



RECREATION PLAN

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INTRODUCTION

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



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

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



COMMUNITY PROFILE

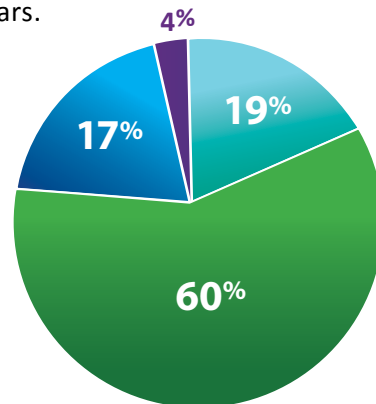
The following section contains select demographic information that is intended to offer insight into characteristics that should be considered in the provision of parks and recreation services.



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



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



63% of residents are married

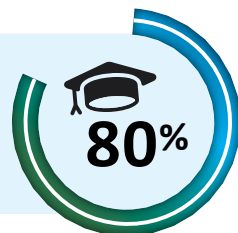


the remaining 37% are single

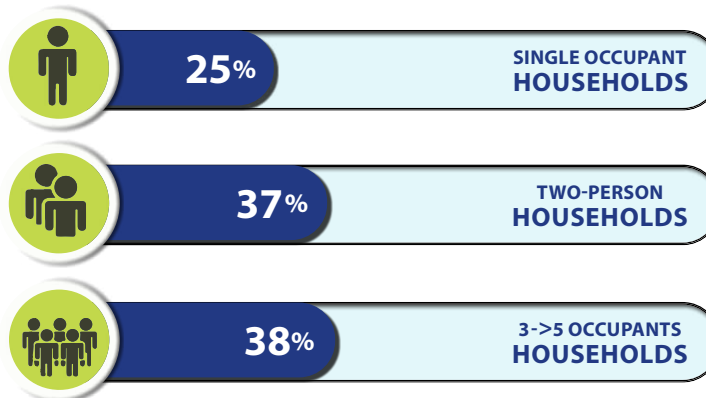
MINTO POPULATION PROJECTION

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

of residents have secondary or post-secondary education



MINTO HOUSEHOLD DEMOGRAPHICS



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

THE RECREATION PLAN PROCESS

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

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

THE HIERARCHY OF STRATEGIC PLANNING

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

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



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

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

A COMMUNITY-DRIVEN PLAN

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

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

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



ENGAGEMENT HIGHLIGHTS

Community Engagement (April 23 and 24, 2024)

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

- STRENGTHS:** Unique, friendly, quiet, safe, and peaceful community; abundance of activities; strong volunteer base; blending of sports; cultural amenities; recognition of recreation as an investment; active service clubs and agricultural societies; clean parks and good amenities; accessible sports and health facilities.
- OPPORTUNITIES:** Improve garbage disposal and respect for rural areas; address transportation and communication barriers; expand program opportunities for children under 5; consider an indoor pool and therapy pool; develop a place for youth to hang out; address small dressing rooms and arena floor issues in Harriston; revitalize the Railway Museum.
- ASPIRATIONS:** Increase knowledge of how to initiate new programs; maintain fair user fees; improve accessibility and engagement for youth; develop new facilities and revitalize existing ones; enhance community advocacy for disadvantaged members.
- RESULTS:** Increased attendance at the Art Gallery; more programs for young children and families; improved accessibility and indoor opportunities; enhanced communication and targeted information dissemination; fair and respectful treatment of all community members; growth in volunteers and participation numbers; enhanced trail connectivity and signage.

COMMUNITY INPUT SURVEY RESULTS

RECREATION

89%

of respondents participate in recreation activities

38% | 29% | 12%

Harriston | Palmerston | Clifford

Where the majority of respondents reside

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

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

25%

10 MINUTES

32%

20 MINUTES

27%

30 MINUTES

TOP RECREATION PROGRAMMING

Swimming Lessons

Skating

Sports Leagues (Hockey/Baseball/Soccer)

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

- THE QUALITY
- VARIETY*
- COST

of the programs currently available.

*Many respondents still wish for additional program offerings.

ADDITIONAL PROGRAMMING DESIRES:

Fitness and Exercise Classes

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

Youth and Teen Programming

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

Non-Sport Programming

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

IMPROVED ADVERTISEMENT & COMMUNICATION OF PROGRAMS

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

MOST REQUESTED:

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

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

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

TOWN OF MINTO | RECREATION PLAN

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Recreation Staff Engagement (April 24, 2024)

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

Stakeholder Engagement (April 29 and 30, 2024)

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

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

Vision:

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

Sports Survey (May 2024)

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

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

For complete user group survey results see Appendix 3.



The image shows a 'Community Sport Group Survey' form with various questions and a table for data entry. The questions include:

- ORGANIZATION NAME
- Membership Numbers
- Are you anticipating an increase/decrease in enrolment for 2025?
- In what year did you have your biggest enrolment?
- How many/percentage registrants are from Town of Minto?
- Do you have adequate ice, sport fields allocation to meet your programming needs? If so, how much more time would you require to meet demand?
- Share how your organization is using your allocated hours to accommodate allocation process more equitable and efficient?
- Are the rates being charged comparable to your neighbouring communities?
- Does your organization have the capacity to support infrastructure investments (new facilities or upgrading current)?
- Does your organization have a stable and adequate roster of coaches/leaders and Board Members?
- Are there any additional ways the Town of Minto could promote your organization?
- What upgrades or facilities improvement are needed for a better spectator or player experience?
- If one of the Town of Minto facilities was used strictly as an indoor 'dry' facility - would your organization use this for programs (i.e. Dryland training, team socials). If so, how many hours per month?
- Do you have any other comments you would like to share?

CONNECTION TO THE CULTURAL PLAN

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

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



SUGGESTED TIMING		RECOMMENDATION
<p>SHORT TERM</p> <hr/> <p>MID TERM</p> <hr/> <p>LONG TERM</p> <hr/>	A.1	<p>CULTURAL INVESTMENT</p> <p>Continue to invest in historic buildings and landmarks to ensure ongoing preservation and protection of Minto’s cultural heritage as presented in built form. Work with Recreation and Finance staff to ensure that all facilities that support (in whole or in part) cultural initiatives (i.e. Railway Museum, Harriston Town Hall Theatre, Norgan Theatre etc.) are specifically identified in the asset management plan, capital and operating budgets with sufficient resources allocated annually. This will provide for proactive investment into state-of-good repair expenditures, investment required to meet AODA requirements, technology upgrades, and ongoing capital investment. Update financial forecasts regularly for capital budget forecasting and updates to the Asset Management Plan.</p>

<p>SHORT TERM</p> <hr/>	A.4	<p>To ensure human resource capacity can meet the needs of all departments, continue to assess staff roles in support of Economic Development, Culture and Communications. Include Community Services staff in all discussions to understand the impact on Program and Facilities staff in support of festivals and event hosting, and the potential to improve efficiencies and maximize resources. Shift resources as required and move towards the creation of .5 Fulltime Equivalent devoted to Culture support and Volunteer Coordination.</p>
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RECOMMENDATIONS – SUGGESTED TIMING			
<p>SHORT TERM</p> <p>1-3 YEARS</p> <hr/>	<p>MID TERM</p> <p>4-7 YEARS</p> <hr/>	<p>LONG TERM</p> <p>+8 YEARS</p> <hr/>	<p>ONGOING</p> <hr/>

SUGGESTED TIMING		RECOMMENDATION
SHORT TERM — —	B.1	<p>ORGANIZATIONAL CAPACITY</p> <p>Develop an Events framework (in conjunction with staff from Economic Development and Recreation) that identifies criteria to inform specific roles for the Town of Minto, volunteers and community organizations and can be used to determine when events should be enhanced, reduced, or phased out of operation. Categorize Events into Core, Secondary and Community (as identified in ECD Plan). All events should be included to recognize the link and relationship between varying departments that support events in the community.</p>
SHORT TERM — —	B.3	<p>Develop workflow based upon framework as noted in B.2 to ensure step by step clarity on roles and metrics, including a process to track staff time (i.e. job costing) to monitor the impact events have on staff time and Town resources. Produce an ‘Event Took Kit’ for volunteers and provide training to clarify roles and ensure consistency.</p>

SHORT TERM
— —

C.5
A



COMMUNITY EXPECTATIONS AND ENGAGEMENT

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

Specific ideas for new/expanded programs include:

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

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

SUGGESTED TIMING		RECOMMENDATION
MID TERM 	C.5 B	<p>COMMUNITY EXPECTATIONS AND ENGAGEMENT</p> <p>Continue to expand program offerings.</p> <p>Working in conjunction with the Library and Recreation staff, and volunteer organizations, to maximize resources. Continue to promote a community development model, leveraging community volunteer resources with support provided by staff (continue work as enabler, convenor, catalyst, broker; not provider and deliverer). Ensure clarity on roles and level of staff investment is defined proactively. Support successful pilots from the Program Summit to ensure sustainability and longevity.</p>
LONG TERM 	F. 5	<p>MINTO AS A CULTURAL DESTINATION</p> <p>Promote sustainable practices to the visiting public including:</p> <ul style="list-style-type: none"> • Adequate and visible recycling fixtures at all events. • E-vehicle charging stations at strategic locations. • Signage and communication at events promoting a local focus on sustainability. • Access to water filling stations. • Bike storage/lock up areas and repair stations.

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

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

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

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



HUMAN RESOURCES

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

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

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

PARKS

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

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

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

PARKS (continued)

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

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

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

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

TECHNOLOGY INTEGRATION

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

RECREATION PROGRAMS

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

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

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

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

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

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

FACILITIES

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

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

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

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

RECOMMENDATIONS

SECTION 1: CORPORATE POLICY



COUNTY OF WELLINGTON
OFFICIAL PLAN - PARKS & OPEN SPACE

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

4.11 PUBLIC SPACES, PARKS AND OPEN SPACE

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

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

The County will promote healthy, active communities by:

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

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



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

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

– *Town of Minto Zoning By-law 01-86*

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

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

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

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

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



RECOMMENDATIONS

SECTION 1: CORPORATE POLICY

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

RECOMMENDATIONS

SECTION 2: FUNDING OF PARKS AND RECREATION



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

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

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

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



RECOMMENDATIONS

SECTION 2: FUNDING OF PARKS AND RECREATION

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

TOWN OF MINTO CAPITAL BUDGET & FORECAST

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



RECOMMENDATION
SECTION 2: FUNDING OF PARKS AND RECREATION

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

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

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

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

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

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

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

ASSET MANAGEMENT PLAN

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

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

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

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



RECOMMENDATIONS SECTION 2: FUNDING OF PARKS AND RECREATION

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

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

DEVELOPMENT CHARGES

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

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

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

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

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

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



RECOMMENDATIONS

SECTION 2: FUNDING OF PARKS AND RECREATION

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

ACCESSIBILITY

The Ontario Accessibility for Ontarians with Disabilities Act 2005 (AODA) and the Ontarians with Disabilities Act, 2001 (ODA) sets out regulations and accessibility standards¹ in its goal to create an accessible Ontario by 2025. Under the Act municipalities are responsible for ensuring public facilities and services are accessible to persons with disabilities within their communities. The Design of Public Spaces Standard is currently being updated and is expected to be completed in 2024.

This website provides information on the standards for:

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

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

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

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

Accessibility Resources:

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

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



RECOMMENDATIONS

SECTION 2: FUNDING OF PARKS AND RECREATION

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

RECOMMENDATIONS

SECTION 3: PARKS AND OPEN SPACES



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

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

COMMUNITY PARKS

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

NEIGHBOURHOOD PARKS

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



COMMUNITY PARKS

Rotary Park – Clifford (9.2 ha/22.85 ac)

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

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

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

VISUAL CONDITION ASSESSMENT:

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

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



SITE-SPECIFIC



RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

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

Clifford Rotary Celebration Square (0.15 ha/0.37 ac)

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

VISUAL CONDITION ASSESSMENT:

- The space is well maintained and in good condition.



SITE-SPECIFIC

RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

- Promote location as an Instagram site for visitors.



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

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

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



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

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

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

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

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



VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



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

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

Harriston Fairgrounds (4.52 ha/11.00 ac)

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

Recently the Town of Minto undertook a plan for the park which was endorsed by Council in March 2024.³

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC

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

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



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



Conservation Park (3.35ha/8.33 ac)

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC



RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

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



Harriston Cenotaph (0.02 ha/0.05 ac)

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

VISUAL CONDITION ASSESSMENT:

- The area is in good condition.

SITE-SPECIFIC



RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

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

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

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



RECOMMENDATIONS
SECTION 3: PARKS AND OPEN SPACES

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



Drew Community Centre (1.5 ha/3.7 ac)

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

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



RECOMMENDATIONS
SECTION 3: PARKS AND OPEN SPACES

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

NEIGHBOURHOOD PARKS

Clifford Cenotaph Park (0.32 ha/0.79 ac)

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

VISUAL CONDITION ASSESSMENT:

- The park is in good condition.



SITE-SPECIFIC



RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

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

Clifford Old Rotary Park (0.59 ha/1.46 ac)

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



RECOMMENDATIONS
SECTION 3: PARKS AND OPEN SPACES

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



Lawrence Park – Palmerston (0.64 ha/1.58 ac)

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC



RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

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



Harriston Lawn Bowling Club (0.2 ha/0.49 ac)

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC



RECOMMENDATION
SECTION 3: PARKS AND OPEN SPACES

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

Harriston Medical Centre Playground (0.1 ha/0.25 ac)

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



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

- Conduct ongoing seasonal maintenance on play surface area.

Maitland Meadows Subdivision - Harriston

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

VISUAL CONDITION ASSESSMENT:

- Flat area with just grass.



SITE-SPECIFIC



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

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

Tannery Park – Harriston (0.03 ha/0.74 ac)

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

VISUAL CONDITION ASSESSMENT:

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



Marshall Park - Clifford (1.38 ha/3.41 ac)

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



SITE-SPECIFIC

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

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



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

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC

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

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

OTHER MISCELLANEOUS PARKLAND PROPERTIES:

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

PROVISION OF SPORTS FIELDS, COURTS, PICNIC SHELTERS AND WASHROOMS

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

NOTES:

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

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

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

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

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



SOCCER FIELD USAGE 2024

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

Source: Town of Minto

Historical Soccer Fields Rental Hours Per week

	2018	2019	2020	2021	2022	2023	2024
HOURS PER WEEK	16	16	6	8	12	12	21.5

Source: Town of Minto



NOTES:

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

BALL FIELD USAGE 2024

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

Source: Town of Minto

LEGEND	
	RED — NOT USED (NO LIGHTS)
	GREEN — OPEN AVAILABILITY FOR BOOKING

Historical Ball Field Rentals

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

Source: Town of Minto

NOTES:

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



SPORTS FIELDS



RECOMMENDATIONS
SECTION 3: PARKS AND OPEN SPACES

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

PLAY STRUCTURES

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

NOTES:

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

Standard provision of playgrounds in an urban area

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

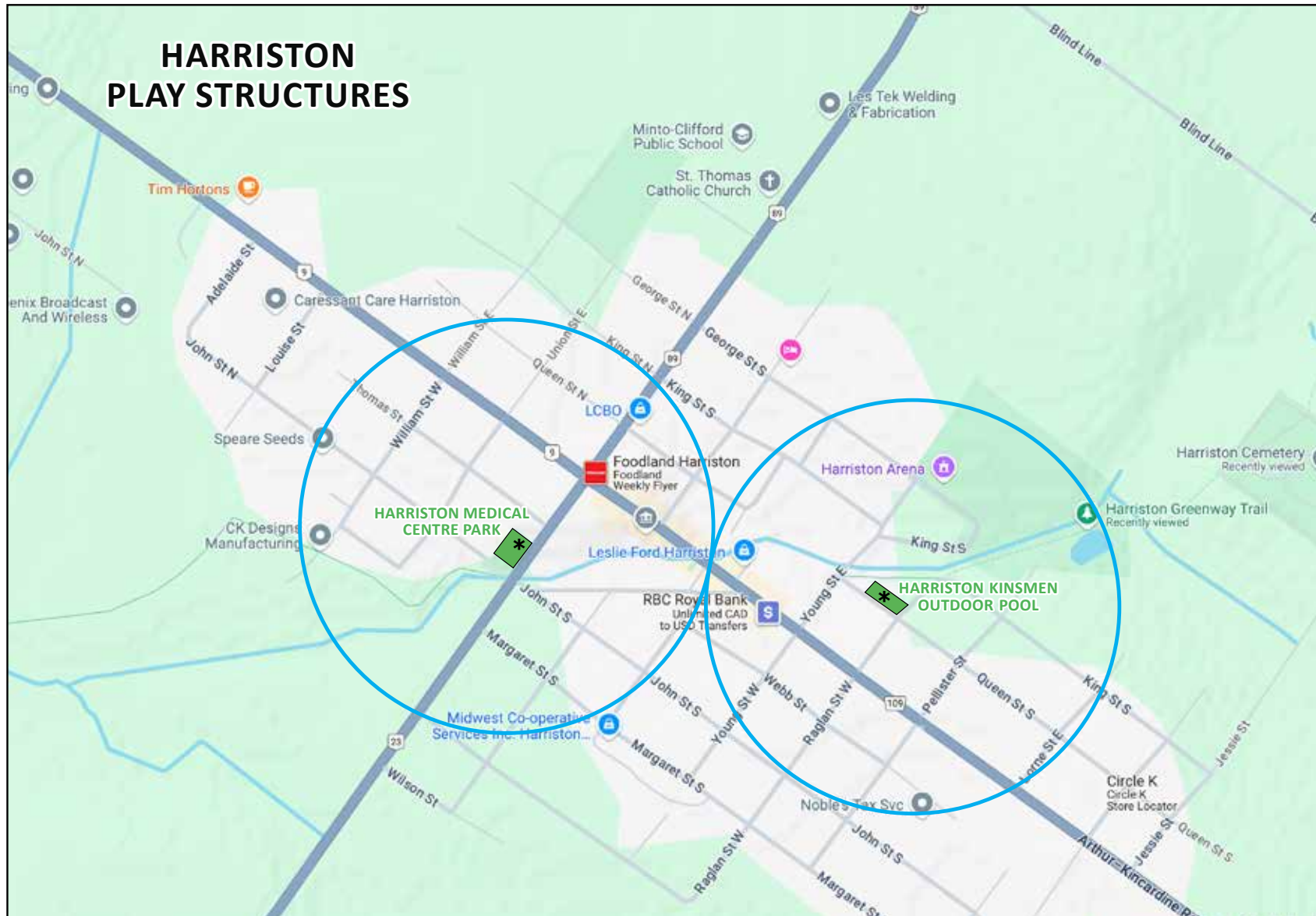


The 3 maps below show the various Minto play structures with a 650 radius.
From these maps the Town of Minto has sufficient spacing of play structures within the three urban areas.



LEGEND

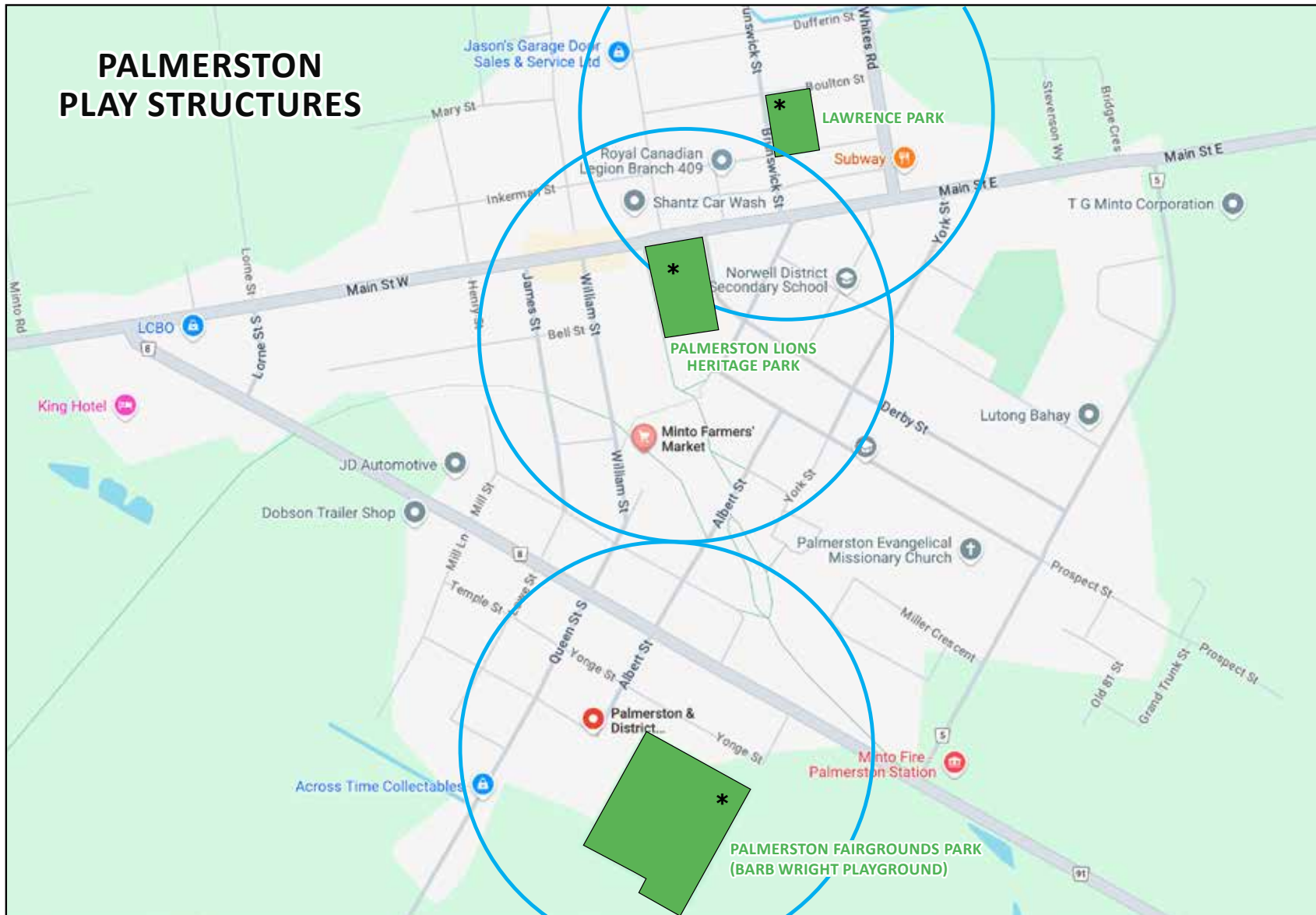
CLIFFORD PARKS
 * PLAY STRUCTURE
 100m



LEGEND

- HARRISTON PARKS
- * PLAY STRUCTURE
- 100m

PALMERSTON PLAY STRUCTURES



LEGEND

PALMERSTON PARKS
 * PLAY STRUCTURE
 100m

OUTDOOR POOLS AND SPLASH PADS

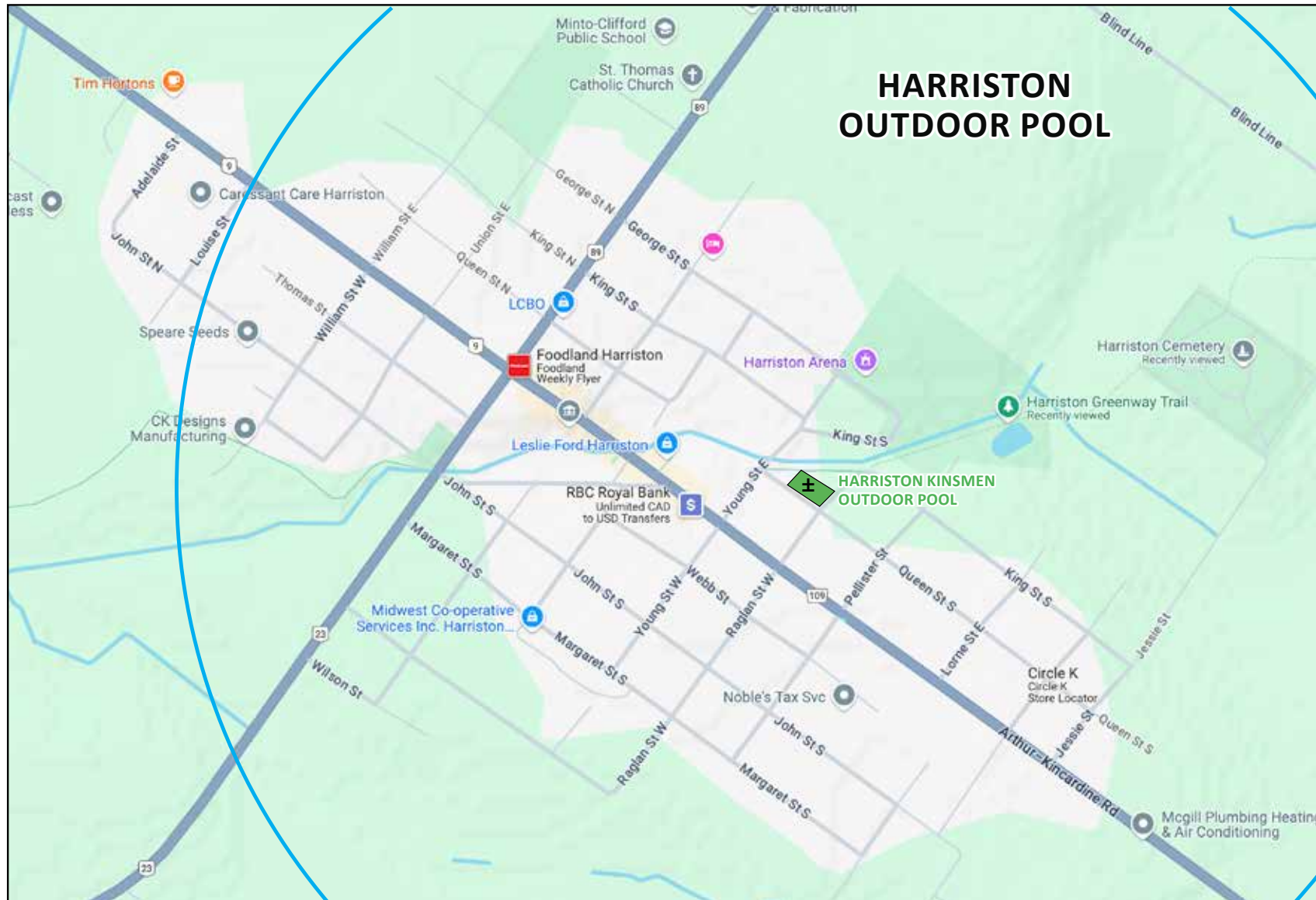
LOCATION	FACILITY	CONDITION	NOTES
Lions Heritage Park (Palmerston)	Small splash pad	Good	<ul style="list-style-type: none"> The splash pad and equipment is in good working order.
Lions Heritage Park (Palmerston)	Outdoor pool with changeroom building	Good	<ul style="list-style-type: none"> The exterior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

Standard Provision for Splash Pads

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



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



LEGEND

- HARRISTON PARKS
- ± OUTDOOR POOL
- 100m

PALMERSTON OUTDOOR POOLS & SPLASH PADS



LEGEND

PALMERSTON PARKS
 OUTDOOR POOL/SPLASH PAD
 100m



ADDITIONAL RECOMMENDATIONS SECTION 3: PARKS AND OPEN SPACES

- **Picnic Shelters** - Review the need/use for all existing picnic shelters located in a variety of parks. If shelters continue to deteriorate, consider removal for operating and capital cost savings.
- **Water Bottle Filling Stations** - Consider installing water filling stations in all major sports facilities/parks.
- **Special Events**
 - Review opportunities to host more special events into the parks to increase tourism and community engagement. Work with Economic and Community Development staff.
 - As a community park and hosting events the expansion of Wi-Fi would provide value added services to users.
- **New Park Plans**
 - Implement the Harriston Park Plan endorsed by Council March 2024.
 - Develop a parks standard for new neighbourhood parks.
- **Signage** - Implement full signage for all parks with street address for park identification for visitors and emergency services. Large parks with several park entrances will require more than one sign. Consider additional educational and informational signage to share the rich history of some of the downtown park areas. Work with Economic and Community Development staff to assess options to expand the Heritage Cultural Marker Program and encourage day-visits to key Minto destinations.
- **New Park & Open Space Amenities (For discussion)** - As part of planning to meet community need, explore the feasibility of installing additional amenities in the existing inventory of parks, for example.
 - New splash pad
 - 3-4 outdoor pickleball courts
 - All-wheel park
 - Dog Park areas
 - Disc Golf course
 - Toboggan hill
 - Outdoor ice rink



RECOMMENDATIONS

SECTION 4: INDOOR FACILITIES



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

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

ICE/FLOOR PADS

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

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

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



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

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

Historical Ice/Floor Pad Use

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

* Floor use only

NOTES:

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

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





ARENAS

Harriston Arena and Curling Club – 111 George St. South

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

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

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

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

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

Recent Capital Work on Building

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

VISUAL CONDITION ASSESSMENT:

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



Palmerston Arena and Curling Club – 520 Cavan Street

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

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

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

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

Recent Capital Work on Building

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

VISUAL CONDITION ASSESSMENT:

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

ARENAS AND CURLING CLUBS



RECOMMENDATION
SECTION 4: INDOOR FACILITIES

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

Clifford Arena – 2 Brown Street

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

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

Recent Capital Work on Building

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

VISUAL CONDITION ASSESSMENT:

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



SITE-SPECIFIC



RECOMMENDATION SECTION 4: INDOOR FACILITIES

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



COMMUNITY HALLS

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

Harriston Senior Centre (Harriston Train Station)

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC

RECOMMENDATION SECTION 4: INDOOR FACILITIES

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





Palmerston Lions Clubhouse

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC

**RECOMMENDATION
SECTION 4: INDOOR FACILITIES**

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



Clifford Community Hall - 2 William St. N

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC

**RECOMMENDATION
SECTION 4: INDOOR FACILITIES**

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



Drew Community Hall - 6035 Wellington Road 2

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

VISUAL CONDITION ASSESSMENT:

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

SITE-SPECIFIC

RECOMMENDATIONS SECTION 4: INDOOR FACILITIES

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



RECOMMENDATIONS

SECTION 5: PROGRAMS AND EVENTS



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

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

PROGRAMS AND SERVICES

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

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

PROGRAMS OFFERED BY THE TOWN OF MINTO

Aquatics (Seasonal):

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

Child Care:

- Day Camps and After School programs

Training Certifications:

- Home Alone and Babysitter Programs

Sport Programs:

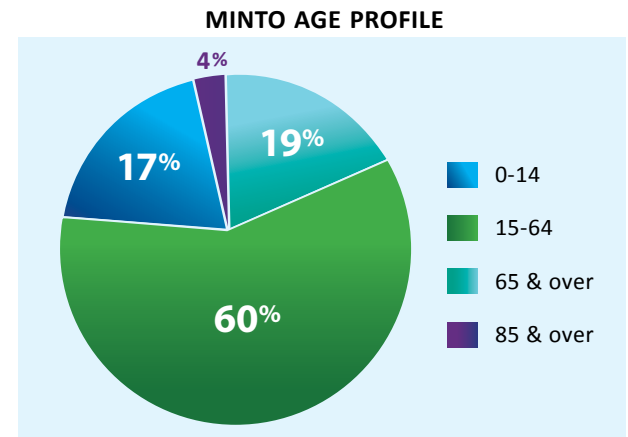
- Ball Hockey League
- Introductory sport programs (grassroots programs): hockey, soccer, volleyball, basketball

Drop-in Programs:

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

IMPACT OF DEMOGRAPHICS

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



RATES AND FEES COMPARISON

Comparison Rating Key:

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

Fees do not include any applicable taxes

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

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

[^] North Perth Prime Time: \$198 for statutory holidays & April bookings

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

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

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

** Centre Wellington: extra guard charges may apply

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

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

[^] Minto: New fee for Heritage Park Pavilion and Canteen

[#] Hanover: Includes kitchen

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

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

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

STRENGTHS:

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

OPPORTUNITIES:

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

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





SPORTS TOURNAMENTS

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

RECOMMENDATIONS

SECTION 5: PROGRAMS AND EVENTS

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



RECOMMENDATIONS SECTION 5: PROGRAMS AND EVENTS

• Staff Recruitment and Training

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

• Data-Driven Decision Making:

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



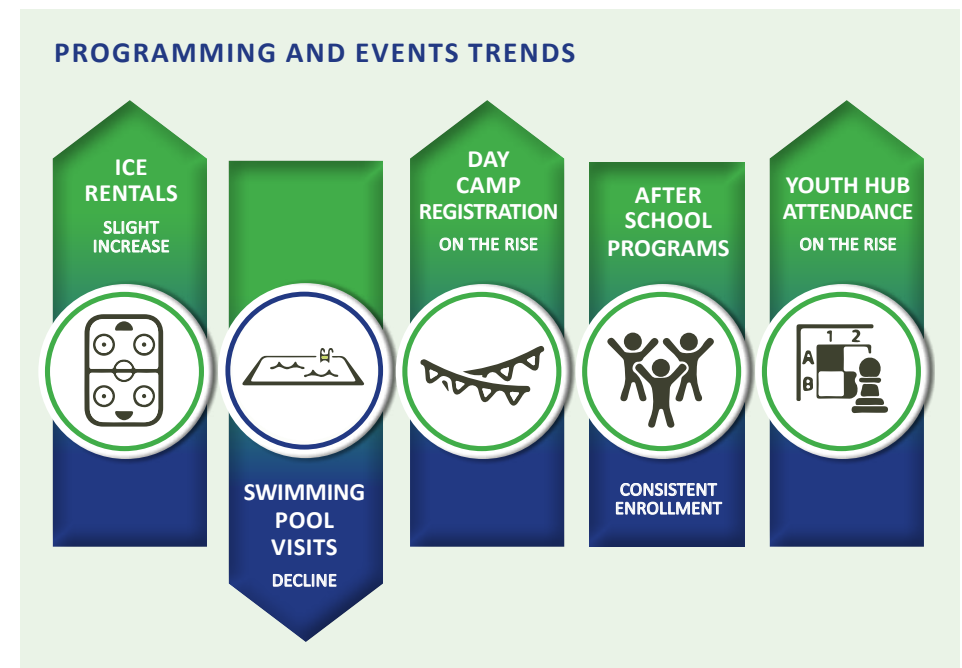


RECOMMENDATIONS
SECTION 5: PROGRAMS AND EVENTS

• **Volunteer Management:**

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

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



RECOMMENDATIONS SUMMARY



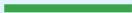







SECTION 1: CORPORATE POLICY

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

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



SECTION 2: FUNDING OF PARKS AND RECREATION

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

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

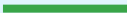











SUGGESTED TIMING	RECOMMENDATION
ONGOING	<p>ACCESSIBILITY</p> <p>Continue to apply annually for the County’s Accessibility fund to assist in implementing accessibility improvements at its recreation and parks facilities and spaces.</p>
SHORT TERM	<p>Undertake an Accessibility Audit of its parks and recreation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

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

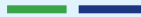


SECTION 3: PARKS AND OPEN SPACES

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

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



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

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



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

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



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

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



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

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



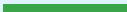

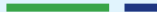


SUGGESTED TIMING	RECOMMENDATION
ADDITIONAL RECOMMENDATIONS	
MID TERM 	WATER BOTTLE FILLING STATIONS Consider installing water filling stations in all major sports facilities/parks.
LONG TERM 	SIGNAGE Implement full signage for all parks with street address for park identification for visitors and emergency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

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



SECTION 4: INDOOR FACILITIES

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

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



SECTION 5: PROGRAMS AND EVENTS

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

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



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

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



SUGGESTED TIMING	RECOMMENDATION
PROGRAMS AND TOURNAMENTS	
ONGOING <hr style="width: 50px; margin-left: 0;"/>	DATA-DRIVEN DECISION MAKING Regularly analyze data to identify trends in registration, areas for improvement, and opportunities for new programs.
ONGOING <hr style="width: 50px; margin-left: 0;"/>	Compare fees with neighbouring municipalities to understand discrepancies and justify adjustments on a percentage basis. Clearly communicate the reasons for fee adjustments and the benefits of enhanced programs and facilities.
SHORT TERM <hr style="width: 50px; margin-left: 0;"/>	Use recreation software to track program attendance, utilization rates, and participant feedback to inform staffing needs and program adjustments.
MID TERM <hr style="width: 50px; margin-left: 0;"/>	Develop a cost recovery model and achievable targets to evaluate the sustainability of programs.

RECOMMENDATIONS – SUGGESTED TIMING			
SHORT TERM 1-3 YEARS <hr style="width: 50px; margin-left: 0;"/>	MID TERM 4-7 YEARS <hr style="width: 50px; margin-left: 0;"/>	LONG TERM +8 YEARS <hr style="width: 50px; margin-left: 0;"/>	ONGOING <hr style="width: 50px; margin-left: 0;"/>

CONCLUSION

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



APPENDIX 1: BACKGROUND AND CORPORATE POLICY

OFFICIAL PLAN

Town of Minto
Projected Growth in Wellington County to 2041

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

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

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

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

Wellington County
Projected Growth in Wellington County to 2041

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

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

6.10.12 Parks and Open Space (p.81)

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

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

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

Such a Master Plan will generally:

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

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

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

12.2 PEDESTRIAN FACILITIES (p.176)

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

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

12.3 CYCLING (p.177)

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

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

13.12 PARKLAND REQUIREMENTS (p. 191)

13.12.1 General

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

13.12.2 Parkland Dedication

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

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

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

13.12.3 Cash-In-Lieu

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

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

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

13.12.4 Other Lands

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

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

13.12.5 Alternative Requirements

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

STRATEGIC PLAN

TOWN OF MINTO | STRATEGIC PLAN

STRATEGIC PLAN



OUR FIVE GOALS



GOAL 1: MANAGE OUR INFRASTRUCTURE

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

GOAL 2: QUALITY OF LIFE

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

GOAL 3: STRONG VIBRANT ECONOMY

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

GOAL 4: INCLUSIVE COMMUNITY

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

GOAL 5: RESPONSIBLE GOVERNMENT

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



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

GOAL 1 – MANAGER OUR INFRASTRUCTURE

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

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

1.3 Caring for our environment.

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

GOAL 2 – QUALITY OF LIFE

2.1 Optimizing programs in our municipal facilities for all.

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

2.2 Supporting our social services.

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

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

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

GOAL 4 - INCLUSIVE COMMUNITY

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

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



4.3 Collaborating with our local community organizations and volunteers.

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

GOAL 5 – RESPONSIBLE GOVERNMENT

5.2 Explore further service efficiencies.

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

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

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

DEVELOPMENT CHARGES BACKGROUND STUDY

5.1.2 Parks and Recreation Services

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

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

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

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

GROWTH RELATED FUNDING

Service: Indoor Recreation Facilities
Unit Measure: ft² of building area

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

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

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

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



Inventory of Parks and Recreation – Outdoor Facilities

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

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

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

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

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

Operating and Capital Expenditure Impacts for Future Capital Expenditures

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

ASSET MANAGEMENT PLAN (2019-2024)

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

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

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

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

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

Estimated and Forecasted Impact of Proposed Measures

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

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

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

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

WELLINGTON COUNTY MULTI-YEAR ACCESSIBILITY PLAN (2022)

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

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

SUMMARY OF FINDINGS

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

APPENDIX 2: NATIONAL & PROVINCIAL POLICY CONTEXT

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

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

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

FRAMEWORK FOR RECREATION IN CANADA: PATHWAYS TO WELLBEING

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

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

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

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

THE 5 OVERARCHING GOALS OF THE FRAMEWORK ARE:

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

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

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

CANADIAN SPORT POLICY CANADIAN SPORT POLICY 2012

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

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

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

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

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

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

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

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

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

PARKS FOR ALL

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

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

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

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

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

AODA: DESIGN OF PUBLIC SPACES

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

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

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

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

APPENDIX 3: COMMUNITY SPORT GROUP SURVEY RESULTS

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

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

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

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

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

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

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