets	\$ 81,500,631	\$ 78,542,319
General fund	<u>2,827,058</u>	<u>4,903,462</u>
	<u>84,327,689</u>	<u>83,445,781</u>
RESERVES		
Working capital	1,204,000	1,204,000
General rate stabilization	1,285,179	1,306,414
Legal and insurance	52,590	52,590
Economic development	30,146	16,081
Minto mental health	<u>5,000</u>	<u>5,000</u>
	<u>2,576,915</u>	<u>2,584,085</u>
RESERVE FUNDS		
Administration	40,018	(1,460)
Building - capital	159,157	96,550
Cemeteries	5,000	0
Community centres	191,756	445,120
Economic development	1,696,852	66,440
Fire	(308,377)	(350,929)
Minto hydro - shares	1,696,046	1,696,046
Minto hydro - westario dividends	423,502	364,836
Municipal elections	33,717	16,730
Municipal modernization	0	231,085
Norgan theatre	191,397	152,615
Recreation satellite facilities	41,421	0
Urban tree care	57,053	0
Roads	312,408	222,196
Safe restart agreement	0	94,700
Water services contingency	500,000	500,000
Wastewater services contingency	500,000	500,000
Water services capital	3,701,475	2,899,404
Wastewater services capital	<u>3,302,682</u>	<u>3,506,361</u>
	<u>12,544,107</u>	<u>10,439,694</u>
ACCUMULATED SURPLUS	<u>\$ 99,448,711</u>	<u>\$ 96,469,560</u>

Deferred Revenue

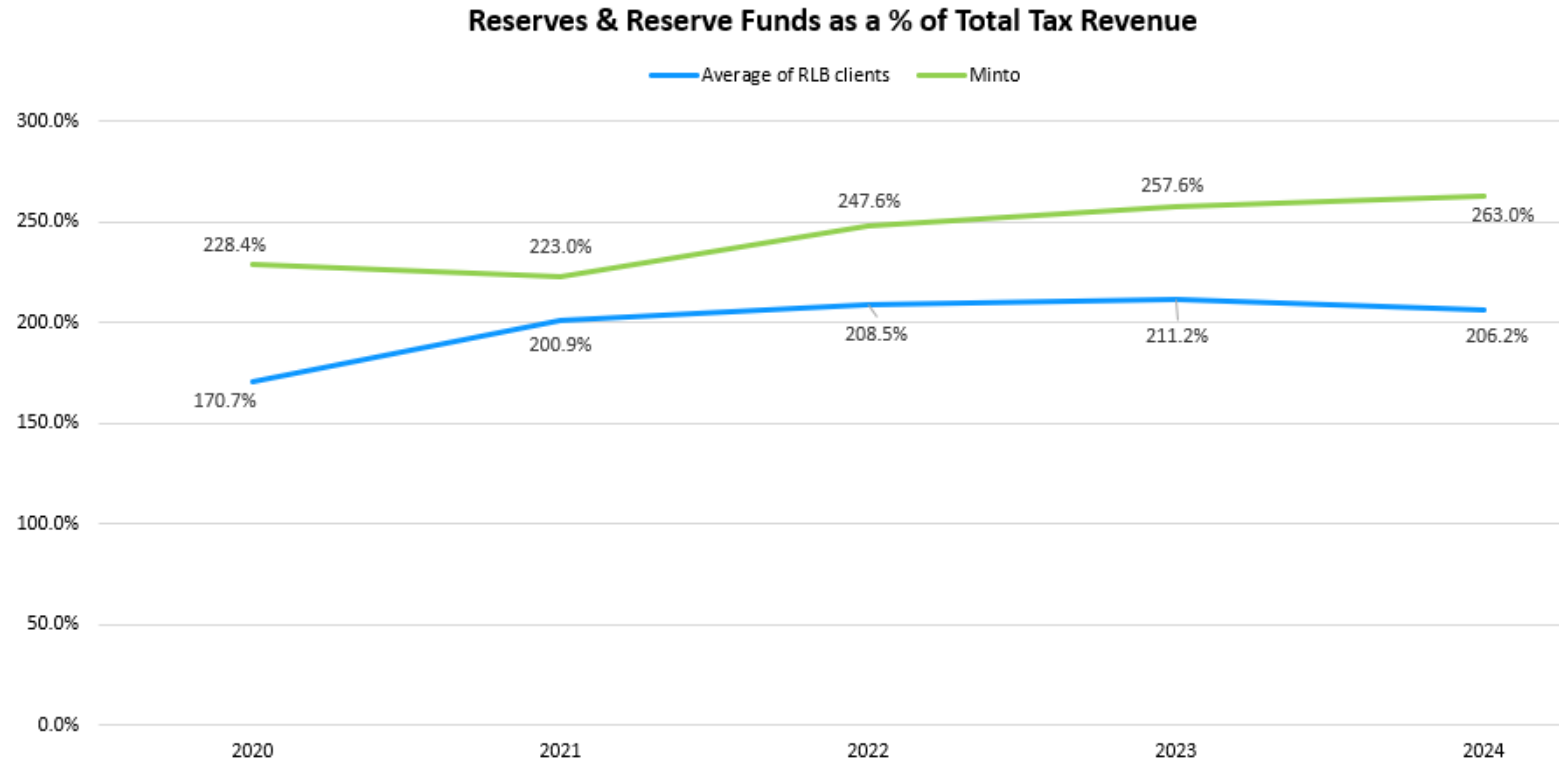
- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

Deferred Revenue

DEFERRED REVENUE

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory reserve funds					
Development charges	\$ 2,325,367	\$ 198,062	\$ 137,227	\$ (343,600)	\$ 2,317,056
Federal gas tax	2,616	290,201	154	(238,000)	54,971
Building reserve (Bill 124)	453,602	0	26,769	(104,194)	376,177
Cash in lieu of parkland	51,092	4,500	3,015	0	58,607
OCIF	<u>294,965</u>	<u>1,314,896</u>	<u>17,407</u>	<u>(1,586,800)</u>	<u>40,468</u>
	<u>\$ 3,127,642</u>	<u>\$ 1,807,659</u>	<u>\$ 184,572</u>	<u>\$ (2,272,594)</u>	<u>\$ 2,847,279</u>

Reserve & Reserve Funds



Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Town's submission of Financial Information Return (FIR)

A woman with voluminous curly brown hair, wearing a bright yellow sweater, is seated at a desk. She is looking at a silver laptop with her hand resting on her chin, appearing thoughtful. The background is a bright, modern kitchen with a white countertop, a sink, and several potted plants, including purple and pink flowers. A large window with blinds is visible in the background.

Questions?

Thank you!

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TOWN OF MINTO

MEETING DATE: August 12, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2025-009 – Alternate Voting Methods for the 2026 Municipal Election

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report CL 2025-009 Alternate Voting Methods for the 2026 Municipal Election, prepared by the Director of Legislative Services/Clerk, for information purposes;

AND FURTHER THAT Council authorizes a vote by mail method for casting ballots in the 2026 municipal election;

AND FURTHER THAT Council authorizes the use of tabulators for counting ballots in the 2026 municipal election;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to authorize a vote by mail method of casting ballots in the 2026 municipal election;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to authorize the use of tabulators for counting ballots in the 2026 municipal election;

AND FURTHER THAT the Clerk shall prepare procedures and rules for the vote by mail method of casting ballots in the 2026 municipal election and provide these procedures and rules to the public by posting them on the municipal website.

BACKGROUND:

For the 2022 Election, the Town of Minto provided vote by mail method for casting ballots and used tabulators to count the ballots. The Town of Minto has successfully been using vote by mail since 2003 with 2022 being the first year with the use of tabulators.

Voter Turnout

YEAR	TOWN OF MINTO	PROVINCE WIDE *
2003	57.93%	40.18%
2006	54.69%	41.33%
2010	56.41%	44.35%
2014	55.25%	43.12%
2018	52.20%	38%
2022	27.79%	32.9%

* Information from Association of Municipalities of Ontario (AMO)

As noted above, the Town of Minto has had above average voter turnout except for the 2022 election, where all of Council was acclaimed, with the election run by the Town of Minto for County Councillor and School Board trustees only. According to AMO, the number of acclaimed candidates has been increasing with 390 acclamations in 2014, 477 in 2018 and 548 in 2022. As well, full Councils acclaimed increased with 4% (18 Councils) in 2014, 5% (26 Councils) in 2018 and 8% (32 Councils) in 2022, the Town of Minto being one of the 32.

Wellington County Voter Turnout

MUNICIPALITY	VOTE METHOD	VOTER TURNOUT 2022
Centre Wellington	Internet/Phone	38.95%
Erin	Vote-By-Mail	36.11%
Guelph Eramosa	Vote-By-Mail	28.22% (Mayor Acclaimed)
Mapleton	Vote-By-Mail/Internet	26.32% (Mayor Acclaimed)
Puslinch	Vote-By-Mail	22.68% (Mayor Acclaimed)
Town of Minto	Vote-By-Mail	27.79% (full Council Acclaimed)
Wellington North	Vote-By-Mail	36.18%

COMMENTS:

The Municipal Elections Act (MEA), 1996, as amended, governs the administration of local elections in Ontario, in a fair and transparent manner. Within the MEA, the Town Clerk is responsible for conducting municipal elections, which includes preparing and administering elections in an independent manner.

The Town Clerk conducts elections for the Municipal Council, County Council and School Boards according to the established principles of the MEA. The use of vote by mail and tabulators upholds all principles of the MEA by:

- Upholding the secrecy and confidentiality of the vote with thorough and established processes for receiving ballots in secrecy folders and separating any link to the voter once a voter declaration is verified and the voter is struck off the list. Of the remote options, this is most similar to the in-person voting process. Any remote voting option is unmonitored, however the voter declaration that must be signed, requires that the voter acknowledge legal responsibility for marking their own ballot and for not being coerced.
- Offering a remote option that is fair, consistent and does not bias or provide increased influence for any candidate or voter.
- Increasing access for voters who are unable to come to a voting location, particularly voters living or temporarily outside of Minto on work or personal matters. This option would provide limited benefit to voters with disabilities that would make picking up or getting to a mailbox difficult. Opportunities to support increased access through designated drop off locations has been used in the past.
- Maintaining the integrity of the voting process by offering voters the option to cast a remote ballot through an established and trusted mail system. Impacts of potential mail delays or strikes could be planned for and addressed through the use of drop off points and it is within the authority of the Clerk to delay official election results should a large scale delay of mailed ballots occur.

- Providing certainty that the results reflect the votes cast and that valid votes are counted and invalid votes are rejected consistent with in-person voting processes. Counting mailed ballots would be open to viewing by candidates or scrutineers. Audit tracking and any questions regarding the accuracy of results could be verified by the physical ballots and a recount, if ordered by a judge, and could be conducted by manual count.

Vote-by-mail is still the most popular alternate voting method in the County of Wellington. Staff has explored the use of internet voting, especially with the current issues seen with Canada Post, but the use of Canada Post is still required no matter the voting method chosen in order to get voter cards out to the residents. If there are concerns with getting the completed kits back, the staff can quickly pivot and provide additional dates and times in each community for drop off points.

FINANCIAL CONSIDERATIONS:

Financed through the yearly budget.

STRATEGIC PLAN:

GOAL 5: RESPONSIBLE GOVERNMENT

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

PREPARED BY: Annilene McRobb, Clerk

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

The Corporation of the Town of Minto
By-law No. 2025-033

for the purpose of Appointing Municipal Council Members
and Citizens of the Town of Minto

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 Section 8 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS individuals are to be appointed to Committees of the Town of Minto Council, Advisory Committees, Independent Boards and other Advisory Bodies for the Corporation of the Town of Minto;

AND WHEREAS the Council of the Corporation of the Town of Minto enacts as follows:

1. THAT the Committees and the members of the respective committees are attached as Schedule A to this By-law.
2. THAT Town of Minto By-law No 2024-071 is hereby repealed.

This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third and finally passed in open Council this 8th day of July 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk

The Corporation of the Town of Minto
By-law No. 2025-033
SCHEDULE A

NOTE: Mayor Dave Turton, an Ex-Officio member on all Committees.

TERM: Unless otherwise noted members are appointed for terms from date of adoption of the approving By-law for Schedule “A” until the end of the Council term to which the appointment applies.

Finance and Personnel: Provides recommendations to Council on the policies and procedures impacting the financial activities of the Town during Committee of the Whole.

All of Council, **Councillor Judy Dirksen (Chair)**

Fire and Emergency Measures: Provides recommendations to Council on policies and procedures impacting the activities of the Town Service and other emergency measures during Committee of the Whole.

All of Council, **Deputy Mayor Jean Anderson (Chair)**

Public Works: Provides recommendations to Council on the policies and procedures impacting the activities of the Public Works Department including urban services (water and sewer), roads and drainage, trails and cemeteries during Committee of the Whole.

All of Council, **Councillor Geoff Gunson (Chair)**

Community Services: Provides recommendations to Council on the policies and procedures impacting recreation program including facilities, programs and other community initiatives during Committee of the Whole.

All of Council, **Councillor Ron Elliott (Chair)**

COMMITTEES OF COUNCIL

Cultural Roundtable Committee: Provides information and advice to Council regarding implementation of the Cultural Plan and general cultural development activities in the Town.

Deputy Mayor Jean Anderson

Councillor Ed Podniewicz

Tate Driscoll

Peggy Raftis

Megan Raftis

Jennifer Frayne

Mary Jean Hartwigg

Raissa Rogers

Lynn Jamieson

Bob McEachern

Rep of Wellington County Museum. Archives and Libraries

Minto Farmers' Market-Palmerston Location: Assists with the growth and development of the Farmers' Market in Palmerston

Deputy Mayor Jean Anderson

Community Members appointed through Cultural Roundtable Committee

Palmerston Railway Heritage Museum Committee: Provides direction and key decision-making on the on-going development of the Palmerston Railway Heritage Museum.

Councillor Paul Zimmerman

Community Members appointed through Cultural Roundtable Committee

Norgan Theatre Board: Provides information and advice to Community Services Advisory Committee regarding policies, procedures and activities at the Norgan Theatre.

Councillor Ron Elliott

Community Members appointed through Cultural Roundtable Committee

Diversity, Equity and Inclusion Committee: Provide direction to staff, Council and the citizens of the Town of Minto on matters related to diversity, equity and inclusion ensuring that Minto lives up to its commitment to be a welcoming and inclusive rural community.

Deputy Mayor Jean Anderson

Ahmad Almohamad

Mabel Amapali

Kerry Ammerman

Alicia Becker

Caitlin Hall

Peyton McBeth

Peggy Raftis

Brittany Reis

Jokelee Vanderkop

Economic Development and Planning Committee: Provides advice to Council on the business retention, attraction and other community development initiatives.

Councillor Judy Dirksen

Councillor Geoff Gunson

George Bridge

Brian Currie

Mike Hallam

Mary-Lou Colwell

Glen Hall

Cameron Green

Amy Heinmiller

Rep of Saugeen Economic Development Corporation

Rep of Agricultural Sector

Rep of Career Education Council

Rep of Minto-Mapleton Health Professional Recruitment Committee

Rep of Waterloo, Wellington, Dufferin Workforce Planning Board

The Corporation of the Town of Minto
By-law No. 2025-033
SCHEDULE A

Clifford Connects Steering Committee: Provides advice to the Economic Development Committee regarding community development initiatives in the Clifford urban area.

Councillor Paul Zimmerman

Community Members appointed through Economic Development and Planning Committee

Harriston Rising Steering Committee: Provides advice to the Economic Development Committee regarding community development initiatives in the Harriston urban area.

Councillor Ed Podniewicz

Community Members appointed through Economic Development and Planning Committee

All Aboard Palmerston Steering Committee: Provides advice to Economic Development Committee regarding community development initiatives in the Palmerston urban area.

Councillor Ron Elliott

Community Members appointed through Economic Development and Planning Committee

LaunchIT Board of Directors: Provides recommendations to Economic Development on strategic direction and key decision-making on on-going projects and tasks related to the Incubator

Mayor Dave Turton

Member appointed through the Minto Chamber of Commerce

Minto Trails Committee Provides recommendations to Council to increase usage of the trails and improvements of the trails within Minto

Councillor Judy Dirksen

Councillor Paul Zimmerman

Jill Welsh

Patrick Mullan

Lori Zabel

Kristine Wanless

Ken Labbe

Bill Raynard

The Corporation of the Town of Minto
By-law No. 2025-033
SCHEDULE A

OTHER APPOINTMENTS

Joint Accessibility Advisory Committee: Information Group with Wellington County to provide information to Council on implementation of Provincial Accessibility Legislation.

Quinn Gorecki, Accessibility Coordinator

Clifford Jamesway Manor Representative: Non-Profit Housing Corporation responsible for residential facility in Clifford.

Deputy Mayor Jean Anderson

Health Professional Recruitment Committee: Provides information and advice to Council regarding the recruitment of physicians and other health care professionals.

Councillor Gunson

Livestock Valuers and Fence Viewers: Livestock valuers assess payments to an owner of livestock killed or damaged by a dog, wolf or coyote, while fence viewers settle cost sharing disputes under the Line Fence Act Town staff will act as Fence Viewers only.

	Staff
Gerald Koeslag	Terry Kuipers
Alan Simpson	Mike McIsaac

Maitland Valley Conservation Authority and Maitland Source Protection Authority : Appointed to represent the Town on the Board established to govern Authority activities under the Conservation Authorities Act.

Councillor Ed Podniewicz

Municipal Representative to the Ausable Bayfield Maitland Valley Source Protection Committee: Appointed to represent the Township of Howick, Town of Minto, Township of Wellington North, Municipality of North Perth, Township of Perth East and Township of Mapleton on the Board governing Authority activities under the Conservation Authorities Act.

North Perth Councillor Allan Rothwell

North Wellington Health Care Board Representative: The board of directors are elected and appointed members and, working together with the hospitals senior management team, oversee the activities of both Louise Marshall Hospital and Palmerston and District Hospital.

Councillor Judy Dirksen

Pound Keeper:

Terry Kuipers

Property Standards Committee: A quasi judicial body established under the Building Code Act to consider appeals to orders issued under the Property By-law or other violations of certain Ontario Building Code requirements.

Brad Richardson
Councillor Ed Podniewicz
John Cox

Saugeen Valley Conservation Authority: Appointed to represent the Town and Wellington North on the Board governing Authority activities under the Conservation Authorities Act

Wellington North Councillor Steve McCabe

The Corporation of the Town of Minto
By-law No. 2025-033
SCHEDULE A

Wellington Farm and Home Safety Association

The WFHSA promotes safety in the home, on the farm and beyond. Council Representative from each of the 7 municipalities in Wellington County is invited to be a member.

Councillor Judy Dirksen

Westario Power: Provides information to Council and represents the Town at shareholder meetings regarding the operation of Westario Power in the urban areas of the municipality.

George Bridge

The Corporation of the Town of Minto
By-law No. 2025-034

To Authorize a License Extension and Amending Agreement with the Upper
Grand District School Board.

WHEREAS Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality 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 Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Minto is desirous to enter into a Purchase and Access Agreement with the Upper Grand District School Board for certain lands in the former Town of Harriston, in the Town of Minto pursuant to the terms and conditions of the attached Schedule "A" Agreement;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows:

1. That the Mayor and Clerk are hereby authorized to sign and execute any and all documents relating to this by-law, to be attached as Schedule 'A'.
2. That this By-law shall come into force and take effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 8th day of July 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk

MAINTENANCE AGREEMENT

THIS AGREEMENT made this 8th day of July, 2025

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO

(the “**Town**”)

AND

UPPER GRAND DISTRICT SCHOOL BOARD

(the “**Board**”)

(the Town and the Board collectively, the “**Parties**”)

WHEREAS:

- A. the Town is the owner of certain lands described in **Schedule “A”** (the “Town Property”);
- B. the Board is the owner of certain lands described in **Schedule “B”** (the “Board Property”);
- C. the Town has reconstructed a walkway across the Town Property connecting Lawrence Avenue, Harriston, with the Board Property, as shown in **Schedule “C”** (the “**Walkway**”);
- D. municipal water, sanitary sewer, and storm sewer services are provided through the Town Property in order to service the Board Property (the “**Services**”);
- E. the Town has agreed to grant the Board an easement in respect of the use of the aforesaid services (the “**Easement**”); and,
- F. the Board has agreed to provide the Maintenance on the Town Property described herein.

THEREFORE in consideration of the mutual promises made in this contract and the grant of the Easement by the Town, the parties agree as follows:

1. For the purposes of this Agreement, the term “**Winter Maintenance**” shall mean snow clearing, salting, sanding or other methods of ensuring that snow or ice is cleared and traction provided to the Walkway from November 1st to April 30th inclusive.
2. For the purposes of this Agreement, the term “**Storm Sewer Maintenance**” shall mean the cleaning of the catch basins on the Town Property, flushing the storm sewer main from basin to Lawrence Avenue, and removing any blockages to the storm sewer on the Town Property as required.
3. For the purposes of this Agreement, the term “**Maintenance**” shall mean the Winter Maintenance and the Storm Sewer Maintenance.
4. The Board agrees that it shall be responsible for the Winter Maintenance of the Walkway, including any costs associated with such winter maintenance. The Town agrees that except for the Winter Maintenance, the Walkway shall be the sole responsibility of the Town with the exception of any damage done by the Board or its contractors in conducting the Winter Maintenance.
5. The Board agrees that it shall be responsible for the Storm Sewer Maintenance on the Town Property, including any costs associated with such Storm Sewer Maintenance. The Town agrees that except for the Storm Sewer Maintenance, the storm sewer shall be the sole responsibility of the Town with the exception of any damage done by the Board or its contractors in conducting the Storm Sewer Maintenance.
6. The Town agrees that it shall be solely responsible for maintenance, repair, and replacement of the sanitary sewers and watermains located within the Walkway and for any damage done to the storm sewers while conducting such maintenance, repair or replacement.
7. The Town shall convey to the Board at no cost an easement (the “**Easement**”) that will secure the presence of municipal services within the Walkway and the availability of such services to serve the Board Property. The terms and conditions of such Easement will be substantially in accordance with **Schedule “D”** to this Agreement and will be registered by the Town on title to the Walkway.
8. Each party agrees to give the other seven (7) days written notice as provided for in this agreement, if it or its contractor will be conducting repairs, maintenance and/or replacement of services within the Walkway. This will ensure both parties have not scheduled work during the same time period and will allow the Board to provide notice to the community that the walkway is temporarily not available for use.
9. The Parties agree that no moneys shall be exchanged between the Board and the Town for the Maintenance.
10. The Town covenants and agrees that the Board, its officers, employees, servants, contractors, contractor’s workers, agents and consultants shall have the right to

access the Town Property, subject to the terms of this Agreement, from time to time for the purpose of carrying out the Maintenance on the Town Property.

11. Each of the Parties agrees that the Maintenance will be carried out by the Board in accordance with its standard practices.
12. The Board shall have the further right, together with its servants, employees, agents, workers, and invitees to enter upon the Walkway for the purpose of ingress to, and egress from the Board Property.
13. The term of this Agreement shall commence on the date of execution of this Agreement and shall remain in effect and valid for as long as the property is zoned as institutional (or a school use is otherwise permitted) and operated as a school, unless otherwise agreed to by the parties in writing.
14. Upon the end of the term of this Agreement under Section 13:
 - a) the Town shall have no obligation to maintain the presence of the Walkway on the Town Property and its obligations in respect of the Services shall be limited to those set out in the Easement; and,
 - b) the Board's obligations in respect of the Winter Maintenance and the Storm Sewer Maintenance shall be at an end.
15. The Board agrees that upon the end of the term of this Agreement, the Town will be free to dispose of all or part of the Town Lands provided the Town constructs a pedestrian walkway connection to the Board Property to the terminus of the existing sidewalk, or in an alternative location acceptable to both parties.
16. The Easement described in **Schedule "D"** shall continue to apply to and bind the Walkway despite the termination of this Agreement.
17. In respect of its obligations and responsibilities as set out in this Agreement, the Board shall at its own expense obtain and carry commercial general liability insurance against claims for personal injury, death or property damage in an amount of no less than Five Million (\$5,000,000) Dollars per occurrence. Such policy to include the Town as an additional insured and shall include a clause requiring at least thirty (30) days' notice be given to the Town of cancellation or material change in coverage. Upon signing this Agreement and upon policy renewal, the Board shall provide the Town with a Certificate of Insurance evidencing the insurance.
18. In respect of its obligations and responsibilities as set out in this Agreement, the Town shall at its own expense obtain and carry commercial general liability insurance against claims for personal injury, death or property damage in an amount of no less than Five Million (\$5,000,000) Dollars per occurrence. Such policy to include the Board as an additional insured and shall include a clause requiring at least thirty (30) days' notice be given to the Board of cancellation or material change in coverage. Upon signing this Agreement and upon policy renewal, the Town shall provide the Board with a Certificate of Insurance as proof of insurance.
19. The Board shall fully indemnify and save harmless the Town, its partners,

associates, directors, officers, employees, consultants, subconsultants, contractors, subcontractors, members of Council, and agents (collectively "Town Insiders") from any kind of liability, suit, claim, demand, fine, action, loss, damage, legal cost and disbursement, or proceeding of any kind ("Losses") whether by act or omission or alleged act or omission, for which the Town Insiders may become liable or suffer in connection with the Maintenance conducted by the Board including, without limitation, those Losses related to the use and/or inspection of the Town Lands by the Board, its officers, employees, servants, contractors, contractors' workmen, agents, and consultants, and/or any breach of or non-performance by the Board of any provision of this Agreement, saving and excepting therefrom any negligence by the Town, its officers, employees, contractors, invitees, or those for whom in law the Town is responsible. This Indemnity and Agreement will survive any termination of this Agreement.

20. The Town shall fully indemnify and save harmless the Board, its partners, associates, directors, officers, employees, parents, students, volunteers, consultants, subconsultants, contractors, subcontractors, trustees, and agents (collectively "Board Insiders") from any kind of liability, suit, claim, demand, fine, action, loss, damage, legal cost and disbursement, or proceeding of any kind ("Losses") whether by act or omission or alleged act or omission, for which the Board Insiders may become liable or suffer in connection with the Town's obligations and responsibilities under this agreement including, without limitation, those Losses related to the use and/or inspection of the Town Lands outside of Maintenance by the Board, its officers, employees, servants, contractors, contractors' workmen, agents, and consultants, and/or any breach of or non-performance by the Town of any provision of this Agreement, saving and excepting therefrom any negligence by the Board, its officers, employees, parents, students, volunteers, contractors, invitees, or those for whom in law the Board is responsible. This Indemnity and Agreement will survive any termination of this Agreement.
21. The Parties covenant and agree that all provisions, terms, and conditions contained in this Agreement on the part of the Town and the Board shall not merge upon completion of this Agreement.
22. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada as applicable.
23. This Agreement, when executed by the said Parties shall constitute a binding agreement which shall ensure to and be binding on the said Parties, as well as the executors, administrators, successors, and assigns of each party.
24. No amendment of this Agreement shall be deemed valid unless effected by a written agreement signed by both Parties.

25. Any notices required to be given under this Agreement shall be given to:

The Town at:

The Corporation of the Town of Minto
Attention: Public Works
5941 Highway 89
Harriston, Ontario, N0G 1Z0
info@town.minto.on.ca

The Board at:

Upper Grand District School Board
Attention: Facility Services, Senior Facilities Manager
500 Victoria Rd N
Guelph, ON N1E 6K2
dilip.parmar@ugdsb.on.ca

And to:

Attn: Planning Department, Manager of Planning
planning.info@ugdsb.on.ca

Notices delivered by hand and/or email are deemed to be given the next business day. Notices given by registered mail are deemed to be given three business days after mailing.

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IN WITNESS WHEREOF the parties have executed this Agreement.

THE CORPORATION OF THE TOWN OF MINTO

PER: _____

Name: Dave Turton

Position: Mayor

I have the authority to bind the Corporation

THE CORPORATION OF THE TOWN OF MINTO

PER: _____

Name: Annilene McRobb

Position: Director of Legislation/Clerk

I have the authority to bind the Corporation.

UPPER GRAND DISTRICT SCHOOL BOARD

PER: 

Name: Glen Regier

Position: Chief Financial Officer

I have the authority to bind the Board.

**Schedule “A” Town
Property**

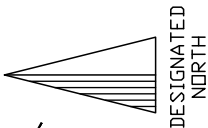
LOT 9, PLAN 200, Parts 1 and 2 61R-22059; TWP OF MINTO
PIN: 71014-0034 (LT)

Schedule "B"
Board Property

PT LT 85 CON C MINTO AS IN WN3862 & WN4054 EXCEPT PT 2 61R5703; MINTO

SCHEDULE "C"
The Walkway

MINTO-CLIFFORD
PUBLIC SCHOOL



CONNECTED TO EXISTING 150mmØ
PVC SANITARY SERVICE OUTSIDE
OF EXISTING MAINTENANCE HOLE

CONNECTED TO EXISTING
150mmØ PVC WATERMAIN

12.2m-150mmØ PVC SANITARY SEWER @ 2.9%

EX. 150mmØ PVC WATERMAIN

CB(86)
600x600mm
T/G=384.56
S 383.23

INSULATED WATERMAIN CONNECTION WITH RIDGED
INSULATION (APPROX. 1.2m WIDE BY 4.2m LONG)

7.1m-300mmØ STORM SEWER @ 1.7%

CBMH(2)
1200mmØ
T/G=384.49
N 383.11
S 383.08

T/WM ELEV=383.602m
T/WM ELEV=383.442m
T/WM ELEV=382.939m

0+040

SAMH(74)
1200mmØ
T/G=384.54

0+020

9.0m
SERVICING
CORRIDOR

HOUSE
No. 36

CARPORT

PORCH

GARDEN

BRICK
DRIVEWAY

0+000

TOP OF BANK

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LAWRENCE STREET

MINTO-CLIFFORD PUBLIC SCHOOL
SERVICING CORRIDOR (AS-RECORDED)

DRAWN BY: C.J.D.W.
DATE: FEBRUARY 2021
SCALE: 1: 200



DRAWING No.
SK-1

SCHEDULE "D"

THE EASEMENT

Terms and Provisions of the Easement:

1. The Corporation of the Town of Minto ("**Town**") hereby grants, conveys and confirms to the Upper Grand District School Board, its successors and assigns ("**UGDSB**"), in perpetuity, the free, uninterrupted and undisturbed right and easement over, upon, under, and in the lands herein described (the "**Easement Lands**") for the purpose of securing and maintaining the presence and availability of the municipal services located therein including sanitary sewers, watermains and storm sewers ("**Services**"). Such right and easement are for the benefit of the property legally described as PT LT 85 CONC C MINTO AS IN WN3862 & WN4054 EXCEPT PT 2 61R5703; MINTO (PIN 71014-0065) owned by the UGDSB (the "**UGDSB Property**") and to ensure that the Services within the Easement Lands remain available at all times to serve the UGDSB Property. UGDSB shall have the right, but not, subject to any other agreement, the obligation, together with its servants, employees, agents, and workers, to enter upon the Easement Lands at any time to repair, operate, replace and maintain in good condition the Services.
2. The Town, for itself, its successors and assigns, covenants (i) not to decommission nor remove the Services from the Easement Lands without the written consent of the UGDSB but may replace or update them with services of equal or greater capacity, and (ii) to keep the Easement Lands free and clear of and unencumbered by buildings, structures, improvements or extensive landscaping that would interfere with the Services or the UGDSB's use of the Easement Lands.
3. The Town, by the acceptance and registration of the within easement, agrees to be bound by the terms and provisions contained herein.
4. The burden and benefit of this easement shall run with the Easement Lands and shall extend to and be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

The Corporation of the Town of Minto
By-law No. 2025-035

to authorize the Mayor and Clerk to execute a Mural Agreement between
the Corporation of the Town of Minto and Re/Max Midwestern Realty Inc.
(Mural Agreement)

WHEREAS the Town is wishing to promote the Town of Minto as a centre for tourism in Wellington;

AND WHEREAS the Town has determined that one of the ways it might make the area more attractive to both residents and tourists is to place murals on buildings within the municipality;

AND WHEREAS the Building Owner owns a building located in the former Town of Harriston, a community within the Town of Minto which has been deemed suitable and desirable for the placement of one such mural;

AND WHEREAS the Building Owner and the Town agree on the use of the building for such a mural;

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, in substantially the same form, as that is 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, third time and passed in open Council this 8th day of July 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk

THIS AGREEMENT made as of the 8th day of July, 2025

BETWEEN: Re/Max Midwestern Realty Inc.
 (hereinafter called the "Building Owner")

OF THE FIRST PART

and

THE CORPORATION OF THE TOWN OF MINTO
(hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Town is wishing to promote the Town of Minto as a centre for tourism in Wellington;

AND WHEREAS the Town has determined that one of the ways it might make the area more attractive to both residents and tourists is to place murals on buildings within the municipality;

AND WHEREAS the Building Owner owns a building located in the former Town of Harriston, a community within the Town of Minto which has been deemed suitable and desirable for the placement of one such mural;

AND WHEREAS the Building Owner and the Town agree on the use of the building for such a mural;

NOW THEREFORE THIS AGREEMENT IN WITNESS THAT the parties agree as follows:

License and Access

1. The Building Owner hereby grants to the Town a license and right to install one 16' x 24' Mural on the outer wall of the building located at 90 Elora St. S., Harriston, Ontario (Mural Image attached as Schedule "A"). The parties agree that the mural shall be installed on the north wall of the building (hereinafter known as the mural site).
2. The Building Owner shall allow the Town, through its designated Artist or the Artist's employees, access to the mural site at reasonable times and days for a period of time sufficient to install the mural.
3. The Building Owner shall allow the Town, through its designated Artist or the Artist's employees, access to the mural site at reasonable times and days for a period of time sufficient to allow proper maintenance of the mural.
4. The Building Owner shall not interfere with the activities of the Town, through its Artist and the Artist's employees, during the installation and maintenance of the mural.
5. The Town shall not block any avenue of ingress or egress from the building during the periods for installation or maintenance of the mural nor shall the Town interfere with traffic into and out of the building.

Cost of Completion and Maintenance

6. The Town shall be solely responsible for all costs associated with the preparation, completion and maintenance of the mural including any costs associated with removing graffiti or repairing of the mural due to vandalism.

Consideration

7. The Town shall pay to the Building Owner a license fee of \$1.00 (One Dollar) as consideration for the rights conferred by this license. Said sum shall be paid at the time this License Agreement is executed.

Building Owner's Representations

8. The Building Owner represents that they have an ownership interest in the building in question or that he/she is the duly authorized representative of a party with an ownership interest in the building and that the land is unencumbered with any limitations which might restrict the Town's exercise of this license other than the impact of any ordinances or restrictions imposed by a government body.
9. The Building Owner represents that he/she enjoys the rights to access and use of the building that he/she purports to grant to the Town via this license.
10. The Building Owner is duly organized/formed, validly existing and of good standing and has all rights, power and authority to make this license and bind itself hereto.

Town's Representations

11. The Town represents that it is duly organized/formed, validly existing and in good standing and has all rights, power and authority to make this license and bind itself hereto.
12. The Town represents that upon completion of the mural, it will become the owner of the mural and the holder of the copyright.
13. The Town represents that the mural is an original work of art and has not appeared at any other time and at any other site.
14. The Town represents that the installation of the mural will not violate any laws, or regulations, or rights or interests of any third parties, including copyright and intellectual property rights.

Art Preservation

15. The Building Owner agrees to preserve the integrity of the wall and agrees not to alter, damage, desecrate, obstruct or remove the mural in any manner for a period of twenty (20) years.

Destruction of the Mural Site

16. If the Building Owner determines that the building must be demolished, he shall notify the Town of the imminent destruction of the building as soon as practicable, and in no event later than 90 days before the demolition of the structure. This is a community cooperative effort. Should the Building Owner need to take action to maintain the wall in any way that will or could harm the painting, or should the Town need to take action to preserve or maintain the painting in a manner that will or could harm the wall, the parties will notify each other and work out a cooperative solution.

Risk of Loss

17. The Town accepts the risk of loss of the mural due to casualty such as a natural disaster or fire.

Indemnification

18. The Town shall indemnify the Building Owner against any claim, action or suit brought against the Building Owner or any property damage sustained by the Building Owner arising out of the Town's completion or maintenance of the mural.
19. The Town shall obtain and keep in force a comprehensive general liability insurance policy, in standard form, protecting the Town against any and all liabilities arising out of or related to the installation and maintenance of the mural in respect of destruction of or damage to any property. Such policy shall also be written as a primary policy not contributing with any other coverage which the Artist may carry. The Town shall name the Building Owner as an additional insured on this policy and shall provide the Building Owner with proof thereof.

Compliance with Laws

20. The parties agree to comply with all applicable laws, rules and regulations respecting the building and its uses.
21. This license shall be governed by the laws of the Province of

Ontario Assignment of the License

22. Either of the parties may assign this license provided that their successors agree to comply with the terms of the license and the assigning party notifies the non-assigning party in writing of the name and address of the assignee.

Miscellaneous

23. Notices to either party shall be made in writing and sent to the other party, by certified mail, return receipt requested, at the address set forth below. Notice is effective upon receipt.
24. No revision of this license is valid unless in writing and executed by the parties or their authorized officers.

25. The terms of this license shall be binding upon the heirs, successors and permitted assigns of the parties.
26. This license constitutes the entire agreement of the parties.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED

In the presence of

.....)
Witness) Dan Keffer
)
) THE CORPORATION OF THE TOWN OF MINTO
) Per:
)
) Mayor, Dave Turton
)
)
) Clerk, Annilene McRobb
)
) We have authority to bind the corporation.

Schedule "A"
Mural Image



The Corporation of the Town of Minto
By-Law No. 2025-036

to authorize the Mayor and Clerk to execute an agreement with Blaze
Wiradharma (Artist Agreement)

WHEREAS the Town is wishing to promote the Town of Minto as a centre for tourism in Wellington;

AND WHEREAS the Town has determined that one of the ways it might make the area more attractive to both residents and tourists is to place murals on buildings within the municipality;

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 an Artist Agreement with:
2. Blaze Wiradharma in substantially the same form, as that is as attached hereto as Schedule "A" and forming part of this By-law.

Read a first, second, third time and passed in open Council this 8th day of July 2025

Dave Turton, Mayor

Annilene McRobb, Clerk

CONTRACT FOR SERVICES AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO

5941 Hwy 89

Harriston, ON N0G 1Z0

(Hereinafter the "Corporation")

- and -

Blaze Wiradharma

118Stephens Street

Collingwood, ON, L9Y 0G5

(Hereinafter the "Artist")

WHEREAS the Corporation wishes to contract the Artist (for Services) for a Public Art Mural Project at 90 Elora St. S., Harriston, ON N0G 1Z0 REMAX/Midwestern Realty).

AND WHEREAS the Artist desires to provide the services;
The parties hereby covenant and agree as follows:

1. Term of the Agreement

- 1.1. The Artist shall perform the services pursuant to this agreement for the period commencing on August 4, 2025, and ending upon completion.

2. Description of Services (address dimensions, prelim design)

- 2.1. The Artist shall perform the services as set forth in Schedule A of this agreement. Schedule A may be revised from time to time by mutual agreement, in writing.

3. Representations and Warranties

- 3.1. The parties hereby acknowledge that the Artist is an independent contractor. Moreover, neither the Artist nor any person it contracts with to provide services pursuant to this agreement are employees of the Corporation or the Artist. The Artist or any of its employees or representatives shall not act as agents of the Corporation.
- 3.2. All representations, warranties, covenants and limitations of liability in this contract shall continue in force after the termination of this agreement.
- 3.3. The Artist further warrants that it can carry out all contractual obligations pursuant to this agreement in a diligent and competent fashion.
- 3.4. The Artist agrees to save harmless and indemnify the Corporation from all claims made against it as a result of the Artists' conduct.

4. Schedules

- 4.1. Schedule A and B attached shall form part of this agreement.

5. Financial Arrangements

- 5.1. The Artist agrees to invoice the Corporation for services rendered as outlined in Schedule A pursuant to this agreement. Where required by the Corporation, all invoices shall be accompanied by records of work completed, including any forms prescribed by the Corporation. The fees for the services rendered are set out in Schedule B of this agreement.
- 5.2. The Corporation shall pay to the Artist goods and services taxes in accordance with the applicable legislation on the amounts set out in Schedule B herein. The Artist shall remit such goods and services taxes to Revenue Canada and further agrees to indemnify the Corporation for all such monies if the Contractors fails to do so.
- 5.3. All payments made by the Corporation to the Artist shall be made without statutory deductions in respect of income tax, Canada Pension Plan, Employment Insurance, Workplace Safety Insurance and the Ontario Corporation's' Health Tax. The Corporation shall have no responsibility to make such payments for the persons engaged by the Artist.
- 5.4. In the event that the Corporation were to be found liable to remit monies owing by the Artist for income tax, Canada Pension Plan, Unemployment Insurance, Workers' Compensation or the Ontario Corporation's' health tax, the Contractor agrees to indemnify the Corporation for payments of any such monies.

- 5.5. In the event that work is needed to repair the mural between the time of completion (August 8, 2025) to August 8, 2030 the Artist agrees to be bound to make the repairs and to be reimbursed at 10% of the overall cost of the mural per day (\$450/day).

6. Indemnification

- 6.1. The Artist agrees to defend, indemnify and save and hold harmless the Corporation from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of activities arising and its responsibilities under this Agreement.
- 6.2. The Corporation agrees to defend, indemnify and save and hold harmless the Artist from all claims, lawsuits, closes, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of activities arising and its responsibilities under this Agreement.

7. Insurance

- 7.1. Each party shall, at its own expense, obtain and keep in force during the term of this Agreement, Liability Insurance satisfactory to the other party, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:
- a) a limit of liability of not less than \$1,000,000.00/for the duration of the project;
 - b) inclusion of the other party as an Additional Insured with respect to the operations of the named insured;
 - c) a clause with provision for cross liability in respect of the named insured;
 - d) products and completed operation coverage (Broad Form); and
 - e) an aggregate policy limit not less than \$1,000,000.
- 7.2. Each party shall provide the other party with proof of insurance, prior to the commencement of work, in the form of an insurance certificate.
- 7.3. Both parties agree to immediately notify the other party of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the subject of this Agreement.

8. Workplace Safety & Insurance

- 8.1. The Corporation will include the Artist as a contractor for purposes of the Workplace Safety & Insurance Board. The Artist agrees to indemnify and save harmless the Corporation from any claims made by it or its contractors.

9. Equipment

- 9.1. The Artist will supply at its own expense all vehicles and other equipment, labour, materials, licences and other regulatory approvals necessary to provide the services, not provided by the Corporation.
- 9.2. The Town of Minto will provide at its own expense a lift and appropriate fencing for the project.

10. Notice

- 10.1. Any notice required to be given, served or delivered must be in writing and sent to the other party at the address indicated below, or to such other address as may be designated by notice provided by either party to the other:

For the Corporation:

Town of Minto
5941 Hwy 89
Harriston, ON
N0G 1Z0

Fax: 519.338.2005

Email: belinda@town.minto.on.ca

For the Contractor:

Blaze Wiradharma
1395 Dundas St. W.
Toronto, ON,
M6J 1Y4

Telephone: 647-395-9336

Email: blazeworksart@gmail.com

11. Headings

- 11.1. The division of this agreement into articles and sections is for the convenience of reference only and shall not affect the interpretation or construction of this agreement.

12. Binding Effect/Enurement

- 12.1. This agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

13. Termination of Agreement

- 13.1. The agreement may be terminated in the following two manners:
- a) At any time during the term of this agreement, either party may terminate this agreement without notice in the event of a fundamental breach of the terms of the agreement. The notice of termination of this agreement by the Corporation or the Artist pursuant to paragraphs 13.1(a) or 13.1(b) of this agreement shall be provided by either personal delivery, fax, or sent by registered mail to a party's address listed in this agreement or any new address specified by a party in a written notice.
- 13.2. A termination notice sent by registered mail shall be deemed to have been delivered on the sixth (6th) business day after the date of mailing.

- 13.3. A party given notice pursuant to paragraph 13.1(a), as a result of their breach of the agreement, will have fifteen (15) days from the date of their receipt of the written notice to cure the breach of the agreement to the reasonable satisfaction of the party alleging the breach.

14. Confidentiality

- 14.1. The Artist agrees that all creative and intellectual materials created to support the Artist is the sole property of the Corporation and agrees to keep in the strictest confidence all Confidential Information (as defined). The term "Confidential Information" includes, but is not limited to, information from its associates, agents, suppliers or customers, conceived or developed by the Artist concerning research, development, patent, copyright, marketing plans and strategies, profits, costs, systems and procedures, but does not include information which is in the public domain through lawful means.

15. Severability

- 15.1. The Corporation and the Artist agree that if any of the provisions or a part of a provision of this agreement are deemed illegal or unenforceable, such provisions shall be considered separate and severable from this agreement, and the remaining provisions or part of a provision of the agreement shall continue in force, and be binding upon the parties as though such provision or part of a provision had never been included.

16. Entire Agreement

- 16.1. It is agreed that this written instrument embodies the entire agreement of the parties with regard to matters dealt within it, and that no understandings or agreements, verbal or otherwise, exist between the parties except as expressly set out in this instrument. This agreement shall not be amended, altered or qualified except by a memorandum in writing signed by all of the parties hereto.
- 16.2. Any disputes as to the validity, interpretation, performance of this agreement shall be determined in accordance with the laws and by the Courts of the Province of Ontario.

17. Assignment of the Agreement

- 17.1. Neither party may assign this agreement without the written authorization of the other party.

18. Amendment of Agreement

- 18.1. None of the terms, conditions or provisions of this Agreement shall be held to have been changed, waived, varied, modified or altered by any act of statement of either party, their respective agents, servants or employees unless done so in writing signed by both parties.

19. No Partnership

- 19.1. Nothing in this agreement gives rise to a partnership or joint venture between the Corporation and the Artist or to an employment relationship between the Corporation and the employees or volunteers of the Corporation in the provision of service under this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed:

SIGNED, SEALED AND DELIVERED

In the presence of

Artist
Per:

.....
Witness

.....
Blaze Wiradharma

THE CORPORATION OF THE TOWN OF MINTO
Per:

.....
Mayor, Dave Turton

.....
Clerk, Annilene McRobb

We have authority to bind the corporation.

SCHEDULE A
Contractor Services

The Artist is responsible for painting a 16 ft wide X 24 ft high outdoor mural to the building, located at 90 Elora St. S. Harriston, ON N0G 1Z0 (REMAX/Midwestern Realty)

The design below will be painted, as agreed by all parties.



The Artist shall report to the Director of Economic & Community Development regarding all service activity, including invoicing and all other requirements at belinda@town.minto.on.ca

SCHEDULE B
Artist Compensation

Compensation for the Artist services shall be based on the following budget:

Artist Fee	\$4,500 + HST
To be disbursed as follows	\$4,000 + HST at signing of contract
	\$500 + HST design changes

The Corporation of the Town of Minto
By-Law No. 2025-037

to authorize the Mayor and Clerk to execute an agreement with LiveBarn Inc. for the delivery of an online streaming system

WHEREAS The Municipal Act, 2001, as amended, grants a municipality the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act;

AND WHEREAS the Town wishes to enter into an agreement with LiveBarn Inc. for streaming services for both the Harriston-Minto Community Complex and the Palmerston and District Community Centre.

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, in substantially the same form, as that is 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, third time and passed in open Council this 8th day of July 2025

Dave Turton, Mayor

Annilene McRobb, Clerk

DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

TOWN OF MINTO ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated online streaming system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Streaming Service");

WHEREAS the Automated Online Streaming Service offered by LiveBarn can stream Content (as defined below) via LiveBarn's subscription-based platform (the "LiveBarn Platform");

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE STREAMING SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Streaming Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal streaming quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one TV which will

display a combination of LiveBarn highlights and a live feed, as well as additional LiveBarn information.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 Subject to sections 1.8 and 1.9 below, all content streamed using the Automated Online Streaming Service, including the video and audio relating to all sports and recreational activities occurring on each Playing Surface (collectively, the "Content") will be made available to subscribers of the LiveBarn Platform on a monthly subscription basis. In addition, per copyright for specific events, the Content may be made available only to users on an alternative platform. In either case, LiveBarn will determine the pricing for the applicable platform. From time to time, LiveBarn may provide a free trial at its discretion.

1.5 Revenue generated from the Automated Online Streaming Service will be the property of LiveBarn; however for content streamed on the LiveBarn platform, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for the LiveBarn Platform, for which LiveBarn will pay Venue Owner twenty percent (20%) of the revenues generated from the LiveBarn Platform memberships over the full lifetime of these memberships, during the term of this Agreement. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.6 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to Streaming the Content for all purposes and in any manner it determines in its sole discretion, including by providing its Streaming signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the LiveBarn Platform, subject to sections 1.8 and 1.9 below.

1.7 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to "blackout" any particular dates or time periods from being streamed on any selected Ice Rink Sheet (the "Blackout Restrictions").

1.8 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any streaming from its Venue to a pre-selected potential audience for privacy purposes.

1.9 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.10 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the three year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for the initial period of three (3) years, and all renewal periods, from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to stream Content from each of the Ice Rink Sheets using unmanned operated cameras. For greater certainty, the said exclusivity shall apply for the three (3) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection

with the provision of the Automated Online Streaming Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE STREAMING SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Streaming Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Streaming Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Streaming Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Streaming Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or

public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn streaming at the Venue and requiring such parties to notify all their users of the Venue of this. LiveBarn and Venue Owner each agree to not stream any Content if it is properly notified in writing, in advance, by any individual directly related to the Content.

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains \$5,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become a Certificate Holder, with its name and location included.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the Province of Ontario. Any disputes shall be heard in the courts of the city of Toronto.

7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.

Signature: _____
Ray Giroux, COO

Signature: _____
Print Name:

Date:

SCHEDULE A (REQUIRED)

Venue Name and Address:

Palmerston Arena (1 ice surface)
520 Cavan St, Palmerston, ON N0G 2P0

Harriston Arena (1 ice surface)
111 George St S, Harriston, ON N0G 1Z0

We require one point of contact to initiate communication with for each venue. This person will receive a request to complete an online form that gathers information about the venue and points of contact.

Primary Contact - Venue General Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

The Corporation of the Town of Minto
By-law No. 2025-037

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held July 8, 2025

WHEREAS the Council of the Town of Minto met on July 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 July 8, 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 July 2025.

Dave Turton, Mayor

Annilene McRobb, Clerk