



## MUNICIPALITY OF MORRIS-TURNBERRY

### COUNCIL AGENDA

Tuesday, June 2, 2026, 7:30 pm

The Council of the Municipality of Morris-Turnberry will meet in Council Chambers in regular session on June 2, 2026, at 7:30 pm.

#### 1.0 **CALL TO ORDER**

Disclosure of recording equipment.

#### 2.0 **ADOPTION OF AGENDA**

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of June 2, 2026, as presented.*

~

#### 3.0 **DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST**

#### 4.0 **MINUTES**

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby adopts the May 19, 2026, Council Meeting Minutes as written.*

~

#### 5.0 **ACCOUNTS**

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby approves payment of the list of accounts as presented.*

~

#### 6.0 **PUBLIC MEETINGS AND DEPUTATIONS**

##### 6.1 DEPUTATIONS

##### 6.1.1 Huron Hospice

Willy Van Klooster, Executive Director of Huron Hospice, has requested the opportunity to address Council regarding advocacy to secure funding for already constructed new beds at Huron Hospice through an appeal to the Minister of Health and being with Ministry of Health officials at the AMO conference.

6.2 PUBLIC MEETINGS

6.2.1 Meeting To Consider Engineer’s Report – Latronica Municipal Drain

6.2.1.1 Extension of time for filing report

*Moved by ~  
Seconded by ~*

*WHEREAS Section 39 of the Drainage Act requires that the engineer shall file a report within one year after the appointment of the engineer,*

*AND WHEREAS Headway Engineering was appointed to prepare a report for the Latroncia Municipal Drain on August 13, 2024, and filed said report on May 20, 2026, exceeding the prescribed time for filing;*

*AND WHEREAS the time for filing may be extended before or after the expiry of the one-year period by resolution of the council of the municipality,*

*NOW THEREFORE the Council of the Municipality of Morris-Turnberry hereby extends the one-year period and accepts the submission of the engineer’s report for the Latronica Municipal Drain.*

~

6.2.1.2 Engineer’s Report

Project Coordinator Michel Terzian will attend to present the Engineer’s report to Council and those in attendance.

6.2.1.3 Questions and Comments

- Landowners in attendance
- Council

6.2.1.4 Consideration of Provisional By-Law

*Moved by ~  
Seconded by ~*

*THAT leave be given to introduce By-Law # 30-2026, being a by-law to provisionally adopt the engineer’s report for the Latronica Drain 2024, and that it now be read a first and second time this 2<sup>nd</sup> day of June 2026.*

~

6.2.1.5 Date of Court of Revision and instruction to Tender.

*Moved by ~  
Seconded by ~*

*THAT the Court of Revision for the Latronica Municipal Drain 2026 be set for July 7<sup>th</sup>, 2026 at 7:30 pm and the project be tendered with results to be presented on August 11<sup>th</sup>, 2026, pending no appeals.*

~

**7.0 STAFF REPORTS**

None.

## **8.0 BUSINESS**

### 8.1 GRASBY MUNICIPAL DRAIN REQUEST FOR IMPROVEMENT

A report has been prepared by Drainage Superintendent Kirk Livingston in this regard.

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris Turnberry hereby receives the Notice of Request for Drain Improvement for the Grasby Municipal Drain, as described in the request submitted by Paul Fear of Morris Acres Incorporated under Section 78(1) of the Drainage Act;*

*AND FURTHER, THAT Council supports proceeding with the drainage works and instructs the Clerk to send the notice required under Section 78(2) of the Drainage Act to the Maitland Valley Conservation Authority, the Ontario Ministry of Agriculture Food and Agri-business, and parties who requested the improvement under Section 78(1).*

*AND FURTHER THAT the request submitted for Drain Improvement to the Grasby Municipal Drain for 40318 Cranbrook Road, being Concession 6, South Part Lot 3, be accepted under Section 78 of the Drainage Act and that Headway Engineering be appointed to prepare a Minor Improvement report.*

~

## **9.0 COUNCIL REPORTS**

Kevin Freiburger

Jamie McCallum

Sharen Zinn

Jodi Snell

Jamie Heffer

## **10.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION**

- 10.1 Newsletter - Ausable Bayfield Maitland Valley Drinking Water Source Protection Region May 2026
- 10.2 Monthly Report – North Huron Fire – April 2026
- 10.3 Minutes – Maitland Valley Conservation Authority Members Meeting – April 15, 2026
- 10.4 Minutes – Huron OPP Detachment Board – March 23, 2026
- 10.5 Minutes – Belmore Arena Board Meeting – March 16, 2026
- 10.6 Minutes – Belmore Arena Board Meeting – April 20, 2026
- 10.7 Board Meeting Highlights – AMDSB – May 26, 2026
- 10.8 Outstanding Action Items

## **11.0 ITEMS FOR A FUTURE AGENDA**

## **12.0 BY-LAWS AND AGREEMENTS**

### 12.1 ENCROACHMENT BY-LAW

At the April 21<sup>st</sup> meeting, Council directed staff to return a by-law to regulate the use and occupation of Municipal Lands and Highways, following a legal review. The review is complete, and no changes were required. One change was made by staff, being the addition of discharge of agricultural drainage to prohibited uses. By-law 31-2026 is provided here for consideration.

Moved by ~  
Seconded by ~

*THAT leave be given to introduce By-Law 31-2026, being a by-law to return a by-law to regulate the use and occupation of Municipal Lands and Highways, and that it now be read severally a first, second, and third time, and finally passed.*

~

**13.0 CLOSED SESSION**

13.1 Enter closed session.

Moved by ~  
Seconded by ~

*THAT the Council of the Municipality of Morris-Turnberry enter a closed session at \_\_\_ p.m., with the CAO/Clerk remaining in attendance, for the purpose of discussing confidential matters pursuant to the following sections of the Municipal Act:*

- a) *Section 239 (2) (b) regarding personal matters about an identifiable individual;*

~

13.2 Return to open session.

Moved by ~  
Seconded by ~

*THAT the Council of the Municipality of Morris-Turnberry rise from a closed session at \_\_\_ p.m.*

~

13.3 Report and Action from Closed Session.

**14.0 CONFIRMING BY-LAW**

Moved by ~  
Seconded by ~

*THAT leave be given to introduce By-Law 32-2026, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on June 2, 2026, and that it now be read severally a first, second, and third time, and finally passed.*

~

**15.0 ADJOURNMENT**

Moved by ~  
Seconded by ~

*THAT the Council of the Municipality of Morris-Turnberry does now adjourn at \_\_\_\_ pm.*

~

**NEXT MEETINGS:**

- Regular Meeting of Council – Tuesday, June 16, 2026, 7:30 pm
- Regular Meeting of Council – Tuesday, July 7, 2026, 7:30 pm



## 5.0 ACCOUNTS

*Motion 98-2026*

*Moved by Sharen Zinn  
Seconded by Jamie McCallum*

*THAT the Council of the Municipality of Morris-Turnberry hereby approves payment of the list of accounts as presented.*

*Carried.*

## 6.0 PUBLIC MEETINGS AND DEPUTATIONS

None.

## 7.0 STAFF REPORTS

### 7.1 TREASURER

#### 7.1.1 Energy Consumption and Greenhouse Gas Emission Report

A report prepared by Treasurer Sean Brophy in this regard was provided for the information of Council.

## 8.0 BUSINESS

### 8.1 CONSERVATION AUTHORITY CONSOLIDATION RESOLUTION

At the May 5<sup>th</sup> meeting, Council directed staff to draft a resolution outlining the Municipality's position on the proposed consolidation of Conservation Authorities. A draft resolution has been included for the consideration of Council.

Freiburger confirmed that the resolution captures the points he intended. There was a consensus of Council

*Motion 99-2026*

*Moved by Kevin Freiburger  
Seconded by Sharen Zinn*

*Whereas the Province of Ontario has announced its intention to consolidate Ontario's 36 Conservation Authorities into 9 large regional entities;*

*And whereas this Council, municipalities, and Conservation Authorities across Ontario have expressed significant concerns regarding the proposed consolidation, including the absence of a demonstrated business case and a lack of evidence that consolidation will improve service delivery, efficiency, or environmental outcomes;*

*And whereas Conservation Authorities in Ontario were established on a watershed basis to provide locally informed, science-based management of natural resources, flooding, and erosion hazards;*

*And whereas the proposed consolidation will combine watersheds with significantly different characteristics, land uses, and environmental pressures into large regional entities, undermining the effectiveness of watershed-based decision-making;*

*And whereas Conservation Authorities play a critical role in protecting public safety through the regulation of development in areas prone to flooding and erosion, and weakening locally informed decision-making will increase risks to life and property; And whereas the proposed governance model will reduce local municipal representation and diminish the voice of rural municipalities in decisions affecting their communities and watersheds;*

*And whereas there is broad concern among municipalities that the proposed changes do not reflect local priorities, knowledge, or the established partnership model between municipalities and the Province;*

*And whereas municipalities fund the majority of Conservation Authority operations, with provincial contributions generally representing only a small percentage ranging from approximately 2 to 8 percent, and therefore municipalities have a direct and substantial interest in the governance, structure, effectiveness, and long-term sustainability of the watershed-based Conservation Authority system;*

*And whereas the Province of Ontario is advancing significant structural changes to the Conservation Authority system unilaterally, despite its limited contribution to Conservation Authority operational funding and without meaningful consultation or support from the municipalities that bear primary responsibility for funding these essential local services;*

*Now therefore be it resolved that the Council of the Corporation of the Municipality of Morris-Turnberry strongly opposes the consolidation of Conservation Authorities in Ontario; and,*

*That Council affirms that locally governed, watershed-based Conservation Authorities remain the most effective model for protecting natural resources, managing natural hazards, and supporting safe, sustainable development in Ontario; and,*

*That Council calls upon the Province of Ontario to immediately halt the proposed consolidation process and recommit to strengthening the existing watershed-based Conservation Authority system, including through the provision of appropriate provincial funding, enhanced municipal collaboration and support, and improved communication and coordination among Conservation Authorities to advance more efficient permitting and greater standardization of systems and processes; and,*

*That if the Province proceeds with the consolidation without addressing the concerns of municipalities, Council will direct staff to review all available options with respect to the potential withholding or reallocation of municipal funding to any restructured regional Conservation Authority model; and,*

*That this resolution be circulated to the Office of the Premier of Ontario, the Honourable Minister of the Environment, Conservation and Parks, the Maitland Valley Conservation Authority, the Saugeen Valley Conservation Authority, the Honourable Lisa Thompson, the Association of Municipalities of Ontario, Minister of the Environment, Climate Change and Nature, Member of Parliament Ben Lobb, and all Ontario municipalities for their consideration and support.*

*Carried.*

## **9.0 COUNCIL REPORTS**

Kevin Freiburger

May 6<sup>th</sup> attended a meeting of the Bluevale Community Committee.

Jamie McCallum

None.

Sharen Zinn

None.

Jodi Snell

None.

Jamie Heffer

May 15<sup>th</sup> attended an event at the municipal office to receive the Community Emergency Preparedness Grant funds from Lisa Thompson.

**10.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION**

- 10.1 Correspondence – Temporary Restrictions on Conservation Authorities – Minister of the Environment, Conservation and Parks
- 10.2 Minutes – Bluevale Community Committee – May 6<sup>th</sup>, 2026
- 10.3 Monthly Report – Belgrave Water – April 2026
- 10.4 Monthly Report – Huron East Fire – April 2026
- 10.5 Outstanding Action Items

**11.0 ITEMS FOR A FUTURE AGENDA**

None.

**12.0 BY-LAWS AND AGREEMENTS**

- 12.1 MVCA SERVICE AND PROGRAM AGREEMENT

*Motion 100-2026*

*Moved by Jamie McCallum  
Seconded by Jodi Snell*

*THAT leave be given to introduce By-Law 28-2026, being a by-law to authorize the Mayor and Clerk to execute and affix the Corporate Seal to an agreement between the Municipality of Morris-Turnberry and the Maitland Valley Conservation Authority, and that it now be read severally a first, second, and third time, and finally passed.*

*Carried.*

**13.0 CLOSED SESSION**

None.

**14.0 CONFIRMING BY-LAW**

*Motion 101-2026*

*Moved by Kevin Freiburger  
Seconded by Jamie McCallum*

*THAT leave be given to introduce By-Law 29-2026, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on May 19, 2026, and that it now be read severally a first, second, and third time, and finally passed.*

*Carried.*

**15.0 ADJOURNMENT**

*Motion 102-2026*

*Moved by Sharen Zinn  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 7:41pm.*

*Carried.*

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, June 2, 2026, 7:30 pm  
Regular Meeting of Council – Tuesday, June 16, 2026, 7:30 pm

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Mayor, Jamie Heffer

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Clerk, Trevor Hallam

**Municipality of Morris-Turnberry  
Account List for**

June 2 2026

**General**

Hydro One	Morris Office	360.30
Bell Canada	Morris Office	499.91
Bell Canada	Emergency Lines	130.79
Bell Mobility	Cell Phone	87.22
Huron Clean	Office Cleaning	411.68
Orkin Canada	Pest Control	145.21
Township of North Huron	April Fire Calls	4,217.23
Township of North Huron	Water Billings	4,816.15
Infrastructure Ontario	Belgrave Development Debenture Payment	32,504.52
County of Huron	2026 Q2 Levy	810,221.00
Avon-Maitland District School Board	2026 Q2 Education Levy	271,495.74
Huron-Perth Separate School Board	2026 Q2 Education Levy	41,907.96
Minister of Finance	EHT - May 2026	880.86
WSIB	WSIB - May 2026	1,298.75

**Payroll**

May 20 2026	Payroll	24,201.75
	Expenses	276.12
Council Pay	Payroll - June 3 2026	4,163.20
	Receiver General	432.46

**General Total** 1,198,050.85

**Building Department**

Bell Mobility	Cell Phone	60.61
Leslie motors	Vehicle Maintenance	263.92
Property Owner	Return Permit Deposit	69.28
Minister of Finance	EHT - May 2026	176.76
WSIB	WSIB - May 2026	285.53

**Payroll**

May 20 2026	Payroll	5,399.46
	Expenses	66.56

**Building Department Total** 6,322.12

**Property Standards**

**Property Standards Total** -

**Drainage**

Doug Vincent		1,192.00
Maitland Valley Conservation	Bolt Municipal Drain	205.00
Streamline Engineering Inc.	Bolt Municipal Drain	31,886.57
Headway Engineering	Latronica Municipal Drain	15,555.63

**Drainage Total** 48,839.20

**Parks & Cemeteries**

**Parks & Cemeteries Total** -

**Belgrave Water**

Hydro One	Belgrave Water	1,563.61
Hydro One	Humphrey Well	70.30
Bell Canada	Belgrave Water	177.05
Rogers	Belgrave Water & Humphrey Well	180.78
Veolia Water	April Operations	8,187.77

**Belgrave Water Total** 10,179.51

**Landfill**

Bell Mobility	Cell Phone	8.91
Hydro One	Morris Landfill	498.86
MGM Townsend Tire	Repair for 01-12 Tractor	342.39
Huron-Perth Rust Control	Weigh Scale Maintenance	931.12

**Landfill Total** 1,781.28

**Roads**

Hydro One	Morris Shop	180.15
Bell Canada	Morris Shop	249.95
Bell Canada	Turnberry Shop	130.79
Bell Mobility	Cell Phones	59.05
Enbridge	Turnberry Shop	179.02
Hodgins Building Centre	Shop Supplies	74.86
Schmidt's Power Equipment	Chainsaw Supplies	38.96
Steffens Auto Supply	Shop Supplies, Parts for 19-19 Busher & 19-06 Grader	517.96
Maitland Welding & Machining	Parts for 09-02 Grader	27.80
Lynn Hoy Enterprises	Repair for Water Tank	119.76
Joe Kerr Ltd	Gravel	519,597.49
Pollard Distribution Inc.	Dust Control	56,473.20
Cedar Signs Inc	Emergency Road Closed Trailers	19,854.54
Minister of Finance	EHT - May 2026	1,020.45
WSIB	WSIB - May 2026	1,648.42

**Payroll**

May 20 2026	Payroll	31,577.49
	Expenses	302.05

**Roads Total** 632,051.94

**Account Total** 1,897,224.90

**Approved By Council:**

June 2 2026

\_\_\_\_\_  
Mayor - Jamie Heffer

\_\_\_\_\_  
Treasurer- Sean Brophy

**From:** [no-reply@mg.morristurnberry.ca](mailto:no-reply@mg.morristurnberry.ca) on behalf of [Municipality of Morris-Turnberry](#)  
**To:** [Trevor Hallam](#)  
**Subject:** "Council and Committee Delegation Request Form" Form Submission  
**Date:** Monday, May 4, 2026 1:36:17 PM

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Form: Council and Committee Delegation Request Form

URL: <https://morristurnberry.ca/council-and-committee-delegation-request-form>

**Requested Date of Meeting:** June 9, 2026

**Name of Person(s) making presentation:** Willy Van Klooster

**Group./ Organization Delegation Represents:** Huron Hospice

**Full Mailing Address of Delegation (s):** 98 Shipley Street,

**Telephone Number:** [REDACTED]

**Email Address:** [willy.vanklooster@huronhospice.ca](mailto:willy.vanklooster@huronhospice.ca)

**General Nature of Delegation:** We will request assistance from the Morris Turnberry Council to secure provincial operational funding for the new bedrooms at Huron Hospice Bender House. We will ask to attend the AMO Conference with officials from Huron County municipalities. When we attend the AMO Conference, we will present our case to senior officials for funding for two additional bedrooms. We will present the steps we have taken over more than five years to secure funding, including receiving provincial approval to build the new bedrooms.

**Please indicate the Action/Decision being requested by Council:** We will ask Council to help secure funding for already constructed new beds at Huron Hospice by writing a letter of support to the Minister of Health and by securing meetings with senior Ministry of Health officials at the annual AMO conference to discuss the critical bed-funding issue at Huron Hospice.

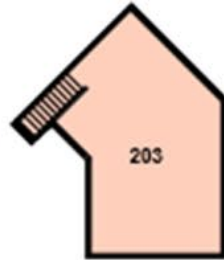
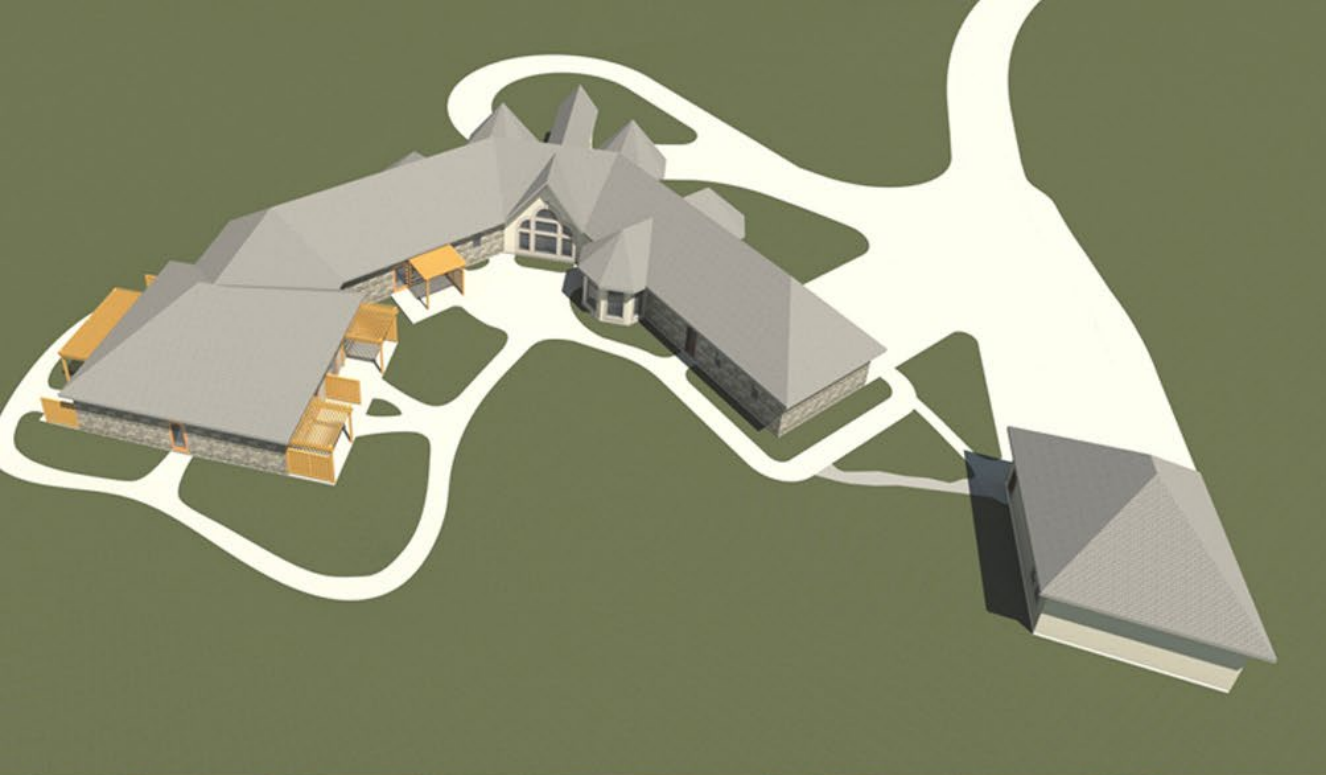
Huron Hospice Presentation To  
Morris-Turnberry Municipal Council  
June 2, 2026



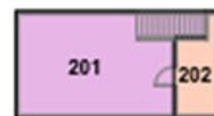
# Our Ask Today

- 1) A letter signed by the mayor to The Honourable Sylvia Jones, Minister of Health, asking her to fund and open two beds at Huron Hospice which have been closed for 18 months.
- 2) That Morris-Turnberry Councillors attending the AMO this year advocate with Ministry of Health representatives to fund and open the two beds at Huron Hospice. If the beds are funded and open by August, to thank MOH representatives.





SECOND FLOOR OVER  
STORAGE ROOM 121



SECOND FLOOR OVER  
PROGRAMMING 112



# The Problem With The Four-Bed Hospice Model

- There is a reason why there are only 2 four-bed hospices in Ontario
- Hospice Palliative Care Ontario is on record with the government that 4-bed hospices are not sustainable
- Not enough time given by the Ministry of Health to open as a six-bed in 2018
- Money provided by MOH to have architectural drawings for a 6-bed hospice completed before the 4-bed opened in May 2018



# Gifts of \$10,000 Or More To The Capital Campaign

Ontario Health

Town of Goderich

Municipality of Bluewater

Bayfield Community Group

Bruce Power

Tuckersmith Communications

Goderich Rotary Club

Usborne & Hibbert Mutual Insurance

Howick Mutual Insurance

Allan Avis Architects

Allen Ische & Nancy Arthur-Ische

McGavin Farm Equipment

Nancy and Kevin Kale

Margaret Roney & Family



# Gifts of \$10,000 Or More To The Capital Campaign

Maple Leaf Chapter IODE Goderich

Don & Linda Edward

Bryan & Lynda Vincent

Catherine & Michael Strickland

Estate of Jim Shanahan

Diane Aitken

Unifor Local 16-0

Daryl Ball

Estate of Doris Stanworth

Janmaat Family

JP Bickell Foundation

Orr Insurance

Mary and Harold Smith

Estate of Rita Coombs

Two Anonymous Gifts

David and Susan Bender



# A Short Chronology Of Events

- ✓ **January 2020:** First inquiry by Huron Hospice to Ministry of Health asking about the process to expand hospice from 4 to 6 beds in terms of capital and operating.
- ✓ **March 2020:** Capital campaign launched.
- ✓ **August 2020-August 2022:** Attended 3 meetings with ministry officials in which they indicated they could not approve capital funding to expand to six beds without first approving operating funding for the additional 2 beds. During this time Huron Hospice was directed by the capital division of the MOH to various branches of the ministry for the operating funds. Each branch said they were not responsible for this.
- ✓ **Early 2023:** The ministry had approved the 3 required steps in the capital approval process without following their policy of first approving operating funds. The Huron Hospice documents included 15 references to a 6-bed (not 4-bed) hospice and included completed drawings for a 6-bed hospice.



# A Short Chronology Of Events

- ▶ **May 2023:** Provincial direction was given to proceed with the capital expansion. With respect to the operating funds for the 2 beds, direction was given to obtain 2 letters of recommendation from local officials. A letter of recommendation was received from the Huron Perth Area Ontario Health Team. The letter from the West Region system planners, though requested, was not received (no letter was provided by them either recommending or not recommending funding).
- ▶ **Mid 2024 - mid 2025:** Huron Hospice was requested to maintain an average occupancy of 80% over 12 months to demonstrate need, after which the operating funding for the two beds would be considered. Occupancy over those 12 months was 79.9%. The operating funding was not provided. Over the past 18 months, occupancy has been 82%.
- ▶ **August 2024:** The ministry invited us to apply for 2 beds from the new 84 hospice beds announced in that year's provincial budget. We applied and were not funded.
- ▶ **Mid 2025:** The ministry informed us we can apply for operating funds for the 2 beds when the next round of hospice bed funding opens (based on historical trends, that is likely to be between 3 and 8 years).



# Consistent Support From Our MPP



# Summary And Current Situation

- ❑ 6 years of using regular channels.
- ❑ 14 meetings with ministry officials and several letters from the Huron Hospice board to ministry officials.
- ❑ Huron Hospice has acted in good faith by following every direction and recommendation from the ministry to obtain operating funding.
- ❑ In our view the Ministry of Health did not follow their policy of approving operating funds before approving capital funds.
- ❑ We have now turned away 74 people in the 20 months the beds have been closed because our 4 beds are full (the average number of people who die at HH each year is 45).
- ❑ Huron Hospice has the 6<sup>th</sup> highest rating (83% pre-admission death rate) of hospices in Ontario for those who die elsewhere when they wanted to die at Huron Hospice.
- ❑ Hospice beds cost less than half a hospital bed and hospital beds are often taken by someone who would prefer to die at the hospice.



# Moving Beyond Regular Channels After 6 Years



- ❑ Since early January 155 letters have been written by family members of those who have died at the hospice, donors, volunteers, community partners and others to Minister Jones asking her to fund the beds.
- ❑ These letters have been personal and compelling.
- ❑ We are not aware of anyone having received a response from the Minister of Health's office (including the Board of Directors who wrote first).
- ❑ The Huron Hospice board has now determined the next strategies we are using in the coming weeks and months.

## Our Request Today

1) A letter signed by the mayor to The Honourable Sylvia Jones, Minister of Health, asking her to fund and open two beds at Huron Hospice which have been closed for 18 months.

2) That Morris-Turberry Councillors attending the AMO this year advocate with Ministry of Health representatives to fund and open the two beds at Huron Hospice. If the beds are funded and open by August, to thank MOH representatives.



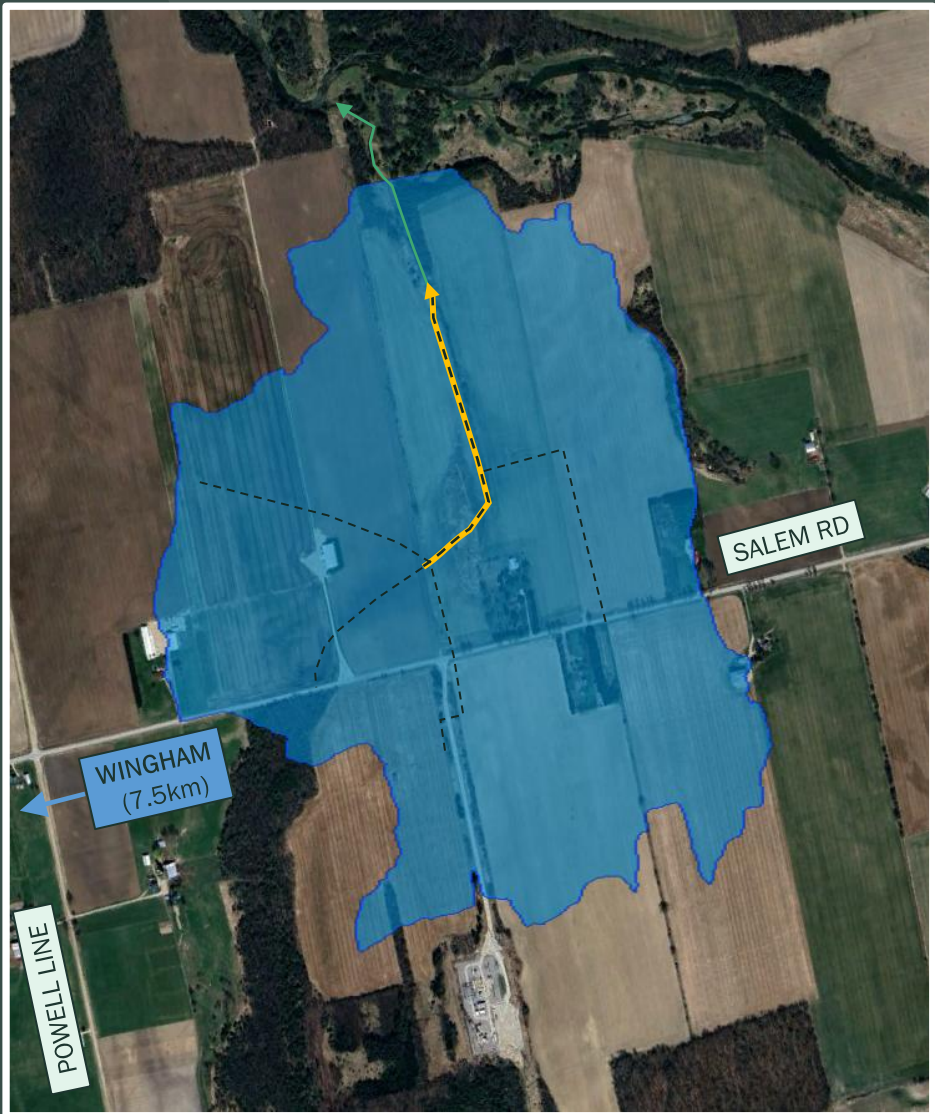




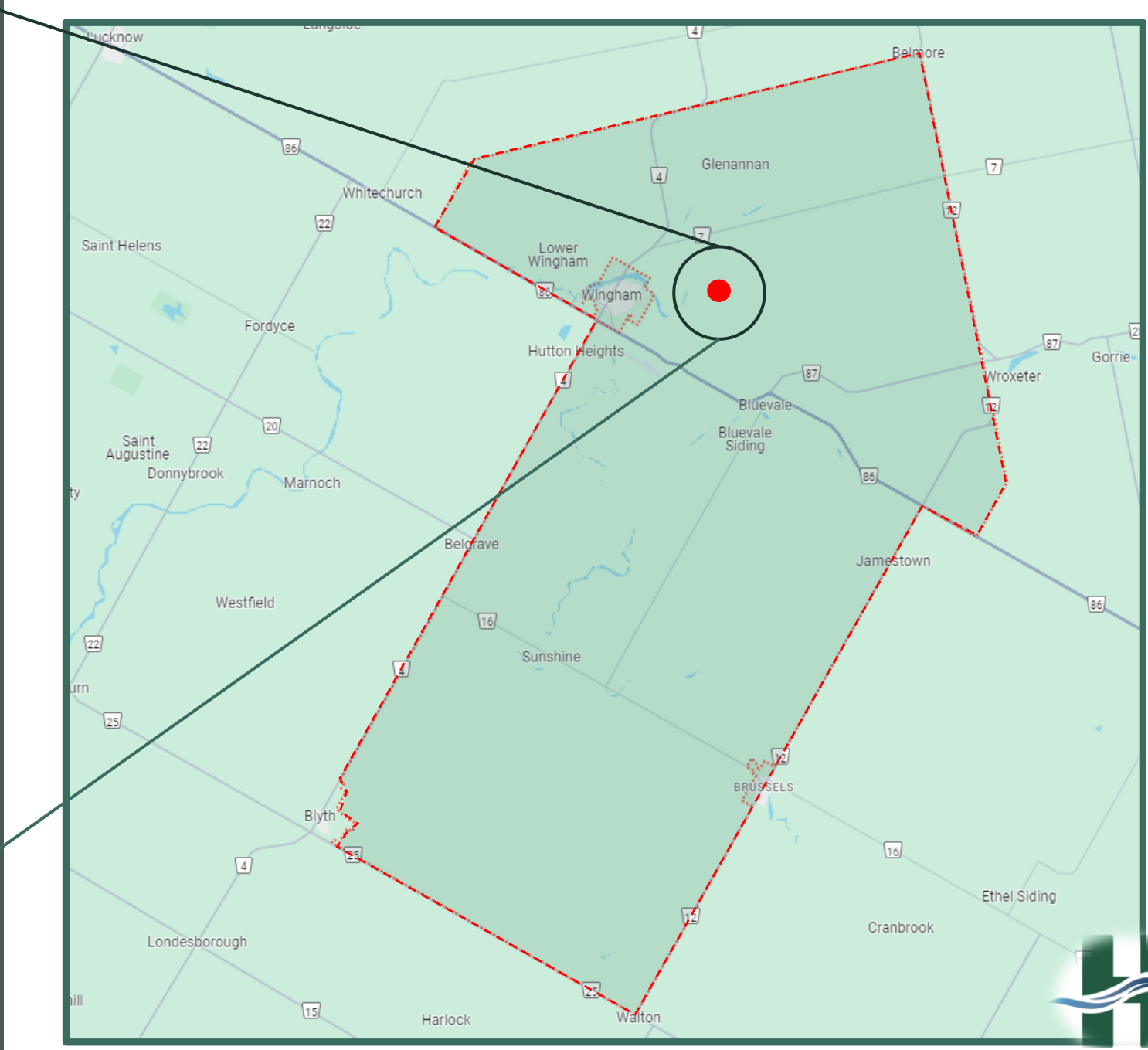
# Latronica Municipal Drain

Consideration of Report

June 2, 2026



# Project Location



# Authority

- Headway Engineering was appointed under Section 78 of the Drainage Act at the August 13, 2024, Council Meeting, for improvements to the Latronica Municipal Drain

# Public Engagements

Onsite Meeting  
October 10, 2024

Information Meeting  
December 16, 2025



# Findings

- Latronica Drain was originally constructed under a report prepared by S.W. Archibald, dated April 19, 1930. (Main Drain open and closed)
- A report prepared by E.W. Shifflett, dated April 9, 1973, authorized the construction of:
  - Main Open
  - Main Closed
  - A Drain, B Drain & C Drain
  - **There have been no requests for improvements to the other closed drains.**
- Outlet into natural watercourse before entering the Maitland River.
- Significant bank slumping and erosion in several areas of the existing ditch.
- Main Drain (closed) from where A & C Drains enter, is not of sufficient size, depth and condition to drain surrounding lands to today's standards of drainage.
- The Department of Fisheries & Oceans requires an Authorization under the Fisheries Act for the proposed enclosure which is to include offsetting measures for the destruction of fish habitat.
- The watershed area is approximately 114.5 ha (283 acres).
  - Consists of Agricultural Lands, woodlots, roads, residences/built up areas





Existing outlet pipe (erosion)

Photos





Existing open ditch



# Photos





Existing Main Drain CB

Photos



# Recommendations

- Approximately 482 metres of the existing open ditch be enclosed and a new tile drainage system be installed on the west side of the existing open ditch.
- Approximately 325 metres of the existing open ditch be cleaned out/deepened.
- Approximately 207 metres of the Main Drain (Closed) be replaced with a new tile drainage system (400mm dia. to 750mm dia. concrete tile and HDPE pipe).
- Offsetting measures for DFO authorization include five rip-rap lined riffle features along the open ditch and the planting of 100 trees on the east side of the existing ditch
- The new drainage system be designed using a 38mm (1.5") per 24 hours Drainage Coefficient design standard





**Tile Installation by means of Wheel Machine**

**Photos**





Typical Plunge Pool



Typical Riffle

Photos





Enclosed Open Ditch

Photos



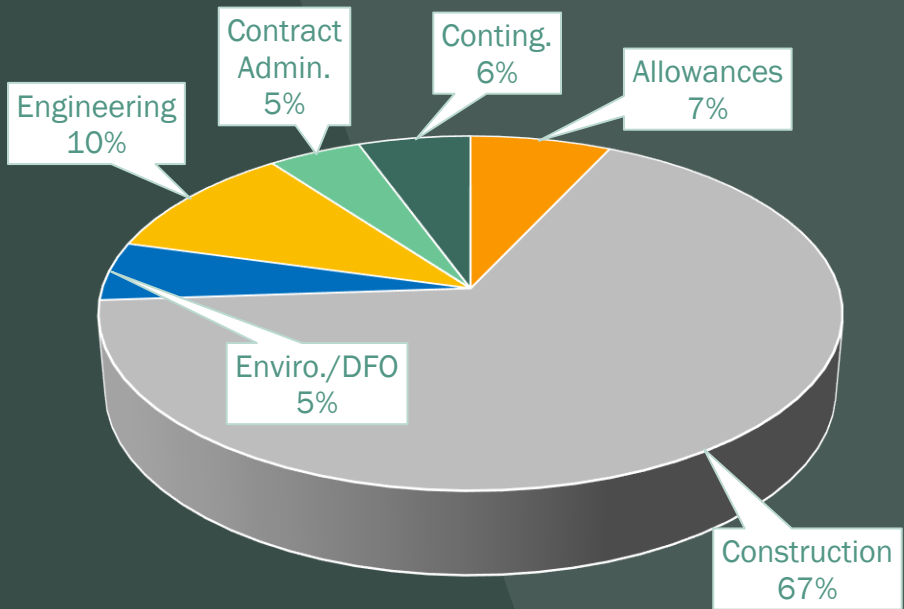


**Working Corridor After Completion**

Photos



# Estimated Project Costs



Allowances



Construction Costs (including Provisional items)



Meetings/Correspondence, Survey, Design, Cost Estimates, Reporting, etc.



Environmental Consultations/Approvals/DFO Offsetting



Contract Documents, Administration, Supervision & Inspection



Contingencies, Interest & NET HST



**Total Estimated Costs: \$376,800**



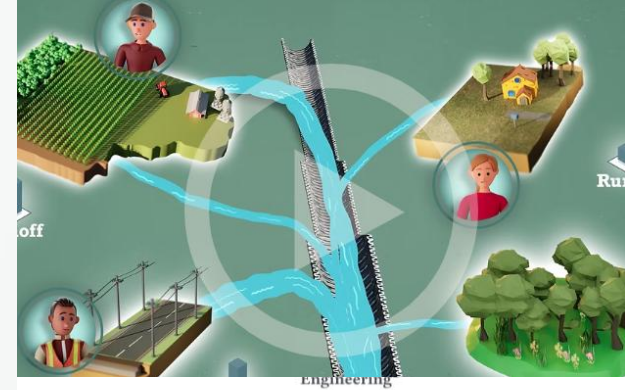
# Exploring the Drainage Act



01

## Introduction to the Drainage Act

If you're curious about the Drainage Act and how it can help in certain situations, then check out this video. It provides an introduction to the Act and covers its capabilities. In the video, you'll learn about several common situations where the Drainage Act may be needed. This high-level overview is a great starting point for anyone interested in learning more about the Act and its potential benefits.



Loading...

### Generating Map of Drainville



03

### The Vital Role of the Landowner

This informative video sheds light on the "Role of the Landowner" in a Drainage Act project. It not only emphasizes the importance of a Landowner's involvement in ensuring the success of such projects but also highlights key points during the project and what Landowners can expect. Additionally, the video emphasizes the significance of public participation in the process. We invite you to watch and learn more about this crucial role.

Additional Materials



<https://www.headwayeng.ca/educationcentre>



# Questions





# Latronica Municipal Drain

April 30, 2026

Prepared for:



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Kitchener, Ontario

April 30, 2026

To the Mayor and Members of Council:

**Re: Latronica Municipal Drain  
Municipality of Morris-Turnberry  
Our Reference No. MT-006**

Headway Engineering is pleased to provide its report for the **Latronica Municipal Drain** in the Municipality of Morris-Turnberry, County of Huron.

The preparation of this report was authorized by a resolution of the Council of the Municipality of Morris-Turnberry on August 13, 2024, per Section 78 of the Drainage Act.

The primary objective of this report is to enclose approximately 482 metres of existing open ditch on the Latronica Drain, that has been susceptible to erosion and slumping of the side-slopes, especially in the upper reaches of the ditch, and install a new tile drainage system designed to today's standards of drainage.

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

Municipal Lands	\$ 2,839
Privately Owned Non-Agricultural	\$ 23,825
Privately Owned Agricultural	\$350,136
<b>Total Estimated Assessments</b>	<b>\$376,800</b>

Yours truly,

Stephen Brickman, P.Eng.  
*Project Engineer and Manager*

Michel Terzian, B.Eng.  
*Project Coordinator*  
**HEADWAY ENGINEERING**

SB/





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## REPORT

### 1.0 INTRODUCTION AND LOCATION

The Council of the Municipality of Morris-Turnberry has appointed Headway Engineering to investigate a request for improvements to the Latronica Municipal Drain.

The project is located in the north part the Municipality, approximately 7km east of Wingham, on Salem Road between Powell Line and Kieffer Line.

The project services parts of Lots 7 to 9, Concession 6, and parts of Lots 7 to 10, Concession 7, in the Municipality of Morris-Turnberry, Turnberry Ward.

The Drainage Area comprises approximately 114.48 hectares, and land uses within the watershed consists mainly of agricultural lands, with parts being woodlots, roads and built up residential.

The current outlet for the Latronica Drain is into an existing channel that enters the Maitland River in the south-west part of Lot 8, Concession 8.

The attached Plans, Profiles, and Details; Drawing Numbers 1 to 4, and Specifications form part of this report. They show and describe in detail the location and extent of the work to be completed and the lands and roads which are affected.

### 2.0 AUTHORIZATION

Authority to prepare this report was obtained by a resolution of the Council of the Municipality of Morris-Turnberry at the August 13, 2024, meeting to appoint Headway Engineering to prepare an Engineer's Report under Section 78 of the Drainage Act.

### 3.0 DRAINAGE HISTORY

The historical records revealed two reports have been prepared which authorized drainage works on the Latronica Drain.

The earliest known report was for the construction of the Latronica Award Drain, completed by S.W. Archibald, O.L.S., dated April 19, 1930. The report authorized the construction of approximately 900 feet of open ditch, and the installation of approximately 2,279 feet of 6 inch to 14-inch diameter pipe (150mm to 350mm).

The open drain commenced in an overflow channel of the Maitland River in the north part of Lot 8, Concession 7, and proceeded upstream in a southerly direction for approximately 900 feet. The closed drainage system was installed from an outlet into the open ditch and proceeded upstream in a southerly direction to the north road limit of Salem Road.

The Latronica Drainage Works report, prepared by E.W. Shifflett, P.Eng., of Gamsby & Mannerow, dated April 9, 1973, authorized the extension of the existing open ditch from 900 feet to 2,200 feet; the improvement included the upstream extension of the Main Drain (Closed) and the construction of three new branch drains, 'A' Drain, 'B' Drain, and 'C' Drain.



- Main Drain (Closed) consisted of approximately 1,766 feet of 8 inch to 15-inch diameter pipe.
- 'A' Drain consisted of approximately 1,504 feet of 6 inch to 8-inch diameter pipe.
- 'B' Drain consisted of approximately 1,613 feet of 6 inch to 10-inch diameter pipe.
- 'C' Drain consisted of approximately 1,320 feet of 6 inch to 8-inch diameter pipe.

It is unknown whether the 1930 tile drain was destroyed during the extension of the open ditch; it may remain beneath the existing ditch bed.

The table below summarizes all documented historical works identified to date.

<b>Date</b>	<b>Report</b>	<b>Notes (Based on Available Records)</b>
April 19, 1930	S.W. Archibald, O.L.S. – Award Drain Report	First documented construction of the Latronica Drain (as an Award Drain)
April 9, 1973	E.W. Shifflett, P.Eng – Drainage Act Report	First documented construction of the Latronica Municipal Drain, included improvements to the open and closed portions of the award drain and construction of three new branch drains (A, B and C).

Table 1 - Summary of Previous Engineering Reports

#### 4.0 MEETINGS AND ENGAGEMENTS

A series of statutory, technical and stakeholder meetings and engagements have been held throughout the development of this report. These engagements involved landowners, municipal staff, regulatory authorities and Hydro One. The key engagements are summarized in Table 2.

<b>Date</b>	<b>Meeting/Engagement Description</b>	<b>Summary</b>
July 15, 2024	Request for Improvement filed with Municipality	The Notice of Request for Drain Major Improvement form under Section 78 of the Drainage Act was filed with the Municipality of Morris-Turnberry.
August 13, 2024	Council Meeting	Headway Engineering appointed under Section 78 of the Drainage Act to investigate improvements to the Latronica Drain.
August 19, 2024	Email Correspondence	Headway Engineering notified of their appointment under Section 78 of the Drainage Act.
October 10, 2024	On-Site Meeting (Section 9(1) of the Drainage Act)	Preliminary watershed plan circulated; meeting held with landowners and municipal staff to investigate the request for improvements and determine the general scope of work.
November 28, 2024	Department of Fisheries and Oceans (DFO) Request for Review Application	Headway Engineering submitted a Request for Review application complete with application, photolog, photolog map, watershed plan and SAR map. The application summarized the proposed works.



February 27, 2025	DFO	DFO provided a letter concluding an Authorization under the Fisheries Act would be required for the proposed works.
April 11, 2025	DFO	Headway Engineering met with two DFO staff members and the Municipality's Drainage Superintendent at the site to review the existing conditions of the open ditch and determine if conditions would allow the proposed works to proceed with a letter of advice under the Fisheries Act.
July 29, 2025	DFO	After revising the originally proposed scope of work, DFO provided correspondence stating and Authorization would be required under the Fisheries Act.
December 16, 2025	Public Information Meeting	The meeting provided a review of the proposed design, estimated costs, and the proposed assessments, among other information. All meeting materials were posted online following the meeting, and all parties invited to attend the meeting were provided with access instructions to the meeting materials.
March 30, 2026	DFO	An Application for Authorization form, DRAFT drawing set and a detailed Offsetting Plan was submitted to the DFO for their review and acceptance. Offsetting plan and measures were a result of several discussions with DFO staff to determine acceptable measures which would offset the damage and destruction to the existing open ditch caused by the proposed works.

Table 2 – Summary of Meetings and Engagements.

## 5.0 FINDINGS

Based on the information collected during field investigations, surveys, public engagements, and review of documentation, the following summarizes Headway Engineering's findings:

### 5.1. Watershed Condition (Hydrology):

- The watershed was established through the analysis of tile drainage maps, previous engineers' reports for the Latronica Drain and surrounding drainage systems, field investigations, surveys and data analysis of the LiDAR derived digital data from Land Information Ontario. The drainage area comprises of approximately 114.48 hectares.
- Land uses within the watershed are as follows:
  - Agricultural: approximately 89%
  - Woodlot: approximately 5%
  - Roads: approximately 2%
  - Residential/Built up: approximately 4%



- The Ontario Ministry of Agriculture, Food and Agribusiness's (OMAFRA's) Agricultural Information Atlas describes the soil types within the watershed as Loam, however wet and unstable soils were observed along the upper reaches of the ditch.

## 5.2. Existing Drainage System:

- The existing municipal drainage system was constructed under the authority of a report prepared in 1973.
- The existing municipal drainage systems consist of both open and closed portions.
  - **Main Drain (Open)** is an open ditch system that commences at an outlet into an overflow channel of the Maitland River in the north part of Lot 8, Concession 7, and proceeds upstream in a southerly direction approximately 663m to the head of the ditch in the south part of Lot 8, Concession 7.
  - **Main Drain (Closed)** is a pipe drain commencing at an outlet into the upstream end of the Main Drain (Open) and proceeds upstream approximately 540m in a south-westerly direction to the north side of Salem Road. The closed drain consists of 200mm to 375mm diameter field tile and corrugated steel pipe.
  - **'A' Drain** is a closed drain system commencing at an outlet into the Main Drain (Closed) in the south-west part of Lot 8, Concession 7, and proceeds upstream in a north-westerly direction to the lot line between Lot 9 and Lot 10, Concession 7. The total length of the drain is approximately 458m and consists of 150mm to 200mm diameter field tile.
  - **'B' Drain** is a closed drain system commencing at an outlet into the Main Drain (Open) near the upstream end of the ditch and proceeds upstream in an east direction then south to the north road limit of Salem Road on Lot 8, Concession 7. The total length of the drain is approximately 491m and consists of 150mm to 250mm diameter field tile and corrugated steel pipe.
  - **'C' Drain** is a closed drain system commencing at an outlet into the Main Drain (Closed) in the south-west part of Lot 8, Concession 7, and proceeds upstream in a southerly direction through Salem Road to the north part of Lot 9, Concession 6. The total length of the drain is approximately 402m and consists of 200mm to 250mm diameter field tile and corrugated steel pipe.
- There is significant bank slumping and erosion in the Main Drain (Open), mainly in the upper half of the existing ditch that has caused sediment loading in the ditch and a significant increase in the overall ditch cross-section compared to the design specifications from the 1973 report.
- The erosion and slumping have exposed over three metres of the existing 400mm diameter corrugated steel outlet pipe for the Main Drain (Closed).
- In addition to the general erosion and slumping, several localized sections show more severe bank failure than adjacent areas.
- No requests were received to upgrade the existing closed drainage systems for 'A' Drain, 'B' Drain, 'C' Drain, or most of the Main Drain (Closed).
- Part of the Main Drain (Closed) passes through a Hydro One Networks property, and under an existing Hydro Tower corridor.



- During their review, Hydro One requested the existing catch basin along the Main Drain (Closed) directly under the Hydro Tower corridor, be moved to a location along the edge of the corridor.
- The Main Drain (Closed) from where the 'A' and 'C' Drains enter, is not of sufficient size, capacity, depth or condition to drain the surrounding and upstream lands within their respective watersheds at today's standards of drainage.

### 5.3. Outlet:

- The current outlet for the Latronica Municipal Drain (Main Open) is into a natural watercourse which ultimately enters the Maitland River approximately 400 metres from the river in the south-east part of lot 9, Concession 8.
- The existing 1973 drainage works from approximately Sta. 0+482 downstream to the current outlet are not of sufficient capacity and condition to meet today's drainage standards.
- The receiving natural watercourse (at approximately Sta. 0+181, Main Drain (Open)) and the Maitland River provide a sufficient outlet for the proposed drainage works.

### 5.4. Other Noted Observations:

- The Main Drain (Open) is currently not deep enough to provide adequate freeboard for the Main Drain (Closed) or private tile outlets into the ditch.
- The Main Drain (Open) would require deepening to the approximate design grade of the proposed tile drainage system (nearly 350mm) to provide sufficient freeboard for existing upstream tile outlets, and even further deepening to provide adequate freeboard for a deeper improved Main Drain (Closed).
- To stabilize the banks and side slopes of the ditch, significant bank stabilization would be required along most of the current length proposed to be enclosed, at significant costs.
- Accordingly, enclosure of the upper reach is the more practical design alternative, relative to reconstructing and stabilizing the existing banks, when considering constructability, costs, and longer-term maintenance.

### 5.5. Environmental Findings:

- The Main Drain (Open) is "Not Rated" according to the Department of Fisheries and Oceans (DFO) drain classification system, as shown on the OMAFA Agricultural Information Atlas.
- Due to the aquatic features observed during DFO site visits as well as aquatic habitat in the watercourse downstream of the Main Drain (Open), DFO has assigned an "E" Class drain classification to the existing open ditch.
- An authorization under paragraphs 34.4(2)(b) and 35(2)(b) of the Fisheries Act is required for the proposed works.
- Offsetting features must be provided to offset the damage to existing aquatic habitat in the Main Drain (Open).

## 6.0 DESIGN CONSIDERATIONS

### 6.1. Open Ditch Work:

The Main Drain (Open) has been designed to provide adequate freeboard for the proposed closed drainage system while minimizing the impact on existing aquatic features and habitat.



Table 3 provides a comparison between design attributes specified in the 1973 Latronica Drain report and the conditions measured during Headway Engineering's field survey.

<b>Design Attribute</b>	<b>1973 Drain Report Specification</b>	<b>Current Condition</b>
<b>Bottom Width</b>	0.90m	4.5m (widest: 8.1m)
<b>Average Top Width</b>	6.0m	7.9m (widest: 11.8m)
<b>Side Slopes</b>	1.5H:1.0V	1H:1V or steeper

Table 3 – Comparison of 1973 Drain Report Design Specifications and Current Conditions.

The above noted measurements highlight the significant differences between the original design specifications of the ditch and those measured during the field survey.

The changes to the cross section from the 1973 design can be attributed to the slumping in of the banks and erosion of the side slopes throughout the upper section of the ditch to be enclosed. The sedimentation in the ditch, lack of freeboard for current tile outlets and visible erosion and bank slumping support the differences in the cross section.

If an enclosure were not proposed, the improvements to the Main Drain (Closed) would require the existing open ditch to be deepened more than the proposed tile invert (approximately 350mm deeper than existing).

To restore the open ditch to the 1973 design specifications, or to improve it to accommodate upgrades to the Main Drain (Closed), extensive ditch reconstruction would be required, along with significant bank protection and side-slope stabilization to address the ongoing slumping and erosion. As a result, an enclosure of the upper reach of the Main Drain (Open) was determined to be the most cost-effective and viable solution from both the short-term perspective and when considering longer term maintenance requirements.

## 6.2. Main Drain (Closed):

The Main Drain (Closed) was sized using the Drainage Coefficient method included in the OMAFRA Publication 29 – 'Drainage Guide for Ontario'. The Drainage Coefficient describes a depth of water to be conveyed by the drainage works per a 24-hour period and is expressed in millimeters per 24 hours. The drainage coefficient design standard used for the works proposed in this report is 38mm per 24-hour period.

Pipe materials were selected based on vicinity land use and cost effectiveness.

## 7.0 ENVIRONMENTAL CONSIDERATIONS

### 7.1. Department of Fisheries and Oceans (DFO)

A Request for Review package was submitted to the DFO on November 28, 2024, containing a photolog, watershed map, a SAR map and a complete application form.

DFO's review included the application package and information presented during discussions and meetings (both virtual and at the site) that were held between Headway Engineering staff and DFO personnel.



As a result, the DFO provided comments dated February 27, 2025, stating that the destruction of habitat in the open ditch to be enclosed, as well as in the downstream section to be cleaned out, will require an authorization under paragraphs 34.4(2)(b) and 35(2)(b) of the Fisheries Act for the proposed works.

For authorization to be granted, DFO requires sufficient measures be proposed to offset the destruction and damage to the existing open ditch. Several discussions were held between DFO staff and Headway Engineering to determine the acceptable offsetting measures.

A package was submitted to the DFO on March 30, 2026, containing an Offsetting Plan, a corresponding drawing set and a complete application form, for their review. The DFO authorization is currently undergoing indigenous review. Pending the result of indigenous consultations, the Municipality will be providing the DFO with a financial guarantee in the form of a Letter of Credit for \$10,000 which includes the estimated cost of purchasing and planting the 100 trees, as well as providing monitoring services once annually for two years after the offsetting measures were constructed/planted.

## **7.2. Maitland Valley Conservation Authority (MVCA)**

The MVCA is included on the circulation list for this report and has been invited to all public engagement meetings for the project.

After notification of the project was forwarded to the MVCA for initial comment, they indicated a permit to undertake work in an open watercourse, as well as works within 15 metres from a stable-top of bank, is required.

Furthermore, upon review of the design drawings, MVCA would seek assurances that the proposed works will not negatively affect the adjacent floodplains or water flows.

The proposed changes to the Latronica Drain include improvements to the closed portion and open ditch portions of the drain, which were both initially constructed under the authority of a report prepared in 1973.

The proposed changes to the Main Drain (Closed) include replacing the lower one-third of the existing drainage system (approximately), which consists of 300mm diameter field tile, with a new 600mm diameter pipe, providing up to four times more flow capacity than the 1973 drain.

Improvements to the Main Drain (Open) include cleaning out approximately 325 metres of the open watercourse between the outlet upstream of the Maitland River and the outlet of Main Drain (Closed).

The improved drainage system serves a watershed area of approximately 115 hectares of predominantly agricultural lands and is designed to convey waters from upstream lands to the outlet in a more efficient manner than the existing system for events not exceeding the design standard.

Backwater in the Maitland River during various rainfall events have a much more direct influence over the localized flooding of the Latronica Drain as the River has an approximate watershed area



of over 50,000 hectares where the Main Drain (Open) enters it, serving lands as far east as Kenilworth, in the Township of Wellington North, Wellington County.

Accordingly, the proposed improvements to the Latronica Drain are not anticipated to adversely affect adjacent floodplain conditions or result in negative hydraulic impacts to the broader drainage system.

### 7.3. Ministry of Natural Resources (MNR)

Headway Engineering completed a review of the Natural Heritage Information Centre mapping for Species at Risk in Ontario. The NHIC mapping indicates that there is Rainbow Trout and Northern Sunfish, which are both categorized as “Special Concern”, in the Maitland River, but not within the open portions of the Latronica Drain. Species of Special Concern are not subject to the same species and habitat protection requirements as endangered or threatened species, but their presence in the broader receiving system has been noted.

## 8.0 RECOMMENDATIONS

Headway Engineering recommends the following:

1. Main Drain (Open)
  - Approximately 325 metres of existing open ditch be cleaned out (181 metres of the existing Main Drain (Open) and 144 metres of the Natural Watercourse) to provide a sufficient outlet for the proposed new tile drain (Main Drain (closed)).
  - A plunge pool be constructed at the outlet of the new closed drain.
  - A rock-check dam and sediment trap be constructed at the downstream end of the proposed works.
  - Approximately 482 metres of the existing Main Drain (Open) be enclosed.
  - The open ditch to have a 0.90m parabolic bottom width and 1.5H:1V side slopes.
2. Main Drain (Closed)
  - A new closed drainage system be installed from an outlet into Main Drain (Open) upstream approximately 689 metres.
  - The new closed drainage system consists of 400mm to 750mm diameter concrete field tile and HDPE pipe.
  - Approximately 482 metres of the tile drainage system be installed five metres west of the existing open ditch.
  - The new closed drainage system shall be designed to convey flows from the watershed using a design standard of 38mm per 24-hour period Drainage Coefficient.
  - HDPE pipe shall be used through the existing Hydro One tower corridor.
  - The existing catch basin at station 0+654 be replaced and installed out of the Hydro One tower corridor at Sta. 0+659.
3. 'A' Drain
  - No work required.



4. 'B' Drain
  - Extend existing outlet to the improved Main Drain (Closed).
5. 'C' Drain
  - No work required.
6. Offsetting Measures for DFO Authorization include:
  - Construction of four rip-rap lined riffle features in the Main Drain (Open).
  - Converting a rock check dam into a rip-rap lined riffle feature following construction.
  - Plant 100 new trees along the east side of the Main Drain (Open).
7. New maintenance schedules be provided for the Main Drain (Open) and Main Drain (Closed).
8. Watersheds of the surrounding municipal drainage systems be updated when those drainage works are revisited in the future.
9. The natural watercourse from Sta. 0+181 to Sta. 0+325 be incorporated under the Drainage Act, and form part of the Latronica Municipal Drain (Main Drain (Open)).
10. The improved drainage system be known as the **Latronica Municipal Drain**.

## 9.0 SUMMARY OF PROPOSED WORKS

The proposed work consists of:

1. The cleanout of approximately 325 metres of open ditch on the Main Drain (Open).
2. The installation of approximately 689 metres of 400mm diameter to 750mm diameter concrete field tile and HDPE pipe on Main Drain (Closed).
3. The installation of one 900mm x 1200mm concrete catch basin and one 900mm x 1200mm concrete junction box on the Main Drain (Closed).
4. Extend the 'B' Drain to the Main Drain (Closed).

## 10.0 WORKING AREA AND ACCESS

Access to the working area shall be designated by the Landowners where an access route is not defined.

The working area for the installation of the tile drainage system shall be an average width of 25m for construction purposes and an average width of 10m for maintenance purposes along the alignment of the proposed closed drain.

The working area for the open ditch work shall be an average width of 12m on the primary working side of the existing ditch (the west side) for construction purposes and 10m for maintenance purposes.

The working area for the enclosure of the existing open ditch shall remain within the working corridor for the closed work on the west side of the ditch, and five metres on the east side of the ditch from sta. 0+000 to sta. 0+482 (Main Drain Closed).



## 11.0 SCHEDULES

Four schedules are attached and form part of this report.

### 11.1. Schedule A – Schedule of Allowances

In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided to affected Landowners for Right-of-Way and Damages to Lands and Crops. Schedule A contains a table of the applicable allowances to Landowners.

### 11.2. Schedule B – Schedule of Estimated Construction Costs

An itemized cost estimate of the proposed construction work is included in detail in Schedule B.

### 11.3. Schedule C – Schedule of Estimated Assessment for Construction

Schedule C provides details of the distribution of the total estimated costs of the construction of the municipal drain.

### 11.4. Schedule D – Schedule of Assessment for Future Maintenance

Schedule D provides details of the distribution of future maintenance costs for the municipal drain. Maintenance assessments are expressed as a percentage of the total maintenance. Lands located upstream of the maintenance shall be determined by the Drainage Superintendent and assessed according to this schedule.

## 12.0 ALLOWANCES

In accordance with Sections 29 and 30 of the Drainage Act, Allowances payable to Landowners are calculated using the following methodology.

### 12.1. Allowances for Right-of-Way (Section 29)

The Right-of-Way allowance compensates the lands for the right to enter onto the land at various times for the purpose of inspecting the drainage system and conducting maintenance activities.

If applicable, the land value used for the Right-of-Way calculation may be adjusted to account for the continued use of the land after the construction.

The values used for calculating allowances for Right-of-Way are as follows:

Land Use	Land Value	Adjustment Factor for Drainage Act Right-of-Way	Adjusted Land Value for Drainage Act Right-of-Way Allowance
Agricultural Working Side of Ditch and Tile Drain	\$60,000/Ha	25%	\$15,000/Ha
Woodlot top width for land out of production	\$15,000/Ha	100%	\$15,000/Ha
Woodlot	\$15,000/Ha	25%	\$3,750/Ha

Table 4 – Land Values for Right-of-Way Allowances.



**12.2. Allowances for Damages to Lands and Crops (Section 30)**

Allowances for Damages to Lands and Crops under Section 30 of the Drainage Act, were primarily calculated to compensate landowners for crop losses, bush losses and land damages due to the construction and operation of the drain, including access to the working area.

Area values used for calculating allowances for Damages are as follows:

Land Use	Damage Value
Agricultural	\$6,000/Ha
Woodlot	\$2,000/Ha.

*Table 5 – Standard Land Damage Values.*

Allowances payable to Landowners entitled thereto are as shown in Schedule A.

**Total Allowances, under Sections 29 and 30 of the Drainage Act:**

**LATRONICA MUNICIPAL DRAIN: \$26,380**

**13.0 ESTIMATED CONSTRUCTION COSTS**

Headway Engineering has made an estimate of the cost of the proposed construction work. A detailed description of the estimated construction costs can be found in Schedule B of this report.

A) Main Drain (Open) including construction of DFO offsetting features	\$ 114,976
B) Main Drain (Closed)	\$ 121,434
C) Provisional Items	\$ 15,780
<b>Total Estimated Construction Costs</b>	<b><u>\$ 252,190</u></b>

**14.0 SUMMARY OF ESTIMATED PROJECT COSTS**

The total estimated project costs are as follows:

Allowances under Sections 29 and 30 of the Drainage Act (Refer to Schedule A)	\$ 26,380
Total Estimated Construction Costs (Refer to Schedule B)	\$ 252,190
Meetings, survey, design, preparation of preliminary cost estimates, preparation of final drainage report, consideration of report	\$ 39,500
Consultation with Environmental Agencies and Permitting Fees (DFO, MVCA)	\$ 15,200
DFO Offsetting Monitoring and Administration	\$ 5,000
Preparation of contract documents, contract administration, supervision, and inspection of construction	\$ 17,500
Contingencies, Interest and net H.S.T.	\$ 21,030
<b>TOTAL ESTIMATED PROJECT COSTS – LATRONICA MUNICIPAL DRAIN</b>	<b><u>\$ 376,800</u></b>

**The estimated cost of the work in the Municipality of Morris-Turnberry is \$ 376,800.**



The above costs are estimates only. The final costs of construction, engineering and administration cannot be determined until construction is completed.

The above cost estimate does not include costs associated with defending the drainage report should appeals be filed with the Court of Revision, Drainage Tribunal and/or Drainage Referee. Should additional costs be incurred, unless otherwise directed, the additional costs would be distributed in a pro-rata fashion over the assessments contained in Schedule C and as may be varied under the Drainage Act.

## 15.0 ASSESSMENT

Headway Engineering assesses the cost of this work against the Lands and Roads as shown in Schedule C - Assessment for Construction.

Assessments were determined using the principles included in the 'Drainage Assessment Revisited' paper prepared by E.P. Dries and H.H. Todgham. These principles of assessment are recognized to be fair and equitable for determining cost distributions among those affected.

### 15.1. Benefit (Section 22)

Benefit assessment is applied to those properties receiving a benefit as defined in Section 1 of the Drainage Act which is extracted below:

*Benefit means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.*

Typically, properties which have direct, or near direct access to the proposed drain receive Benefit as defined above.

### 15.2. Outlet Liability (Section 23)

Outlet Liability is distributed to all properties within the watershed area on an adjusted area basis. The areas are adjusted to accurately reflect equivalent run-off rates relative to other lands and roads within the watershed. Due to development, roads have been assessed higher Outlet Liability rates relative to agricultural lands.

### 15.3. Special Benefit (Section 24)

The Special Benefit instrument of assessment was used to assess the increased costs of enclosing the open ditch and installing a new closed drainage system to the property who requested the open ditch be enclosed. The Special Benefit assessment tool is used to separate the increased costs to enclose the open drain and the installation of a new closed drainage system from the normal costs, approximately equivalent to cleaning out the same segment of open ditch to be enclosed, twice under the maintenance program.



#### 15.4. Special Assessment (Section 26)

Special Assessments apply to public utilities and roads which directly cause increased costs to the construction of a drainage works due to the existence and operation of the public utility or road.

Construction costs, which are required solely because of the existence of the Hydro One tower corridor on the Hydro One Network Inc. property (Roll No. 23-900-00), are fully assessed to the Hydro One property. The Special Assessment is calculated based on the actual costs of crossing the tower corridor, plus an allowance for administration, interest and Net HST as described below.

Utility Name	Estimated Construction Costs	Plus, Estimated Administration Costs	Less Equivalent Drain Costs (Fixed)	Plus Estimated Interest, and Net HST	Estimated Special Assessment
Hydro One Networks Inc. (Main Drain (Closed))	\$4,320	\$1,000	\$1,940	\$160	\$3,540

Table 6 – Estimated Special Assessment Calculations.

Whether or not Hydro One Networks Inc. elects to do the work on their property, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the Main Drain (Closed) as a Special Assessment in addition to any benefit and outlet liability assessments.

If any additional work is required to construct or maintain the drainage works due to the existence of buried utilities, roads, railways, or if utilities require relocation or repair, then the extra costs incurred shall be borne by the utility, road or railway involved in accordance with the provisions of Section 26 of the Drainage Act.

## 16.0 GRANT ELIGIBILITY

The Province provides grants towards assessment to eligible properties for drainage improvements which meet the specific criteria. The provision of these grants for activities under the Drainage Act is called the *Agricultural Drainage Infrastructure Program (ADIP)*.

A grant may be available for assessments to privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion. The Municipality will then deduct the grant from the assessments.

### 16.1. Municipal Drain Enclosure

The proposed works consist of enclosing part of an existing open ditch municipal drain and replacing it with a new closed drain that has more flow capacity than a single 300mm diameter corrugated plastic pipe can provide, which is the maximum pipe size and material that could be



installed to replace a ditch and still be eligible for grant, according to the ADIP program, Part III: Policies, 2.3(f).

Exceptions may be made if the Director of OMAFA is satisfied that the proposed enclosure addresses bank slumping and erosion problems along the enclosed portion of the drain.

As previously discussed in Section 6.1, the existing open ditch has experienced severe bank slumping and erosion in the upper reach of the ditch since its construction in 1973. Field surveys and site visits highlight the significant changes in the ditch cross-section over that period.



*Figure 1- Bank slumping and erosion along the Main Drain (Open)*

The option of improving the ditch to accommodate a new closed drainage system was explored. It was determined that enclosing 482 metres of the existing open ditch and installing a closed drainage system is more cost effective when considering the extents, estimated costs, and risks of the work required to reconstruct and sufficiently stabilize the ditch to prevent bank failure and erosion.

To summarize, in this particular setting there is no net incremental cost associated with enclosing the drain, relative to the work required to retain an open drainage system that is stable and resilient to slumping. Further, the enclosure directly addresses the bank slumping and erosion problems along the enclosed portion of the drain and therefore meets the basis for the ADIP program exception.



## **17.0 ABANDONMENT OF EXISTING MUNICIPAL DRAINS**

In accordance with Section 19 of the Drainage Act, the portion of the 1973 Latronica Municipal Drain (Main Drain) from its outlet near the Maitland River and extending upstream to Sta. 0+689 shall be abandoned and cease to be a municipal drain after the improved Latronica Municipal Drain is constructed under this report. The remaining portions of the 1973 Latronica Municipal Drain shall remain.

## **18.0 MAINTENANCE**

After completion, this drain shall be maintained by the Municipality of Morris-Turnberry at the expense of all the lands and roads assessed in the attached Schedule D - Assessment for Maintenance, and in the same relative proportions until such time as the assessment is changed under the Drainage Act, except for those portions of the drainage works on municipal right-of-ways. These portions of the drain shall be maintained at the expense of the road authority having jurisdiction over said road.



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## **Schedule A**

## **Schedule of Allowances**

## Schedule of Allowances Latronica Municipal Drain

Main Drain (Open)	Property Details				Drainage Act Allowances		
	Part Lot	Con.	Landowner	Roll Number	Right of Way (Sec. 29)	Damages (Sec. 30)	Total Allowances
	Pt. 8	7	Foxhill Farms Inc.	7-012-15	\$ 1,120	\$ 320	\$ 1,440
	Pt. 8 & 9	7	Hydro One Networks Inc.	23-900-00	\$ 1,530	\$ 710	\$ 2,240
Pt. 8	8	1000171205 Ontario Ltd.	8-008-00	\$ 440	\$ 140	\$ 580	
<b>Total Allowances Main Drain (Open)</b>					<b>\$ 3,090</b>	<b>\$ 1,170</b>	<b>\$ 4,260</b>

Main Drain (Closed)	Property Details				Drainage Act Allowances		
	Part Lot	Con.	Landowner	Roll Number	Right of Way (Sec. 29)	Damages (Sec. 30)	Total Allowances
	Pt. 8	7	Foxhill Farms Inc.	7-012-15	\$ 8,330	\$ 9,770	\$ 18,100
	Pt. 8 & 9	7	Hydro One Networks Inc.	23-900-00	\$ 2,010	\$ 2,010	\$ 4,020
<b>Total Allowances Main Drain (Closed)</b>					<b>\$ 10,340</b>	<b>\$ 11,780</b>	<b>\$ 22,120</b>

				Drainage Act Allowances		
				Right of Way (Sec. 29)	Damages (Sec. 30)	Total Allowances
<b>Total Allowances</b>				<b>\$ 13,430</b>	<b>\$ 12,950</b>	<b>\$ 26,380</b>



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## **Schedule B**

### **Schedule of Estimated Construction Costs**

## Schedule of Estimated Construction Costs

An estimate of the cost of the proposed work has been completed, which is outlined in detail as follows:

### Part A - Main Drain (Open)

Description	Estimated Quantity	\$/Unit	Total
1) Clearing, brushing and mulching	l.s.		\$ 5,000.00
2) Open ditch excavation, including stripping available topsoil from the ditch and placing it back, approx. 100m <sup>3</sup> of excavated material (Sta. 0+000 to Sta. 0+325)	325 m	\$ 20.00	\$ 6,500.00
3) Construction of a plunge pool at the outlet of the new tile drain (Sta. 0+000)	l.s.		\$ 3,000.00
4) Construction of a sediment trap (Sta. 0+320)	l.s.		\$ 3,000.00
5) Hand seeding of disturbed side slopes and top of bank	2000 m <sup>2</sup>	\$ 1.50	\$ 3,000.00
<b>Sub-Total</b>			<b>\$ 20,500.00</b>
<b><u>Existing Ditch Enclosure</u></b>			
1) Cleanout existing ditch of all available topsoil and stockpile	482 m	\$ 8.00	\$ 3,856.00
2) Supply fill material for enclosure (approx. 3,500 m <sup>3</sup> )			
a) Load & haul excess excavated material from tile drain installation (0+000 to Sta. 0+689)	440 m <sup>3</sup>	\$ 5.00	\$ 2,200.00
b) Load & haul excavated material from open ditch excavation (Main Open Sta. 0+000 to Sta. 0+325)	100 m <sup>3</sup>	\$ 5.00	\$ 500.00
c) Import approved fill material	2,960 m <sup>3</sup>	\$ 10.00	\$ 29,600.00
3) Backfill existing ditch (approx. 3,500 m <sup>3</sup> )	3,500 m <sup>3</sup>	\$ 10.00	\$ 35,000.00
4) Place and grade topsoil on enclosed ditch	482 m	\$ 10.00	\$ 4,820.00
<b>Sub-Total - Ditch Enclosure</b>			<b>\$ 75,976.00</b>

Description	Estimated Quantity	\$/Unit	Total
<b><u>DFO Offsetting</u></b>			
1) Construction of riffles at Sta. 0+010, 0+181, 0+285 and 0+306 (approx. 30m <sup>2</sup> each)	4 ea.	\$ 2,500.00	\$ 10,000.00
2) Construction of a rock check dam, converted to a riffle after construction (Sta. 0+325, approx. 40m <sup>2</sup> )	l.s.		\$ 3,500.00
3) Supply and plant 100 mixed species per MVCA recommendations (Sta. 0+075 to Sta. 0+190)	l.s.		\$ 5,000.00
<b>Sub-Total - DFO Offsetting</b>			<b>\$ 18,500.00</b>
<b>Total Estimated Construction Costs</b>			
<b>Part A - Main Drain (Open)</b>			<b>\$ 114,976.00</b>
<b>Part B - Main Drain (Closed)</b>			
1) Topsoil stripping (10m width), including placement back over the trench (Sta. 0+000 to Sta. 0+482)	482 m	\$ 10.00	\$ 4,820.00
2) Supply 750mm diameter HDPE outlet pipe complete with rodent grate Installation including quarry stone rip-rap protection and geotextile filter material (Sta. 0+000 to Sta. 0+012)	12 m l.s.	\$ 240.00	\$ 2,880.00 \$ 3,000.00
3) Supply 750mm diameter concrete field tile Installation (by wheel machine) (Sta. 0+012 to Sta. 0+482)	470 m 470 m	\$ 100.00 \$ 55.00	\$ 47,000.00 \$ 25,850.00
4) Supply 600mm diameter concrete field tile Installation (by wheel machine) (Sta. 0+482 to Sta. 0+643)	161 m 161 m	\$ 65.00 \$ 50.00	\$ 10,465.00 \$ 8,050.00
5) Supply 600mm diameter HDPE pipe Installation (Sta. 0+643 to Sta. 0+659)	16 m 16 m	\$ 150.00 \$ 120.00	\$ 2,400.00 \$ 1,920.00
6) Supply 400mm diameter concrete field tile Installation (by wheel machine) (Sta. 0+659 to Sta. 0+689)	30 m 30 m	\$ 35.00 \$ 100.00	\$ 1,050.00 \$ 3,000.00

Description	Estimated Quantity	\$/Unit	Total
7) Tile connections using HDPE pipe (from opposite side of ditch) Sta. 0+415 (300mm dia.) & Sta 0+422 (200mm dia.), approximately 15m per connection	l.s.		\$ 3,999.00
8) Supply and install 900mm X 1200mm junction box at Sta. 0+482	1 ea.	\$ 3,000.00	\$ 3,000.00
9) Supply and install 900mm X 1200mm concrete catch basin at Sta. 0+659 (inline type)	1 ea.	\$ 4,000.00	\$ 4,000.00
<b>Total Estimated Construction Costs Part B - Main Drain (Closed)</b>			<b>\$ 121,434.00</b>

### Part C - Provisional Items

A Provisional Item is an item that may or may not be required as a part of the Contract. The decision as to whether a Provisional Item will form part of the Contract will be at the discretion of the engineer at time of construction. Payment for Provisional Items will only be made for work authorized in writing by the Engineer. Payment for work performed under a Provisional Item shall be based on the Unit Price bid in the Scope of Work below.

- 1) Additional costs associated with installation of tile drain on 19mm diameter crushed clear stone bedding. This includes the supply and placement of all stone, and additional labour and equipment required for installation in accordance with the Typical Pipe Installation on wrapped Stone Bedding Detail.

Description	Estimated Quantity	\$/Unit	Total
750mm diameter pipe	50 m	\$ 75.00	\$ 3,750.00
600mm diameter pipe	50 m	\$ 75.00	\$ 3,750.00

- 2) Additional costs associated with installation of tile drain on 19mm diameter crushed clear stone bedding. This includes the supply and placement of all stone, and additional labour and equipment required for installation in accordance with the Typical Pipe Installation on Stone Bedding Detail (un-wrapped bedding).

Description	Estimated Quantity	\$/Unit	Total
750mm diameter pipe	50 m	\$ 60.00	\$ 3,000.00
600mm diameter pipe	50 m	\$ 60.00	\$ 3,000.00





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## **Schedule C**

### **Schedule of Estimated Assessment for Construction**

**Schedule of Estimated Assessment for Construction  
Latronica Municipal Drain**

	Property Details					Drainage Act Instruments of Assessment				For Information				
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Special Assessment (Sec. 26)	Total Estimated Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense	
<b>Main Drain (Open)</b>	Pt. 7 & 8	6	Alan & Alice Willits	6-007-00	10.1	\$ -	\$ 514			\$ 514	\$ 171	\$ -	\$ 343	
	Pt. 7	6	Mark Willits	6-007-02	0.3	\$ -	\$ 49			\$ 49	\$ 16	\$ -	\$ 33	
	Pt. 8	6	Willem Feddes & Klazina Feddes- VanWieringen	6-008-00	10.1	\$ -	\$ 514			\$ 514	\$ 171	\$ -	\$ 343	
	Pt. 8	6	Mathew & Alyssa Van Wyk	6-008-02	1.53	\$ -	\$ 277			\$ 277	\$ 92	\$ -	\$ 185	
	Pt. 8 & 9	6	Hydro One Networks Inc.	23-900-00	15.3	\$ -	\$ 815			\$ 815	*	\$ -	\$ 815	
	Pt. 7	7	Daniel & Stephanie Murray	7-011-00	1.34	\$ -	\$ 79			\$ 79	\$ 26	\$ -	\$ 53	
	Pt. 7 & 8	7	Donald Ross	7-012-00	16.4	\$ -	\$ 799			\$ 799	\$ 266	\$ -	\$ 533	
	Pt. 8	7	Foxhill Farms Inc.	7-012-15	16.5	\$ 6,765	\$ 687	\$ 142,910		\$ 150,362	\$ 50,121	\$ 1,440	\$ 98,801	
	Pt. 8	7	Catherine Curtis	7-013-00	1.41	\$ -	\$ 264			\$ 264	\$ 88	\$ -	\$ 176	
	Pt. 8 & 9	7	Hydro One Networks Inc. Willem Feddes & Klazina Feddes-	23-900-00	9.8	\$ 3,135	\$ 407			\$ 3,542	*	\$ 2,240	\$ 1,302	
	Pt. 9 & 10	7	VanWieringen	7-015-00	29.6	\$ -	\$ 1,751			\$ 1,751	\$ 584	\$ -	\$ 1,167	
	Pt. 8	8	1000171205 Ontario Ltd.	8-008-00	0	\$ -	\$ -			\$ -	\$ -	\$ 580	\$ 580	
	<b>Total Estimated Assessments on Lands</b>						\$ 9,900	\$ 6,156	\$ 142,910	\$ -	\$ 158,966	\$ 51,535	\$ 4,260	\$ 103,171
	Salem Road Municipality of Morris-Turnberry					2.1	\$ -	\$ 534			\$ 534			\$ 534
<b>Total Assessments on Roads</b>						\$ -	\$ 534		\$ -	\$ 534			\$ 534	
<b>Total Estimated Assessments Main Drain (Open)</b>						\$ 9,900	\$ 6,690	\$ 142,910	\$ -	\$ 159,500	\$ 51,535	\$ 4,260	\$ 103,705	

	Property Details					Drainage Act Instruments of Assessment				For Information				
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Special Assessment (Sec. 26)	Total Estimated Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense	
Main Drain (Closed)	Pt. 7 & 8	6	Alan & Alice Willits	6-007-00	10.1	\$ -	\$ 1,604			\$ 1,604	\$ 535	\$ -	\$ 1,069	
	Pt. 7	6	Mark Willits	6-007-02	0.3	\$ -	\$ 153			\$ 153	\$ 51	\$ -	\$ 102	
	Pt. 8	6	Willem Feddes & Klazina Feddes-VanWieringen	6-008-00	10.1	\$ -	\$ 2,321			\$ 2,321	\$ 774	\$ -	\$ 1,547	
	Pt. 8	6	Mathew & Alyssa Van Wyk	6-008-02	1.53	\$ -	\$ 999			\$ 999	\$ 333	\$ -	\$ 666	
	Pt. 8 & 9	6	Hydro One Networks Inc.	23-900-00	15.3	\$ -	\$ 3,961		\$ 3,540	\$ 7,501	*	\$ -	\$ 7,501	
	Pt. 7	7	Daniel & Stephanie Murray	7-011-00	1.34	\$ -	\$ 247			\$ 247	\$ 82	\$ -	\$ 165	
	Pt. 7 & 8	7	Donald Ross	7-012-00	16.4	\$ -	\$ 2,605			\$ 2,605	\$ 868	\$ -	\$ 1,737	
	Pt. 8	7	Foxhill Farms Inc.	7-012-15	11.73	\$ 13,183	\$ 1,422	\$ 150,440		\$ 165,045	\$ 55,015	\$ 18,100	\$ 91,930	
	Pt. 8	7	Catherine Curtis	7-013-00	1.41	\$ -	\$ 946			\$ 946	\$ 315	\$ -	\$ 631	
	Pt. 8 & 9	7	Hydro One Networks Inc.	23-900-00	7.05	\$ 10,909	\$ 1,058			\$ 11,967	*	\$ 4,020	\$ 7,947	
	Pt. 9 & 10	7	Willem Feddes & Klazina Feddes-VanWieringen	7-015-00	27.55	\$ 13,398	\$ 8,209			\$ 21,607	\$ 7,202	\$ -	\$ 14,405	
	<b>Total Estimated Assessments on Lands</b>						\$ 37,490	\$ 23,525	\$ 150,440	\$ 3,540	\$ 214,995	\$ 65,175	\$ 22,120	\$ 127,700
	Salem Road		Municipality of Morris-Turnberry			2.1	\$ -	\$ 2,305			\$ 2,305			\$ 2,305
<b>Total Assessments on Roads</b>						\$ -	\$ 2,305	\$ -	\$ -	\$ 2,305			\$ 2,305	
<b>Total Estimated Assessments Main Drain (Closed)</b>						\$ 37,490	\$ 25,830	\$ 150,440	\$ 3,540	\$ 217,300	\$ 65,175	\$ 22,120	\$ 130,005	

	Drainage Act Instruments of Assessment Summary					For Information		
	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Special Assessment (Sec. 26)	Total Estimated Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
<b>Total Estimated Assessments Latronica Municipal Drain</b>	\$ 47,390	\$ 32,520	\$ 293,350	\$ 3,540	\$ 376,800	\$ 116,710	\$ 26,380	\$ 233,710

Notes:

- 1 '\*' Denotes Lands not eligible for ADIP Grants.
- 2 The Special Benefit Assessment (Sec. 24) is the increased estimated costs of enclosing the existing ditch and replacing it with a tile drainage system, less the Special Assessment under Section 26, and less the equivalent cost of two ditch cleanouts.
- 3 The Special Assessments (Sec. 26) shall be non-proratable assessments. All other assessments are proratable.
- 4 The Net Estimated Expense is the Total Estimated Assessment less Government Grants and Allowances (if applicable).

**Schedule of Estimated Assessment for Construction  
Latronica Municipal Drain**

Property Details					Summary of Assessment			For Information		
Part Lot	Con.	Landowner	Roll Number	Approx. Ha. Affected	Main Drain (Open)	Main Drain (Closed)	Total Estimated Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
Pt. 7 & 8	6	Alan & Alice Willits	6-007-00	10.10	\$ 514	\$ 1,604	\$ 2,118	\$ 706	\$ -	\$ 1,412
Pt. 7	6	Mark Willits	6-007-02	0.30	\$ 49	\$ 153	\$ 202	\$ 67	\$ -	\$ 135
Pt. 8	6	Willem Feddes & Klazina Feddes-VanWieringen	6-008-00	10.10	\$ 514	\$ 2,321	\$ 2,835	\$ 945	\$ -	\$ 1,890
Pt. 8	6	Mathew & Alyssa Van Wyk	6-008-02	1.53	\$ 277	\$ 999	\$ 1,276	\$ 425	\$ -	\$ 851
Pt. 8 & 9	6	Hydro One Networks Inc.	23-900-00	15.30	\$ 815	\$ 7,501	\$ 8,316	*	\$ -	\$ 8,316
Pt. 7	7	Daniel & Stephanie Murray	7-011-00	1.34	\$ 79	\$ 247	\$ 326	\$ 109	\$ -	\$ 217
Pt. 7 & 8	7	Donald Ross	7-012-00	16.40	\$ 799	\$ 2,605	\$ 3,404	\$ 1,135	\$ -	\$ 2,269
Pt. 8	7	Foxhill Farms Inc.	7-012-15	16.50	\$ 150,362	\$ 165,045	\$ 315,407	\$ 105,136	\$ 19,540	\$ 190,731
Pt. 8	7	Catherine Curtis	7-013-00	1.41	\$ 264	\$ 946	\$ 1,210	\$ 403	\$ -	\$ 807
Pt. 8 & 9	7	Hydro One Networks Inc.	23-900-00	9.80	\$ 3,542	\$ 11,967	\$ 15,509	*	\$ 6,260	\$ 9,249
Pt. 9 & 10	7	Willem Feddes & Klazina Feddes-VanWieringen	7-015-00	29.60	\$ 1,751	\$ 21,607	\$ 23,358	\$ 7,786	\$ -	\$ 15,572
Pt. 8	8	1000171205 Ontario Ltd.	8-008-00		\$ -	\$ -	\$ -		\$ 580	-\$ 580
<b>Total Estimated Assessments on Lands</b>					<b>\$ 158,966</b>	<b>\$ 214,995</b>	<b>\$ 373,961</b>	<b>\$ 116,712</b>	<b>\$ 26,380</b>	<b>\$ 230,869</b>
Salem Road		Municipality of Morris-Turnberry		2.10	\$ 534	\$ 2,305	\$ 2,839			\$ 2,839
<b>Total Estimated Assessments on Roads</b>					<b>\$ 534</b>	<b>\$ 2,305</b>	<b>\$ 2,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,839</b>
<b>Total Estimated Assessments Latronica Municipal Drain</b>					<b>\$ 159,500</b>	<b>\$ 217,300</b>	<b>\$ 376,800</b>	<b>\$ 116,712</b>	<b>\$ 26,380</b>	<b>\$ 233,708</b>

Notes:

- 1 '\*' Denotes Lands not eligible for ADIP Grants.
- 2 The Net Estimated Expense is the Total Estimated Assessment less Government Grants and Allowances (if applicable).



## **Schedule D**

### **Schedule of Assessment for Future Maintenance**

## Schedule of Assessment for Future Maintenance Latronica Municipal Drain

Latronica Municipal Drain	Property Details					Portion of Maintenance Assessment	
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Latronica Municipal Drain (Open) Sta. 0+000 to 0+325	Latronica Municipal Drain (Closed)
	Pt. 7 & 8	6	Alan & Alice Willits	6-007-00	10.1	7.68%	7.93%
	Pt. 7	6	Mark Willits	6-007-02	0.3	0.73%	0.75%
	Pt. 8	6	Willem Feddes & Klazina Feddes-VanWieringen	6-008-00	10.1	7.68%	7.93%
	Pt. 8	6	Mathew & Alyssa Van Wyk	6-008-02	1.53	4.14%	4.28%
	Pt. 8 & 9	6	Hydro One Networks Inc. *	23-900-00	15.3	12.18%	12.51%
	Pt. 7	7	Daniel & Stephanie Murray	7-011-00	1.34	1.18%	1.22%
	Pt. 7 & 8	7	Donald Ross	7-012-00	16.4	11.94%	12.88%
	Pt. 8	7	Foxhill Farms Inc.	7-012-15	16.5	10.27%	9.21%
	Pt. 8	7	Catherine Curtis	7-013-00	1.41	3.95%	4.08%
	Pt. 8 & 9	7	Hydro One Networks Inc. *	23-900-00	9.8	6.08%	5.54%
	Pt. 9 & 10	7	Willem Feddes & Klazina Feddes-VanWieringen	7-015-00	29.6	26.17%	25.41%
	<b>Total Assessments on Lands</b>					<b>92.01%</b>	<b>91.75%</b>
	Salem Road		Municipality of Morris-Turnberry		2.1	7.99%	8.25%
	<b>Total Assessments on Roads</b>					<b>7.99%</b>	<b>8.25%</b>
	<b>Total Maintenance Assessments Latronica Municipal Drain</b>					<b>100.00%</b>	<b>100.00%</b>

Notes:

- 1 '\*' Denotes Lands not eligible for ADIP Grants.
- 2 Lands located upstream of the maintenance shall be determined by the Drainage Superintendent.



## **Specifications for the Construction of Municipal Drainage Works**

DIVISION A – General Conditions

DIVISION B – Specification for Open Drains

DIVISION C – Specifications for Tile Drains

DIVISION H – Special Provisions



**DIVISION A**

**General Conditions**





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## **DIVISION A – GENERAL CONDITIONS**

### **A.1. Scope**

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Scope of Work, Drawings, General Conditions and other Specifications.

### **A.2. Examinations of Site, Drawings, and Specifications**

The Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to satisfy himself of the existing conditions and extent of the work to be done before submission of his Tender. No allowance shall subsequently be made on behalf of the Contractor by reason of any error on his part. Any estimates of quantities shown or indicated on the Drawings, or elsewhere are provided for the convenience of the Tenderer. Any use made of these quantities by the Tenderer in calculating his Tender shall be done at his own risk. The Tenderer for his own protection should check these quantities for accuracy.

The standard specifications (Divisions B through G) shall be considered complementary and where a project is controlled under one of the Divisions, the remaining Divisions will apply for miscellaneous works.

In case of any inconsistency or conflict between the Drawings and Specifications, the following order of precedence shall apply:

- Direction of the Engineer
- Special Provisions (Division H)
- Scope of Work
- Contract Drawings
- Standard Specifications (Divisions B through G)
- General Conditions (Division A)

### **A.3. Payment**

Progress payments equal to 87±% of the value of work completed and materials incorporated in the work will be made to the Contractor monthly. An additional ten per cent (10±%) will be paid 60 days after the final acceptance by the Engineer, and three per cent (3±%) of the Contract price may be reserved by the Municipality as a maintenance holdback for a one (1) year period from the date of the Completion Certificate. A greater percentage of the Contract price may be reserved by the Municipality for the same one (1) year period if in the opinion of the Engineer, particular conditions of the Contract requires such greater holdback.

After the completion of the work, any part of this reserve may be used to correct defects developed within that time from faulty workmanship and materials, provided that notice shall first be given to the Contractor and that he may promptly make good such defects.

### **A.4. Contractor's Liability Insurance**



Prior to commencement of any work, the Contractor shall file with the Municipality evidence of compliance with all Municipality insurance requirements (Liability Insurance, WSIB, etc.) for no less than the minimum amounts as stated in the Purchasing Procedures of the Municipality. All insurance coverage shall remain in force for the entire contract period including the warranty period which expires one year after the date of the Completion Certificate.

The following are to be named as co-insured:

- Successful Contractor
- Sub-Contractor
- Municipality
- Headway Engineering

### **A.5. Losses Due to Acts of Nature, Etc.**

All damage, loss, expense and delay incurred or experienced by the Contractor in the performance of the work, by reason of unanticipated difficulties, bad weather, strikes, acts of nature, or other mischances shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

### **A.6. Commencement and Completion of Work**

The work must commence as specified in the Form of Tender and Agreement. If conditions are unsuitable due to poor weather, the Contractor may be required, at the discretion of the Engineer to postpone or halt work until conditions become acceptable and shall not be subject of a claim for additional compensation.

The Contractor shall give the Engineer a minimum of 48 hours notice before commencement of work. The Contractor shall then arrange a meeting to be held on the site with Contractor, Engineer, and affected Landowners to review in detail the construction scheduling and other details of the work.

If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Municipality a minimum of 24 hours notice prior to returning to the project. If any work is commenced without notice to the Engineer, the Contractor shall be fully responsible for all such work undertaken prior to such notification.

The work must proceed in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the Form of Tender and Agreement.

### **A.7. Working Area and Access**

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For all other areas, the working area available to the Contractor to construct the drain is specified in the Special Provisions (Division H).

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately. Where the Contractor exceeds the specified working widths without authorization, he shall be held responsible for the costs of all additional damages.



If access off an adjacent road allowance is not possible, each Landowner on whose property the drainage works is to be constructed, shall designate access to and from the working area. The Contractor shall not enter any other lands without permission of the Landowner and he shall compensate the Landowner for damage caused by such entry.

### **A.8. Sub-Contractors**

The Contractor shall not sublet the whole or part of this Contract without the approval of the Engineer.

### **A.9. Permits, Notices, Laws and Rules**

The Contractor shall obtain and pay for all necessary permits or licenses required for the execution of the work (but this shall not include MTO encroachment permits, County Road permits permanent easement or rights of servitude). The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety.

### **A.10. Railways, Highways, and Utilities**

A minimum of 72 hours' notice to the Railway or Highways, exclusive of Saturdays, Sundays, and Statutory Holidays, is required by the Contractor prior to any work activities on or affecting the applicable property. In the case of affected Utilities, a minimum of 48 hours' notice to the utility owner is required.

### **A.11. Errors and Unusual Conditions**

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy the wrong decision on his part shall be borne by the Contractor. The Engineer shall make the alterations necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project.

The Contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

### **A.12. Alterations and Additions**

The Engineer shall have the power to make alterations in the work shown or described in the Drawings and Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Contractor and the Engineer, but in all cases the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.



### **A.13. Supervision**

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

### **A.14. Field Meetings**

At the discretion of the Engineer, a field meeting with the Contractor or his representative, the Engineer and with those others that the Engineer deems to be affected, shall be held at the location and time specified by the Engineer.

### **A.15. Periodic and Final Inspections**

Periodic inspections by the Engineer will be made during the performance of the work. If ordered by the Engineer, the Contractor shall expose the drain as needed to facilitate inspection by the Engineer.

Final inspection by the Engineer will be made within twenty (20) days after he has received notice from the Contractor that the work is complete.

### **A.16. Acceptance By the Municipality**

Before any work shall be accepted by the Municipality, the Contractor shall correct all deficiencies identified by the Engineer and the Contractor shall leave the site neat and presentable.

### **A.17. Warranty**

The Contractor shall repair and make good any damages or faults in the drain that may appear within one (1) year after its completion (as dated on the Completion Certificate) as the result of the imperfect or defective work done or materials furnished if certified by the Engineer as being due to one or both of these causes; but nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done. Neither the Completion Certificate nor any payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his responsibility.

### **A.18. Termination of Contract By The Municipality**

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials to commence or complete the works, or if he should fail to make prompt payment to Sub-Contractors, or for material, or labour, or persistently disregards laws, ordinances, or the instruction of the Engineer, or otherwise be guilty of a substantial violation of the provisions of the Contract, then the Municipality, upon the certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the Contractor written notice, terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Engineer may deem expedient but without delay or expense. In such a case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price will exceed the expense



of finishing the work including compensation to the Engineer for his additional services and including the other damages of every name and nature, such excess shall be paid by the Contractor. If such expense will exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer.

If the Contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the certified cheque bid deposit and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new Tender for the Contract being terminated.

If any unpaid balance and the certified cheque do not match the monies owed by the Contractor upon termination of the Contract, the Municipality may also charge such expense against any money which may thereafter be due to the Contractor from the Municipality.

### **A.19. Tests**

The cost for the testing of materials supplied to the job by the Contractor shall be borne by the Contractor. The Engineer reserves the right to subject any lengths of any tile or pipe to a competent testing laboratory to ensure the adequacy of the tile or pipe. If any tile supplied by the Contractor is determined to be inadequate to meet the applicable A.S.T.M. standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate tile in the Contract with tile capable of meeting the A.S.T.M. Standards.

### **A.20. Pollution**

The Contractor shall keep their equipment in good repair. The Contractor shall refuel or repair equipment away from open water.

If polluted material from construction materials or equipment is caused to flow into the drain, the Contractor shall immediately notify the Ministry of the Environment, and proceed with the Ministry's protocols in place to address the situation.

### **A.21. Species and Risk**

If a Contractor encounters a known Species at Risk as designated by the MNR or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines to deal with the species.

### **A.22. Road Crossings**

This specification applies to all road crossings (Municipality, County, Regional, or Highway) where no specific detail is provided on the drawings or in the standard specifications. This specification in no way limits the Road Authority's regulations governing the construction of drains on their Road Allowance.

#### **A.22.1. Road Occupancy Permit**

Where applicable, the Contractor must submit an application for a road occupancy permit to the Road Authority and allow a minimum of five (5) working days for its review and issuance.

#### **A.22.2. Road Closure Request and Construction Notification**



The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority and the Engineer for review and approval a minimum of five (5) working days prior to proceeding with any work on the road allowance. The Contractor shall be responsible for notifying all applicable emergency services, schools, etc. of the road closure or construction taking place.

### **A.22.3. Traffic Control**

The Contractor shall supply flagmen, and warning signs and ensure that detour routes are adequately signed in accordance with no less than the minimum standards as set out in the Ontario Traffic Manual's Book 7.

### **A.22.4. Weather**

No construction shall take place during inclement weather or periods of poor visibility.

### **A.22.5. Equipment**

No construction material and/or equipment is to be left within three (3) metres of the travelled portion of the road overnight or during periods of inclement weather.

If not stated on the drawings, the road crossing shall be constructed by open cut method. Backfill from the top of the cover material over the subsurface pipe or culvert to the under side of the road base shall be Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm. Granular road base materials shall be thoroughly compacted to 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing HL-8 Hot Mix Asphalt patch at a thickness of 50mm or of the same thickness as the existing pavement structure. The asphalt patch shall be flush with the existing roadway on each side and without overlap.

Excavated material from the trench beyond 1.25 metres from the travelled portion or beyond the outside edge of the gravel shoulder may be used as backfill in the trench in the case of covered drains. The material shall be compacted in lifts not exceeding 300mm.

## **A.23. Laneways**

All pipes crossing laneways shall be backfilled with material that is clean, free of foreign material or frozen particles and readily tamped or compacted in place unless otherwise specified. Laneway culverts on open ditch projects shall be backfilled with material that is not easily erodible. All backfill material shall be thoroughly compacted as directed by the Engineer.

Culverts shall be bedded with a minimum of 300mm of granular material. Granular material shall be placed simultaneously on each side of the culvert in lifts not exceeding 150mm in thickness and compacted to 95% Standard Proctor Density. Culverts shall be installed a minimum of 10% of the culvert diameter below design grade with a minimum of 450mm of cover over the pipe unless otherwise noted on the Drawings.



The backfill over culverts and subsurface pipes at all existing laneways that have granular surfaces on open ditch and closed drainage projects shall be surfaced with a minimum of 300mm of Granular “B” material and 150mm of Granular “A” material. All backfill shall be thoroughly compacted as directed by the Engineer. All granular material shall be placed to the full width of the travelled portion.

Any settling of backfilled material shall be repaired by or at the expense of the Contractor during the warranty period of the project and as soon as required.

## **A.24. Fences**

No earth is to be placed against fences and all fences removed by the Contractor shall be replaced by him in as good a condition as found. Where practical the Contractor shall take down existing fences in good condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it. The replacement of the fences shall be done to the satisfaction of the Engineer. Any fences found in such poor condition where the fence is not salvageable, shall be noted and verified with the Engineer prior to commencement of work.

Fences damaged beyond repair by the Contractor’s negligence shall be replaced with new materials, similar to those materials of the existing fence, at the Contractor’s expense. The replacement of the fences shall be done to the satisfaction of the Landowner and the Engineer.

Any fences paralleling an open ditch that are not line fences that hinder the proper working of the excavating machinery, shall be removed and rebuilt by the Landowner at his own expense.

The Contractor shall not leave fences open when he is not at work in the immediate vicinity.

## **A.25. Livestock**

The Contractor shall provide each landowner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the Landowner shall be responsible to keep all livestock clear of the construction areas until further notified. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock where the Contractor failed to notify the Landowner, or through negligence or carelessness on the part of the Contractor.

## **A.26. Standing Crops**

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain and access routes if the Contractor has failed to notify the Landowners 48 hours prior to commencement of the work on that portion of the drain.

## **A.27. Surplus Gravel**

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used, the Contractor shall haul away such surplus material.

## **A.28. Iron Bars**

The Contractor is responsible for the cost of an Ontario Land Surveyor to replace any iron bars that are altered or destroyed during the course of the construction.



### **A.29. Rip-Rap**

Rip-rap shall be quarry stone rip-rap material and shall be the sizes specified in the Special Provisions. Broken concrete shall not be used as rip-rap unless otherwise specified.

### **A.30. Clearing, Grubbing and Brushing**

This specification applies to all brushing where no specific detail is provided on the drawings or in the Special Provisions.

The Contractor shall clear, brush and stump trees from within the working area that interfere with the installation of the drainage system.

All trees, limbs and brush less than 150mm in diameter shall be mulched. Trees greater than 150mm in diameter shall be cut and neatly stacked in piles designated by the Landowners.

### **A.31. Restoration of Lawns**

This specification applies to all lawn restoration where no specific detail is provided on the drawings or in the Special Provisions and no allowance for damages has been provided under Section 30 of the Drainage Act RSO 1990 to the affected property.

The Contractor shall supply “high quality grass seed” and the seed shall be broadcast by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of broadcast to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier’s recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the Landowner to maintain the area in a manner so as to promote growth

**END OF DIVISION**



**DIVISION B**

**Specifications for Open Drains**





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## DIVISION B – SPECIFICATIONS FOR OPEN DRAINS

### B.1. Alignment

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless noted on the drawings. Where there are unnecessary bends or irregularities on the existing course of the drain, the Contractor shall contact the Engineer before commencing work to verify the manner in which such irregularities or bends may be removed from the drain. All curves shall be made with a minimum radius of fifteen (15) metres from the centre line of the drain.

### B.2. Profile

The Profile Drawing shows the depth of cuts from the top of the bank to the final invert of the ditch in metres and decimals of a metre, and also the approximate depth of excavated material from the bottom of the existing ditch to the final invert of the ditch. These cuts are established for the convenience of the Contractor; however, bench marks (established along the course of the drain) will govern the final elevation of the drain. The location and elevation of the bench marks are given on the Profile Drawing. Accurate grade control must be maintained by the Contractor during ditch excavation.

### B.3. Excavation

The bottom width and the side slopes of the ditch shall be those shown on the drawings. If the channel cross-section is not specified it shall be a one metre bottom width with 1.5(h):1(v) side slopes. At locations along the drain where the cross section dimensions change, there shall be a transitional length of not less than 10:1 (five metre length to 0.5 metre width differential). Where the width of the bottom of the existing ditch is sufficient to construct the design width, then construction shall proceed without disturbing the existing banks.

Where existing side slopes become unstable, the Contractor shall immediately notify the Engineer. Alternative methods of construction and/or methods of protection will then be determined prior to continuing work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

An approved hydraulic excavator shall be used to carry out the excavation of the open ditch unless otherwise directed by the Engineer.

### B.4. Excavated Material

Excavated material shall be placed on the low side of the drain or opposite trees and fences. The Contractor shall contact all Landowners before proceeding with the work to verify the location to place and level the excavated material.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water behind the spoil bank. The excavated material shall be placed and levelled to a maximum



depth of 200 mm, unless instructed otherwise and commence a minimum of one (1) metre from the top of the bank. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2(h):1(v). The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship to the farm machinery and farm personnel. No excavated material shall cover any logs, brush, etc. of any kind.

Any stones or boulders which exceed 300mm in diameter shall be removed and disposed of in a location specified by the Landowner.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch or to relocate any portion or all of an existing ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch, no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

### **B.5. Excavation at Existing Bridge and Culvert Sites**

The Contractor shall excavate the drain to the full specified depth under all bridges and to the full width of the structure. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is complete. Permanent bridges must, if at all possible, be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Landowner if excavation will expose the footings or otherwise compromise the structural integrity of the structure.

The Contractor shall clean through all pipe culverts to the grade and width specified on the profile.

### **B.6. Pipe Culverts**

All pipe culverts shall be installed in accordance with the standard detail drawings. If couplers are required, five corrugation couplers shall be used for up to and including 1200mm diameter pipes and 10 corrugation couplers for greater than 1200mm diameter pipes.

When an existing crossing is being replaced, the Contractor may backfill the new culvert with the existing native material that is free of large rocks and stones. The Contractor is responsible for any damage to a culvert pipe that is a result of rocks or stones in the backfill.

### **B.7. Rip-Rap Protection For Culverts**

Quarry stone rip-rap shall be used as end treatment for new culverts and placed on geotextile filter material (Mirafi 160N or approved equal). The rip-rap shall be adequately keyed in along the bottom of the slope, and shall extend to the top of the pipe or as directed on the drawings. The maximum slope for rip-rap shall be 1(h):1(v) or as directed by the Engineer.

The Contractor shall be responsible for any defects or damages that may develop in the rip-rap or the earth behind the rip-rap that the Engineer deems to have been fully or partially caused by faulty workmanship or materials.



## **B.8. Clearing, Grubbing and Mulching**

Prior to excavation, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with the slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slopes shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the Landowner.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched. Clearing, grubbing and mulching shall be carried out as a separate operation from the excavation of the ditch, and shall not be completed simultaneously at the same location.

## **B.9. Tributary Tile Outlets**

All tile outlets in existing ditches shall be marked by the Landowner prior to excavation. The Contractor shall guard against damaging the outlets of tributary drains. Any tile drain outlets that were marked or noted on the drawings and are subsequently damaged by the Contractor shall be repaired by the Contractor at his expense. The Landowner shall be responsible for repairs to damaged tile outlets that were not marked.

## **B.10. Seeding**

The side slopes where disturbed shall be seeded using an approved grass seed mixture. The grass seed shall be applied the same day as the excavation of the open ditch.

Grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO and composed of the following varieties mixed in the proportion by weight as follows:

- 55% Creeping Red Fescue
- 40% Perennial Rye Grass
- 5% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

## **B.11. Hydro Seeding**

The areas specified in the contract document shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572.

## **B.12. Hand Seeding**

Placement of the seed shall be of means of an approved mechanical spreader.

## **B.13. Completion**



At the time of completion and final inspection, all work in the Contract shall have the full dimensions and cross-sections specified without any allowance for caving of banks or sediment in the ditch bottom.

**END OF DIVISION**



**DIVISION C**

**Specifications for Tile Drains**





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## DIVISION C – SPECIFICATIONS FOR TILE DRAINS

### C.1. Pipe Materials

#### Concrete Tile

Concrete drain tile shall conform to the requirements of the most recent A.S.T.M. specification for Heavy-Duty Extra Quality drain tile. All tile shall have a pipe strength of 2000D, unless otherwise noted.

All tile furnished shall be subject to the approval of the Engineer. All rejected tile are to be immediately removed from the site.

#### High Density Polyethylene (HDPE) Pipe

All HDPE pipe shall be dual-wall corrugated drainage pipe with a smooth inner wall. HDPE pipe shall have a minimum stiffness of 320 kPa at 5% deflection.

Unless otherwise noted, all sealed HDPE pipe shall have a water tight gasketed bell and spigot joining system meeting the minimum requirements of CSA B182.8. Perforated HDPE pipe shall have a soil tight joining system, and shall be enveloped in non-woven geotextile filter sock.

### C.2. Alignment

The Contractor shall contact the Engineer to establish the course of the drain. Where an existing drain is to be removed and replaced by the new drain, or where the new drain is to be installed parallel to an existing drain, the Contractor shall locate the existing drain (including repairing damaged tile caused by locating) at intervals along the course of the drain. The costs of locating shall be included in the tender price.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other watercourses or at sharp corners, it shall run on a curve of at least 15 metres radius. The new tile drain shall be constructed at an offset from and parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water.

The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where any such existing drain is disturbed or damaged, the Contractor shall perform the necessary repair at his expense.

### C.3. Profile

Benchmarks have been established along the course of the drain which are to govern the elevations of the drain. The location and elevations of the benchmarks are shown on the drawings. Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times.



When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made.

## **C.4. Excavation**

### **Wheel Machine**

Unless otherwise specified, all trenching shall be carried out with a wheel machine approved by the Engineer. The wheel machine shall shape the bottom of the trench to conform to the outside diameter of the pipe. The minimum trench width shall be equal to the outside diameter of the pipe plus 100mm on each side of the pipe, unless otherwise specified. The maximum trench width shall be equal to the outside diameter of the pipe plus 300mm on each side of the pipe, unless otherwise specified.

### **Scalping**

Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capability of the Contractor's wheel machine, he shall lower the surface grade in order that the wheel machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of the topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.

### **Excavator**

Where the use of an excavator is used in-lieu of a wheel machine, the topsoil shall be stripped and replaced in accordance with Item C.4.2. All tile shall be installed on 19mm clear crushed stone bedding placed to a minimum depth of 150mm which has been shaped to conform to the bottom of the pipe. The Contractor shall include the costs of this work in his tender price.

## **C.5. Installation**

### **Concrete Tile**

The tile is to be laid with close joints and in regular grade and alignment in accordance with the drawings. The tiles are to be bevelled, if necessary to ensure close joints. The inside of the tile is to be kept clear when laid. The sides of the tile are to be supported by partial filling of the trench (blinding) prior to inspection by the Engineer. No tile shall be backfilled until inspected by the Engineer unless otherwise permitted by the Engineer. The tile shall be backfilled such that a sufficient mound of backfill is placed over the trench to ensure that no depression remains after settling occurs in the backfill.

Where a tile connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a tile drain passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of



compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

The Contractor shall supply and wrap all concrete tile joints with Mirafi 160N geotextile filter material as part of this contract. The width of the filter material should be:

- 300mm wide for tile sizes 150mm diameter to 350mm diameter.
- 400mm wide for tile sizes 400mm diameter to 750mm diameter.
- 500mm wide for tile sizes larger than 750mm diameter.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be.

### **HDPE Pipe**

HDPE pipe shall be installed using compacted Granular 'A' bedding or 19mm clear crushed stone bedding from 150mm below the pipe to 300mm above the pipe. All granular material shall be compacted using a suitable mechanical vibratory compactor. Granular bedding and backfill shall be placed in lifts not exceeding 300mm and compacted to at least 95% Standard Proctor Maximum Dry Density (SPMDD).

Where a pipe connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a pipe passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

## **C.6. Trench Crossings**

The Contractor shall not cross the backfilled trench with any construction equipment or vehicles, except by one designated crossing location on each property. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench. The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall ensure that no equipment or vehicles travel along the length of the trench. The Contractor shall be responsible for any damage to the new tile caused by the construction of the drain.

## **C.7. Outlet Protection**

A tile drain outlet into a ditch shall be either HDPE pipe or corrugated steel pipe and shall include a hinged grate for rodent protection. The maximum spacing between bars on the rodent grate shall be 40mm. All corrugated steel outlet pipes shall be bevelled at the end to generally conform to the slope of the ditch bank.



Quarry stone rock rip-rap protection and geotextile filter material (Mirafi 160N), shall be installed around the outlet pipe and extended downstream a minimum distance of three metres, unless otherwise specified. The protection shall extend to the top of the backfilled trench and below the pipe to 300 mm under the streambed. The protection shall also extend 600mm into undisturbed soil on either side of the backfilled trench. In some locations, rip-rap may be required on the bank opposite the outlet.

Where the outlet occurs at the upper end of an open ditch, the rip-rap protection will extend all around the end of the ditch and to a point 800mm downstream on either side. Where heavy overflow is likely to occur, sufficient additional rip-rap and filter material shall be placed as directed by the Engineer to prevent the water cutting around the protection.

### **C.8. Catch Basins and Junction Boxes**

Unless otherwise noted, catch basins shall be in accordance with OPSD 705.010 and 705.030. The catch basin grate shall be a "Birdcage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catch basin with bolts into the concrete. Spacing of bars on grates for use on 600mmX600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmX600mm shall be 90mm.

All catch basins shall be backfilled with compacted Granular 'A' or 19mm clear crushed stone placed to a minimum width of 300mm on all sides. If settling occurs after construction, the Contractor shall supply and place sufficient granular material to maintain the backfill level flush with adjacent ground. The riser sections of the catch basin shall be wrapped with filter cloth.

Quarry stone rip-rap protection shall be placed around all catch basins and shall extend a minimum distance of one (1) metre away from the outer edge of each side of the catch basin, and shall be placed so that the finished surface of the rip-rap is flush with the existing ground.

If there are no existing drains to be connected to the catch basin at the top end of the drain, a plugged tile shall be placed in the upstream wall with the same elevations as the outlet tile.

Junction boxes shall have a minimum cover over the lid of 450mm.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. The top of the spill way of the earth berm shall be the same elevation as the high wall of the ditch inlet catch basin. The earth berm shall be covered with 100mm depth of topsoil and seeded with an approved green seed mixture. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 metres each way from all catch basins.

The Contractor shall clean all catch basin sumps after completion of the drain installation. Catch basin markers shall be placed beside each catch basin.

### **C.9. Tributary Drains**



Any tributary tile encountered in the course of the drain is to be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary drains encountered are clean or reasonably clean, they shall be connected into the new drain in accordance with the typical tile drain connection detail. Tributary tile drain connections into the new drain shall be made using high density polyethylene agricultural drain tubing installed on and backfilled with 19mm clear crushed stone. All tile drain connections into the new drain shall be either a cored hole with an insert coupler or a manufactured tee.

Where the existing drains are full of sediment, the decision to connect the tributary drain to the new drain shall be left to the Engineer. The Contractor shall be paid for each tributary drain connection as outlined in the Form of Tender and Agreement.

The Contractor shall be responsible for all tributary tile connections for a period of one year from the date of the Completion Certificate. After construction, any missed tile connections required to be made into the new drain shall be paid at the same rate as defined in the Form of Tender and Agreement. The Contractor will have the option to make any subsequent tile connections or have the Municipality make the required connections and have the cost of which deducted from the holdback.

Where an open ditch is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain.

Where the Contractor is required to connect an existing tile which is not encountered in the course of the drain, the cost of such work shall constitute an extra to the contract.

### **C.10. Clearing, Grubbing and Mulching**

The Contractor shall clear, brush and stump trees from within the working area.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched.

Clearing, grubbing and mulching shall be carried out as a separate operation from installing the drain, and shall not be completed simultaneously at the same location.

### **C.11. Roads and Laneway Sub-Surface Crossings**

All roads and laneway crossings may be made with an open cut. The Contractor may use original ground as backfill to within 600mm of finished grade only if adequate compaction and if the use of the original ground backfill has been approved beforehand by the Engineer.

### **C.12. Filling In Existing Ditches**

The Contractor shall backfill the ditch sufficiently for traversing by farm equipment. If sufficient material is available on-site to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled waterway. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period.



### **C.13. Construction of Grassed Waterways**

Where the Contractor is required to construct a grassed waterway, the existing waterway shall be filled in, regraded, shaped and a seed bed prepared prior to applying the grass seed. The grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO.

- 55% Creeping Red Fescue
- 15% Perennial Rye Grass
- 27% Kentucky Bluegrass
- 3% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

### **C.14. Unstable Soil**

The Contractor shall immediately contact the Engineer if unstable soil is encountered. The Engineer shall, after consultation with the Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

### **C.15. Rocks**

The Contractor shall immediately contact the Engineer if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a wheel machine. The Engineer shall determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

If only scattered large stone or boulders are removed on any project, the Contractor shall either excavate a hole to bury same adjacent to the drain, or he shall haul the stones or boulders to a location designated by the Landowner.

### **C.16. Broken or Damaged Tile**

The Contractor shall remove and dispose of all broken (existing or new), damaged or excess tile off site.

### **C.17. Recommended Practice For Construction of Sub-Surface Drainage Systems**

Drainage Guide for Ontario, Ministry of Agriculture, Food and Rural Affairs, Publication 29 and its amendments, dealing with the construction of Subsurface Drainage Systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other Specifications of the Contract.

**END OF DIVISION**



**DIVISION H**

**SPECIAL PROVISIONS**

**Latronica Municipal Drain**





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Special Provisions means special directions containing requirements particular to the work not adequately provided for by the standard or supplemental specifications. Special provisions shall take precedence and govern over any standard or supplemental specification.

## **H.1. GENERAL**

The Contractor shall notify the Landowner, the Drainage Superintendent, and the Engineer 48 hours prior to construction.

The Contractor shall arrange a pre-construction meeting and shall invite the Engineer, Drainage Superintendent, and the Landowners on whose property the work will take place, including all affected road authorities, a minimum of five working days prior to the anticipated start date of construction.

The Contractor shall verify the location of the new drainage system with the Engineer and Landowner prior to construction.

The Contractor shall check and verify all dimensions and elevations and report any discrepancies to the Engineer prior to proceeding with the work.

The Contractor must maintain access to all driveways along the route of the drain as well as always maintain access for all emergency vehicles during the construction.

The Contractor shall be responsible for settlement within the warranty period.

## **H.2. UTILITIES**

All utilities shall be located and uncovered in the affected areas by the Contractor prior to construction.

The locations and elevations of all utilities shown on the drawings are approximate locations. Actual locations and elevations of all utilities must be verified by the Contractor prior to construction.

The Contractor shall arrange to have a representative of the utility owner on site during construction if it is a requirement by the utility owner.

## **H.3. WORKING AREA AND ACCESS**

Access to the working area shall be designated by the Landowners where an access route is not defined.

The working area for the installation of the tile drainage system shall be an average width of 25m for construction purposes and an average width of 10m for maintenance purposes along the alignment of the proposed closed drain.

The working area for the open ditch work shall be an average width of 12m on the primary working side of the existing ditch (the west side) for construction purposes and 10m for maintenance purposes.

The working area for the enclosure of the existing open ditch shall remain within the working corridor for the closed work on the west side of the ditch, and five metres on the east side of the ditch from sta. 0+000 to sta. 0+482 (Main Drain Closed).



#### **H.4. CLEARING, BRUSHING, AND PROTECTION OF FEATURES**

The Contractor shall clear, brush, and mulch vegetation within the working area as required to complete the work. Clearing shall be limited to that necessary for construction, unless otherwise authorized by the Engineer.

All brush, limbs, and trees less than 150mm in diameter, and any larger material that can be reasonably mulched, shall be mulched or chipped and spread within the working area.

Where larger diameter material is encountered that is not practical to mulch, the Contractor shall cut such material into manageable lengths and place it in neat, stable piles along the outer limits of the working area in locations designated by the Landowner. Where no direction is provided by the Landowner and where reasonable attempts were made to contact the Landowner, the Contractor may select appropriate locations to neatly pile the material within the working area.

Unless otherwise specified, cleared materials are not intended to be salvaged or preserved for later use.

Landowners shall clearly identify any trees, features, objects, or improvements of particular value within or adjacent to the working area and access routes prior to construction. While reasonable efforts may be made to accommodate such features where practicable, no guarantee of protection is provided where such features interfere with the work.

#### **H.5. OPEN DITCH EXCAVATION**

An approved hydraulic excavator shall be used to carry out the excavation of the open ditches. The Main Drain (Open) shall have a 0.9m bottom width, parabolic in shape. The side slopes shall be a 1.5H:1V or flatter.

#### **H.6. EXCAVATED MATERIAL**

Excavated material shall be used as fill material for the ditch enclosure.

#### **H.7. FILLING IN EXISTING OPEN DITCH**

The Contractor shall strip all available topsoil from the existing open ditch and stockpile the topsoil on site. The topsoil shall be spread over the backfilled ditch.

The Contractor shall use the excavated material from the open ditch work, the excess backfill from the tile drain installation, and imported fill material to fill in the existing open ditch.

The existing open ditch shall be backfilled during dry conditions.

#### **H.8. TOPSOIL STRIPPING**

##### **8.1 Tile Drain Installation**

The Contractor shall strip the topsoil along the alignment of the tile drain to a width of 10m from Stat 0+000 to Sta. 0+482. From Sta. 0+482 to Sta. 0+689, the Contractor shall strip the topsoil for a minimum of 4m, centred on the trench.



Where the drain is to be installed by means of an approved hydraulic excavator (due to poor soil conditions or for HDPE pipe), the Contractor shall strip the topsoil for a width equal to the top width of the trench, or the specified width, whichever is greater.

The Contractor shall stockpile the topsoil and later spread it over the backfilled trench. The Contractor shall ensure that the topsoiled trench is left in a condition such that the landowner can perform final restoration using nothing more than farm equipment. The Contractor will not attempt to place frozen topsoil over the backfilled trench.

### 8.2 Existing Ditch Enclosure

The Contractor shall strip all available topsoil from the side slopes and streambed of the ditch prior to the enclosure and shall stockpile it adjacent to the ditch. Additionally, the Contractor shall strip the topsoil for a width of 5m along the east side of the ditch.

The Contractor shall later spread the topsoil over the backfilled ditch and east side of the ditch and shall ensure that the topsoiled enclosed ditch is left in a condition that the Landowner can perform final restoration using nothing more than farm equipment.

### 8.3 Open Ditch Cleanout

The Contractor shall strip topsoil from the side slopes and streambed of the ditch prior to the ditch cleanout. The topsoil shall later spread the topsoil back on the disturbed side slopes of the excavated ditch.

## **H.9. DRAIN ALIGNMENT, PIPE MATERIALS, AND INSTALLATION**

### 9.1 Drain Alignment

The new tile drainage system shall be installed approximately 5 metres west of the west top of bank for the ditch from Sta. 0+000 to Sta. 0+482.

From Sta. 0+482 to Sta. 0+689, the new drain shall be installed along the route of the existing drain. The Contractor shall locate the existing drain prior to the installation of the new drainage system.

### 9.2 Concrete Field Tile

An approved wheel trencher shall be used to install the concrete field tile whenever possible.

All concrete tile shall be Heavy-Duty Extra Quality Concrete Drain Tile 2000D.

Concrete field tile installed by means of a wheel machine shall be backfilled using suitable native material. The backfill shall not be compacted but a sufficient mound shall be left over the trench by the Contractor to allow for settlement flush with adjacent lands.

Concrete field tile installed by means of an approved hydraulic excavator shall be installed using 19mm crushed stone bedding from a minimum of 150mm below the pipe to the springline of the pipe. Suitable native material shall be used as backfill from the springline to the underside of the topsoil.

The Contractor shall supply and wrap all concrete joints with geotextile filter material.



The filter material shall completely cover the tile joint.

The Contractor shall be responsible for all trench settlement within the warranty period.

### 9.3 High Density Polyethylene Pipe (HDPE)

All HDPE pipe shall be CSA B182.8 with soil tight (couplers) jointing systems unless otherwise stated.

All HDPE pipe shall be installed using 19mm crushed stone bedding (or approved equivalent) from a minimum of 150mm below the pipe to 150mm above the pipe. Suitable native material shall be used as backfill from 150mm above the pipe to the underside of the topsoil.

The Contractor shall use HDPE pipe within the Hydro Tower corridor, from Sta. 0+643 to Sta. 0+659.

The Contractor shall be responsible for all trench settlement within the warranty period.

### 9.4 Poor Soil Conditions

The Contractor shall submit a unit price for installation of the pipe per the detail on wrapped crushed stone bedding as a provisional item. The provisional amount for installation on wrapped crushed stone bedding shall include the supply and installation of all additional labour, equipment and materials required for the installation of the pipe by this method.

If poor soil conditions are encountered, the Contractor shall install the pipe in accordance with the detail for wrapped crushed stone bedding and shall be entitled to the provisional tender amount, in addition to the tendered standard installation price. The Contractor shall be paid for the actual lengths installed in this condition.

## **H.10. EXISTING DRAINS/TILE CONNECTIONS**

The Contractor shall make all tributary tile drain connections in accordance with the Typical Tile Connection Detail found in the drawing set.

All existing drains cut off during the installation of the new drainage system that will be connected to the new drainage system shall be flagged or marked by the Contractor prior to the connection being made.

Existing tile outlets into the catch basin at Sta. 0+654 shall be reconnected into the new catch basin at Sta. 0+659 by the Contractor in accordance with the Typical Tile Connection Detail found in the drawing set. using appropriate pipe materials, pipe sizes, fittings and bedding materials.

The Contractor shall extend the existing tile outlets at Sta. 0+415 and 0+422 to the new tile drain and make the necessary connections into the new tile drainage system. Any existing tile drains that are connected directly into the new concrete field tile shall be cored into the new pipe such that the appropriate pipe diameter and fitting are considered. Square cut or hammered out holes into the new pipe will not be accepted.

The Contractor shall be responsible for all tile connections for a period of one year after the issuance of the completion certificate. Tile connections required to be made within this warranty period shall be made at the expense of the Contractor. After construction, the Contractor will be given the option



to make any subsequent tile connections or have the Municipality make said connections and have the costs of which deducted from the maintenance holdback.

The Contractor shall supply all necessary materials to compete the connections of the existing drains to the new drain. The type of materials, diameter of pipe and bedding used to make the tributary drain connections shall be verified with the engineer.

### **H.11. CATCH BASINS AND JUNCTION BOXES**

All catch basins shall be precast concrete catch basins and shall have a 300mm sump.

All catch basin grates shall be fastened to the new catch basin and shall be new hot dipped galvanized bird cage grates. Catch basin marker signs shall be erected at all catch basins.

The catch basin grate elevations shall be set to the satisfaction of the Engineer. Lifts shall be placed by the Contractor on all catch basins if necessary to achieve the desired elevation when field setting the structures.

All catch basins shall be installed using 19mm crushed stone bedding from 150mm below the structure to 150mm above the top of the highest pipe entering or exiting the structure. Structures on private property shall be backfilled using approved native material up to the underside of the topsoil layer. All backfill material shall be placed and thoroughly compacted evenly around each structure in lifts not exceeding 300mm to minimize settlement around the structures.

The Contractor shall be responsible for all settlement around catch basins. Should the area around the catch basin settle after construction, the Contractor shall be responsible for providing additional rip-rap required so that the top of the rip-rap is flush with the surrounding ground.

The Contractor shall place quarry stone rip-rap material around all sides of the catch basins and shall be placed on geotextile filter material in accordance with the attached set of drawing plans.

All holes for catch basin pipe connections to be cored by the manufacturer. All pipes entering or exiting a catch basin shall be installed such that the face of the pipe is flush with the inside wall of the structure.

The Contractor shall be responsible to repair or reapply mortar for all damaged mortared connections into any catch basin for a period of one year after the completion certificate has been issued, as determined by the Engineer.

### **H.12. RIP-RAP**

All stone rip-rap material shall be quarry stone 150mm to 300mm diameter and placed to a depth of 450mm, unless otherwise noted. All rip-rap material shall be placed on geo-textile filter material.

The Contractor shall not use broken concrete tile as rip-rap protection.

### **H.13. RIFFLE & PLUNGE POOL**

Riffles shall be constructed in accordance with the Typical Riffle Detail included in the attached set of drawings.

Anchor stones shall be 300mm to 500mm diameter angular stone. Rounded field stone shall be used to fill the voids of the anchor stone and shape the remaining portions of the riffle structure. The



Contractor may check with the landowner to see if suitable field stone is available, otherwise approved rounded stone shall be imported and placed by the Contractor.

The Contractor shall place quarry stone rip-rap protection 150mm to 300mm dia. and placed 450mm deep in accordance with the Plunge Pool Detail in the attached set of plans.

All rip-rap to be placed on an approved geotextile filter material.

#### **H.14. EROSION AND SEDIMENT CONTROL**

The Contractor shall provide adequate erosion and sediment control for the duration of the construction including monitoring and maintenance of the control measures put in place. The Contractor shall inspect the erosion and sediment control measures regularly, and specifically before predicted rainfall events, and after rainfall events.

#### **H.15. SEEDING**

The Contractor shall supply and spread an approved seed mixture (OPS 804 – Standard Roadside Mix) over the disturbed areas of the road right-of-way.

All seed mixtures are to be applied using the manufacturer's application recommendations.

#### **H.16. HYDRO TOWER CORRIDOR**

All works within the Hydro Tower Corridor and under the Hydro Tower lines shall conform to the regulations and requirements from Hydro One.



NOTES:

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BENCHMARK DESCRIPTIONS

- BENCHMARK No. 1** ELEV.=323.97  
TOP CENTRE OF 400mmØ CSP OUTLET PIPE AT STA. 0+000 (MAIN)
- BENCHMARK No. 2** ELEV.=329.79  
TOP CENTRE UPSTREAM END OF 400mmØ CSP SURFACE CULVERT 185m SOUTH OF STA. 0+654 (MAIN)

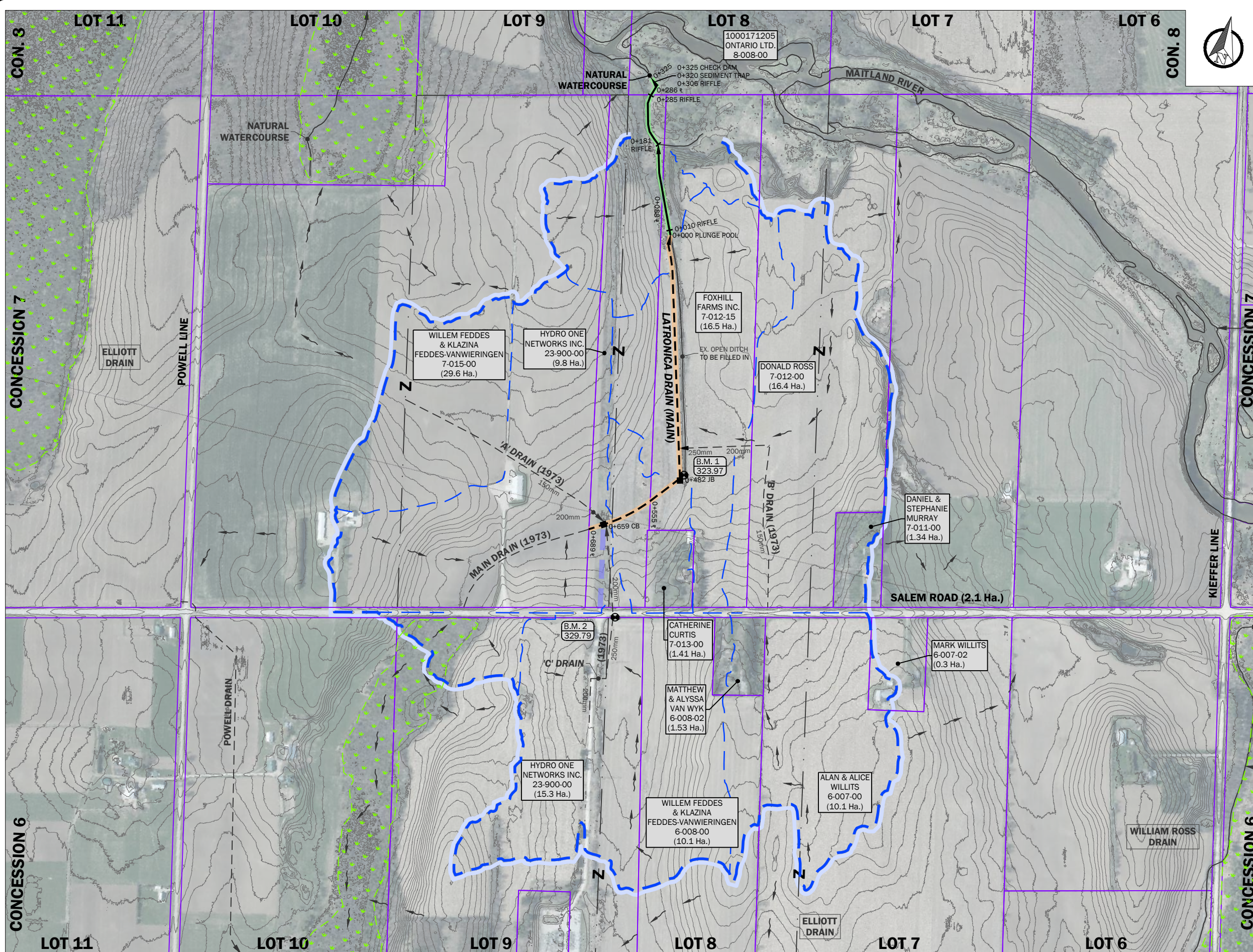
LEGEND

- LOT/CONCESSION LINE
  - PROPERTY LINE
  - MAJOR WATERSHED BOUNDARY
  - MINOR WATERSHED BOUNDARY
  - WETLAND LIMIT
  - CONSTRUCTION/MAINTENANCE ACCESS
  - BENCHMARK LOCATION
  - BENCHMARK No.
  - BENCHMARK ELEVATION
  - LANDOWNER NAME(S)
  - ASSESSMENT ROLL No. (ABBREVIATED)
  - AREA WITHIN WATERSHED
- EXISTING FEATURES:
- DRAIN NAME** OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
  - DRAIN NAME** CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION
  - OVERLAND FLOW PATH
- PROPOSED FEATURES:
- DRAIN NAME** OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
  - DRAIN NAME** CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION

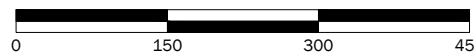
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4	PUBLIC INFORMATION MEETING	25-12-15
3	DFO SUBMISSION NO. 2	25-12-05
2	DFO SUBMISSION NO. 1	25-12-01
1	ON-SITE MEETING	24-10-10
No.	REVISION	DATE (YY-MM-DD)



DRAWN BY: R.U.	DESIGNED BY: M.T.	CHECKED BY: S.B.	DRAWING 1 OF 4
DATE: 2026-04-30		REFERENCE No. MT-006	



PLAN SCALE

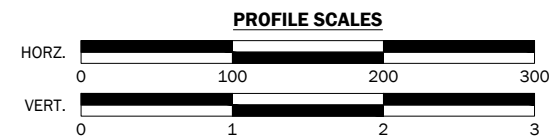
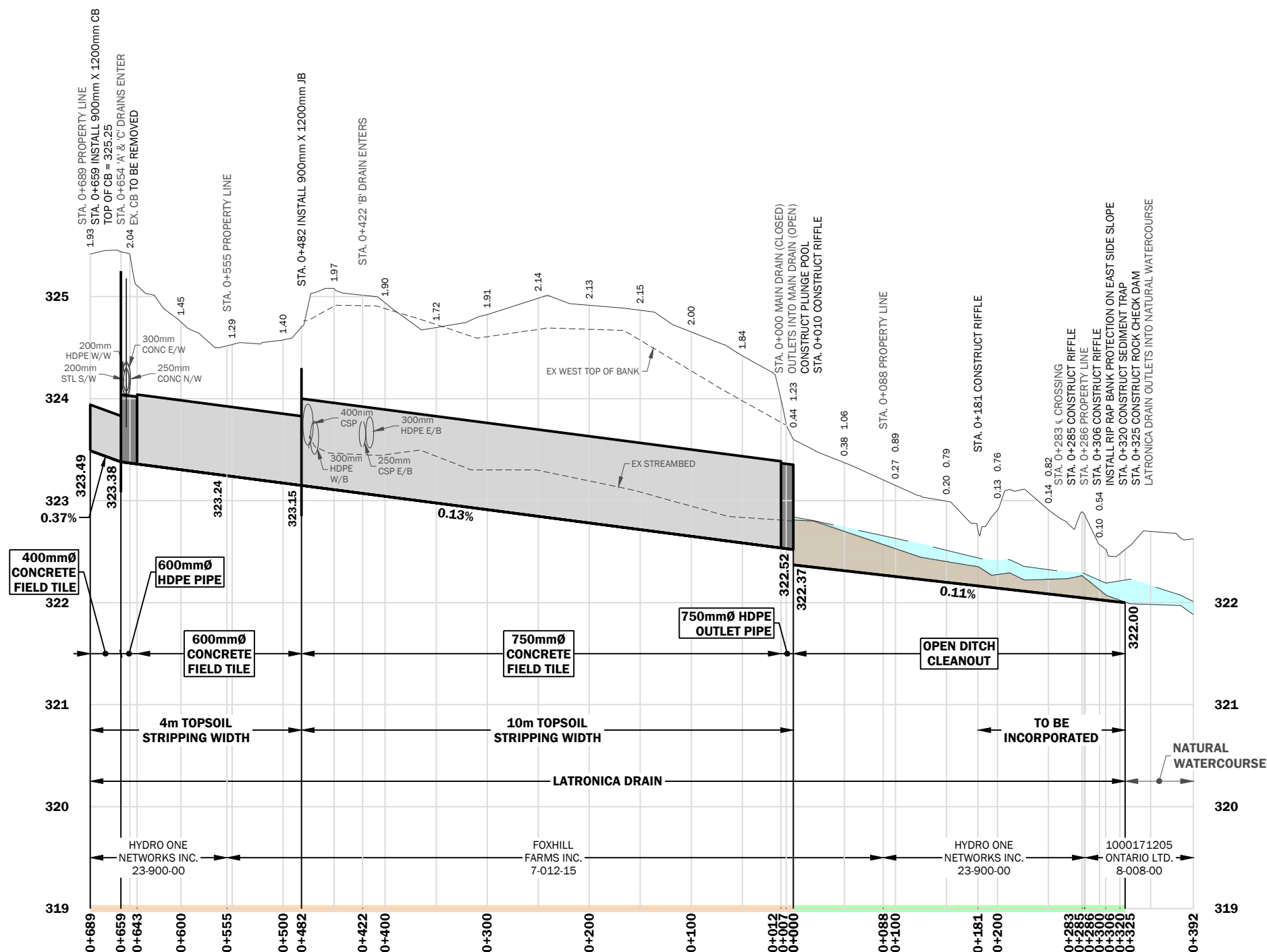




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TOP CENTRE OF 400mmØ CSP OUTLET PIPE AT STA. 0+000 (MAIN)

**BENCHMARK No. 2** ELEV.=329.79  
TOP CENTRE UPSTREAM END OF 400mmØ CSP SURFACE CULVERT 185m SOUTH OF STA. 0+654 (MAIN)



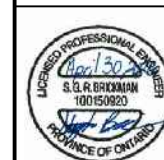
**SCHEDULE OF PIPE MATERIALS**

MATERIAL	DIAMETER (mm)	STATION RANGE	LENGTH (m)
1. HIGH DENSITY POLYETHYLENE OUTLET PIPE	750	0+000 - 0+012	12
2. CONCRETE FIELD TILE	750	0+012 - 0+482	470
3. CONCRETE FIELD TILE	600	0+482 - 0+643	161
4. HIGH DENSITY POLYETHYLENE PIPE	600	0+643 - 0+659	16
5. CONCRETE FIELD TILE	400	0+659 - 0+689	30

**OPEN DITCH CLEANOUT**

**BOTTOM WIDTH**  
0.9m (PARABOLIC)

**SIDE SLOPES**  
1.5:1



5	REPORT SUBMISSION	26-04-30
4	PUBLIC INFORMATION MEETING	25-12-15
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2	DFO SUBMISSION NO. 1	25-12-01
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DRAWN BY: R.U.	DESIGNED BY: M.T.	CHECKED BY: S.B.	DRAWING 2 OF 4
DATE: 2026-04-30		REFERENCE No. MT-006	



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- BENCHMARK No. 2** ELEV.=329.79  
TOP CENTRE UPSTREAM END OF 400mmØ CSP SURFACE CULVERT 7m ? OF STA. ? ('C' DRAIN)

LEGEND

- LOT/CONCESSION LINE
- PROPERTY LINE
- MAJOR WATERSHED BOUNDARY
- MINOR WATERSHED BOUNDARY
- OVERHEAD HYDRO LINE / TOWER CORRIDOR
- BENCHMARK LOCATION
- B.M. 1 123.45
- BENCHMARK No.
- BENCHMARK ELEVATION
- JOHN & JANE SMITH
- LANDOWNER NAME(S)
- 12-345
- ASSESSMENT ROLL No. (ABBREVIATED)
- (12.3 Ha.)
- AREA WITHIN WATERSHED

EXISTING FEATURES:

- DRAIN NAME** OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
- DRAIN NAME** CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION
- OVERLAND FLOW PATH

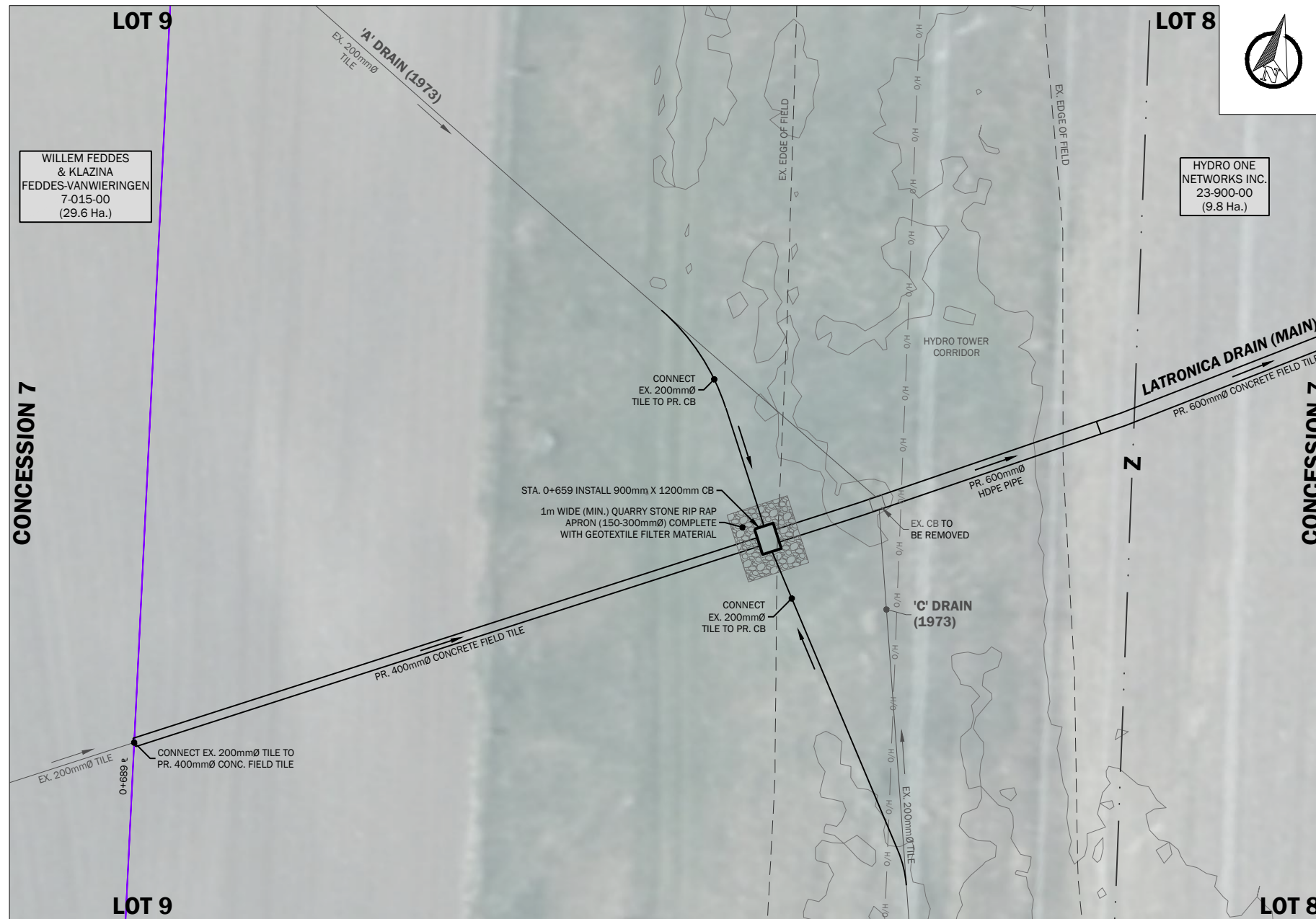
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1	ON-SITE MEETING	24-10-10
No.	REVISION	DATE (YY-MM-DD)

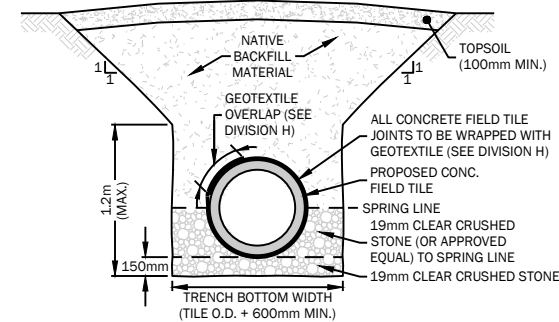
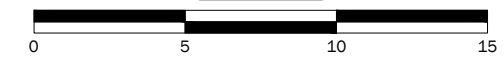


DRAWN BY: R.U.	DESIGNED BY: M.T.	CHECKED BY: S.B.	DRAWING 3 OF 4
DATE: 2026-04-30		REFERENCE No. MT-006	



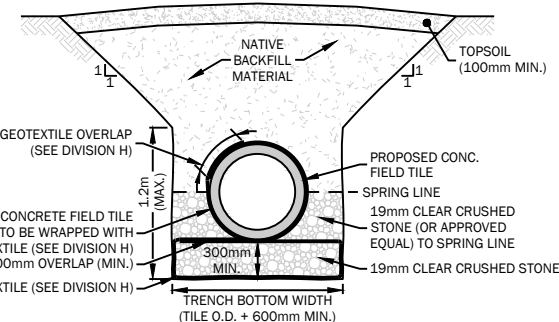
HYDRO CORRIDOR WORK AREA DETAIL

DETAIL SCALE



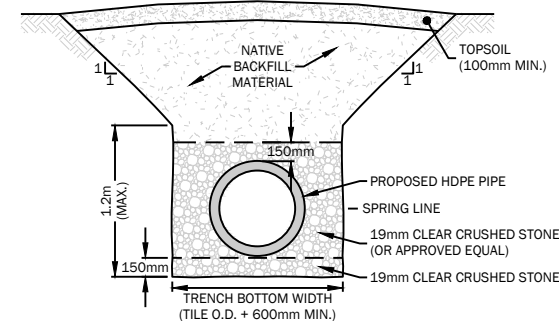
TYPICAL CONCRETE TILE INSTALLATION ON STONE BEDDING DETAIL

N.T.S.



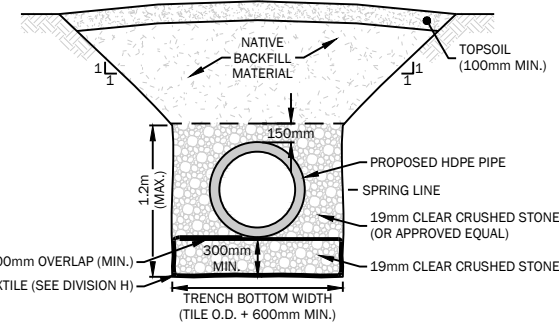
TYPICAL CONC. TILE INSTALLATION ON WRAPPED STONE BEDDING DETAIL (PROVISIONAL ITEM)

N.T.S.



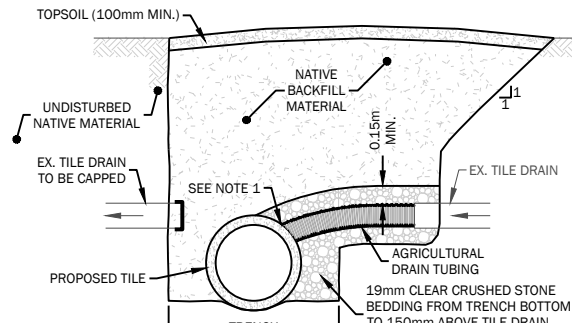
TYPICAL HDPE PIPE INSTALLATION ON STONE BEDDING DETAIL

N.T.S.



TYPICAL HDPE PIPE INSTALLATION ON WRAPPED STONE BEDDING DETAIL (PROVISIONAL ITEM)

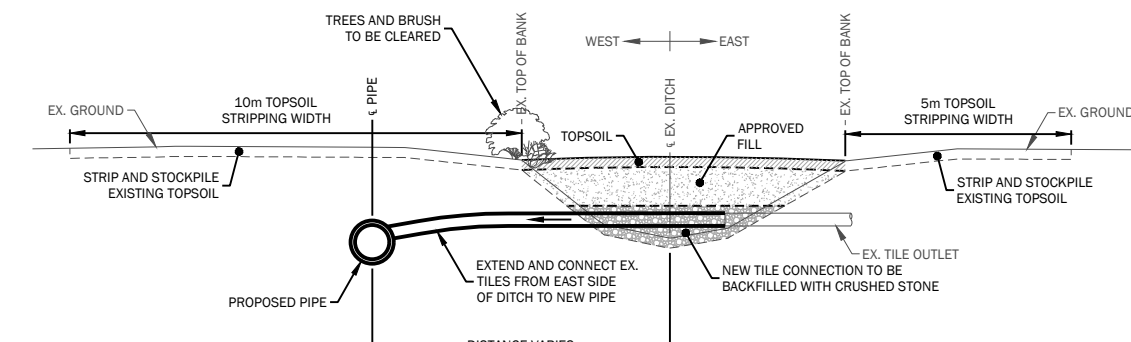
N.T.S.



- NOTE:
- ALL TILE CONNECTIONS TO BE EITHER A CORED HOLE WITH AN INSERT COUPLER, OR A MANUFACTURED TEE.
  - CLEAR CRUSHED STONE BEDDING NOT REQUIRED IF DUAL WALL H.D.P.E. PIPE IS USED FOR THE CONNECTION.

TYPICAL TILE CONNECTION DETAIL

N.T.S.



TYPICAL ENCLOSURE CROSS SECTION

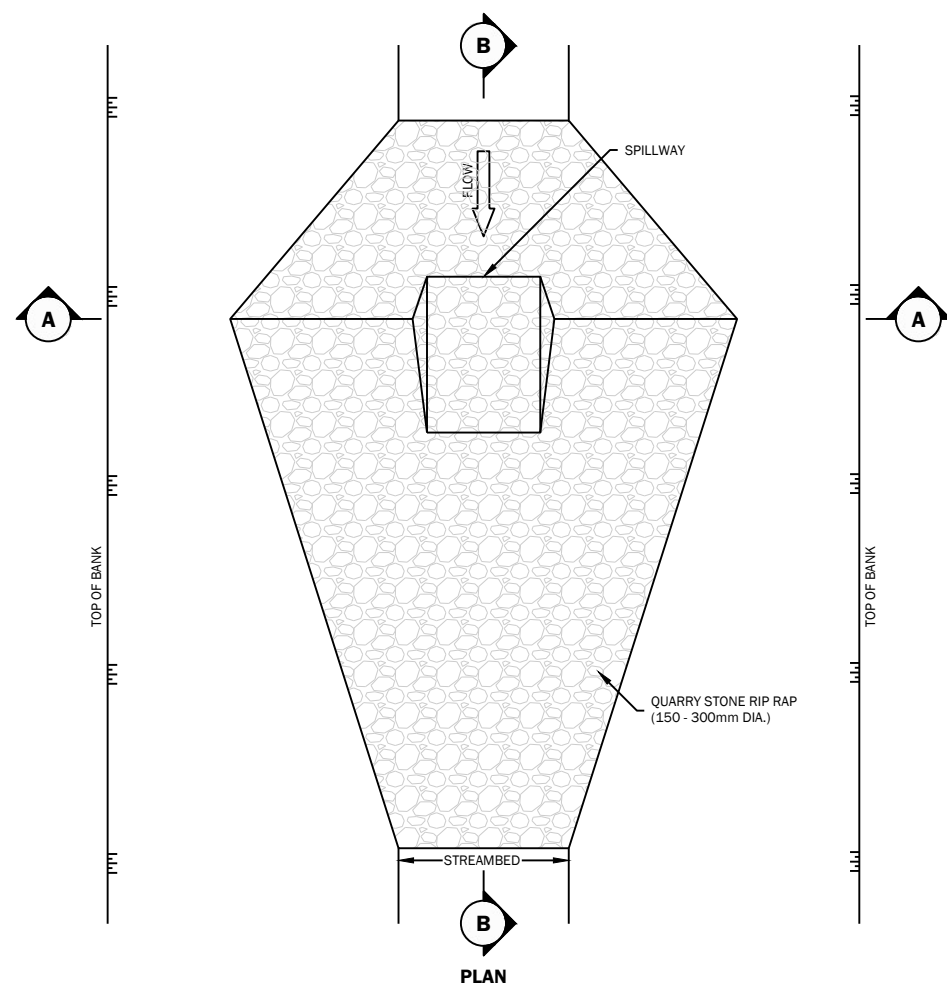
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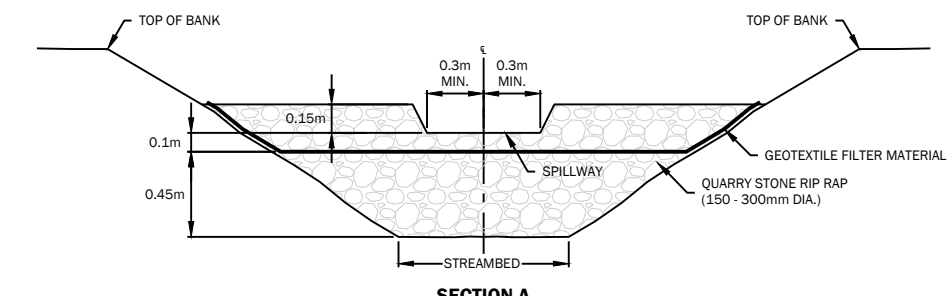
**BENCHMARK DESCRIPTIONS**

**BENCHMARK No. 1** ELEV.=323.97  
TOP CENTRE OF 400mmØ CSP OUTLET PIPE AT STA. 0+000 (MAIN)

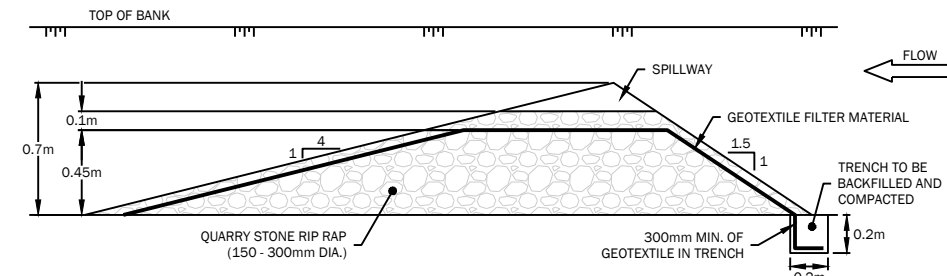
**BENCHMARK No. 2** ELEV.=329.79  
TOP CENTRE UPSTREAM END OF 400mmØ CSP SURFACE CULVERT 185m SOUTH OF STA. 0+654 (MAIN)



**PLAN**

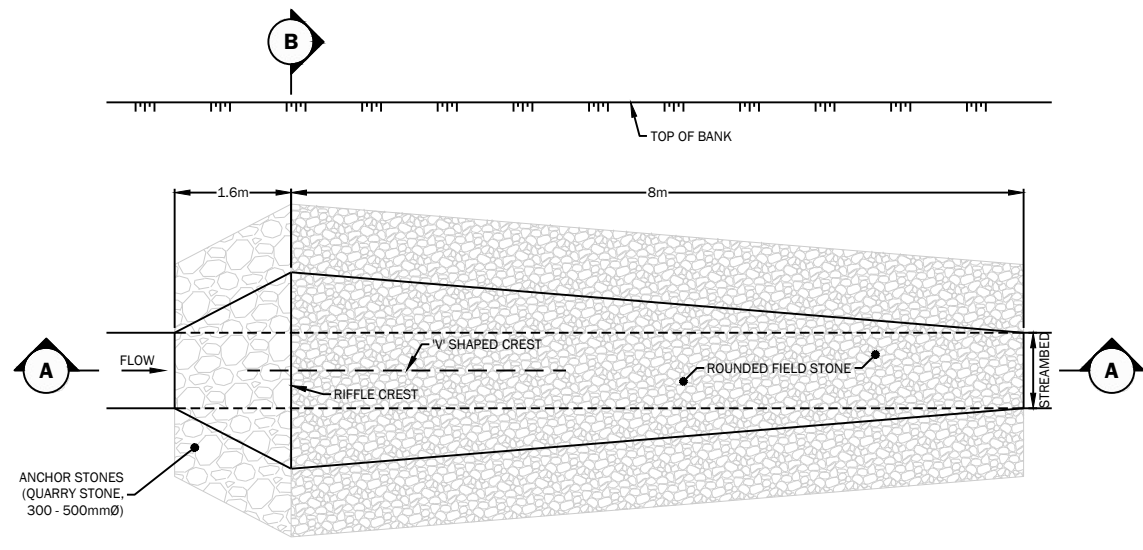


**SECTION A**

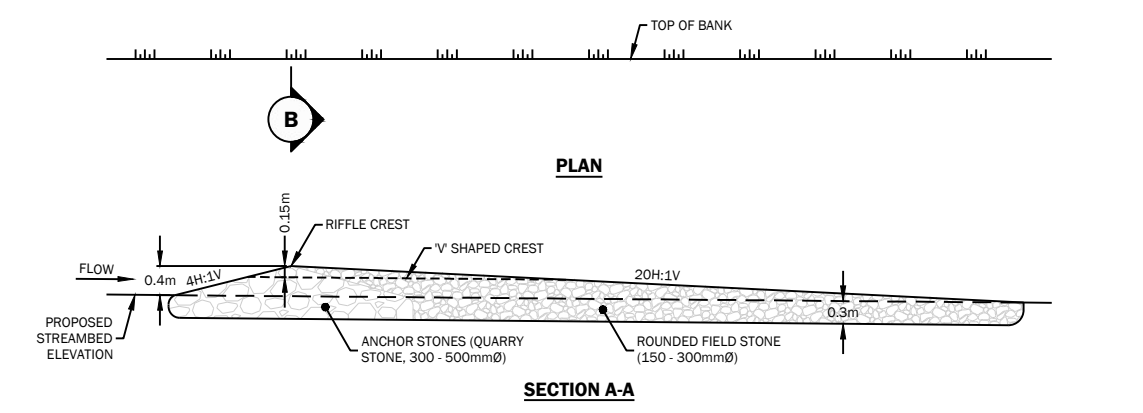


**SECTION B**

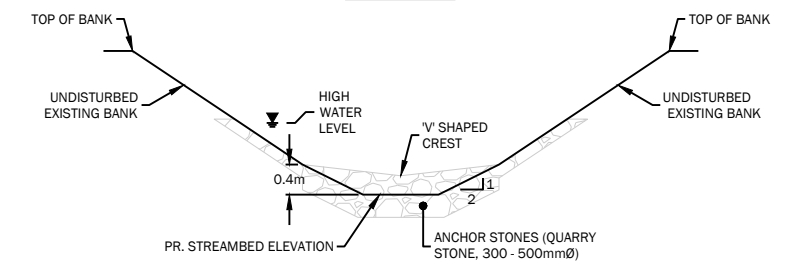
**TYPICAL ROCK CHECK DAM DETAIL**  
N.T.S.



**PLAN**

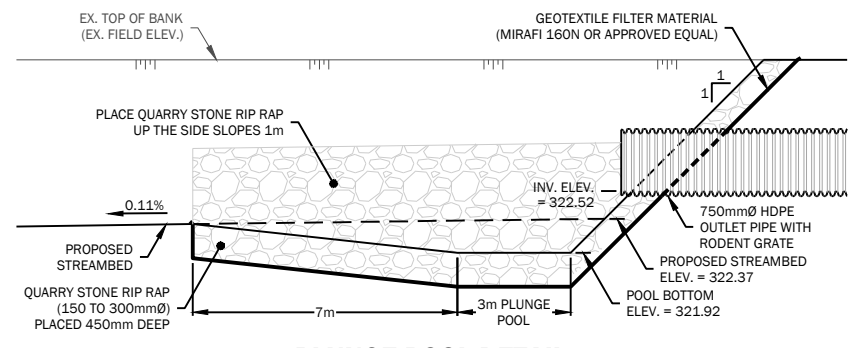


**SECTION A-A**



**SECTION B-B**

**TYPICAL RIFFLE DETAIL**  
N.T.S.



**PLUNGE POOL DETAIL**  
N.T.S.



5	REPORT SUBMISSION	26-04-30
4	PUBLIC INFORMATION MEETING	25-12-15
3	DFO SUBMISSION NO. 2	25-12-05
2	DFO SUBMISSION NO. 1	25-12-01
1	ON-SITE MEETING	24-10-10
No.	REVISION	DATE (YY-MM-DD)



DRAWN BY: R.U.	DESIGNED BY: M.T.	CHECKED BY: S.B.	DRAWING 4 OF 4
DATE: 2026-04-30		REFERENCE No. MT-006	



**CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY**

**BY-LAW NO. 30-2026**

---

Being a by-law to provide for drainage works in the Municipality of Morris-Turnberry in the County of Huron.

---

**WHEREAS** the Council of the Municipality of Morris-Turnberry, in the County of Huron has procured a report under section 4 of the *Drainage Act, R.S.O. 1990* for the improvement of the Latronica Municipal Drain;

**AND WHEREAS** the report dated April 30<sup>th</sup>, 2026, has been authored by Headway Engineering, 23-500 Fairway Road South, Suite 308, Kitchener, Ontario, and said report is attached hereto and forms part of this by-law.

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$ 376,800.00.

**AND WHEREAS** the Council of the Municipality of Morris-Turnberry is of the opinion that the improved drainage of the area is desirable;

**NOW THEREFORE**, the Council of the Corporation of the Municipality pursuant to the Drainage Act enacts as follows:

**1. Authorization**

The attached report is adopted. The drainage works are authorized and shall be completed as specified in the report.

**2. Borrowing**

The Corporation of the Municipality of Morris-Turnberry may borrow on the credit of the Corporation the amount of \$ 376,800.00 being the amount necessary for the construction of the Drainage Works.

This project will be debentured.

**3. Debentures**

The corporation may issue debentures for the amount borrowed less the total amount of:

- a. grants received under Section 85 of the Act;
- b. commuted payments made in respect of lands and roads assessed within the municipality;
- c. money paid under subsection 61 (3) of the Act; and
- d. money assessed in and payable by another municipality,

**4. Payment**

Such debenture(s) shall be made payable within three (3) years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

- a. All assessments of \$1,000.00 or less are payable in the first year in which the assessment is imposed.
- b. All assessments under \$50.00 shall be added to the municipal tax roll to be collected in the same manner and at the same time as other taxes collected.

**5. Citation**

This By-law comes into force on the final passing thereof and may be cited as the “Latronica Municipal Drain 2026 By-law.”

**Read a FIRST and SECOND time and PROVISIONALLY ADOPTED this 2<sup>nd</sup> day of June 2026.**

\_\_\_\_\_  
Mayor, Jamie Heffer

\_\_\_\_\_  
Clerk, Trevor Hallam

**Read a THIRD time and FINALLY PASSED this 11<sup>th</sup> day of August, 2026.**

\_\_\_\_\_  
Mayor, Jamie Heffer

\_\_\_\_\_  
Clerk, Trevor Hallam

# MUNICIPALITY OF MORRIS-TURNBERRY

## REPORT TO COUNCIL

**TO:** Mayor Heffer and Council

**PREPARED BY:** Kirk Livingston, Chief Building Official, Drainage Superintendent, Property Standards and By-law Enforcement Officer

**DATE:** May 19, 2026

**SUBJECT:** Grasby Municipal Drain

---

### **RECOMMENDATION**

THAT the Council of the Municipality of Morris Turnberry hereby receives the Notice of Request for Drain Minor Improvement for the Grasby Municipal Drain, as described in the request submitted by Morris Acres Incorporated under Section 78(5) of the Drainage Act;

AND FURTHER, that Council supports proceeding with the drainage works and instructs the Clerk to send the notice required under Section 78(2) of the Drainage Act to the Maitland Valley Conservation Authority, the Ontario Ministry of Agriculture Food and Agri-business, and parties who requested the improvement under Section 78(5).

AND FURTHER that the request submitted for Minor Drain Improvement to the Grasby Municipal Drain for 40318 Cranbrook Road, being Concession 6, South Part Lot 3, be accepted under Section 78 of the Drainage Act and that Headway Engineering be appointed to prepare a Minor Improvement report.

*Moved by  
Seconded by*

### **BACKGROUND**

A Notice of Request for Drain Minor Improvement was received on May 6, 2026. The request submitted is for a new farm crossing to be installed along with approach areas.

The Grasby Municipal Drain was originally constructed in 1947 under a report prepared by S. W. Archibald. It is an open channel with approximately 1,700 acres out letting into it from Morris Turnberry lands and roads.

In accordance with Section 78 of the Drainage Act, Council must render a decision regarding the course of action to take.

### **COMMENTS**

Should Council decide to accept the Notice of Request, notice would be sent as per Section 78(2) of the Drainage Act to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected, as well as the Ontario Ministry of Agriculture, Food and Agri-business (OMAFRA), any parties who requested the improvement, and the Clerk of any other municipality that may be affected, if any.

Should Council decide not to accept the Notice of Request, notice of the decision would be sent to the parties who requested the improvement

### **Section 78 of the Drainage Act reads:**

Improving, upon examination and report of engineer

78(1) If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and

repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4.

### **Projects**

78(1.1) The projects referred to in subsection (1) are:

1. Changing the course of the drainage works.
2. Making a new outlet for the whole or any part of the drainage works.
3. Constructing a tile drain under the bed of the whole or any part of the drainage works.
4. Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, bridges, pumping stations or other protective works in connection with the drainage works.
5. Otherwise improving, extending to an outlet or altering the drainage works.
6. Covering all or part of the drainage works.
7. Consolidating two or more drainage works.

### **Section 78 of the Drainage Act has been amended to include sentence (5)**

#### **Minor improvements to drainage works**

(5) Despite subsections (2) to (4), the Minister may prescribe the process for approving minor improvements to a drainage works mentioned in paragraph 8 of subsection (1.1). 2020, c. 18, Sched. 4, s. 9 (6).

#### **Criteria to be considered as a Minor Improvement project**

- The property owner initiates the improvement on an individual property or two or more adjacent properties that are owned by the same person or the owners are related parties;
- The property owner is paying for costs of the activity, which includes, without limitation engineering construction, contingency costs, incremental future maintenance and eligible municipal administrative costs unless that person and the municipality in which the activity is taking place agree otherwise;
- Carrying out the activity does not require construction access from neighboring properties or the person initiating the activity has obtained the consent for the construction access from all applicable owners of the neighboring properties prior to beginning the activity and has provided such proof of consent to the municipality as part of the application to carry out the activity;
- The activity will not result in any changes as to how future repair and maintenance costs are allocated to other property owners in the watershed;
- The activity does not change drainage capacity or erosion potential;
- The activity does not result in the existing drainage works being enclosed; and
- The activity does not take place within any wetlands.

After consulting with Paul Fear and Headway Engineering, it has been determined that the Notice of Request for Drain Minor Improvement received would qualify as a listed project under subsection 78 (5) of the Drainage Act.

In accordance with the Drainage Act, 1/3 grant from OMAFA is eligible to lands assessed as farm tax class.

Costs associated with this drainage work will be billed according to the Engineer's assessment schedule.

**ATTACHMENTS**

Huron County GIS map  
Grasby Municipal Drain  
Section 78 Notice of Request for Drain Minor Improvement  
Minor Improvement Fact Sheet and Flow Chart (OMAFRA)

**OTHERS CONSULTED**

Trevor Hallam, Chief Administrative Officer  
Mike Alcock, Public Works Director

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kirk Livingston", is written over a horizontal line.

Kirk Livingston  
CBO, Drainage Superintendent, By-law and Property Standards Enforcement Officer



London Road

Morris Road

Proposed farm crossing

**Notice of Request for Drain  
Minor Improvement  
*Drainage Act*, R.S.O. 1990,  
c. D.17, subs. 78 (5)**

To: The Council of the Corporation of the Municipality of Morris Turnberry

Re: Grasby Municipal Drain

(Name of Drain)

**In accordance with section 78 (5) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.**

The work being requested is a Minor Improvement Project

**I believe that the project being requested meets all the following criteria for a minor improvement project:**

- The property owner initiates the improvement on an individual property or two or more adjacent properties that are owned by the same person or the owners are related parties;
- The property owner is paying for costs of the activity, which includes, without limitation engineering construction, contingency costs, incremental future maintenance and eligible municipal administrative costs unless that person and the municipality in which the activity is taking place agree otherwise;
- Carrying out the activity does not require construction access from neighbouring properties or the person initiating the activity has obtained the consent for the construction access from all applicable owners of the neighbouring properties prior to beginning the activity and has provided such proof of consent to the municipality as part of the application to carry out the activity;
- The activity will not result in any changes as to how future repair and maintenance costs are allocated to other property owners in the watershed;
- The activity does not change drainage capacity or erosion potential;
- The activity does not result in the existing drainage works being enclosed; and
- The activity does not take place within any wetlands.

**The project can be completed with access from:**

The requestor property

My neighbour's property and written permission has been granted and attached to this Notice of Request for Minor Drain Improvements form.

The municipal road right-of-way

- a. **As owner of land requesting the minor improvement described below, I hereby request pursuant to subsection 78 (5) of the *Drainage Act* that the minor improvement project described immediately below be approved. I acknowledge responsibility for all costs of the minor improvement project, even if the minor improvement project does not proceed.**

Provide a more specific description of the proposed drain improvement you are requesting

Installation of a farm crossing on the Grasby Municipal Drain

## Property Owners

- Requestors of minor improvement projects become financially responsible as soon as they sign a request and it is accepted by council as a minor improvement project.
- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Con 6, S Pt Lot 3

Ward or Geographic Township

Morris

Parcel Roll Number

540-006-03500

If the property is owned in partnership, all partners must be listed. If the property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

I hereby request approval for the minor improvement project for the land described above and acknowledge my/our financial obligations.

## Ownership

**Corporation**

If you need to provide additional information, please attach along with this form.

**Corporation (The individual with authority to bind the corporation must sign the form)**

Name of Signing Officer (Last, First Name) (Type/Print)

Fear , Paul

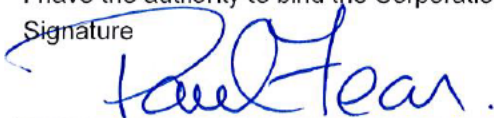
Position Title

Name of Corporation

Morris Acres Incorporated

I have the authority to bind the Corporation.

Signature



Date (yyyy/mm/dd)

2026/05/06

**Enter the mailing address and primary contact information of property owner below:**

Last Name

Fear

First Name

Paul

Middle Initial

## Mailing Address

Unit Number

Street Number

84902

Street Name

Clegg Line

PO Box

City/Town

Brussels

Province

Ontario

Postal Code

N0G 1H0

Telephone Number

Cell Phone Number (Optional)

[REDACTED]

Email Address (Optional)

[REDACTED]

To be completed by recipient municipality:

Notice filed this 6th day of May 20 26

Name of Clerk (Last, First Name)

Trevor Hallam

Signature of Clerk



## Minor Improvement Projects under the *Drainage Act, 1990*

T. Brook, P.Eng.

### INTRODUCTION

Drainage systems under the [Drainage Act, 1990](#) are designed and constructed to provide a long service life, especially with maintenance and repair activities completed on the drain. However, there are times when it is necessary to make improvements to the drain because of changes in land use, agricultural practices and technology. Drain improvements require the creation of a new engineer's report. Property owners can request their local municipality make improvements to existing drains.

The process to improve a drainage works has been in the *Drainage Act, 1990*, for quite some time and applies to any changes to the drainage works. The process requires extensive consultation with all property owners in the watershed. Recent changes (July 1, 2021) to the *Drainage Act, 1990*, have modified the original improvement process. There are now two different types of improvement projects that can be requested under Section 78 of the *Drainage Act, 1990*, depending on the details of the situation:

- major improvement projects
- minor improvement projects

The major improvement project process is relatively unchanged from the process that existed in the *Drainage Act, 1990*, prior to June 30, 2021.

The minor improvement project process is new (as of July 1, 2021). It involves changes that are required to address a specific need of one property rather than the entire drainage works. The process is designed to allow projects to be completed in a more timely and cost-effective manner. Examples of minor improvement projects include:

- a farmer requesting a wider crossing to accommodate larger farm equipment
- the addition of a second crossing
- the relocation of a drain on an individual property
- the incorporation of a buffer along a drain

### DETERMINING IF A PROJECT IS A MINOR IMPROVEMENT

A drain project is considered a minor improvement project provided it meets all of the criteria listed in section 7 of [O. Reg. 500/21](#).

The criteria are:

- The project is initiated by the owner of an individual property or two or more adjacent properties that are owned by the same individual or related parties.
- The initiating property owner is paying for all the costs of the project.
- The project does not require access from neighbouring properties, or written consent has been received from the owners of the neighbouring properties. Proof of consent must be provided to the municipality when the project is requested.

- The project will not:
  - result in changes to how future repair and maintenance costs are allocated to other property owners in the watershed
  - change the drainage capacity or erosion potential
  - result in the drain being enclosed
  - take place within any wetlands

**DID YOU KNOW?** An improvement project for a drainage works that does not meet all the criteria to be considered a minor improvement project is a major improvement project.

Figure 1 shows an example of an improvement project for a drainage works that could be considered a minor improvement project, provided it meets all the criteria for a minor improvement.

### INITIATION OF A MINOR IMPROVEMENT PROJECT

A property owner who is interested in having a drainage project completed on their property as a minor improvement project starts the process by completing the [Notice of Request for Drain Minor Improvement](#) form and sends it to their local municipality. The correct form must be used as it is prescribed by [O. Reg. 381/12](#). The form allows the property owner to describe in detail the proposed work and confirm that the project meets all the criteria for it to be considered a minor improvement project. The form requires documentation showing that permission is granted from adjacent property owners for access during construction, if applicable.

Remember, the property owner requesting the minor improvement project becomes financially responsible for the project costs as soon as their signed request is accepted by Council.



**Figure 1.** A wider crossing recently installed on a drain.  
Source: Dietrich Engineering Limited, Waterloo, Ontario

### PROCESS FOR A MINOR IMPROVEMENT PROJECT

#### Initiation

Once initiated by a property owner, municipal council and staff move the project through the process. An overview of the minor improvement project process is provided in Figure 2.

#### Approval

Once a request is received by the local municipality, Council must determine if the request meets the criteria for a minor improvement project. The municipality should also decide if there are other drain improvements needed for the drain beyond the initiating property. If the municipality determines that all criteria are met and there are no other improvements needed for the drain, then the municipality proceeds with the project as a minor improvement.

If, however, the municipality determines that not all criteria have been met, the municipality must notify the requesting property owner of its decision, including reasons why the project does not meet all criteria for a minor improvement project. If the property owner wants the project to proceed regardless, it will have to proceed as a major improvement project.

Municipal staff send a notice of the minor improvement project to the local conservation authority and other persons prescribed by the regulation. Council appoints an engineer to undertake the project.

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**DID YOU KNOW?** A municipal staff person can be appointed as the engineer, provided they meet the definition of “engineer” as defined by section 1 of the *Drainage Act, 1990*.

### Engineer’s report

The engineer visits the site and meets with the property owner to confirm the proposed project meets the criteria for a minor improvement project. The engineer notifies the municipality if the project can proceed as a minor improvement project.

**DID YOU KNOW?** At the site meeting, the initiating property owner may wish to get an idea of the approximate cost of the project to determine if they should proceed further.

The engineer completes the design of the drain improvement, prepares the final report and files it with the municipality within 180 days of the appointment. Once the report is filed, within 10 days the municipality must notify the requesting property owner, local conservation authority and other prescribed persons of a council meeting to consider the report. The meeting must be held within 30 days after the report is filed.

**DID YOU KNOW?** The engineer’s report should include:

- the design and any plans, profiles and specifications for the minor improvement project
- an estimate of the contract price
- a statement confirming the engineer’s design meets the requirements for a minor improvement project

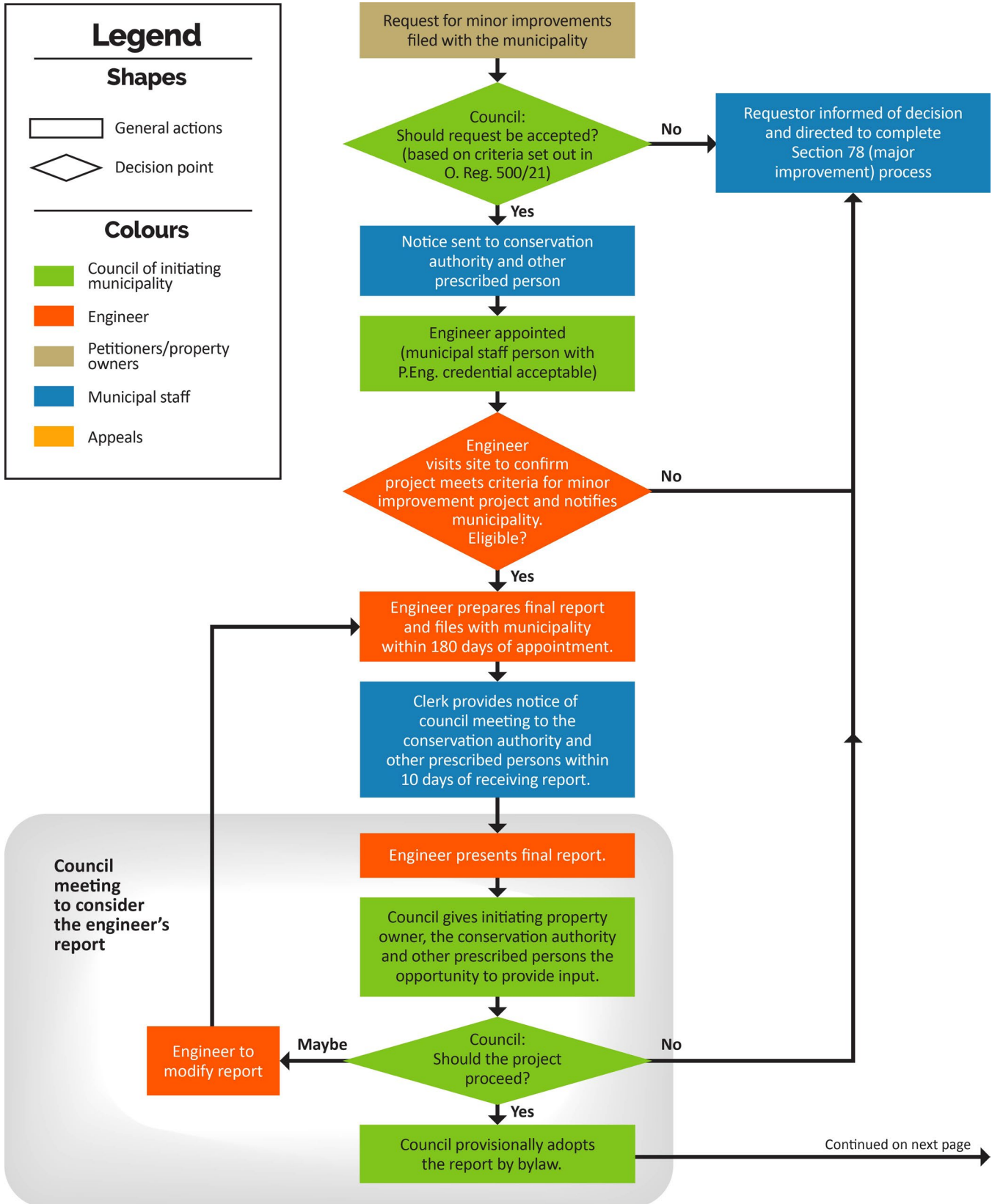
### Meeting to Consider the Engineer’s Report

Council holds a meeting to consider the report to ensure the project, as designed by the engineer, still meets the criteria for a minor improvement project. Input from the requesting property owner, local conservation authority or other prescribed persons is also considered. At the meeting to consider, Council has three options:

- If changes to the report are necessary, Council can refer the report back to the engineer for modifications and have the report resubmitted to Council.
- If the project as designed, no longer meets the minor improvement project criteria, the requesting property owner is notified and given the option to request the work be completed as a major improvement project.
- Approve the project and pass the provisional by-law to adopt the Engineer’s Report.

If Council approves the project as a minor improvement project, the municipality sends out a copy of the provisional bylaw and notice of the process to appeal to the Drainage Referee. Appeals to the Drainage Referee are the only appeals allowed and must be filed within 10 days of receiving the bylaw and notice. After any appeal has been heard or time of appealing has expired, the municipality can pass the final bylaw, authorizing the project, and the tendering process can occur. Each municipality has its own tendering and procurement policies. However, regulation. [O. Reg. 500/21](#) requires that if the tender price exceeds 133% of the engineer’s estimate, the project cannot proceed to construction unless the applicant approves of the higher project cost. If the applicant does not wish to proceed, the project is terminated and the municipality repeals the bylaw.

**DID YOU KNOW:** If at any stage a minor improvement project is terminated, the requesting property owner is required to pay all the costs incurred to date including engineering, construction, contingency and eligible municipal administrative costs.



**Figure 2.** Minor improvement project procedure under the *Drainage Act, 1990*.

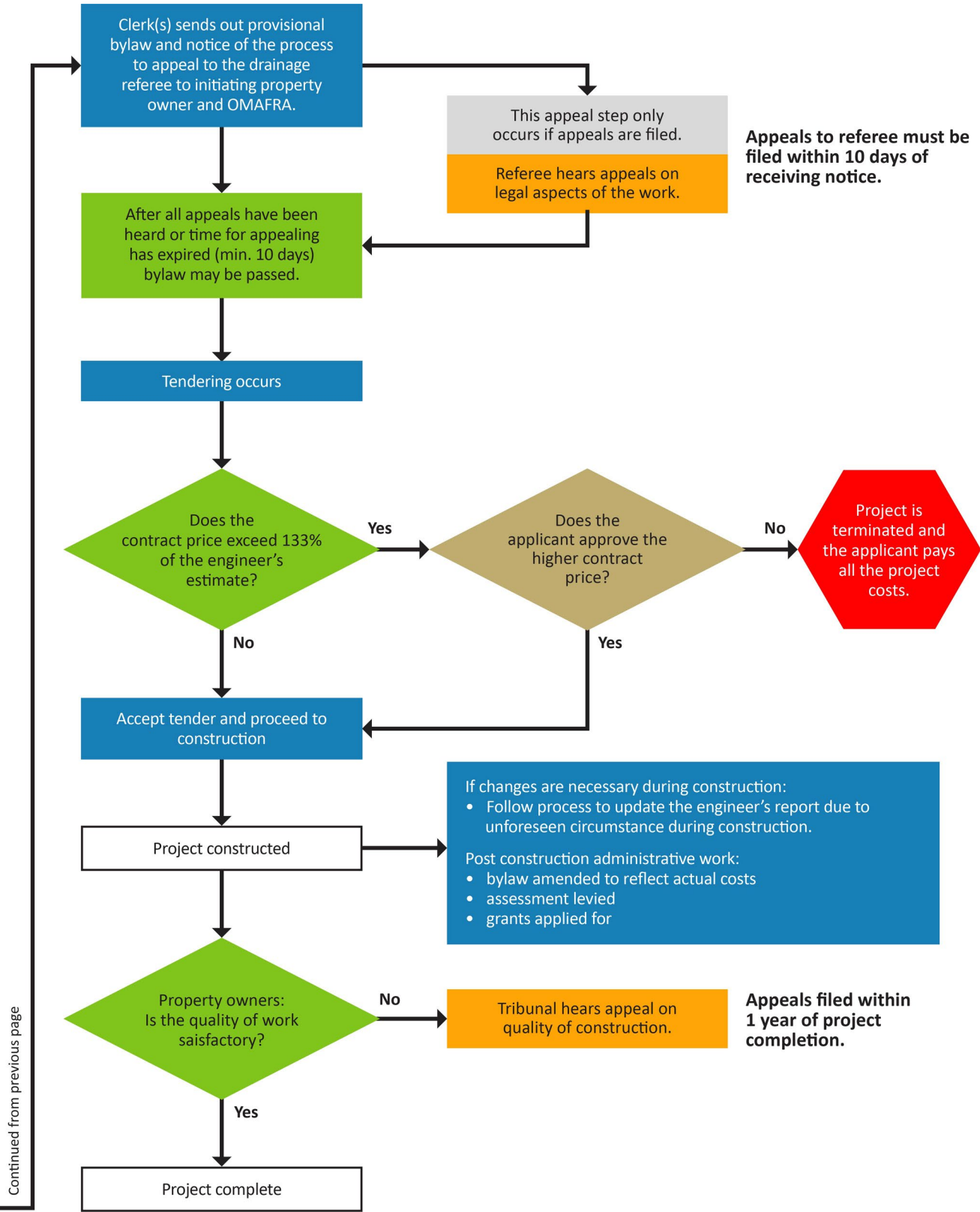


Figure 2 continued.

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## Construction

The processes for construction and post-construction phases for minor improvement projects under the *Drainage Act, 1990*, are the same as for projects completed as major improvements projects or construction of a new drainage works by petition. These steps include:

- updating the engineer's report due to unforeseen circumstances during construction (OMAFRA factsheet *Updating an Engineer's Reports due to Unforeseen Circumstances During Construction*), if necessary
- amending the bylaw to reflect actual project costs
- levying the assessment
- applying to OMAFRA for grants, if applicable
- managing any quality of construction issues and appeals under Section 64 of the *Drainage Act, 1990*

## SUMMARY

Minor improvement projects can be a time-saving and cost-effective way for property owners to request improvements to the drain on their specific property without adversely affecting others in the watershed of the drain.

This Factsheet was written by Tim Brook, P.Eng., Drainage Program Coordinator, OMAFRA and reviewed by Andy Kester, Drainage Inspector and Analyst, OMAFRA.

## Disclaimer

This factsheet is provided for informational purposes only to help explain the recent amendments to the *Drainage Act, 1990*, and the new Minister's Regulation (Ontario Regulation 500/21) that operationalizes the amendments to the *Drainage Act, 1990*. Use of this factsheet is at the person's own risk. If there is a discrepancy between this factsheet and the legislation, the legislation prevails. If you have any questions about the applicability of the *Drainage Act, 1990*, to your situation, you should consult with a qualified person.

## Newsletter for Municipalities

May 2026

### Contents:

1. Annual Progress Report on source protection plan implementation
2. Source protection committee met in May
3. Source water protection education by municipalities
4. Drinking water source protection facts

### 1. Annual Progress Report for 2025 year

The Ausable Bayfield Maitland Valley Source Protection Committee (SPC) approved the 2025 **Annual Progress Report**. This is the ninth annual report submitted to the Province of Ontario, by the region, since 2017. The report documents achievements made with ministries, municipalities, and agencies to implement policies in the locally developed source protection plans. The report is on the local source protection website (<https://www.sourcewaterinfo.on.ca/documents/>).

The Province of Ontario approved our source protection plans in 2015, more than 10 years ago. Implementation of plan policies is progressing well and on target. All policies are implemented or in progress.

Eighty-five per cent of significant threats to drinking water have been addressed, according to the report. This is an increase from 80 per cent in the previous year. No issues have been identified, in terms of the quality of the sources of municipal drinking water, according to the progress report.

The year 2025 commemorated 25 years of drinking water protection improvements in Ontario. Water contamination in Walkerton, in 2000, resulted in the deaths of seven people. 2,300 people became ill. Measures to increase protection, since 2000, are documented in the Conservation Ontario video [25 Years of Source Water Protection in Ontario](#).

### 2. Source protection committee met in May

Source Protection Committee member Joy Rutherford, environmental sector representative and a retired hydrogeology geoscientist from Wingham, presented to the SPC's May 25 meeting in Clinton. Her presentation was called *Rocks & Water – Hydrogeology 101*. She gave the committee the basics of hydrogeology, which is foundational science for the drinking water source protection program. She provided information on the geology of our source protection region and demonstrated how water moves through aquifers.

## About Us

### Source Protection Committee

- 12 members plus a Chair
- Represents local municipalities; economic sectors; and Other/Public

### Source Protection Plans (SPP)

- Developed locally
- Approved by Province in 2015
- Updates approved in 2024
- Policies to protect municipal sources of drinking water
- Area covered – Ausable Bayfield and Maitland Valley source protection areas

### Goal:

To protect region's municipal sources of drinking water – aquifers and lakes – from contamination and overuse

### 3. Source water protection education by municipalities

We thank the municipalities in our region, implementing bodies for source protection education policy 0.11.7, for their work to educate their ratepayers about how to protect municipal sources of drinking water. To support education by municipalities, our region has been creating **#SourceWaterProtectionEducation** materials for use on social media. Thanks for sharing.

Our latest post, in May 2026, is about best practices to protect municipal sources of drinking water from the potential threat posed by pesticide application:

Applying pesticides properly helps to protect groundwater and surface water (e.g., Lake Huron) and it means less waste (and reduced costs) and more effective application.

Use the 4Rs of right product; at the right rate; at the right time; and at the right place.

Always read the pesticide label for information.

Check out the Ontario Crop Protection Hub to find out more about choosing which pesticide to use and about Integrated Pest Management (IPM). Using IPM may result in less need for use of pesticides to control crop pests: <https://cropprotectionhub.omafra.gov.on.ca/>

When pesticides are sprayed, it is important to prevent spray drift. Check out this presentation by Dr. Jason Deveau (<https://gfo.ca/webinars/graintalk-webinar-managing-drift-with-dr-jason-deveau/>) and this Province of Ontario web page: <https://www.ontario.ca/page/pesticide-drift-ground-applications>

### 4. Drinking water source protection facts

In our source protection region, there are more than 200 septic systems close to municipal wells. Those septic systems are inspected every five years. The goal of this reinspection program is to confirm they are functioning correctly and not contaminating sources of drinking water.

More than 80 drinking water protection zone signs have been installed in our source protection region. These signs tell the public they are in a vulnerable area, such as a (groundwater) wellhead protection area or (surface water) intake protection zone. The signs alert citizens that their actions in these zones can have an impact on municipal drinking water sources. Several municipalities in our region have included information about the signs, and the source protection program, on their websites.



Throughout Ontario, by the end of 2024, there were:

- 18,000 septic systems inspected since 2017.
- 2,000 risk management plans in place.
- 125 risk management officials ensuring compliance.
- 2,200 drinking water protection zone signs installed on Ontario roadways.

In Ontario, by the end of 2024, at least 94 per cent of those municipalities required to incorporate source protection into their Official Plans had done so.

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Ausable Bayfield Maitland Valley Source Protection Region  
c/o Ausable Bayfield Conservation Authority  
71108 Morrison Line, R.R. 3  
Exeter, ON • N0M 1S5

Telephone: 519-235-2610  
Toll-free: 1-888-286-2610  
<https://www.sourcewaterinfo.on.ca/>

*This project has received funding support from the Government of Ontario.  
Such support does not indicate endorsement of the contents of this material.*



## **RE: Fire Department of North Huron - Fire Chief's Monthly Report**

**To:** CAO Trevor Hallam

**From:** Chad Kregar, Fire Chief – Fire Department of North Huron

**Date:** May 15, 2026

**Subject:** 2026 Monthly Fire Report

### **Fire Call Summary – April 2026**

**Total Calls:** 12

<b>Number</b>	<b>Date</b>	<b>Response Type</b>	<b>Location</b>
26-044	1-Apr-26	False Alarm-CO	North Huron
26-045	4-Apr-26	Hydro Wires Down	North Huron
26-046	7-Apr-26	Fire	North Huron
26-047	9-Apr-26	Pre-Fire Conditions	North Huron
26-048	9-Apr-26	False Alarm-Fire	Morris-Turnberry
26-049	12-Apr-26	Medical	North Huron
26-050	12-Apr-26	Fire-Structure	Morris-Turnberry
26-051	15-Apr-26	Fire-Structure	Morris-Turnberry
26-052	20-Apr-26	MVC	North Huron
26-053	22-Apr-26	Medical	North Huron
26-054	27-Apr-26	Fire-Grass	North Huron
26-055	30-Apr-26	False Alarm-Fire	North Huron

**Note - There were three calls for service in the coverage area provided by North Huron into Morris-Turnberry during this reporting period.**

### **Significant Incidents**

During the month of April, the Fire Department of North Huron responded to a significant incident at F.E. Madill Secondary School involving one individual who sustained severe burn injuries. Due to the complexity and scale of the incident, a mutual aid response was initiated with assistance from the Howick Fire Department, who responded to the scene to support ongoing fire operations and incident management. In addition, the Huron East Fire Department provided station coverage by backfilling the Fire Department of North Huron's Blyth Station to ensure continued emergency response coverage within the municipality during the incident.

P.O. Box 90, 274 Josephine Street, Wingham, Ontario N0G 2W0  
Phone: 519-357-3550 Fax: 519-357-1110

[www.northhuron.ca](http://www.northhuron.ca)

The Unified Command and Incident Management System (IMS) demonstrated between Fire, EMS, and the OPP was excellent and highly organized throughout the duration of the incident. The coordinated response and strong inter-agency communication ensured effective scene management, patient care, firefighter safety, and operational continuity. The incident highlighted the importance of strong interdepartmental cooperation and mutual aid partnerships across Huron County.

## **April Training Report**

Training activities throughout the month of April remained very active, with a continued focus on firefighter certification, operational readiness, teamwork, and member wellness. Members completed regular equipment checks and hall duties at both stations to ensure apparatus, medical equipment, SCBA, tools, and firefighting equipment remain maintained, inspected, and ready for emergency response at all times. These weekly checks continue to play an important role in keeping the department operationally prepared and identifying maintenance issues before they become larger concerns.

The department also completed the first round of Emergency First Responder (EFR) recertification training. This training allowed firefighters to refresh and maintain critical medical response skills including patient assessment, CPR, airway management, bleeding control, trauma care, and overall emergency scene operations. Medical response continues to make up a significant portion of the department's call volume, and maintaining these certifications is essential to ensuring a high level of patient care within the community.

Weekly training nights throughout April focused heavily on hose lays, hydrant operations, water supply, and fireground deployment practices. Crews worked through various hose deployment scenarios designed to improve speed, communication, and coordination between pump operators and fire attack teams. Training evolutions included forward and reverse lays, rural water supply considerations, and advancing hose lines efficiently during simulated fireground operations. These practical hands-on sessions continue to build firefighter confidence and improve overall operational effectiveness on emergency scenes.

In addition to operational training, the department welcomed Homewood Health for an information session focused on the importance of mental health awareness and resiliency for first responders. The session provided firefighters with valuable information regarding stress management, mental wellness, peer support resources, and recognizing the cumulative effects that emergency response can have on firefighters and their families. Mental health and wellness continue to be an important priority within the fire service, and the department appreciates the opportunity to provide members with additional education and support resources.

The department also continues to make steady progress with firefighter certification requirements. During the month, five firefighters successfully wrote and passed their Hazardous Materials (Hazmat) examinations, marking another important step forward in the department's ongoing certification process and training goals.

Huron County Recruit Training also remains ongoing, with North Huron firefighters continuing to participate alongside surrounding Huron County departments in both classroom and hands-on practical training. These sessions continue to provide valuable experience for newer firefighters while strengthening interdepartmental relationships, communication, and teamwork throughout the county fire service system.

### **April 2026 Budget Update**

During April, the Fire Department of North Huron continued to operate within the approved 2026 operating and capital budget.

Department expenditures and activities remained routine for this reporting period, with no significant budget impacts or capital purchases to report.

Regular operational expenses such as training, equipment maintenance, and general department operations continued as planned in accordance with the approved municipal budget and purchasing policies.

### **Equipment & Maintenance Updates**

During the month of April, Tanker 4 was temporarily placed out of service for one day due to an air brake system failure that required repairs and maintenance. Department staff and maintenance personnel worked quickly to address the issue and return the apparatus to service as safely and efficiently as possible.

To ensure continued operational coverage and emergency response capabilities within the Wingham response area, Tanker 8 was relocated from Blyth Station to Wingham Station for the duration of the repair. This allowed the department to maintain adequate tanker coverage and water supply capabilities while minimizing impacts on frontline emergency response operations.

Regular apparatus inspections, preventative maintenance, equipment checks, and ongoing repairs continue to be a priority to ensure all emergency vehicles and equipment remain safe, reliable, and response ready for the community.

### **Fire Chiefs' Update**

Huron County Fire Chiefs continue to meet on a monthly basis, maintaining strong collaboration and open communication across all fire departments within the County. These meetings provide an important forum for discussing operational matters, sharing best practices, coordinating joint training initiatives, and ensuring consistent service delivery standards across municipal boundaries.

## **Closing Remarks**

As we move further into 2026, I would like to acknowledge the continued commitment and professionalism demonstrated by the members of the Fire Department of North Huron. The dedication shown by our firefighters through training, equipment maintenance, and emergency response reflects a strong culture of service, accountability, and pride within the department.

I am proud of the progress we are making in strengthening our operational readiness and responsibly advancing our long-term sustainability. We continue to focus on firefighter safety, consistent training, and maintaining reliable equipment to ensure dependable service delivery.

It remains my priority as Fire Chief to support our members and ensure we continue building a professional, well-trained, and well-equipped department that our community can rely on.

## Membership Meeting #4-2026

April 15, 2026

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

Members Absent: Andrew Fournier

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Services Coordinator  
Donna Clarkson, Source Water Protection Specialist  
Jeff Winzenried, Flood Forecasting Supervisor  
Michelle Quipp, Executive Assistant

**Others Present:** Cory Bilyea, Midwestern News Media  
Janet Stavinga, Watershed Conservation Coalition

### 1. Call to Order

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

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

#### **Motion FA #41-26**

**Moved by:** Alvin McLellan

**Seconded by:** Alison Lobb

THAT the minutes from the General Membership Meeting #3-2026 held on March 18, 2026, be approved.  
(carried)

#### 4. Presentations

- a) Janet Stavinga, Watershed Conservation Coalition

Janet Stavinga shared key issues identified by the Watershed Conservation Coalition related to the proposed consolidation of Ontario's conservation authorities.

- b) Jeff Winzenreid, Flood Forecasting Supervisor: March Flood Event

Jeff Winzenreid made a presentation about a flood event that effected the Lucknow.

#### 5. Business Out of the Minutes

- a) Draft Response to Consolidation of Conservation Authorities: Report #21-2026

Report #21-2026 was presented and the following motion was made:

**Motion FA #42-26**

**Moved by:** Megan Gibson

**Seconded by:** Evan Hickey

THAT Report #21-2026 be accepted, as presented, with the additions identified by the members relating to need to consider future generations and concerns with representation by population.  
(carried)

#### 6. Business Requiring Direction and/or Decision:

- a) Proposed Legislative Changes: Conservation Authorities Act: Report #22-2026

Report #22-2026 was presented and the following motion was made:

**Motion FA #43-26**

**Moved by:** Alison Lobb

**Seconded by:** Evan Hickey

THAT Report #22-2026 be accepted.  
(carried)

- b) Government Relations Strategy for 2026: Report #23-2026

Report #23-2026 was presented and the following motion was made:

**Motion FA #44-26**

**Moved by:** Alison Lobb

**Seconded by:** Anita van Hittersum

THAT staff prepare a newsletter outlining 2026 activities and a separate newsletter regarding the amalgamation of conservation authorities, following the release of the regulations, for distribution to member municipalities and counties.  
(carried)

c) Information/Education Topics for 2026: Report #24-2026

Report #24-2026 was presented and the following motion was made:

**Motion FA #45-26**

**Moved by:** Matt Duncan

**Seconded by:** Megan Gibson

THAT the education topics recommended within Report #24-2026 be approved.  
(carried)

d) Planning for Last Members Meeting in October: Report #25-2026

Report #25-2026 was presented and the following motion was made:

**Motion FA #46-26**

**Moved by:** Evan Hickey

**Seconded by:** Alvin McLellan

THAT a daytime social with members, past members and staff will begin at 4pm on October 21, 2026 at Wroxeter Hall;  
AND THAT following a short break, members will reconvene to MVCA Administration Centre at 7pm.  
(carried)

e) Review of Proposals: Outdoor Pavilion-Wawanosh Valley: Report #26-2026

Report #26-2026 was presented and the following motion was made:

**Motion FA #47-26**

**Moved by:** Anita van Hittersum

**Seconded by:** Matt Duncan

THAT the Members award RFP MC#26-01-CA to Domm Construction Ltd. for the price of \$155,606.00 plus HST.  
(carried)

**7. Consent Agenda**

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

- a) Revenue/Expenditure Report for March: Report #27-2026
- b) Correspondence: Letter from Grey Sauble Conservation Authority

**Motion FA #48-26**

**Moved by:** Megan Gibson

**Seconded by:** Alison Lobb

THAT Report #27-2026 along with the respective motions as outlined in those reports be approved.  
(carried)

## 8. Chair and Member Reports

The Chair and Members did not have any reports .

## 9. Closed Session: Property Matter

### Motion FA #49-26

**Moved by:** Anita van Hittersum                      **Seconded by:** Alvin McLellan  
THAT the meeting be moved into a closed session at 8:58pm.  
(carried)

### Motion FA #50-26

**Moved by:** Anita van Hittersum                      **Seconded by:** Alison Lobb  
THAT the meeting be moved into an open session at 9:32pm.  
(carried)

## 10. Adjournment

Next Meeting Date, Wednesday, May 20, 2026, at 7:00pm at the Administration Centre in Wroxeter.

### Motion FA 51#-26

**Moved by:** Alison Lobb                                      **Seconded by:** Megan Gibson  
THAT the Members Meeting be adjourned at 9:32 pm.  
(carried)



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Ed McGugan  
Chair



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Phil Beard  
General Manager / Secretary-Treasurer



## Huron OPP Detachment Board

### Minutes

**Monday, March 23, 2026, 9:00 a.m.**  
**Huron OPP Detachment Office**  
**325 Albert Street, Clinton, ON, N0M 1L0**

Members Present: Marg Anderson, Vice Chair - Elected Official - Central Huron  
Anita van Hittersum, Member - Elected Official - North Huron  
Greg Lamport, Member - Elected Official - Bluewater  
Jim Dietrich, Chair - Elected Official - South Huron  
Trevor Bazinet, Member - Elected Official - Goderich  
Dave Frayne, Member - Provincial Appointee  
Jasmine Clark, Member - Community Representative  
Jennette Walker, Member - Community Representative  
Jared Petteplace, Member - Provincial Appointee

Member Regrets: John Steffler, Member - Elected Official - Huron East

Staff Present: Stacey Jeffery, Administrator/Recording Secretary

Others Present: Inspector Laura Lee Brown, Huron O.P.P.  
Hank Zehr, Police Service Advisor, SOLGEN

1. Call to Order

Chair Dietrich called the meeting to order at 9:03 a.m.

2. Approval of Agenda

**Motion:** 13-2026

**Moved:** DFrayne

**Seconded:** MAnderson

**That Huron OPP Detachment Board approves the Agenda as presented.**

**Disposition: Carried**

3. Disclosure of Pecuniary Interests and the General Nature thereof

4. Approval of Past Minutes

**Motion:** 14-2026

**Moved:** AvanHittersum

**Seconded:** GLamport

**That Huron OPP Detachment Board adopts the minutes of January 26, 2026 as printed and circulated.**

**Disposition: Carried**

5. Presentations/Delegations

5.1 Board Education: Provincial Constable Scott Mead, West Region Impaired Specialist

PC Scott Mead left the meeting at 9:57 a.m.

**Motion:** 15-2026

**Moved:** TBazinet

**Seconded:** JPetteplace

**That Huron OPP Detachment Board receives the educational session, as presented by Provincial Constable Scott Mead, West Region Impaired Specialist.**

**Disposition: Carried**

6. Business from Previous Meetings

7. Report

7.1 Inspector's Report

Inspector Brown clarified that 2 Provincial Offenses Tickets (POA) in 2026 are not shown in the Youth Charges by Disposition Type chart on page 6.

Member Bazinet left the meeting at 10:28 a.m.

**Motion:** 16-2026

**Moved:** JWalker

**Seconded:** MAnderson

**That Huron OPP Detachment Board receives the Inspector's Report as presented.**

**Disposition: Carried**

7.2 Financial Report

**Motion:** 17-2026

**Moved:** JClark

**Seconded:** AvanHittersum

**That Huron OPP Detachment Board receives the Financial Report titled Board Financial Actuals - January 1 to February 28, 2026, as presented.**

**Disposition: Carried**

8. New Business

8.1 OAPSB 2026 Spring Conference & Annual General Meeting

The Administrator noted that the approved 2026 budget includes budget amount to support attendance at the conference for all members, should they be able to participate.

**Motion:** 18-2026

**Moved:** GLamport

**Seconded:** JClark

**That Huron OPP Detachment Board approves all ten members to attend the OAPSB 2026 Spring Conference, should they be able to participate.**

**Disposition: Carried**

8.2 OAPSB AGM Call for Resolutions

8.2.1 Vulnerable Sector Checks

It was noted that the OAPSB AGM deadline for resolution submission is May 1, 2026.

Although wait times for vulnerable sector checks have recently improved, the Board discussed the need for a resolution to ensure processing remains efficient and that the most effective available methods are used.

Given the deadline and next scheduled Board meeting, Member Lamport to confirm with OAPSB if they will allow for a resolution to be submitted on May 25, after the Huron OPP Detachment Board meeting. Once confirmation is received, Member Lamport to bring a resolution for the Board's consideration to the May 25 meeting.

**Motion:** 19-2026

**Moved:** JPetteplace

**Seconded:** JClark

**That Huron OPP Detachment Board authorize Member Lamport to proceed with preparing a resolution related to vulnerable sector check processing times and methods to be presented to the Board at the next meeting; and**

**That Member Lamport confirm with the OAPSB that the resolution can be received after the May 1, 2026 date.**

**Disposition: Carried**

9. Board Member Comments

Chair Dietrich noted that they will be attending the OPP West Region Awards Ceremony with Inspector Brown. The awards ceremony will honour members from the detachment for their bravery and lifesaving efforts.

Member Anderson noted that the Board may be hosting the Zone 5 meeting in June and that if it is confirmed to host, the location would be at the Libro Hall in Clinton to accommodate attendance numbers and break out rooms.

Hank Zehr provided the Board an update on the province wide inspection on police corruption (independent inspector retained), Inspectorate of Policing (IOP) inspection of response times, as well noted the Inspector General Decision and Findings Reports.

**Motion:** 20-2026

**Moved:** DFrayne

**Seconded:** JPetteplace

**That Huron OPP Detachment Board approve hosting the Zone 5 meeting in June 2026 at the Libro Hall in Clinton.**

**Disposition: Carried**

10. Correspondence

10.1 Inspector General Memo #9: Province-Wide Inspection on Police Integrity and Anti-Corruption Practices

10.2 OAPSB Zone 5 Approved Minutes - December 9, 2025

**Motion:** 21-2026

**Moved:** MAnderson

**Seconded:** GLamport

**That Huron OPP Detachment Board receives correspondence items, as included under Correspondence.**

**Disposition: Carried**

11. Closed Session

**Motion:** 22-2026

**Moved:** DFrayne

**Seconded:** JPetteplace

**That Huron OPP Detachment Board proceeds in Closed Session at 10:55 a.m. for the purpose of information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation, in accordance with Section 44(2) of the Community Safety and Policing Act, 2019; and**

**That the Detachment Commander, Administrator, and Police Service Advisor (SOLGEN) remain in attendance.**

**Disposition: Carried**

12. Report from Closed

The Board returned to open session at 11:14 a.m.

Chair Dietrich reported that the Board met in Closed Session as per Section 44(2) of the Community Safety and Policing Act, 2019, for the purpose of information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation.

As a result of the closed session today, the closed meeting minutes of January 26, 2026, were approved as amended, and there were no resolutions to be considered in open session.

13. Next Meeting

May 25, 2026

14. Adjournment

**Motion:** 23-2026

**Moved:** MAnderson

**Seconded:** GLamport

**That Huron OPP Detachment Board hereby adjourns at 11:30 a.m., to meet again on May 25, 2026 at 9:00 a.m. or at the Call of the Chair.**

**Disposition: Carried**

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Jim Dietrich, Chair

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Stacey Jeffery, Recording Secretary

# Belmore Arena Board Meeting MINUTES March 16, 2026

*Time: 8:00pm Location: Lounge, Belmore Community Centre*

**Board Members:** Jeremy Underwood (*Chair*), Jenn Van Dyk (*Treasurer*), Kim Harris (*Rentals/Event Coordinator*), Warren Weber (*Ice Rentals*), Kyra Wright (*Grants*), Brett McPherson (*Parks & Rec*), Marvin Grimes (*Howick Rep*), Mark Ireland (*South Bruce Rep*), Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Jamie McCallum (*Morris-Turnberry Rep*), Randy Scott (*Vice Chair*), Lorne Underwood (*Chamber Rep*), Wanda Inglis (*Director at Large*), Heidi Dupuis (*Figure Skating*), Dave Eadie (*Curling*), Lindsay Underwood (*Communications & Programming*), Darlene Loos (*Secretary*)

**Attendees:** Jeremy Underwood, Jenn Van Dyk, Kim Harris, Warren Weber, Brett McPherson, Marvin Grimes, Randy Scott, Kyra Wright, Lorne Underwood, Wanda Inglis, Heidi Dupuis

**Guests:** Paul Inglis

**Regrets:** Mark Ireland (*South Bruce Rep*), Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Jamie McCallum (*Morris-Turnberry Rep*),

**Secretary/Recorder:** Darlene Loos

<i>Time</i>	<i>ITEM</i>	<i>(Discussion, Approval, Information Sharing)</i>	<i>Meeting Notes/Action Items</i>
8:00pm	<b>Call to Order</b> <b>Approval of March 16, 2026 Agenda</b> - <i>Jeremy Underwood</i>		Meeting called to order: 8:02pm Any Additions to Agenda? Update from Terms of Reference Committee Motion to approve agenda by Lorne Underwood, 2 <sup>nd</sup> Warren Weber. Carried
8:02pm	<b>Approve Previous Mtg Minutes February 16, 2026</b> <span style="background-color: cyan;">attached</span> - <i>Board</i>		Motion to approve by Marvin Grimes, 2 <sup>nd</sup> Brett McPherson. Carried

## Agenda Items

8:03	<b>Update Previous Action Items</b> (below agenda items) - <i>Jeremy Underwood</i>	<b>Standing</b>	Review action Items below.
8:10	<b>Correspondence</b> - <i>All</i>	<b>Standing</b>	None.
8:20	<b>2027 Rental Rate Increase</b> - <i>Kim Harris/Jenn V</i>	<b>Discussion</b>	Jenn reached out to Howick Twp to see if they are updating their fees bylaw before the fall. No response back.
8:25	<b>Grants Update</b> - <i>Kyra Wright</i>	<b>Standing</b>	Grant has been submitted in conjunction with Howick Township.
8:35	<b>Treasurer's Report</b> - <i>Jenn VanDyk</i>	<b>Standing</b>	Motion to pay bills \$10,994.79 by Jenn VanDyk. 2 <sup>nd</sup> by Randy Scott. Carried
8:45	<b>Belmore Catering</b> - <i>Chris Inglis/Kim Harris</i>	<b>Committee Report</b>	Catering has been very busy.
8:55	<b>General Maintenance</b> - <i>Jeremy Underwood/Warren Weber</i>	<b>Committee Report</b>	Tap in the kitchen to be fixed. Water Bottle fill in dressing room is not running cold. They are running warm. Motion tap not working in dressing room 1.

			<p>Post broken – glass and post in the refs room. Will add to list for summer work.</p> <p>Centre chandelier in hall is broken. There is an extra we can replace once rentals slow down.</p>
9:05	<b>Parks Board</b> - <i>Brett McPherson</i>	<b>Committee Report</b>	Nothing to report.
9:15	<b>Rentals - Hall &amp; Lounge</b> - <i>Kim Harris</i>	<b>Committee Report</b>	<p>Microphone got purchased. Good reviews from renters.</p> <p>Skating Club's Carnival was cancelled last weekend, rescheduled to weekend of March 21<sup>st</sup>. They will use the lounge to take pictures and gather after the carnival.</p>
9:25	<b>Ice Rentals &amp; Installation</b> - <i>Warren Weber</i>	<b>Committee Report</b>	February 125 rental hours. Up 30 hours from last year.
9:35	<b>Belmore Curling</b> - <i>Dave Eadie</i>	<b>Committee Report</b>	<p>Things are going really well.</p> <p>Bonspiels well attended.</p>
9:45	<b>Belmore Figure Skating</b> - <i>Heidi Dupuis, Andrea Warwick</i>	<b>Committee Report</b>	Skating Club's Carnival was cancelled last weekend, rescheduled to weekend of March 21 <sup>st</sup> .
9:55	<b>South Bruce</b> - <i>Mark Ireland</i>	<b>Committee Report</b>	Absent
10:00	<b>Morris-Turnberry</b> - <i>Jamie McCallum</i>	<b>Committee Report</b>	Absent
10:05	<b>Howick</b> - <i>Marvin Grimes</i>	<b>Committee Report</b>	Nothing to report.
10:10	<b>Communication</b> - <i>Lindsay Underwood</i>	<b>Committee Report</b>	Absent
10:15	<b>Belmore Chamber of Commerce</b> - <i>Lorne Underwood / Chamber Member</i>	<b>Committee Report</b>	Would like to suggest that all groups (Figure Skating, Curling, Arena Board, etc.) have their reports audited before submitting to the Chamber for the AGM.
<b>Addition to Agenda</b>	<b>Terms of Reference Committee Update</b>	<b>Committee Report</b>	<p>Committee has a draft prepared that can be presented to the Arena Board. This to be presented to a closed session of the Arena Board. Edits will be suggested/made. Once approved will be presented in closed meeting to the 2 Municipalities.</p> <p>CAO, Mayor and Treasurers (2-3 representatives from each municipalities). Once we have agreed and 3 councils have agreed, it would be forwarded to Howick Council for review and consideration.</p> <p>There are 3 Documents that we need to be working within.</p> <ol style="list-style-type: none"> <li>1. Belmore Community Centre Operation and Maintenance Agreement</li> <li>2. Council of the Corporation of the Township of Howick</li> <li>3. Procurement Policy and Procedures</li> <li>4. Procedural Bylaw</li> </ol>

		<p>Members to review documents prior to presentation meeting. Meeting to be set outside of regular Arena Board. <b>Monday, April 27<sup>th</sup> – 7pm to 9pm.</b></p> <p><b>DARLENE TO SEND EMAIL OUT</b></p> <p>Asset Management Plan – need to have this plan in place to obtain government funding. This is a document to guide us as we move forward. If anyone would like to review a copy speak to Wanda.</p>
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**Next Meeting – April 20, 2026 at 8pm**

**Adjournment of Meeting:** 8:53PM

**Motion to adjourn by:** Warren Weber

**Previous Action Items**

<b>Lead</b>	<b>Agenda Item/Topic</b>	<b>Actions for Follow Up</b>
Jeremy/ Warren /Kim	<b>General Maintenance</b>	<p><b>20241118:</b> Glass broken along top of timekeepers’ box.</p> <p><b>20251117:</b> Outside lights at the main hall – water pools within the light fixtures. Will need to have a look and find replacement fixtures.</p> <p><b>20251117:</b> Constant drip in ladies bathroom (hall side), first sink.</p> <p>20260316: Things to be added to repair list</p> <ul style="list-style-type: none"> <li>• Tap in the kitchen to be fixed.</li> <li>• Water Bottle fill in dressing room is not running cold. They are running warm.</li> <li>• Motion tap not working in dressing room 1.</li> <li>• Post broken – glass and post in the refs room. Will add to list for summer work.</li> <li>• Centre chandelier is broken. There is an extra we can replace with once rentals slow down.</li> </ul>
Kyra	<b>Grants</b>	<p>20250818: Kyra will begin the grant application process for the Vance Grant. Will need 3 quotes for materials. Will be applying for 100% (<i>will proceed with project if receive 50% or more from the grant</i>).</p> <p>20250818: Motion made to apply for this grant through Howick.</p> <p>20260316: Grant was submitted in conjunction with Howick.</p>
Board	<b>Structural Condition Assessment</b>	20260216: Board will review report and create a To-Do List.
<b>Parking Lot</b>		
Jeremy / Brett	<b>Parks Board</b>	<p><b>20240715:</b> Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.</p> <p>20251117: suggestion to contact an arborist for work to be done in 2026.</p>
Jeremy/ Warren	<b>General Maintenance – for Summer</b>	<p>20230228:</p> <ol style="list-style-type: none"> <li>1) Brine header – preventative maintenance by 2025.</li> </ol>

		<ul style="list-style-type: none"><li>○ 20230821: Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made.</li><li>○ 20231016: working on a couple of quotes for brine headers.</li><li>○ 20240617: spoke with Ben and his company should have time to repair it. Moving ahead with this.</li><li>○ 2024118: Q1-Q2 should hear whether or not we received grant money<ul style="list-style-type: none"><li>▪ If we don't receive grant, we need to put it into a budget</li></ul></li><li>○ 20250520: Jeremy will confirm with Ben if he can repair. Chamber will need to know by early June.</li></ul> <p>20250915: BRINE HEADER will be going ahead now and will be completed within a month.</p> <ul style="list-style-type: none"><li>- Will need new boards over the Curling Header. Kyra will look for Gord's drawings from a few years ago. Then Kim will ask Gord to look at it.</li></ul> <p>20251020: briner header is going in "as we speak"</p> <ul style="list-style-type: none"><li>2) Boards around the ice surface need to be replaced.</li></ul> <p><b>PUT INTO PARKING LOT</b></p>
<b>Adjournment: 8:53pm</b>		<b>Next Meeting - Monday, April 20, 2026 at 8pm</b>

## Belmore Arena Board Meeting MINUTES April 20, 2026

*Time: 8:00pm Location: Lounge, Belmore Community Centre*

**Board Members:** Jeremy Underwood (*Chair*), Jenn Van Dyk (*Treasurer*), Kim Harris (*Rentals/Event Coordinator*), Warren Weber (*Ice Rentals*), Kyra Wright (*Grants*), Brett McPherson (*Parks & Rec*), Marvin Grimes (*Howick Rep*), Mark Ireland (*South Bruce Rep*), Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Jamie McCallum (*Morris-Turnberry Rep*), Randy Scott (*Vice Chair*), Lorne Underwood (*Chamber Rep*), Wanda Inglis (*Director at Large*), Heidi Dupuis (*Figure Skating*), Dave Eadie (*Curling*), Lindsay Underwood (*Communications & Programming*), Darlene Loos (*Secretary*)

**Attendees:** Jeremy, Jenn, Warren, Brett, Marvin, Mark, Chris, Ian, Jamie, Wanda, Lindsay

**Guests:**

**Regrets:** Darlene Loos, Kim Harris, Randy Scott, Heidi Dupuis, Kyra Wright, Dave Eadie

**Secretary/Recorder:** Jenn (*in Darlene's absence*)

<i>Time</i>	<i>ITEM</i>	<i>(Discussion, Approval, Information Sharing)</i>	<i>Meeting Notes/Action Items</i>
8:00pm	<b>Call to Order</b> <b>Approval of April 20, 2026 Agenda</b> - <i>Jeremy Underwood</i>		Meeting called to order: Any Additions to Agenda? No Motion to approve agenda: Ian, Chris
8:02pm	<b>Approve Previous Mtg Minutes March 16, 2026 (attached)</b> - <i>Board</i>		Motion to approve: Marvin, Warren

### Agenda Items

8:03	<b>Update Previous Action Items (below agenda items)</b> - <i>Jeremy Underwood</i>	<b>Standing</b>	Review action Items below.
8:10	<b>Maple Syrup Festival Update</b>	<b>Information Sharing</b>	Busy couple days.
8:20	<b>Correspondence</b> - <i>All</i>	<b>Standing</b>	Jeremy – resigning as chair, a replacement needs to be found to take on the role of chairperson. Remaining as maintenance arena board member. Jeremy will speak to Randy and ask if he is willing to step into the Chair position. Lindsay – received a request that star skater achievements banner be put back up or displayed somewhere within the arena/building. Board agreed to put banner up.
8:25	<b>Grants Update</b> - <i>Kyra Wright</i>	<b>Standing</b>	Kyra sent an update in her absence: would like to know a plan for the board replacements to get organized and pictures with donors (to put online for recognition). Jeremy reported that an application was sent to Bruce Power to request donation for the boards replacement as well. Suggestion to modify the boards opening at the curling club end (that's taken out for Maple Syrup Festival), Board agrees to make modifications. Materials will get ordered (Ian) and work to start next "rainy day".

8:35	<b>Treasurer's Report</b> - <i>Jenn VanDyk</i>	<b>Standing</b>	Total bills to be paid for April: \$11,786.36 Motion to pay bills as listed: Jenn, Jamie
8:45	<b>Belmore Catering</b> - <i>Chris Inglis/Kim Harris</i>	<b>Committee Report</b>	Couple weddings coming up, quieter summer which is okay.
8:55	<b>General Maintenance</b> - <i>Jeremy Underwood/Warren Weber</i>	<b>Committee Report</b>	Plan to work away at items within the structural assessment through the summer.
9:05	<b>Parks Board</b> - <i>Brett McPherson</i>	<b>Committee Report</b>	Thinking about doing a cleaning day. Requested to purchase a load of topsoil. Board approved. Grass cutting – asked if someone knows of an interested party to cut grass. (members requested to ask Jackson again this year)
9:15	<b>Rentals - Hall &amp; Lounge</b> - <i>Kim Harris</i>	<b>Committee Report</b>	Update sent by Kim: - what would be best to use as an arena floor rental contract – Board suggested using ice rental contract as a starting point and modify where needed - pickleball requested that if numbers are not as high as expected and only use half of surface can rent be lesser charge – consensus of Board is to see how the year goes and open to Pickleball to come to a meeting if they are struggling
9:25	<b>Ice Rentals &amp; Installation</b> - <i>Warren Weber</i>	<b>Committee Report</b>	Great ice year. 73 hours more than last year. Plant ran in 2024 for 15.5hrs a day, 2025 for 14.5hrs a day, 2026 for 11.57 hrs a day
9:35	<b>Belmore Curling</b> - <i>Dave Eadie</i>	<b>Committee Report</b>	<b>New curling representative will be Don Ross</b>
9:45	<b>Belmore Figure Skating</b> - <i>Heidi Dupuis, Andrea Warwick</i>	<b>Committee Report</b>	Planning to continue with Saturday skating and have a new coach secured for next season
9:50	<b>Pickleball Club</b>	<b>Committee Report</b>	NA
9:55	<b>South Bruce</b> - <i>Mark Ireland</i>	<b>Committee Report</b>	None
10:00	<b>Morris-Turnberry</b> - <i>Jamie McCallum</i>	<b>Committee Report</b>	None
10:05	<b>Howick</b> - <i>Marvin Grimes</i>	<b>Committee Report</b>	None
10:10	<b>Communication</b> - <i>Lindsay Underwood</i>	<b>Committee Report</b>	None
10:15	<b>Belmore Chamber of Commerce</b> - <i>Lorne Underwood / Chamber Member</i>	<b>Committee Report</b>	Abe: Chamber asking about any upcoming funding requests that may be made: brine header finishing touches (final bill), possibly rebuilding the compressor and operating funds.
10:20	<b>Terms of Reference Committee Update</b>	<b>Committee Report</b>	<b>Reminder of Special Meeting:</b> Closed Session of the Arena Board <b>Monday, April 27<sup>th</sup> – 7pm to 9pm.</b>

Committee has a draft Terms of Reference prepared to present the Arena Board. This to be presented to a closed session of the Arena Board. Edits will be suggested/made. Once approved will be presented in closed meeting to the 2 Municipalities.

CAO, Mayor and Treasurers (2-3 representatives from each municipalities). Once we have agreed and 3 councils have agreed, it would be forwarded to Howick Council for review and consideration.

There are 3 Documents that we need to be working within.

- 1. Belmore Community Centre Operation and Maintenance Agreement
- 2. Council of the Corporation of the Township of Howick
- 3. Procurement Policy and Procedures
- 4. Procedural Bylaw

Members to review documents prior to presentation meeting. Meeting to be set outside of regular Arena Board.

Asset Management Plan – need to have this plan in place to obtain government funding. This is a document to guide us as we move forward. If anyone would like to review a copy speak to Wanda.

Copies of policies etc available for anyone who wasn't here last month. Committee met with Caitlin last week to discuss closed meeting requirements. Closed meeting – to review roles, procedures and how it affects the boards role, no motions will be made at the meeting, committee will note questions and comments. 3.1 education or training purpose of having a closed meeting.

Closed meeting agenda and draft will be sent out to arena board this week in preparation for meeting.

Final draft document will be presented at next meeting (May) for public review, then motion to take to councils. Hopefully in June document will go to councils.

Asset management plan – meet with Amy to help highlight and info that needs to go back and forth btw board and Howick

**Next Meeting – May 18, 2026 at 8pm**

**Motion to change meeting date to May 25<sup>th</sup>, 8pm and that treasurer is able to pay any bills the week prior if interest will be charged. Jamie, Ian.**

**Adjournment of Meeting: 8:48pm**

**Motion to adjourn by: Warren**

***Previous Action Items***

Lead	Agenda Item/Topic	Actions for Follow Up
Jeremy/ Warren /Kim	<b>General Maintenance</b>	<p><b>20241118:</b> Glass broken along top of timekeepers' box.</p> <p><b>20251117:</b> Outside lights at the main hall – water pools within the light fixtures. Will need to have a look and find replacement fixtures.</p> <p><b>20251117:</b> Constant drip in ladies bathroom (hall side), first sink.</p> <p>20260316: Things to be added to repair list</p> <ul style="list-style-type: none"> <li>• Tap in the kitchen to be fixed.</li> <li>• Water Bottle fill in dressing room is not running cold. They are running warm.</li> <li>• Motion tap not working in dressing room 1.</li> <li>• Post broken – glass and post in the refs room. Will add to list for summer work.</li> <li>• Centre chandelier is broken. There is an extra we can replace with once rentals slow down.</li> </ul>
Board	<b>Structural Condition Assessment</b>	<p>20260216: Board will review report and create a To-Do List.</p> <p>20260420: Plan to work away at items within the structural assessment through the summer.</p>
Kim/Jenn	<b>2027 Rental Rate Increase</b>	20260316: Jenn reached out to Howick Twp to see if they are updating their fees bylaw before the fall. No response back.
Jeremy	<b>Board Chair</b>	20260420: Jeremy will speak to Randy and ask if he is willing to step into the Chair position.
Ian/Board	<b>Modification of Boards Opening at Curling Club End</b>	20260420: Ian to order materials and work to start on next rainy day.
Parks Comm.	<b>Topsoil &amp; Grass Cutting</b>	<p>20260420: Brett requested to purchase load of topsoil – approved.</p> <p>20260420: Will ask Jackson if he is willing to cut grass again this summer.</p>
<b>Parking Lot</b>		
Jeremy / Brett	<b>Parks Board</b>	<p><b>20240715:</b> Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.</p> <p>20251117: suggestion to contact an arborist for work to be done in 2026.</p>
Jeremy/ Warren	<b>General Maintenance – for Summer</b>	<p>20230228:</p> <ol style="list-style-type: none"> <li>1) Brine header – preventative maintenance by 2025. <ul style="list-style-type: none"> <li>○ <b>20230821:</b> Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made.</li> <li>○ <b>20231016:</b> working on a couple of quotes for brine headers.</li> <li>○ <b>20240617:</b> spoke with Ben and his company should have time to repair it. Moving ahead with this.</li> <li>○ <b>2024118:</b> Q1-Q2 should hear whether or not we received grant money</li> </ul> </li> </ol>

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**Adjournment:** **Next Meeting - Monday, May 25, 2026 at 8pm** (moved from May 18<sup>th</sup> to accommodate long weekend)

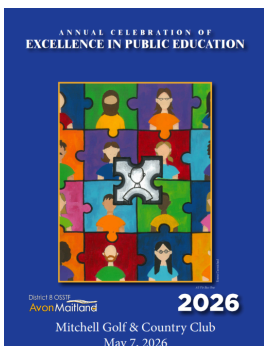
## Good News

### A Celebration of Student Senators and Members of the Indigenous Student Grand Council

A reception was hosted in order to acknowledge and celebrate the students who participate in two groups that provide valuable input and voice to the trustees and senior staff. A recap of their accomplishments from the 2025/2026 school year was provided and each member received a certificate and gift to thank them for their contributions. The board thanks them for their participation and valuable insight!



### AMDSB and OSSTF Celebrate Excellence in Public Education



Chair Michael Bannerman was pleased to share that he, along with Vice Chair Patricia Smith and members of the senior team, attended the OSSTF event celebrating "Excellence in Public Education" on May 7. In a celebration of student achievement and teaching excellence, award recipients include secondary students, secondary teachers, support staff members, community members, and two especially-excellent elementary students. A full list of the award winners can be viewed on the [Excellence in Public Education page](#).

### Anne Hathaway PS Creates New Buddy Bench to Support Students

Chair Michael Bannerman was pleased to share that Anne Hathaway PS recently installed a new "Buddy Bench" to encourage conversation, friendship and early self-advocacy among students. The project was led by the school's School (Parent) Council and supported by Mark's Stratford through their community involvement initiatives, as well as Stratford Metal Products who created the sign for the bench. Full details can be found in a [recent Stratford Today article](#) by local reporter Alex Hunt. Photo credit: Alex Hunt



## Students Showcase Art Pieces at the Blyth Festival Art Gallery

Trustee Nancy Rothwell proudly shared that students across Huron and Perth county schools showcased their art pieces at the Blyth Festival Art Gallery.



## North Perth Hosts 2nd Annual Cultural Unity Festival

Student Trustee Jaelynn MacPherson highlighted the recent event hosted among North Perth schools on May 6. This event was hosted last year and she was pleased to report that the attendance increased and participants enjoyed engaging in a number of activities including clothing displays, food sampling, painting and cultural dance performances. Using a passport, participants were able to show which countries they visited. A well attended event!



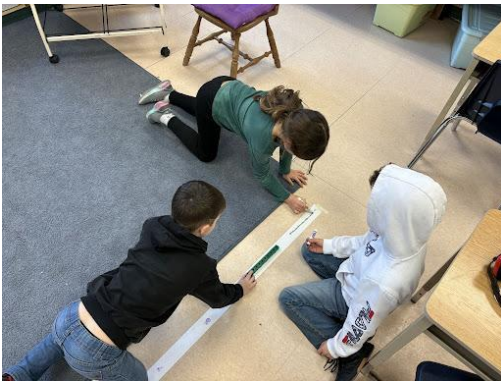
## AMDSB Students Showcase Talent at Skills Ontario Competition

Superintendent Paul Langis highlighted the recent success of AMDSB elementary and secondary students at the recent Skills Ontario Competition. Just over 50 elementary students and 10 secondary students participated in a variety of events including character animation, construction, LEGO robotics, carpentry, electrical, job interview and more! Three AMDSB groups/competitors won bronze medals in: Character Animation (Stratford Intermediate School Grade 7/8), Construction (South Huron DHS Grade 7/8), and Job Interview (Central Huron SS Secondary). Way to go!



## Improving Math Outcomes Across AMDSB

Superintendent Riley Culhane highlighted that educators across our district continue to utilize High Impact Instructional Practices daily in their classrooms. This year, the focus is specifically on Effective Learning Tasks, Deliberate Practice and Small Group Instruction. The images below show students at Romeo PS, Howick Central PS, Anne Hathaway PS and Mornington Central PS engaged in their learning through the use of these practices in their classrooms.



## Students Host Anti-Hate Conference

Superintendent Culhane was also pleased to share that on May 5, Stratford District SS hosted the Anti-Hate Conference 2.0 in partnership with Listowel District SS. Each secondary school across the district sent up to 10 students and a teacher sponsor to this student-led event, where students selected speakers and shaped the content. The Indigenous Student Grand Council participated as part of their individual school teams, but also as its own community. Topics focused on inclusive communication, leadership, school inclusivity planning, unpacking student voice on equity issues, and understanding bias, culminating in honest, transformative conversations about belonging, loss, and love. Student and staff feedback from the day was very positive, and we would like to thank everyone who contributed to making this a fantastic day of learning for everyone.



## AMDSB Schools Continue to Support Cancer Research through the Terry Fox Foundation

Communications Manager Chera Longston expressed pride for the support shown by students, staff, and families through their fundraising efforts during the Terry Fox Run last fall. Schools across AMDSB raised over \$82,000 for the Terry Fox Foundation, with Upper Thames ES leading the way with an impressive

contribution of \$12,442.55. Since AMDSB began hosting these fundraising events schools have raised over 1.5 million dollars - great work, AMDSB!

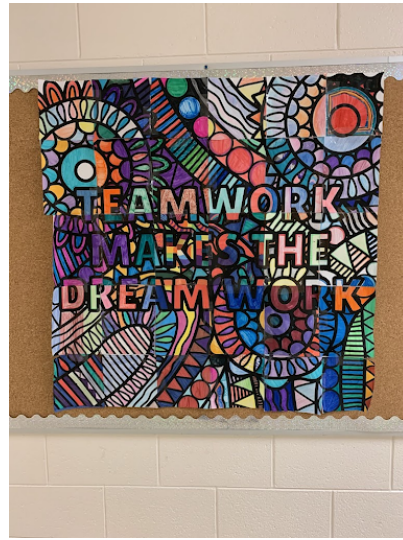


## School Showcase

Communications Manager Chera Longston highlighted **Howick Central PS**, located near Gorrie (Vice Chair Patricia Smith), and serves approximately 320 elementary students (grades K to 8). Its progression school is FE Madill SS. The building opened in 1963 and is led by Principal Paul Menary and Vice Principal Michael Bennie under the supervision of Superintendent Jane Morris.

### Highlights from Howick include:

- Team work: Staff and students together to create spaces for student leadership and voice, extra curricular teams and activities, clubs and band.
- Community Connection: Howick is very connected to its surrounding communities. The local Legion, Optimist, parent council and Josslin Insurance have all made generations donations to help support their library, nutrition programs, extracurricular activities, school wide events and community closet. Howick students also give back, connecting with a local retirement home, hosting sock drives, Jump rope for heart, Terry Fox runs and food drives.
- Student events: Remembrance Day ceremony, Carnaval, and an amazing space for outdoor learning all contribute to the positive learning environment at Howick.



## Days of Significance Wrap-Up (May)

Schools celebrated important days throughout the month of May. The video below provides a sampling of these activities!

[May DOS Wrap Up Video](#) by AMDSB Communications

## Trustees Move Forward with Another Phase of the Strategic Plan (2026-2030)

Trustees approved a first draft of the 2026-2030 Strategic Plan. Details will be released in the coming months including graphics and details of the plan. Stay tuned!

## Student Trustee Update

Student Trustee Julia Havenga shared that the Student Senate hosted their election for the 2026/2027 school year. Congratulations to Mollie Hannam (Stratford District SS) who will serve as President and Arina Postovalova (South Huron DHS) who will serve as Vice President. She explained that their next meeting will welcome incoming senators for introductory activities and provide them with a handbook to help guide them in their role.

## Future Board Meetings

Regular Board Meetings are held in person unless otherwise noted. Links to join the Regular Board meetings online will be posted on the [Board Meeting page](#) the day before the meeting.

- Tuesday, June 9, 2026 at 4:45 p.m. (Regular Session, followed by Committee of the Whole, Closed Session)

- Tuesday, June 23, 2026 at 4:15 p.m. (Regular Session, followed by Committee of the Whole, Closed Session - via MS Teams)

## Future Meetings/Events with Trustee Representation

- Parent Involvement Committee (PIC) – Wednesday, May 27, 2026 at 6:30 p.m. (MS Teams)
- Special Education Advisory Committee (SEAC) – Wednesday, June 3, 2026 at 4:00p.m. (MS Teams)
- Audit Committee – Wednesday, June 3, 2026 at 5:00 p.m.
- Equity Steering Committee – Thursday, June 4, 2026 at 12:30 p.m.
- Finance Committee – Tuesday, June 16, 2026 at 4:00 p.m. (MS Teams)
- AODA – Wednesday, June 17, 2026 at 3:00 p.m. (MS Teams)
- Finance Committee – Tuesday, June 23, 2026 at 12:00 - 12:45 p.m. (MS Teams)

**Outstanding Action Items**  
**Open Session**

June 2

Meeting Date	Action Item	Action By	Current Status	Next Step
February 17, 2026	Maitland Granite Grant Applications	CAO	Application submitted.	Report to Council with result when known.
April 21 2026	Encroachment By-Law	CAO	Draft sent for legal review.	Return by-law for consideration following review.
May 5, 2026	Bluevale Community Committee Requests	CAO	Information regarding permanent liquor licensing, the implications of a well at Pioneer Park, and the feasibility of a new pavillion are being investigated by staff	Report to Council with information once complete.



## CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

### BY-LAW NO. 31-2026

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Being a by-law to regulate the use and occupation of Municipal Lands and Highways.

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**WHEREAS** Section 9 of the *Municipal Act 2001*, S.O. 2001, c. 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under that or any other Act;

**AND WHEREAS** Sections 10 and 11 of the *Municipal Act 2001*, S.O. 2001, c. 25 authorize municipalities to pass by-laws respecting municipal property and highways;

**AND WHEREAS** the Municipality owns and manages lands, including highways, road allowances, and lanes for the benefit of the public;

**AND WHEREAS** Council deems it necessary to regulate the use and occupation of Municipal Lands;

**NOW THEREFORE**, the Council of the Corporation of the Municipality enacts as follows:

#### 1. SHORT TITLE

- 1.1. This by-law may be referred to as the “Encroachment By-Law”.

#### 2. DEFINITIONS

In this By-law:

- 2.1. “Agricultural Purpose” means any activity related to the production of crops, livestock, or other agricultural commodities, and includes cultivation, planting, seeding, maintaining vegetation for harvest or non-harvest purposes, and any activity intended to support or enhance adjacent agricultural operations.
- 2.2. “Encroachment” means any use, occupation, placement, or alteration of Municipal Lands by any Person without lawful authority, and includes any activity that interferes with or relies upon Municipal Lands.
- 2.3. “Highway” has the same meaning as in the *Municipal Act, 2001* and includes a common and public highway, street, road, allowance for road, and any part thereof, including the travelled portion, shoulder, ditch, and boulevard.
- 2.4. “Municipal Lands” means any land owned, leased, or under the jurisdiction of the Municipality, and includes Highways.
- 2.5. “Municipality” means The Corporation of the Municipality of Morris–Turnberry.
- 2.6. “Person” includes an individual, corporation, partnership, or association.

#### 3. GENERAL PROHIBITION

- 3.1. No Person shall use, occupy, or alter any Municipal Lands except in accordance with this By-law or a permit issued by the Municipality.
- 3.2. Without limiting section 3.1, no Person shall use Municipal Lands for an Agricultural Purpose except as expressly permitted in section 4 or by permit issued under section 7.

3.3. Nothing in this By-law shall be interpreted to prohibit or restrict the use of a Highway by the public for its intended purpose of passage.

#### 4. USE AT SOLE RISK

4.1. Despite section 3, the planting and maintenance of vegetation on Municipal Lands by an owner or occupier of adjacent lands is permitted without a permit, provided that such activity:

4.1.1. is limited to non-woody vegetation and does not include trees, shrubs, structures, or fencing;

4.1.2. does not involve grading, filling, alteration of drainage, or discharge of agricultural drainage;

4.1.3. does not interfere with sightlines, utilities, drainage, or the safe use of the Highway; and

4.1.4. complies with all other applicable municipal by-laws.

4.2. Any activity permitted under this section is undertaken entirely at the sole risk of the Person carrying out the activity. The Municipality assumes no duty of care and makes no representation or warranty as to the continued existence, condition, or suitability of any vegetation or use of Municipal Lands.

4.3. The Municipality may, at any time, for any reason, and without notice, remove, cut, grade, spray, or otherwise alter any vegetation or works located on Municipal Lands.

4.4. No compensation, damages, or other remedy shall be payable for any loss or damage arising from such actions.

#### 5. PROHIBITION ON RELIANCE

5.1. No Person shall rely upon Municipal Lands, whether in whole or in part, to satisfy any requirement, standard, setback, separation distance, or buffer imposed by:

5.1.1. any statute, regulation, or by-law;

5.1.2. any policy, guideline, or standard; or

5.1.3. any certification, accreditation, or approval process.

5.2. For greater certainty, this prohibition applies regardless of whether the use or condition of Municipal Lands is permitted under this By-law.

5.3. Nothing in this By-law shall be interpreted as the Municipality permitting or endorsing the use of Municipal Lands for such purposes.

#### 6. MUNICIPAL RIGHTS AND NON-INTERFERENCE

6.1. The Municipality retains the full and unrestricted right to access, maintain, repair, alter, or improve Municipal Lands at any time and for any purpose.

6.2. Without limiting section 6.1, the Municipality may undertake activities including grading, ditching, drainage works, vegetation management, pesticide application, snow removal, and road widening.

6.3. The Municipality shall not be liable for any loss, damage, or interference arising from the exercise of its rights under this section.

6.4. No activity permitted under this by-law shall create or be deemed to create any property right, license, or other legal interest in Municipal Lands, nor any expectation of continued use.

6.5. Any use of Municipal Lands permitted under this By-law is non-exclusive and shall not confer any priority, entitlement, or preferential right as against any other Person.

- 6.6. Where two or more Persons seek to use or are using the same Municipal Lands, the Municipality shall have no obligation to determine or resolve any conflict between them, and may, in its sole discretion, restrict, prohibit, or remove any such use without notice or compensation.
- 6.7. Any use or activity permitted under this By-law, whether with or without a permit, shall not interfere with and is subordinate at all times to the Municipality's use of Municipal Lands for Highway purposes and municipal operations, as determined by the Municipality in its sole discretion.
- 6.8. Any Person undertaking activity under this by-law shall indemnify, defend, and save harmless the Municipality and its elected and appointed officials, officers, employees, agents, contractors, and representatives, and any utility, service provider, or other Person lawfully entitled to use or occupy the Municipal Lands, including their respective officers, employees, agents, and contractors, from and against any and all claims, demands, causes of action, losses, costs, damages, expenses, and liabilities of any kind whatsoever, including legal fees on a full indemnity basis, arising from, related to, or in any way connected with such activity, whether caused by or contributed to by the negligence or otherwise of the Person undertaking the activity or any other Person.

## 7. NON-DEROGATION – ENTRANCES AND ACCESS

- 7.1. Nothing in this By-law shall be interpreted so as to prohibit, restrict, or otherwise affect the issuance of a permit for an entrance, access, or approach to a Highway or Municipal Lands where such permit is issued in accordance with any other by-law of the Municipality.
- 7.2. In the event of a conflict between this By-law and any other municipal by-law or agreement governing entrances, access, or use of a Highway, the provisions of the other by-law shall prevail to the extent of the conflict.

## 8. ENFORCEMENT

- 8.1. This By-law may be enforced by a Municipal Law Enforcement Officer or any person appointed by the Municipality.
- 8.2. The Municipality may enter upon Municipal Lands to remove or remedy any Encroachment at the expense of the Person responsible.

## 9. SEVERABILITY

- 9.1. If any section or provision of this By-law is declared invalid, the remainder shall continue in force.

## 10. FORCE AND EFFECT

- 10.1. This By-law shall come into force and effect on the date of its passing.

**Read a FIRST and SECOND time this 2<sup>nd</sup> day of June 2026**

**Read a THIRD time and FINALLY PASSED this 2<sup>nd</sup> day of June 2026**

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Mayor, Jamie Heffer

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Clerk, Trevor Hallam



**CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY**

**BY-LAW NO. 32-2026**

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Being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry, for its meeting held on June 2, 2026.

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**WHEREAS** Section 9 of the *Municipal Act 2001, S.O. 2001, c. 25* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 5 (3) of the *Municipal Act 2001, S.O. 2001, c. 25* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry for the June 2, 2026, meeting be confirmed and adopted by By-law;

**NOW THEREFORE**, the Council of the Corporation of the Municipality of Morris-Turnberry enacts as follows:

1. The action of the Council of the Corporation of the Municipality of Morris-Turnberry at its meeting held on June 2, 2026, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Morris-Turnberry at the meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law; and
2. The Mayor and proper officials of the Corporation of the Municipality of Morris-Turnberry hereby authorize and direct all things necessary to give effect to the action of the Council to the Corporation of the Municipality of Morris-Turnberry referred to in the preceding section thereof;
3. The Mayor and CAO/Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation.

**Read a FIRST and SECOND time, June 2, 2026**

**Read a THIRD time and FINALLY PASSED, June 2, 2026**

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Mayor, Jamie Heffer

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Clerk, Trevor Hallam