



## MUNICIPALITY OF MORRIS-TURNBERRY

### COUNCIL AGENDA

Tuesday, June 4<sup>th</sup>, 2024, 7:30 pm

The Council of the Municipality of Morris-Turnberry met in Council Chambers in regular session on the 4<sup>th</sup> day of June 2024, 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 4<sup>th</sup>, 2024, as circulated.*

~

#### 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 21<sup>st</sup>, 2024, Council Meeting Minutes as written.*

~

#### 5.0 **ACCOUNTS**

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the June 4<sup>th</sup> accounts in the amount of \$ 1,657,209.85*

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

None.

#### 7.0 **STAFF REPORTS**

None.

## **8.0 BUSINESS**

### **8.1 PROPOSED CHANGES TO PLANNING FEES**

A presentation has been prepared by Director of Planning Sandra Weber in this regard for the information of Council. Ms. Weber will be in attendance.

### **8.2 TENDER RESULTS – MCARTHUR MUNICIPAL DRAIN**

A report has been prepared by Headway Engineering Project Coordinator Michel Terzian in this regard.

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby accepts the tender of TAS Excavating & Rentals Ltd for the total amount of \$47,634.79 excluding HST for the construction of the McArthur Municipal Drain.*

~

### **8.3 TENDER RESULTS – BELGRAVE SITE PLAN REMEDIATION**

A report has been prepared by CAO/Clerk Trevor Hallam in this regard.

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby accepts the tender of Kurtis Smith Excavating for the total amount of \$108,000.00 excluding HST for the completion of work required to bring 39 Queen Street, 4 Parker Drive, 40 John Street and 42 John Street in Belgrave into compliance with a registered site plan.*

~

## **9.0 COUNCIL REPORTS**

Kevin Freiburger

Jamie McCallum

Sharen Zinn

Jodi Snell

Jamie Heffer

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

- 10.1 Correspondence – Interim General Manager – Saugeen Valley Conservation Authority
- 10.2 Media Release – Listowel Memorial Hospital Fire Update – Listowel Wingham Hospitals Alliance
- 10.3 Decision – Nichol Municipal Drain s76 Application – Agriculture, Food and Rural Affairs Appeal Tribunal
- 10.4 Notice of Public Meeting – Z02-2024 – Municipality of Morris-Turnberry
- 10.5 Notice of Public Hearing – MV01-2024 - Municipality of Morris-Turnberry
- 10.6 Notice of Call for Applications – Source Protection Committee – Ausable Bayfield Source Protection Authority
- 10.7 Minutes – Saugeen Valley Conservation Authority Board of Directors – March 21, 2024
- 10.8 Minutes – Maitland Valley Conservation Authority Membership – April 17, 2024
- 10.9 Board Meeting Highlights – AMDSB – May 28, 2024
- 10.10 Outstanding Action Items

11.0 **NEW BUSINESS**

12.0 **BY-LAWS AND AGREEMENTS**

None.

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) (k) regarding negotiations to be carried on by the municipality.*

*~*

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 28-2024, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on June 4<sup>th</sup>, 2024, and that it now be read severally a first, second, and third time, and finally passed this 4<sup>th</sup> day of June 2024.*

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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 18<sup>th</sup>, 2024, 7:30 pm  
Regular Meeting of Council – Tuesday, July 2<sup>nd</sup>, 2024, 7:30 pm



## MUNICIPALITY OF MORRIS-TURNBERRY

### COUNCIL MINUTES

**Tuesday, May 21<sup>st</sup>, 2024, 7:30 pm**

The Council of the Municipality of Morris-Turnberry met electronically in regular session on the 21<sup>st</sup> day of May 2024, at 7:30 pm.

#### **Council in Attendance**

Mayor Jamie Heffer  
Deputy Mayor Kevin Freiburger  
Councillor Sharen Zinn  
Councillor Jodi Snell

#### **Staff in Attendance**

Trevor Hallam	CAO/Clerk
Kim Johnston	Deputy Clerk
Kirk Livingston	Chief Building Official / Drainage Superintendent / Property Standards Officer / Zoning Administrator

#### **Others in Attendance**

Scott Stephenson	The Citizen
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#### **1.0 CALL TO ORDER**

Mayor Heffer called the meeting to order at 7:30 pm.

Mayor Heffer noted that Scott Stephenson would be recording the meeting for the purpose of writing articles.

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

*Motion 115-2024*

*Moved by Kevin Freiburger  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry hereby  
adopts the agenda for the meeting of May 21<sup>st</sup>, 2024, as  
circulated.*

*Carried.*

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

None.

#### **4.0 MINUTES**

*Motion 116-2024*

*Moved by Sharen Zinn  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry hereby  
adopts the May 7<sup>th</sup>, 2024, Council Meeting Minutes as written.*

*Carried.*



## 5.0 **ACCOUNTS**

*Motion 117-2024*

*Moved by Kevin Freiburger  
Seconded by Sharen Zinn*

*THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the May 21<sup>st</sup> accounts in the amount of \$ 333,703.57*

*Carried.*

## 6.0 **PUBLIC MEETINGS AND DEPUTATIONS**

None.

## 7.0 **STAFF REPORTS**

### 7.1 BY- LAW ENFORCEMENT

#### 7.1.1 By-Law Enforcement Activities – March and April 2024

A report was presented by CBO/By-Law Enforcement Officer Kirk Livingston regarding by-law enforcement activities for March and April.

### 7.2 BUILDING

#### 7.2.1 Building Department Activities – March and April 2024

A report was presented by CBO/By-Law Enforcement Officer Kirk Livingston regarding building department activities for March and April.

#### 7.2.2 Ontario Building Code Update

A report was presented by CBO/By-Law Enforcement Officer Kirk Livingston in this regard for the information of Council.

### 7.3 DRAINAGE

#### 7.3.1 Appointment to Drainage Superintendents Association of Ontario Board of Directors

A report was presented by Drainage Superintendent Kirk Livingston in this regard for the information of Council.

*Motion 118-2024*

*Moved by Jodi Snell  
Seconded by Kevin Freiburger*

*THAT the Council of the Municipality of Morris Turnberry hereby supports the participation of the Drainage Superintendent on the Board of Directors of the Superintendents Association of Ontario Board.*

*Carried.*

## 8.0 **BUSINESS**

None.

## 9.0 **COUNCIL REPORTS**

Kevin Freiburger

Ontario Good Roads Conference Report

Sharen Zinn

None

Jodi Snell  
  
None  
  
Jamie Heffer  
  
None

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

- 10.1     Newsletter – Ausable Bayfield Maitland Valley Source Protection Region – May 2024
- 10.2     Notice of Public Meeting – Zoning By-Law Amendment – North Huron
- 10.3     Notice of Public Meeting - Zoning By-Law Amendment - Howick
- 10.4     Invitation – Town Hall Meeting – Challenges to the Hauled Sewage Industry – Ontario Association of Sewage Industry Services
- 10.5     Annual Report – Huron County Library 2023
- 10.6     ERO Posting - Proposed Planning Act and Municipal Act Changes, bill 185 – Western Ontario Warden’s Caucus
- 10.7     ERO Posting - Proposed Changes to the Development Charges Act – Western Ontario Warden’s Caucus
- 10.8     ERO Posting - Proposed Provincial Planning Statement – Western Ontario Warden’s Caucus
- 10.9     Monthly Report – Belgrave Water April 2024
- 10.10    Fundraising Appeal – G2G Rail Trail Inc.
- 10.11    Outstanding Action Items

**11.0     NEW BUSINESS**

None.

**12.0     BY-LAWS AND AGREEMENTS**

- 12.1     DOCUMENT COMMISSIONING POLICY

At the May 7<sup>th</sup> meeting of Council, staff were directed to return a by-law to adopt a document commissioning policy. By-law 25-2024 is presented here for consideration.

*Motion 119-2024*

*Moved by Jodi Snell*  
*Seconded by Kevin Freiburger*

*THAT leave be given to introduce By-Law 25-2024, being a by-law to adopt Document Commissioning Policy for the Corporation of the Municipality of Morris-Turnberry and that it now be read severally a first, second, and third time, and finally passed this 21<sup>st</sup> day of May 2024*

*Carried.*

**13.0     CLOSED SESSION**

- 13.1     Enter closed session.

*Motion 120-2024*

*Moved by Kevin Freiburger*  
*Seconded by Sharen Zinn*

*THAT the Council of the Municipality of Morris-Turnberry enter a closed session at 7:50 p.m., with the CAO/Clerk and Deputy Clerk remaining in attendance, for the purpose of discussing confidential matters pursuant to the following sections of the Municipal Act:*

- a)    Section 239 (2) (e) regarding potential litigation affecting the municipality.*
- b)    Section 239 (2) (k) regarding negotiations to be carried on by the municipality.*

*Carried.*

13.2 Return to open session.

*Motion 121-2024*

*Moved by Sharen Zinn  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry rise from a closed session at 8:40 p.m.*

*Carried.*

13.3 Report and Action from Closed Session.

Council received an update regarding the negotiation of an agreement for water system operator services and provided direction to staff regarding potential litigation.

*Motion 122-2024*

*Moved by Kevin Freiburger  
Seconded by Jodi Snell*

*THAT leave be given to introduce By-Law 26-2024, being a by-law to authorize the execution of an agreement between Veolia Water Canada Inc and the Corporation of the Municipality of Morris-Turnberry for services as Operating Authority and Overall Responsible Operator for the Belgrave Water System, and that it now be read severally a first, second, and third time, and finally passed this 21<sup>st</sup> day of May 2024*

*Carried.*

**14.0 CONFIRMING BY-LAW**

*Motion 123-2024*

*Moved by Sharen Zinn  
Seconded by Kevin Freiburger*

*THAT leave be given to introduce By-Law 27-2024, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on May 21<sup>st</sup>, 2024, and that it now be read severally a first, second, and third time, and finally passed this 21<sup>st</sup> day of May 2024.*

*Carried.*

**15.0 ADJOURNMENT**

*Motion 124-2024*

*Moved by Kevin Freiburger  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 8:41 pm.*

*Carried.*

**NEXT MEETINGS:**

Regular Meeting of Council – Tuesday, June 4<sup>th</sup>, 2024, 7:30 pm  
Regular Meeting of Council – Tuesday, June 18<sup>th</sup>, 2024, 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 4 2024

**General**

Bell Mobility	Cell Phone	26.42
Orkin Canada	Pest Control	124.49
Huron Clean	Office Cleaning	391.84
Krantz Law Professional Corporation	Legal - Dufferin St.	2,808.90
Township of North Huron	2024 Q1 & Q2 Fire Levies	141,632.38
Rebecca Schlosser	Wedding Solemnizations	600.00
Minister of Finance	Policing - April	39,699.00
Infrastructure Ontario	Belgrave Development Loan Payment	32,504.52
County of Huron	2024 Q2 Levy	734,327.00
Avon Maitland District School Board	2024 Q2 Education Levy	255,997.29
Huron-Perth Separate School Board	2024 Q2 Education Levy	41,718.78
WSIB	WSIB - May	1,286.60
Minister of Finance	EHT - May	898.28

**Payroll**

May 22 2024	Payroll	23,362.49
	Expenses	152.46
Council Pay	Payroll - May	4,211.55
	Rec General	439.29

**General Total** 1,280,181.29

**Building Department**

Bell Mobility	Cell Phone	59.76
WSIB	WSIB - May	283.42
Minister of Finance	EHT - May	170.05

**Payroll**

May 22 2024	Payroll	5,203.28
	Expenses	-

**Building Total** 5,716.51

**Property Standards**

**Property Standards Total** -

**Drainage**

Hydro One	Hopper Pump	204.71
MRH Const. Inc.	Thompson Lamont Deyell Municipal Drain	15,224.72
Maitland Valley Conservation Authority	Thompson Lamont Deyell Municipal Drain	395.00
Headway Engineering	Grant Municipal Drain	14,714.37
Robinson Farm Drainage	Grant Municipal Drain	235,728.70

**Drainage Total** 266,267.50

**Parks & Cemeteries**

**Parks & Cemeteries Total** -

**Belgrave Water**

Rogers	Belgrave Water System	90.39
Veolia Water	April Operations	6,888.22

**Water Total** 6,978.61

**Landfill**

Bell Mobility	Cell Phone	8.91
Huron-Perth Rust Control	Scale Maintenance	853.15

**Landfill Total** 862.06

**Roads**

Bell Mobility	Cell Phone	59.95
Enbridge	Turnberry Shop	71.17
HuronTel	Turnberry Shop Internet	66.56
PBJ Cleaning Depot	Shop Supplies	245.53
Comco Fasteners Inc.	Shop Supplies	154.22
Wroxeter Rigging & Fabrication Ltd	Floor Drain Grates	1,292.04
Creekside Rentals	Alternator for 13-03 Grader	847.50
Maitland Welding & Machining	Parts for 19-19 Brusher & 13-03 Grader	2,963.19
New-Lift Hydraulics Ltd.	Parts for 19-07 F550	102.63
Elvaan Equipment Solutions	Parts for 19-19 Brusher	656.02
Joe Kerr Ltd.	Repair for 19-06 Tandem	4,013.48
Ryan Construction	M070 - Moncrief Bridge Repair	975.10
Pollard Distribution Inc.	Dust Control	50,498.52
Stumps Be Gone	Stump Grinding	2,260.00
Municipality of Morris-Turnberry	Municipal Drain	1,087.41
WSIB	WSIB - May	1,605.25
Minister of Finance	EHT - May	963.15

**Payroll**

May 22 2024	Payroll	29,342.16
	Expenses	-

***Roads Total***                      **97,203.88**

***Account Total*** **1,657,209.85**

**Approved By Council:**

June 4 2024

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

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

# Planning Application Fees Review

**2024**

Sandra Weber, Director and Denise Van Amersfoort, Planning Manager  
On behalf of the Planning Fees Working Group

# Background

The Planning Act allows municipalities to establish a tariff of fees to cover the anticipated costs of processing planning applications.

A number of changes since the last review warranted a need for further review to determine if costs of the County and local municipalities are being covered:

- Changes to Planning legislation and local policies;
- Staff time required to process increasingly complex applications;
- Implementation costs of the County-wide co-ordinated planning application submission, processing and tracking system to increase modernization;
- Increased inflation costs.

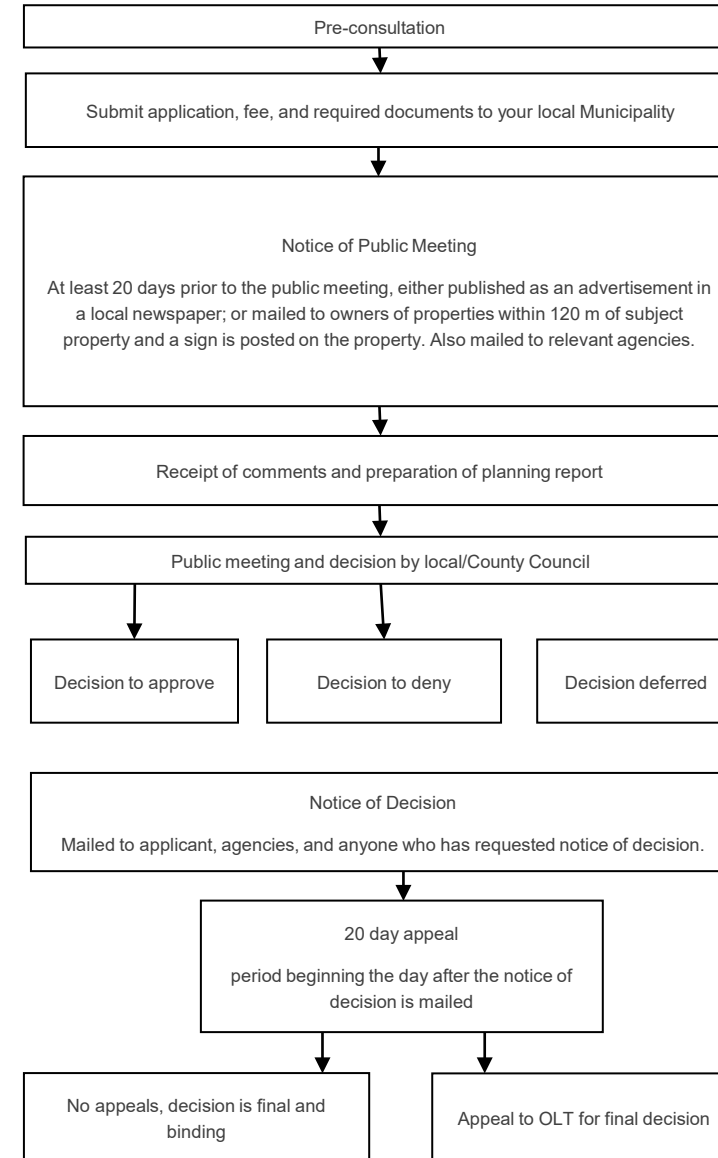
The approach to planning fees in Huron County has been to achieve a balance: fees do not represent full cost recovery but also do not place the burden of development fees entirely on the tax base. While also keeping fees within a reasonable range in comparison to neighbouring Counties.

# Planning Fees Working Group

- The review process was undertaken by a Working Group including staff that understand the process and related costs including:
  - Jessica Rudy, Clerk (Huron East)
  - Trevor Hallam, CAO (Morris-Turnberry)
  - Olivia Kempel, Deputy Clerk/Planning Co-ordinator (North Huron)
  - Florence Witherspoon, Clerk (ACW)
  - Mike Rolph, CBO (South Huron)
  - Rachel Anstett, Clerk (Central Huron)
  - Lindsay Whalen, Planning Co-ordinator (Bluewater)
  - Planning and Development staff including Sandra Weber, Denise Van Amersfoort, and Lisa Finch, Land Division Administrator



# Steps in the Planning Application Process – legislated under the Planning Act



# Process - Time and Disbursement Costs

- Pre-consultation discussion – meeting(s) and on-going consultation with applicant and municipal/County staff (no additional charge to applicant, recovered as part of application fee if submitted)
- Submission of application fee and required documentation (staff time to review to determine if complete)
- Notice of Public Meeting (County and local planning and County GIS staff time to prepare notice and mapping/disbursement costs)
- Notice posted on property (time and travel costs for staff to post sign)
- Review and comments from staff and agencies (County and Local Public Works, Planner, Building Officials, Fire Chief, Drainage Superintendent, CAO – covered through application fee)
- Co-ordination and review of technical studies and follow-up with applicant/consultants (staff time)
- Return calls/inquiries from neighbours and providing additional information (can be comments from multiple neighbours requiring responses)
- Site inspection and planning report summarizing all comments and providing recommendation to Council with a Powerpoint presentation with maps and photos (staff time to prepare)
- Staff and Council attendance at Public Meeting (costs for time and travel) and if deferred requires a 2<sup>nd</sup> meeting (Plans of Sub/condo, disputed OPA's and Consents to County Council)
- Notice of Decision (staff time to prepare/disbursement costs)
- Following up on conditions of approval to ensure files to do not lapse (staff time)

# Complexity of Files

- Over past 2.5 years the County and local municipalities undertook substantial work and implemented changes to planning documents to permit more as-of-right housing development and also amended provisions such as parking, lot coverage, setbacks, etc., to reduce the need for applications.
- As a result, the less complex applications are no longer needed and staff are finding that where applications are required, they are more complex in nature and the amount of time being spent by staff is increasing. E.g. Additional time to review studies, stormwater and drainage, nitrate studies for private septic systems, more neighbour comments, etc.
- Implemented automatic rezonings for surplus farm residence severances and minor lot enlargements, eliminating the need for the easier, more routine applications.

# Modernization and Efficiencies

- To ensure continuous improvement of the planning application process, we do a follow-up survey with applicants who have completed a planning application to get feedback on how things went from their perspective (what went well, what did not go well, information they wished they had of known earlier in the process).
- Implementing County-wide planning application submission, processing and tracking software. Public wants on-line access.
- Option for in-person or on-line meetings with staff to accommodate the applicant's schedule/location. E.g. more virtual meetings with farmers as they are working in their tractors.

# South Huron Fees Review Study Findings

2024 Study by Hemson Consulting indicated the municipal portion of planning fees would need to increase by 64% to have full cost recovery.

The approach in Huron has been a Working Group of staff from both the County and local municipalities who are directly involved and understand the process and related costs rather than hiring a consultant.

**Table 7 – Planning Fee Costs and Revenues - 2024**

Cost Type		Salaries	Other Direct Costs	Indirect Costs	Space	Total Cost	Revenues	Shortfall
OPA Amendment		\$11,296	\$5,234	\$3,765	\$555	\$20,849	-\$6,183	\$14,666
ZBA Amendment		\$20,854	\$9,663	\$6,950	\$1,024	\$38,491	-\$23,042	\$15,449
Minor Variances	1 or 2	\$6,951	\$3,221	\$2,317	\$341	\$12,830	-\$8,579	\$4,252
	3 or more	\$8,689	\$4,026	\$2,896	\$427	\$16,038	-\$11,035	\$5,003
Consent to Sever		\$27,110	\$12,562	\$9,035	\$1,331	\$50,038	-\$43,302	\$6,736
Plan of Subdivision	Plan of Subdivision	\$21,723	\$10,066	\$7,240	\$1,067	\$40,095	-\$9,005	\$31,089
	Draft Approval Extension	\$2,433	\$1,127	\$811	\$119	\$4,491	-\$3,631	\$859
	Phasing Final Approval	\$1,043	\$483	\$348	\$51	\$1,925	\$0	\$1,925
Changes After	to Plan	\$348	\$161	\$116	\$17	\$642	-\$306	\$335
Draft Approval	to Conditions	\$348	\$161	\$116	\$17	\$642	-\$306	\$335
Removal of H		\$1,738	\$805	\$579	\$85	\$3,208	-\$200	\$3,008
Temporary Use		\$1,738	\$805	\$579	\$85	\$3,208	\$0	\$3,208
Deeming By-law		\$1,738	\$805	\$579	\$85	\$3,208	-\$326	\$2,882
Part Lot Control		\$3,476	\$1,611	\$1,158	\$171	\$6,415	\$0	\$6,415
Recirculation		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Agreements		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Plan	Residential	\$23,460	\$10,871	\$7,819	\$1,152	\$43,302	-\$3,631	\$39,671
	ICI	\$23,460	\$10,871	\$7,819	\$1,152	\$43,302	-\$3,631	\$39,671
	Amendment	\$6,951	\$3,221	\$2,317	\$341	\$12,830	-\$363	\$12,467
Pre-consultation		\$10,427	\$4,832	\$3,475	\$512	\$19,245	\$0	\$19,245
Zoning								
Certificates		\$4,572	\$5,553	\$3,994	\$589	\$14,709	-\$8,013	\$6,696
Total		\$178,353	\$86,079	\$61,912	\$9,122	\$335,466	-\$121,555	\$213,912

# Comparators

## Balanced Approach/Full Cost Recovery

	Lambton	Perth	Bruce	Huron (2024 Proposed)	Wellington	Norfolk
Pre-consultation Fee			\$770	-		\$500
Official Plan Amendment	\$4000	\$6322	\$4050 (local OPA) \$3980 (County OPA – additional fees apply for app’s requiring more than 3 studies) \$25030 (Aggregate standard) \$60500 (Aggregate Complex)	\$6000 Aggregate \$12000	\$18900 (County OPA) \$3530 (Local OPA) \$24680 (Aggregate Minor) \$59680 (Aggregate Complex)	\$12605 (Regular) \$18,994 (Major)
Zoning By-law Amendment	\$425 (County portion only)	\$2946	\$3610	\$4000 Aggregate \$10000 (if no OPA req’d)	\$7470 (County review)	\$12178 (Regular) \$18094 (Major)
Consent	\$800	\$3908	\$3150	Technical \$3000 New Lot \$4500	\$5160 (plus \$1930 for registration)	\$5106
Plan of Sub/Condo	\$3500 (0-20) \$4500 (21-50) \$6500 (50+)	\$6990	\$6780 (up to 20) \$8480 (21-50) \$10160 (50+)	\$10000 (plus \$200 per lot/unit over 10)	Sub \$12740 (Plus \$80-\$180 for each lot) Condo \$22050 (Plus \$215 per unit)	\$19389 (plus \$75 per lot)
Minor Variance	\$500 (County portion)	\$2116	\$3060 (1 or 2) \$3950 (3 or more)	\$2500 (one) \$3250 (two) \$4000 (3 or more)	Hourly rate \$180 plus meeting charge of \$350	\$2743

Note: While comparators are a good reference, it is difficult to do a direct comparison as some municipalities have a lower base fee but add separate charges for various steps in the process, e.g. pre-consultation, finalizing deeds, etc. or there are separate fees for County and local and are not combined into one fee. In Huron County planning is a shared service and it is all included in the base application fee.

## **CORPORATION OF THE COUNTY OF HURON**

### **Planning and Development Department**

**To:** Mayor/Reeve and Members of Council, All Municipalities in Huron County  
**From:** Planning Fees Working Group (Report prepared by Sandra Weber, Director and Denise Van Amersfoort, Planning Manager)  
**Date:** April 18, 2024  
**Subject:** **Planning Application Fees Review**

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The following report outlines the process used to review the current Planning Application Fees and provides recommendations from the Planning Fees Review Working Group for consideration by local municipalities. Once all municipalities have had the opportunity to review and provide comments and a final report is taken to County Council, the finalized Fee Schedule will be provided to municipalities to be adopted by by-law to come into effect on July 1<sup>st</sup>, 2024.

### **BACKGROUND**

Planning application fees have historically been reviewed every 5 years. The fees were last reviewed in 2021 and a coordinated fee schedule was passed which set the standardized fees across the County for 2022 to 2026. At that time, all Councils across the County approved the fees with a 2% increase each year over this 5-year period with the increase occurring on January 1<sup>st</sup> each year. Since planning is a shared service, there is a cost sharing that is built into the fee schedule and the fees are reconciled twice a year with the local municipalities. There is an average of 250 planning applications processed per year (average over past 5 years).

Section 69 of the Planning Act allows municipalities to establish a tariff of fees to cover the anticipated costs of processing planning applications. The review is based on the guiding principles that planning fees should continue to be user-pay and cover costs incurred by the local municipality and the County for staff time and disbursements, while keeping within a reasonable range in comparison to neighbouring Counties. The review looked at current staff time and is not a review of future staffing needs. Costs are not charged for overhead (office space, computer hardware, training, etc.). Additional costs are reimbursed by the applicant for the municipality's peer review of consultants' reports (e.g., engineering studies, environmental impact studies, traffic impact studies, etc.).

Although the fees were approved by the County and local municipalities until the end of 2026, several changes occurred since that time that warranted a need for a further review to determine if the costs of the County and the local municipalities are being covered. These changes include legislative amendments to the Planning Act that have added work to the process, increased costs of staff time and disbursements being greater than the estimated 2% increase to fees, complexity of applications, and the implementation costs of Cloudpermit to modernize and streamline the application process.

In December 2023, County Council approved a Terms of Reference which set out the process for reviewing the fees that included forming a Planning Fees Working Group in consultation with the Huron County Clerks and Treasurers Association. The Working Group includes Jessica Rudy (Huron East), Trevor Hallam (Morris-Turnberry), Olivia Kempel (North Huron), Florence Witherspoon (ACW), Mike Rolph (South Huron), Rachel Anstett (Central Huron), Lindsay Whalen (Bluewater), and Planning and Development staff including Sandra Weber, Denise Van Amersfoort, and Lisa Finch, Land Division Administrator.

## COMMENTS

The Working Group reviewed fees from comparator municipalities across the Province, reviewed the current fee for each type of planning application to determine recommended changes to cover staff time and disbursements, and discussed the need for additional fees for services that are not currently included in the Fee Schedule.

The justification for the proposed fee increases and new fees is as follows:

- To help cover the cost of the County-wide planning application processing and tracking system that is being implemented in collaboration with the County and all 9 local municipalities to modernize and streamline the application process.
- A review of comparator municipalities indicated that the current fees are low. The fee schedules were reviewed for Perth, Lambton, Bruce, Grey, Wellington, Norfolk (recently reviewed), and the Cities of Stratford, Sarnia, and London. Depending on the application type, the current fees are approximately \$1,000 to \$2,000 lower than the average fee, and in municipalities where full cost recovery is being charged, the fees are in the range of \$10,000 lower (Wellington, Norfolk). For example, in Norfolk County where the fees were recently reviewed, the fee for a Zoning By-law Amendment -Regular is \$12,178 and Major is \$18,904 and an Official Plan Amendment Regular is \$12,605 and Major is \$18,994. The recommended changes will bring the fees more in line with the average range being charged in neighbouring municipalities.
- Over the past 2.5 years, the County and local municipalities undertook substantial work to permit more as-of-right housing development through the implementation of changes to planning documents; as a result, the less complex applications are no longer needed. Staff are finding that where applications are required, they are more complex in nature and the amount of time being spent by staff (Planners, Planning Co-ordinators, Land Division Administrator, Building Officials, Drainage Superintendents, Public Works staff, etc.) and Councils has increased. This additional time is reflected in the recommended fees.
- The 2% annual increase has not kept up with the Consumer Price Index for staff time and disbursements and has resulted in true costs not being recovered.
- Legislative amendments to the Planning Act have resulted in additional work for processing applications such as finalizing deeds for both the severed and retained parcels and the issuance of cancellation certificates. New fees have been added to cover the cost of this additional staff time.
- With the substantial increase in value of properties as a result of planning applications such as amendments or the creation of new lots, it is the opinion of the Working Group that the proposed fee increases will not deter applicants from proceeding with developments.
- This is a balance between cost recovery and having the cost of planning approvals being subsidized by the levy.

Based on the above review and justification, the following is a summary of the key changes recommended by the Working Group to the 2024 Planning Fees Schedule (full Draft Fee Schedule with proposed changes highlighted in red is attached for review):

- Rather than the current 2% annual increase, it is recommended that on January 1<sup>st</sup> each year (starting January 1<sup>st</sup>, 2025), the fees will be increased on a percentage basis rounded up or down to the nearest ten-dollar increment consistent with the Statistics Canada Consumer Price Index for Ontario for the previous calendar year (October to October), if the Index shows an increase.



- Plans of Subdivision/Condominium – proposed increase in base fee from \$9364 to \$10,000 for 1-10 lots/blocks/units and an increase from \$176 to \$200 for each additional lot/block/unit over 10. Draft Plan approval extensions are proposed to increase from \$2081 to \$2500 for the first extension and to \$5000 for any subsequent extension. The higher fee is due to the fact that 6 years would have passed and there is a substantial amount of work for County and local staff to go back through the file to review conditions and follow up with applicant and agencies. An increase is also proposed for phasing and final approval, and changes to draft plan conditions.
- Official Plan Amendments – Proposed increase in fee from \$4100 to \$6000 for reasons outlined in justification above. A new fee has been added for Official Plan Amendments for new or expanding aggregate operations of \$12,000. This reflects the complexity of these files and the additional coordination required with multiple technical studies. Both Bruce and Wellington Counties use a similar approach where there is a separate fee specific to planning applications for aggregate operations.
- Consents (Severances) are split into 2 categories:
  1. Technical Consents- such as Easements, Right of Ways, Correction of Title, Well Block, Validation Certificate, minor lot enlargement, re-creation of original farm lots are proposed to increase from \$2341 to \$3000.
  2. Consents for New Lot Creation – such as Surplus and the creation of a new lots would be increased from \$3381 to \$4500. This reflects the increase in the amount of time spent by staff responding to concerns of neighbours, reviewing studies, drafting conditions, etc. The Fee Schedule is also proposed to be clarified that an application includes once severed and one retained parcel. There is proposed to be an additional fee of \$2500 for each additional lot created over and above one severed and retained. Previously, one fee has been charged which allowed a severed and multiple retained lots to be created. This is not the practice in many other Counties across the Province who charge an additional fee for each new lot created.
- A new fee of \$500 is proposed for the issuance of Retained Land Certificates and Cancellation Certificates which the County is required to issue as a result of amendments to the Planning Act.
- Similar to a Technical Consent, Part Lot Control applications are proposed to increase from \$2341 to \$3000 with an additional fee of \$200 per additional conveyable Part over 2.
- Zoning By-law Amendments are proposed to increase from \$2108 to \$4000. As discussed above, the less complex amendments have been eliminated through the updates to planning documents and the applications being submitted are more complex and take additional staff time. For Zoning By-law Amendments for expanding or new aggregate operations that do not have a corresponding Official Plan Amendment, a fee of \$10,000 is proposed. This reflects the complexity of these files and the additional coordination required with multiple technical studies.
- Minor Variances are proposed on a sliding scale with one variance at \$2500, two variances at \$3250 and three or more variances proposed at \$4000. The higher fee is set at the same rate as a Zoning By-law Amendment.
- A reduced rate for combined fees for Official Plan Amendments and Zoning By-law Amendments has been removed. As 2 different documents are being amended, there is not a significant reduction in staff time required to process both applications to warrant a reduced fee.
- Part Lot Control By-law - remove discount if following a related planning application. New fee proposed to be \$2250 plus \$170/additional conveyable Part over 2;

- Natural Environment review by County Biologist is proposed to increase from \$228 to \$500 to cover staff time. An hourly rate is charged to review Terms of Reference and Environmental Impact Studies.
- Site Plan Applications – currently the local municipalities are charging a fee or billing for time and the County is tracking and billing for Planner review time (over 2 hours). It is proposed that a base fee of \$750 be set for County staff time which would include up to 4 hours of review. Any review time above that would be billed by the hour.

## **NEXT STEPS**

Once all municipalities have had the opportunity to review and provide comments and a final report is taken to County Council, the finalized Fee Schedule will be provided to municipalities to be adopted by by-law to come into effect on July 1<sup>st</sup>, 2024.

'original signed by'

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Sandra Weber, Director

'original signed by'

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Denise Van Amersfoort, Planning Manager

DRAFT 2024 FEES (Note: Changes Highlighted in Red)	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	1189 (\$1800)	2911 (\$4200)	4100 (\$6000)
Official Plan Amendment (OPA), Local OPA, County OPA-New or expanding aggregate operation	\$3,600	\$8,400	\$12,000
Zoning By-law Amendment (ZBLA)	696 (\$1320)	1412 (\$2680)	2108 (\$4000)
Zoning By-law Amendment (ZBLA) -New or expanding aggregate operation if no OPA is required	\$3,300	\$6,700	\$10,000
Minor Variance (1 variance <del>or more</del> )	705 (\$1075)	934 (\$1425)	1639 (\$2500)
Minor Variance (2 variances)	\$1,400	\$1,850	\$3,250
Minor Variance (3-3 or more variances)	924 (\$1720)	1176 (\$2280)	2100 (\$4000)
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re-creation of original lots, etc.)	585 (\$750)	1756 (\$2250)	2341 (\$3000)
Consent-New Lot Creation (e.g. new lots, surplus farm severances)- Base fee includes one severed and one retained - add \$2500 for each additional lot created	845 (\$1125)	2536 (\$3375)	3381 (\$4500)
Retained Land Certificate		\$500	\$500
Cancellation Certificate		\$500	\$500
Change of Consent Conditions or Draft Deed		\$500	\$500
Plan of Subdivision/Condominium	2341 (\$2500)	7023 (\$7500)	9364 (\$10000)
Lots/Blocks/Units over 10	add \$60 (\$68) per lot/unit/ block	add \$116 (\$132) per lot/unit/ block	add \$176 (\$200) per lot/unit/ block
Draft approval extension - first extension	520 (\$625)	1561 (\$1875)	2081 (\$2500)
Any subsequent extension	\$1,250	\$3,750	\$5,000
Phasing, Final Approval*	293 (\$750)	878 (\$2250)	\$1171 (\$3000) per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	146 (\$500)	438 (\$1500)	\$584* (\$2000)
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$176 (\$200)/lot/block/unit shall apply.			
Combined Local OPA & ZBL	<del>\$1,443.00</del>	<del>\$3,711.00</del>	<del>\$6,154.00</del>
Combined County & Local OPA	<del>\$1,369.00</del>	<del>\$6,436.00</del>	<del>\$6,795.00</del>
Combined County OPA, Local OPA & ZBL	<del>\$1,819.00</del>	<del>\$6,089.00</del>	<del>\$7,908.00</del>
Removal of Holding (H) Symbol	286 (\$500)	286 (\$500)	583 (\$1000)
<del>If combined with a planning application and when H is imposed by the Municipality</del>	<del>\$0</del>	<del>\$0</del>	<del>\$0</del>
Renewal of Temporary Use Zoning By-law	522 (\$990)	1059 (\$2010)	1581 (\$3000)
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such B	234 (\$500)	233 (\$500)	467 (\$1000)
<del>Where combined with any other planning application</del>	<del>\$116.00</del>	<del>\$117.00</del>	<del>\$233.00</del>
Part Lot Control *	1171 (\$1500)	1170 (\$1500)	2341 (\$3000)
	add \$60 (\$100) per additional conveyable Part over 2	add \$116 (\$100) per additional conveyable Part over 2	plus \$176 (\$200) per additional conveyable Part over 2
*in both cases, For Deeming and Part Lot Control, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re-circulation.	Fee to be paid to Municipality responsible for re-circulation.	312 (\$500)
Site Plan Control	Fee to be set by local Municipality	750 base fee (additional cost recovery for more than 4 hours of review)	Variable
Agreements: subdivision, condominium, development, lot grading & drainage (Costs to be reimbursed for legal and engineering).	Cost recovery	Cost recovery	Variable-Cost recovery
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature): comments on planning application Review terms of reference and EIS		\$228 (\$500) comments on planning application (\$46.50 (\$60)/hour) billed hourly for review of Terms of Reference and EIS	228 (\$500)for comments on planning application/variable - billed hourly for review of Terms of Reference and EIS

May 29, 2024

Trevor Hallam  
CAO/Clerk  
Municipality of Morris-Turnberry  
41342 Morris Road, P.O. Box 310  
Brussels, ON, N0G 1H0

Dear Trevor,

**Re: McArthur Municipal Drain – Tender Recommendation**  
**Municipality of Morris-Turnberry (Morris Ward)**  
**Our Reference No. MT-004**

Six (6) sealed tenders for the **McArthur Municipal Drain** were opened on Wednesday, May 29, 2024, at the Municipality of Morris-Turnberry's office.

Following the tender opening, the schedule of tender prices from the three (3) lowest bids were reviewed by Headway Engineering to ensure correct unit price extensions and total tender prices. Following are the three (3) confirmed low tender prices submitted (Plus HST):

Bidder	Bid Amount	Completion Date
TAS Excavating & Rentals Limited	\$ 47,634.79	December 1, 2024
Hanna & Hamilton Construction	\$ 48,251.75	December 31, 2024
JC Millwrights Inc.	\$ 56,917.78	November 30, 2024

The Engineer's estimate for this project was \$74,200.00 (Plus HST). However, the owner of the Huether Holdings Ltd. Property will supply the fill required for the proposed ditch enclosure (Item 2. In the Scope of Work, estimated at \$14,000), and is not the responsibility of the recommended Contractor to supply. As a result, the effective Engineer's estimate is **\$60,200.00** (Plus HST).

The bid from **TAS Excavating & Rentals Limited** in the amount of **\$47,634.79** (Plus HST) is the lowest price tendered. The bid meets all the requirements stipulated in the tender documents. Likewise, it is our recommendation to award the contract for construction of the above noted drain to **TAS Excavating & Rentals Limited**.

Furthermore, as per Section A.2. Tenders, in Division A – General Conditions, all certified tender deposit checks, except from the bidder to whom the work is awarded, shall be returned within **ten (10) days of the tender closing date**.

We trust this meets your requirements at this time; however, should you have any questions regarding this information, please feel free to contact our office.

Yours truly,

Michel Terzian  
Project Coordinator  
**HEADWAY ENGINEERING**

MT/

# MUNICIPALITY OF MORRIS-TURNBERRY

## REPORT TO COUNCIL

**TO:** Mayor and Council  
**PREPARED BY:** Trevor Hallam, CAO/Clerk  
**DATE:** October 17, 2023  
**SUBJECT:** Site Plan Agreement Enforcement Update

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### **RECOMMENDATION**

That Council accept the tender of Kurtis Smith Excavating in the amount of \$108,000.00 excluding HST for lot grading and drainage work at 39 Queen Street, 4 Parker Drive, 40 John Street and 42 John Street in Belgrave, and authorizes the Mayor and Clerk to execute all required documents.

### **BACKGROUND**

In 2017 the Municipality sold four lots located between Highway 4 and John Street, adjacent to Parker Drive to Reinhardt Rental Holdings Ltd. (2 lots) and Reinhardt Construction Ltd (2 lots). Both entities are owned and operated by the same developer.

The developer's proposal was to build on the lots, with two having 4 dwelling unit buildings for rental, and two having single detached homes for sale. A site plan agreement was entered into, including an engineered lot grading and drainage plan. The plan applied to all four lots, to ensure positive drainage of all four lots, and was prepared by an engineering firm under contract to the developer. The agreement and plan were registered on title for each of the four lots.

As development occurred, the lot grading and drainage plan was not followed by the developer. The grading that was done did not provide adequate drainage for the properties and has caused numerous issues since.

One of the responsibilities of the developer under a site plan agreement is to achieve final lot grading and drainage certification. This is when the engineer who designed the plan reviews the on-site conditions upon completion and certifies that the lot grading was completed in accordance with the approved plan. This milestone may be outstanding on a development for some time if there is still work to be done and final grading is not complete. Often the sale of a lot by the developer will require the certification to be completed and is the trigger for such action.

The lack of adherence to the plan came to be a matter of more urgency in the summer of 2022 when the person who had originally purchased 42 John Street from the developer was selling the lot on final lot grading and drainage certification had not yet been issued. There had also been frequent flooding due to the poor drainage and grading.

Following numerous meetings between the Municipality, engineers, and the developer, during which the deficiencies and required courses of action to correct them were provided to the developer, no action was taken to bring the property into compliance with the plan.

Municipal staff went to great lengths to try to work with the developer to have them complete the work required properly to the approved plan. In addition to providing clear direction on how to complete the project, the developer was also given the option of having as-built drawings done, and the site plan amended to reflect what was done on the property, provided that an engineer with expertise in the field would complete and approve updated drawings. The engineer originally retained by the developer was not able to approve the development as it was done, so no amendment was made.

In the site plan agreements the Municipality uses, there is a clause that states that if the developer does not construct or maintain the property in accordance with the approved plan, the Municipality has the authority to enter onto the lands and complete any work required to bring the property into compliance with the plan at the expense of the landowner, with 30 days notice.

Correspondence was sent to the developer in August of 2022, providing notification that if no action was taken to correct the deficiencies, the Municipality may do so using its powers under the agreement. A deadline of January 1, 2023, was given to have the project completed. The developer missed that deadline and showed no intention of beginning work.

In early April of 2023, further correspondence was issued to the developer with a deadline of May 19<sup>th</sup> to submit a letter of engagement from a contractor to bring the site into compliance with the plan, or from an engineer to produce revised and approved as built drawings with a completion date of August 31<sup>st</sup>, 2023 for either option. It was again stated that if neither was received, the municipality would take action to bring the site into compliance with the plan.

The developer retained Cobide Engineering and notified the Municipality before the May deadline. After a review of all existing plans and the conditions on site, Cobide Engineering issued a letter outlining the deficiencies with the development, and confirmed with the municipality that the grading as it was done could not be recommended for approval.

The developer did not complete the required work by the deadline of August 31<sup>st</sup>. In September of 2023 municipal staff had a final meeting with the developer on site with the hope getting a commitment to complete the required work. No such commitment was provided by the developer.

In October 2023, correspondence was issued to the developer and the other two affected landowners (42 and 40 John Street), that the municipality would be taking action under section 6.4 of the site plan agreement to correct the issues. CAO/Clerk Hallam followed the correspondence with phone calls to all three owners.

Later that month Council gave direction to undertake a tendering process to have the work completed. Cobide Engineering was retained by the municipality to prepare the tender documents. Tender documents were completed in April of this year, and a closing date of May 28<sup>th</sup> was set. A pre-tender meeting was held on site with the landowners and engineer in attendance, and following the advertisement of the tender a mandatory on-site information meeting was held for prospective bidders, with representatives from five companies in attendance.

### **COMMENTS**

Tenders were opened on May 28<sup>th</sup> at noon with Mr. Hallam and Travis Burnside from Cobide Engineering in attendance. One tender was received from Kurtis Smith Excavating for \$108,000.00 excluding HST. Both staff and Mr. Burnside recommend that Council accept the tender.

Following completion, costs for the project will be distributed to the landowners and the developer. Work on each property will be billed directly to that property, and shared costs such as general construction costs, contingencies and engineering costs will be divided among the 3 in proportion with the cost of the work required on each property. Initial estimates based on tendered prices indicate that 78.65% of the cost will be borne by the developer, 14.82% by the owner of 40 John Street and 6.54% by the owner of 42 John Street.

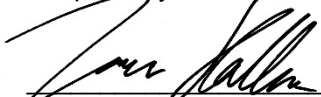
### **ATTACHMENTS**

1. Engineer's recommendation for tender acceptance

### **OTHERS CONSULTED**

Travis Burnside, Cobide Engineering  
Mike Alcock, Director of Public Works  
Kirk Livingston, Chief Building Official

Respectfully submitted,



Trevor Hallam,  
CAO/Clerk

May 30, 2024

**BY EMAIL ONLY**

Mr. Trevor Hallam, CAO/ Clerk  
Municipality of Morris Turnberry  
41342 Morris Road,  
P.O. Box 310  
Brussels, ON N0G 1H0

Tel: 519-887-6137 ext. 221  
Email: [thallam@morristurnberry.ca](mailto:thallam@morristurnberry.ca)

**Subject: Tender Analysis**  
**4 Parker Drive, 39 Queen Street, 40 & 42 John Street Grading Improvements**  
**Municipality of Morris Turnberry**  
*O/Ref.: 05063*

Dear Mr. Hallam:

On May 28, 2024, the Municipality of Morris Turnberry received one (1) tender for the 4 Parker Drive, 39 Queen Street, 40 & 42 John Street Grading Improvements project. We have reviewed the bid for completeness and arithmetic correctness. Based on this review, we found that the tender submitted was calculated correctly.

A summary of the tender that was received is provided in Table 1, below.

**Table 1**  
**Tenders Received**

Rank	Contractor (Location)	Total Tender Amount
1	Kurtis Smith Excavating Inc.	\$108,000.00 (excluding HST)

The only bid received was from Kurtis Smith Excavating Inc. There were five (5) contractors that attended the pre-bid meeting and we were expecting more tenders however for unknown reasons, only one bidder closed the project. We have reviewed the units prices received and believe they are reasonable based on other projects we are involved in and the scope of work to be completed.

We have worked with Kurtis Smith Excavating Inc. in the past on construction projects as have neighbouring municipalities and are confident that they will be able to complete this project within the stipulated timelines.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 101.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Travis Burnside', is positioned above the printed name.

Travis Burnside, P.Eng.  
Director

Encl.

H:\Reinhardt\05063 - 4 Parker Drive Townhouses - Belgrave\Tender\Tender Analysis\2024-05-30 le Hallam re tender analysis 05063.docx



Wednesday, May 22<sup>nd</sup>, 2024

To Watershed Municipalities, Counties, and Conservation Authorities,

I am writing to inform you of important changes in the leadership at Saugeen Valley Conservation Authority (SVCA). Erik Downing has been appointed as the Acting General Manager/Secretary-Treasurer. This appointment follows the decision of Jennifer Stephens to step down from her role.

We are grateful for Jennifer's contributions during her tenure and wish her the best in her future endeavors. As we transition, please direct all communications that would typically go to Jennifer to Erik Downing. Erik has previously served in this capacity and is well-prepared to reassume these responsibilities. He can be reached at 519-364-1255 ext 241 or via email at [e.downing@svca.on.ca](mailto:e.downing@svca.on.ca)

We anticipate a smooth transition of leadership and plan to post the position shortly. We are committed to maintaining the high standards of service and leadership that our partners and communities expect from SVCA during this period.

Thank you for your continued support and collaboration.

Sincerely,



Barbara Dobreen  
Chair, Saugeen Valley Conservation Authority



**May 30, 2024**

**For Immediate Release**

**Listowel Memorial Hospital Fire**

The Listowel Memorial Hospital continues preparations to begin to admit and care for inpatients following a small fire that occurred in a construction zone on May 28<sup>th</sup>. A total of 29 patients were safely evacuated from the 1<sup>st</sup> and 2nd floor inpatient units and transferred to 7 regional hospitals.

Extensive cleaning is being conducted by a restoration company along with air quality testing conducted by health, safety and environmental experts. Electronic equipment is being verified and checked. Supplies, linen and medications are being restocked. Beds, mattresses, privacy curtains and other items that may have absorbed smoke are being cleaned according to industry standards or replaced if necessary.

This work is being completed to prepare for having all of our inpatients housed on the first floor inpatient unit of the hospital. Our second floor unit will be out of service for several weeks to allow for restoration and cleaning of the smoke damage. The construction area where the fire occurred is on the second floor. There was no water or other damage to the hospital.

The Listowel Memorial Hospital Emergency Department remains open for all patients and community members requiring Emergency Department care. All other patient care continues including in our operating room, diagnostic imaging, ambulatory care and laboratory.

We do not anticipate having our 1<sup>st</sup> floor inpatient unit available for admissions until at least Monday June 3<sup>rd</sup>. Until then, patients requiring a hospital admission will be transported to other regional hospitals for care. There has been an exceptional response from our partner hospitals in supporting Listowel.

We continue to be grateful for the teamwork and professionalism of our staff as they dealt with a challenging incident and prepare to care for inpatients again in Listowel.

**Media Contact:**

Karl Ellis, President and CEO  
Listowel Wingham Hospitals Alliance  
Karl.ellis@lwaha.ca  
519-291-3120 Ext 6221.



FILE NO.: 001Nichol24

DATE: 2024/05/21

**IN THE MATTER OF THE *DRAINAGE ACT*, R.S.O. 1990, CHAPTER D.17, AS AMENDED.**

**AND IN THE MATTER OF** an application submitted by the Municipality of Morris-Turnberry under Section 76 of the *Drainage Act* with respect to the **Nichol Municipal Drain** in the Municipality of Morris-Turnberry and the Municipality of Huron East.

**AND IN THE MATTER OF** a written hearing held pursuant to Rule 17 of the Tribunal's Rules of Procedure.

<b>BETWEEN:</b>	)	
	)	
Municipality of Morris-Turnberry	)	
	)	Self-Represented
Applicant	)	
	)	
	)	
<b>– and –</b>	)	
	)	
Municipality of Huron East	)	
	)	Self-Represented
Respondent	)	
	)	
	)	
	)	

*Before:* Robert Fuller, Vice-Chair; Andy McBride, Vice-Chair; David Stevens, Member

**DECISION OF THE TRIBUNAL**

**BACKGROUND**

- [1] By Notice dated January 3, 2024, the Agriculture, Food and Rural Affairs Appeal Tribunal (the "Tribunal") received an Application pursuant S.76(1) of the Drainage Act, RSO 1990, c D.17 (the "Drainage Act") from the Municipality of Morris-Turnberry (the "Municipality") for permission to procure a report of an engineer to vary the assessment for the Nichol Municipal Drain originally constructed in 1910 with the closed portion originally constructed under the

authority of a report dated June 22, 1956 and later reconstructed under a report dated September 1994.

- [2] The Pre-Hearing Conference set out the following procedure for the hearing:
- 1) By March 15, 2024 any person assessed on the Schedule of Assessment who wished to participate was to notify the Clerk of the Applicant;
  - 2) By March 22, 2024 the Clerk of the Applicant was to provide the Tribunal and all participating parties a list of all persons assessed who intend to participate;
  - 3) By April 5, 2024 all parties were required to submit to the Tribunal and all participating parties one copy of all documents and submissions;
  - 4) By April 12, 2024 Clerk of the Applicant was to make one copy of all filed documents and submissions available for review in the office of the Board.
- [3] The Respondent Municipality of Huron East has consented in writing to the application on March 12, 2024.

### **Decision and Reasons**

- [4] Pursuant S.76(1) of the *Drainage Act* the Council of any local municipality liable for contribution to a drainage works in connection with which conditions have changed or circumstances have arisen such as to justify a variation of the assessment for maintenance and repair of the drainage works may make an application to the Tribunal for permission to procure a report of an engineering to vary the assessment.
- [5] The Tribunal's evidence outlines that since the report, a storm drainage infrastructure has begun to use a portion of the drain as outlet. This infrastructure has brought new lands into the watershed that were not previously assessed. Additionally, there have been extensive cleanout and brushing activities on the open portion with more such activities scheduled in 2024. Furthermore there have been numerous consolidations, plans of subdivision and land use changes and severances occurring since that time, such that there has been a change in conditions that justify a variation of the Schedule of Assessment.
- [6] None of the assessed persons notified of the Application submitted evidence disagreeing with the request in the Application or indicating that a variation of the assessment is not justified.
- [7] The Tribunal is satisfied that a new assessment schedule should be prepared.

### **ORDER OF THE TRIBUNAL**

- [8] The Tribunal grants permission for the Municipality of Morris-Turnberry to procure a report of an engineer to vary the Schedule of Assessment for the Nichol Municipal Drain.

Dated at Simcoe this 21st day of May, 2024.

A handwritten signature in blue ink, appearing to read "R. Fuller", written in a cursive style.

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Robert Fuller, Vice-Chair

**Released: May 21, 2024**



**PUBLIC MEETING CONCERNING A ZONING BY-LAW AMENDMENT  
AFFECTING THE MUNICIPALITY OF MORRIS-TURNBERRY**

**TAKE NOTICE** that Council of the Municipality of Morris-Turnberry will hold a public meeting on **Tuesday June 18, 2024 at 7:30 p.m.** to consider a proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990, as amended.

**BE ADVISED** that the Council of the Corporation of the Municipality of Morris-Turnberry considered this application to be complete on May 29, 2024.

**ANY PERSON** may attend the public meeting to make written or verbal representation either in support or in opposition to the proposed zoning by-law amendment.

**IF** a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Morris-Turnberry before the by-law is passed, the person or public body is not entitled to appeal the decision of the Municipality of Morris-Turnberry to the Ontario Land Tribunal (OLT).

**IF** a person or public body does not make an oral submission at a public meeting or make written submissions to the Municipality of Morris-Turnberry before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before OLT unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**IF** you wish to be notified of the decision of the Municipality of Morris-Turnberry on the zoning by-law amendment, you must make a written request to the Municipality of Morris-Turnberry at the address listed below.

**ADDITIONAL INFORMATION** relating to the proposed zoning by-law amendment is available for inspection at [www.morristurnberry.ca](http://www.morristurnberry.ca) or please call 519-887-6137 for additional methods to review the materials.

Dated at the Municipality of Morris-Turnberry this 29<sup>th</sup> day of May, 2023.

Handwritten signature of Kim Johnston in black ink.

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Kim Johnston, Deputy Clerk  
Municipality of Morris-Turnberry,  
PO Box 310, 41342 Morris Road,  
Brussels, ON N0G 1H0, (519)-887-6137.

Handwritten signature of Trevor Hallam in black ink.

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Trevor Hallam, CAO/Clerk  
Municipality of Morris-Turnberry,  
PO Box 310, 41342 Morris Road  
Brussels, ON N0G 1H0 (519)-887-6137

**PURPOSE AND EFFECT**

The purpose of this zoning by-law amendment is to amend the zoning of the subject lands from “U” (Communications & Utility) to “AG4” (Agricultural Small Holding). This rezoning recognizes that the property is no longer used for utilities & communications infrastructure and will allow for a residence and limited agricultural uses to be established. The property is 2 acres in size and is comprised of vacant farmland.



**THE CORPORATION OF THE  
MUNICIPALITY OF MORRIS-TURNBERRY  
BY-LAW       - 2024**

**WHEREAS** the Municipal Council of the Corporation of the Municipality of Morris-Turnberry considers it advisable to amend Morris-Turnberry Zoning By-law 45-2014, as amended, of the Corporation of the Municipality of Morris-Turnberry; and

**NOW THEREFORE** the Council of the Corporation of the Municipality of Morris-Turnberry ENACTS as follows:

1. This by-law shall apply to 40718 B-Line Road, Concession 6, Part Lot 19 in the Municipality of Morris-Turnberry and is comprised of Schedules 1-4.
2. Key Map – Turnberry West, By-law 45-2014 is hereby amended by changing the zone symbol from U (Utilities and Communication) to AG4 (Agricultural Small Holding) as shown on the attached Schedule 4 of this by-law.
3. All other provisions of By-law 45-2014 shall apply.
4. This by-law shall come into force pursuant to Section 34(21) of the Planning Act, RSO 1990, as amended.

READ A FIRST TIME ON THE	th DAY OF	, 2024.
READ A SECOND TIME ON THE	th DAY OF	, 2024.
READ A THIRD TIME AND PASSED THIS	th DAY OF	, 2024.

---

Jamie Heffer, Mayor

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Trevor Hallam, CAO/Clerk

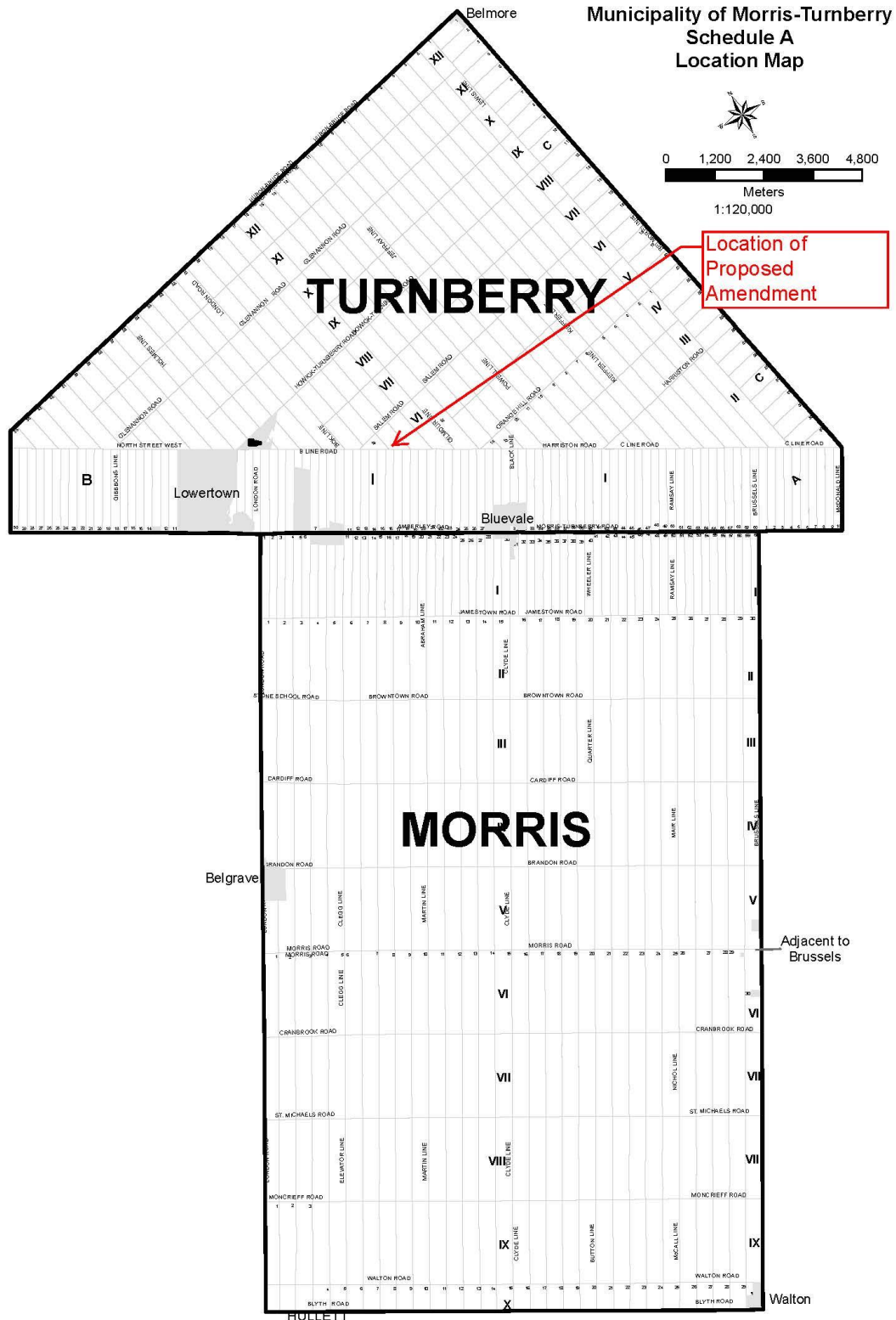


**SCHEDULE 1**  
**CORPORATION OF THE MUNICIPALITY OF**  
**MORRIS-TURNBERRY**  
**BY-LAW No. - 2024**

By-law No - 2024 has the following purpose and effect:


1. The purpose of this zoning by-law amendment is to amend the zoning of the subject lands from “U” (Communications & Utility) to “AG4” (Agricultural Small Holding). This rezoning recognizes that the property is no longer used for utilities & communications infrastructure and will allow for a residence and limited agricultural uses to be established. The property is 2 acres in size and is comprised of vacant farmland.
2. This by-law amends the Municipality of Morris-Turnberry Zoning By-law 45-2014. All other zone provisions apply.
3. The location map and key map showing the location to which this by-law applies are found on the following pages.

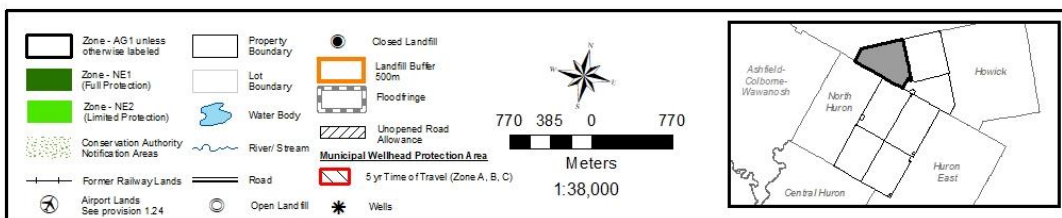
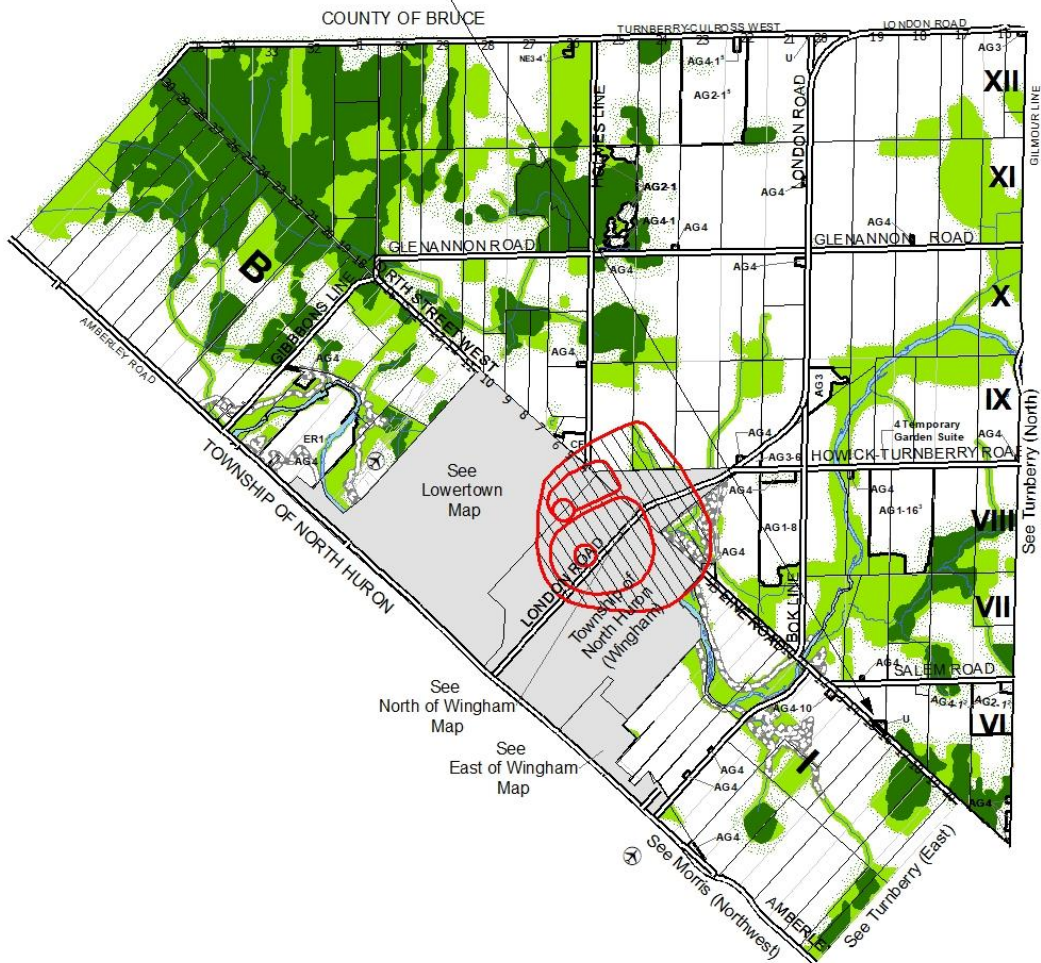
**SCHEDULE 2**  
**THE CORPORATION OF THE**  
**MUNICIPALITY OF MORRIS-TURNBERRY**  
**BY-LAW No. - 2024**



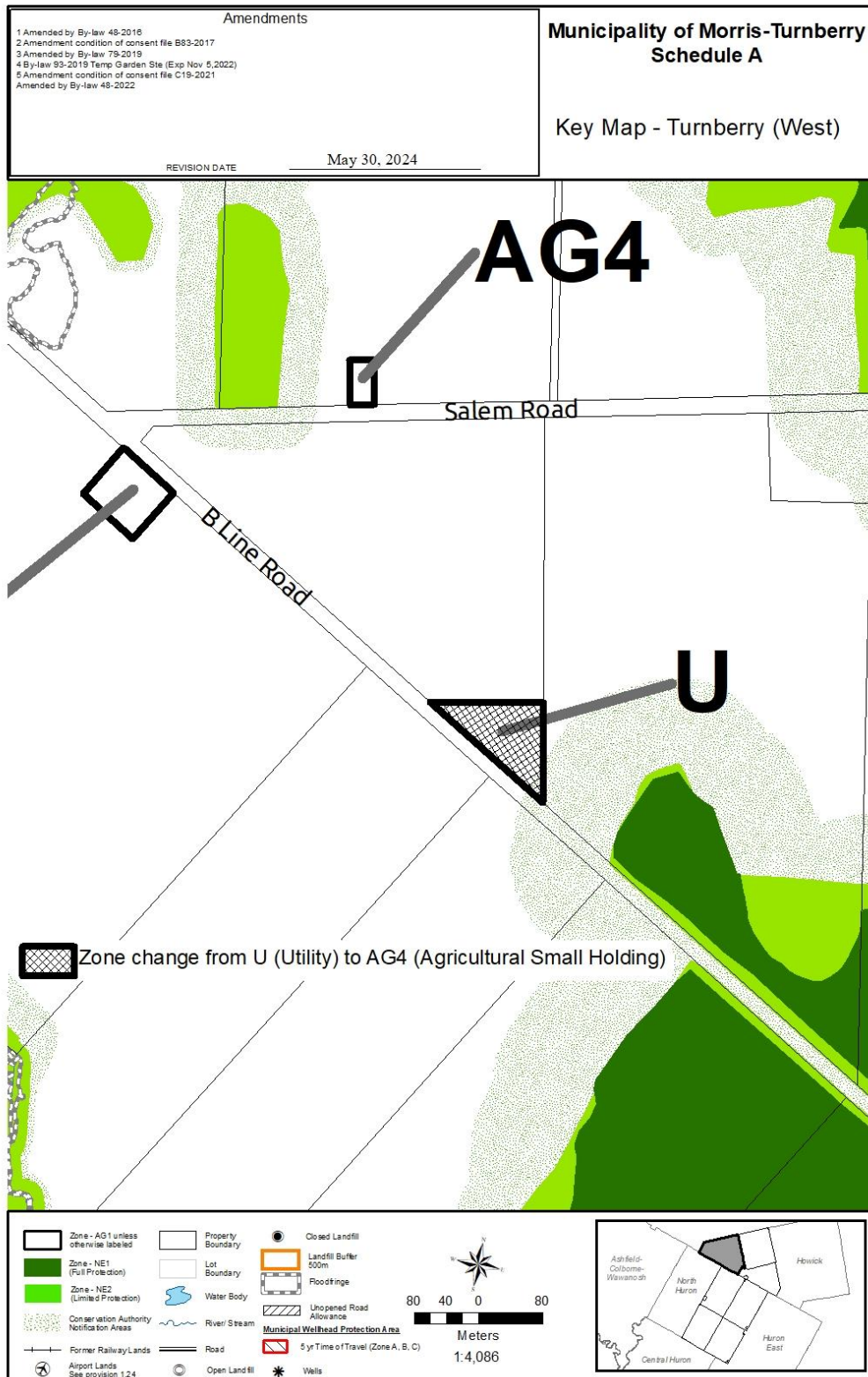
**SCHEDULE 3**  
**THE CORPORATION OF THE**  
**MUNICIPALITY OF MORRIS-TURNBERRY**  
**BY-LAW No. - 2024**

<p style="text-align: center;"><b>Amendments</b></p> <p>1 Amended by By-law 48-2016  2 Amended condition of consent file B83-2017  3 Amended by By-law 78-2019  4 By-law 93-2019 Temp Garden Site (Exp Nov 5, 2022)  5 Amended condition of consent file C19-2021  Amended by By-law 48-2022</p> <p style="text-align: right;">REVISION DATE <u>May 30, 2024</u></p>	<p><b>Municipality of Morris-Turnberry</b>  <b>Schedule A</b></p> <p><b>Key Map - Turnberry (West)</b></p>
--	--

 Zone change from U (Utility) to AG4 (Agricultural Small Holding)



**SCHEDULE 4**  
**THE CORPORATION OF THE**  
**MUNICIPALITY OF MORRIS-TURNBERRY**  
**BY-LAW No. – 2024**





Site Sketch to show possible building envelopes. Please note that this sketch is not to scale, and buildings will be constructed as per the Ontario Building Code and AG4 (Agricultural Small Holding) zone provisions.





**NOTICE OF PUBLIC HEARING  
PROPOSED MINOR VARIANCE  
TO ZONING BY-LAW 45-2014**

Planning Act, R.S.O. 1990, cP. 13., S. 45 (5)

**TAKE NOTICE** that the Committee of Adjustment for the Municipality of Morris-Turnberry will hold a public meeting on: **Tuesday, June 18<sup>th</sup> at 7:30 p.m.** to consider a proposed minor variance under Section 45 of the Planning Act (RSO 1990), as described below.

**APPLICANT:** William Bechard for Elias and Minerva Weber

**LOCATION OF PROPERTY:** CON C S PT LOT 6 N PT LOT 7 (90715 Belmore Line)

**PURPOSE OF APPLICATION:** The purpose of this application is to reduce the side yard setback requirement for an existing shed for a proposed lot line adjustment (see attached consent application C22-2024).

The application proposes to reduce the interior side yard setback for an existing shed to a minimum of 2.5m.

**EXISTING ZONING BY-LAW PROVISIONS & OFFICIAL PLAN DESIGNATION:** The property is zoned AG1 (General Agriculture), NE1 (Natural Environment – Full Protection Zone) and NE2 (Natural Environment – Limited Protection Zone) – Key Map Morris –South West

**PROPOSED MINOR VARIANCE:** *Proposed relief from the following Sections of By-law 45-2014:*

*Section 4.4.3.2, to reduce the required side yard setback from 7.5m to a minimum of 2.5m for an existing shed to the proposed new location of a side lot line.*

**PUBLIC HEARING:** You are entitled to attend this public hearing in person to express your views about this application or you may be represented by counsel for that purpose. If you are aware of any person interested in or affected by this application who has not received a copy of this notice, you are requested to inform that person of this hearing. If you wish to make written comments on this application, they may be forwarded to the secretary-treasurer of the committee at the address shown below.

**FAILURE TO PARTICIPATE:** If you do not attend the hearing, it may proceed in your absence and, except as otherwise provided by the Planning Act, you will not be entitled to any further notice in the proceedings.

**NOTICE OF DECISION:** If you wish to be notified of the decision of the Committee of Adjustment regarding this application, you must submit a written request to the Committee of Adjustment. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal hearing in the event of the decision of this application is appealed.

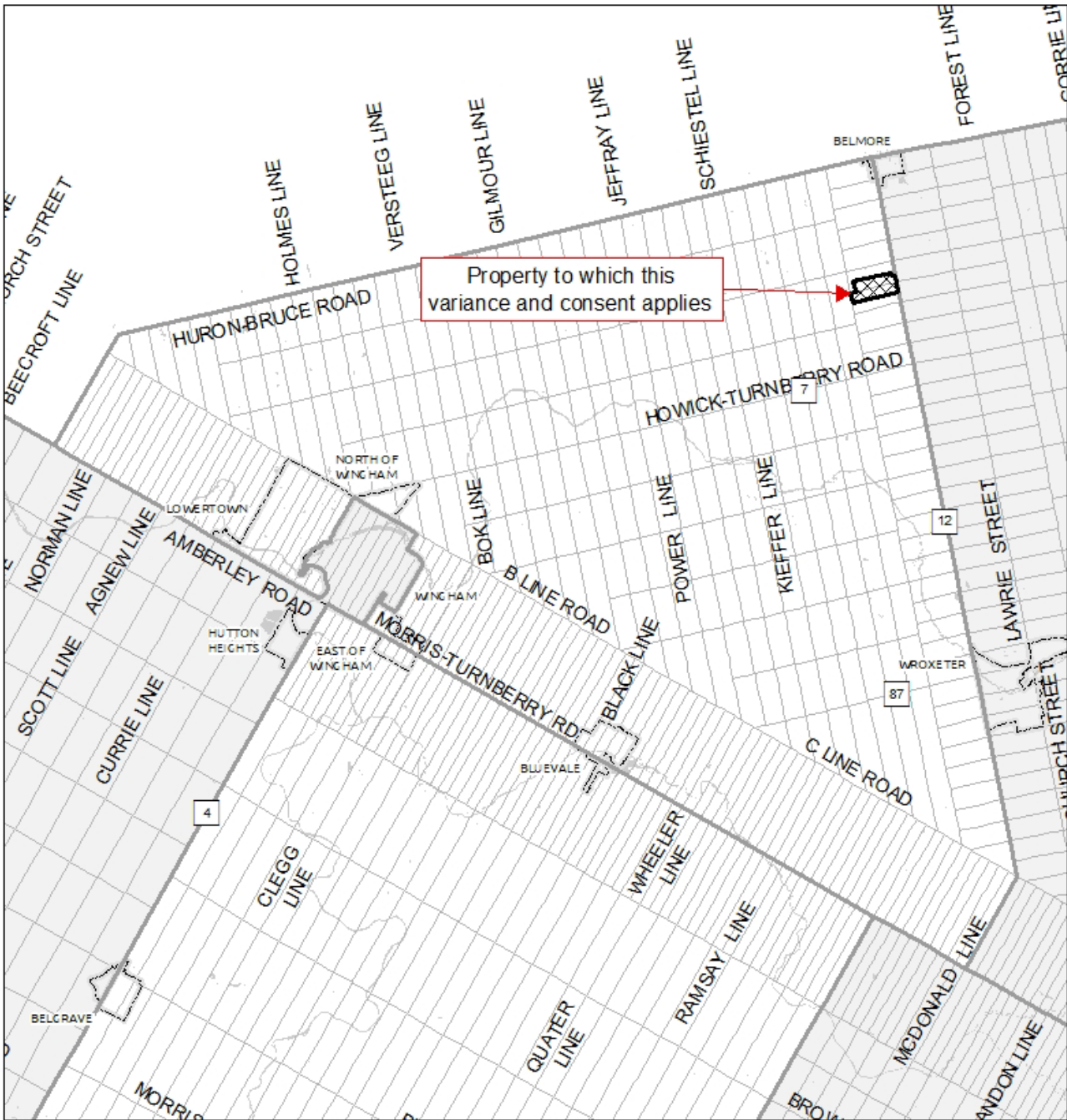
**ADDITIONAL INFORMATION** relating to the proposed minor variance is available for inspection on the Municipal Website at [www.morristurnberry.ca](http://www.morristurnberry.ca)

**DATED AT THE MUNICIPALITY OF MORRIS-TURNBERRY** this 30<sup>th</sup> day of May, 2024

Trevor Hallam  
Secretary, Committee of Adjustment  
Municipality of Morris-Turnberry  
41342 Morris Road, P.O. Box 310  
Brussels, ON N0G 1H0  
thallam@morristurnberry.ca

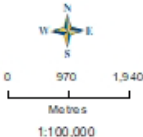
Municipality of Morris-Turnberry  
Location Map

Turnberry Ward



Produced by the County of Huron GIS Services with data supplied under License by Members of the Ontario Geospatial Data Exchange, MVCA, ABCA, SVCA, UTRCA and MNR&F. Orthomimagery flown in 2020. This map is illustrative only. Do not rely on it as a precise indicator of routes, feature locations, nor as a guide to navigation. Copyright © King's Printer 2024.

Last Modified 5/30/2024







Amendments

1 Amended by By-law 19-2015  
2 Amendment condition of consent file B09-2017  
3 Amended by By-law 87-2017  
4 Amendment condition of consent file C50-2018  
5 By-law 07-2019 Temporary Garden Suite (Expires August 15, 2024)  
6 Amended by By-law 88-2019  
7 Amended by By-law 24-2020  
8 Amendment condition of consent file C84-2020  
9 Amendment condition of consent file C91-2020  
10 Amended by By-law 44-2021  
11 By-law 58-2021 Temporary Use By-law (Expires November 18, 2024)


Municipality of Morris-Turnberry

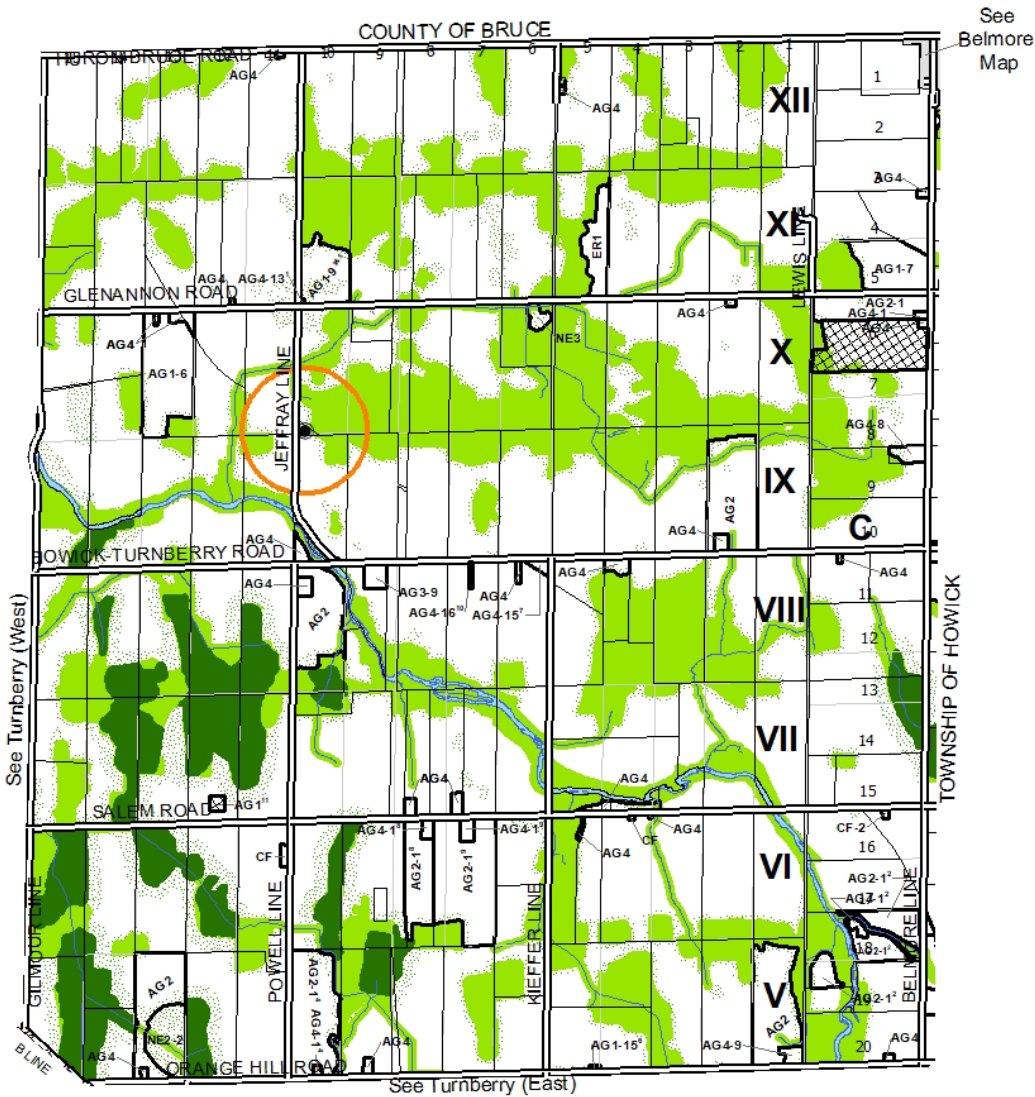
Schedule A

Key Map - Turnberry (North)

REVISION DATE

May 30, 2024

 Property to which this variance and consent applies



Zone - AG1 unless otherwise labeled

Zone - NE1 (Full Protection)

Zone - NE2 (Limited Protection)

Conservation Authority Notification Areas

Former Railway Lands

Airport Lands See provision 1.24

Property Boundary

Lot Boundary

Water Body

River/Stream

Open Land fill

Closed Landfill

Landfill Buffer 500m

Floodfringe

Unopened Road Allowance

Municipal Wellhead Protection Area

5 yr Time of Travel (Zone A, B, C)

Wells

770 385 0 770

Meters

1:38,000

Ashfield-Colborne-Wawanosh

North Huron

Central Huron

Huron East

Howick

Amendments

1 Amended by By-law 19-2015  
2 Amendment condition of consent file B09-2017  
3 Amended by By-law 87-2017  
4 Amendment condition of consent file C50-2018  
5 By-law 87-2019 Temporary Garden Suite (Expires August 15, 2024)  
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7 Amended by By-law 24-2020  
8 Amendment condition of consent file C84-2020  
9 Amendment condition of consent file C91-2020  
10 Amended by By-law 44-2021  
11 By-law 58-2021 Temporary Use By-law (Expires November 18, 2024)

Municipality of Morris-Turnberry

Schedule A

Key Map - Turnberry (North)

REVISION DATE May 30, 2024



## Notice

### Call for Applications

#### **Position available on local Source Protection Committee**

Applications are being accepted for a representative from the agriculture sector.

The Ausable Bayfield Maitland Valley Source Protection Committee (SPC) oversees a science-based planning process, to protect municipal sources of drinking water, that is governed by the *Ontario Clean Water Act, 2006*.

The SPC reduces risk to local municipal drinking water sources through implementation of locally developed, provincially approved source protection plans. Ausable Bayfield Source Protection Authority, on behalf of Ausable Bayfield Maitland Valley Source Protection Region, seeks applications, from the agricultural sector, to fill a vacancy on the Committee.

It is anticipated there will be up to four half-day meetings per year.

There is remuneration for time and travel.

For summary of member obligations and full job description please visit:

<https://www.sourcewaterinfo.on.ca/the-committee/>

Applicants must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality within the Source Protection Region.

For further requirements under **Ontario Regulation 288/07** (Source Protection Committees) visit **ontario.ca** (<https://www.ontario.ca/laws/regulation/070288>)

To learn more call Tim Cumming, Communications Specialist, at 519-235-2610, or toll-free 1-888-286-2610, ext. 248, or email [tcumming@abca.ca](mailto:tcumming@abca.ca)

Please submit your application by Friday, July 5, 2024 at noon, local time, to:

**Davin Heinbuck, General Manager and Secretary-Treasurer,**  
**Ausable Bayfield Conservation Authority (ABCA),**  
**71108 Morrison Line, RR 3 Exeter, ON, N0M 1S5**  
**[dheinbuck@abca.ca](mailto:dheinbuck@abca.ca)**

*Made possible with funding support from the Province of Ontario.  
Such support does not indicate endorsement of the contents of this material.*

**DATE OF NOTICE:** May 30, 2024



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday March 21, 2024, 1:00 p.m.

Location: Virtual (Zoom)

Chair: Barbara Dobreen

Members present: Paul Allen, Larry Allison, Kevin Eccles, Tom Hutchinson, Greg McLean, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart,

Members absent: Bud Halpin, Steve McCabe, Peter Whitten

Staff present: Erik Downing, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Jennifer Stephens

Chair Dobreen called the meeting to order at 1:00 p.m.

#### **1. Land Acknowledgement**

*We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.*

#### **2. Adoption of Agenda**

Due to the meeting being conducted remotely, the delegate from the Children's Safety Village postponed his presentation (5.1) to the next scheduled meeting, and staff introductions (6.2) were cancelled.

#### **Motion #G24-32**

Moved by Tom Hutchinson

Seconded by Moiken Penner

THAT the agenda for the Saugeen Valley Conservation Authority meeting, March 21, 2024, be adopted as amended.

**Carried**

#### **3. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest relative to any item on the agenda.

#### **4. Adoption of Minutes**

##### **4.1 Authority meeting – February 15, 2024**

##### **Motion #G24-33**

Moved by Kevin Eccles

Seconded by Bill Stewart

THAT the minutes of the Saugeen Valley Conservation Authority meeting, February 15, 2024, be adopted as presented.

**Carried**

#### **5. Delegations**

##### **5.1 Children’s Safety Village Contract/Update**

This delegation was postponed to the May Authority meeting.

##### **5.2 Wetlands of Distinction, Greenock Swamp Proposal**

Professor Susan Glausauer, University of Guelph, also the President of the Society of Wetland Scientists, developed an educational program for graduate students to research various wetlands and their environmental impact. A team of students have proposed that the Greenock Swamp be given the designation, Wetland of Distinction, which raises public awareness of its importance. Greenock Swamp is especially significant due to the deep layers of carbon stored in the soil, the thick layers of organic soil, and unique plants. Prof. Glausauer proposes that SVCA endorse the Team’s application for Wetland of Distinction. The Directors discussed the importance of the wetland and noted that Greenock Swamp is one of the most unique complexes in Ontario. The designation is primarily educational, building more support to assist with resistance of development; however, it is not a political designation, and the swamp is already protected by way of having a Provincially Significant Wetland designation. The Directors will continue the discussion at a future meeting.

#### **6. Updates**

##### **6.1 GM/S-T Return to Work**

Jennifer Stephens has returned from her medical leave of absence and appreciates the support from the Board and Staff during her absence.

##### **6.2 New Staff Introductions**

Introductions were postponed to the next scheduled meeting.

#### **7. Reports for information**

##### **7.1 GM-2024-05: General Manager’s Report**

Jennifer highlighted several items in the GM report. The data visualization tool introduced at the February meeting is now live on the SVCA website and other CAs are interested in learning more about the tool for use in their own jurisdictions. She noted that the project could not have been completed without the financial support from the RBC Tech for Nature Fund. Jennifer noted that the Inventory of Programs and Services has now been completed and necessary Category 2 and 3 Agreements in place. The remaining outstanding deliverable to the province is to confirm that the agreements are complete and posted to the SVCA website. Jennifer presented the 2024 SVCA Operational Plan and pointed out various projects to be accomplished in the current year.

## **7.2 GM-2024-06: Program Report**

The Directors requested another update on the Water Resources Report regarding the Federal Hazard and Identification Mapping Program (FHIMP). Deliverables were due by March 1, 2024, and Staff were able to submit the required products to satisfy the terms of the Agreement with the Province. .

## **7.3 Correspondence**

Correspondence from the Saugeen Valley Children's Safety Village requesting continuance of the lease agreement for use of the SVCA facilities was noted and filed.

## **7.4 Approved Committee Minutes**

### **7.4.1 Executive Committee – January 8, 2024**

There was no discussion.

## **7.5 News report**

There was no discussion.

## **8. Matters Arising from the Minutes**

### **8.1 WR-2024-02 – Category 2 Agreements update**

There was no interest by the Town of Saugeen Shores for a Category 2 agreement for easements in Southampton and have requested a transfer agreement. All costs for the transfer will be borne by the municipality.

#### **Motion #G24-34**

Moved by Bill Stewart

Seconded by Mike Niesen

THAT the Board of Directors authorizes staff to proceed with the transfer of easements as requested by the Town of Saugeen Shores, through Category 2 Agreement negotiations, for the Southampton Erosion Control Project.

**Carried**

## **9. New Business**

### **9.1 COR-2024-07: Policy Approval**

#### **Motion #G24-35**

Moved by Bill Stewart

Seconded by Mike Niesen

That the Saugeen Valley Conservation Authority approve the proposed Hiring Policy.

**Carried**

### **9.2 AAC-2024-01: Agricultural Advisory Committee Updates**

#### **Motion #G24-36**

Moved by Dave Myette

Seconded by Tom Hutchinson

THAT the Authority approve the amendments to the Agricultural Advisory Committee Terms of Reference; and



FURTHER THAT Matthew van Ankum and Adam Dales be appointed as Members-at-Large.

Carried

### **9.3 Regulation 41/24 – Prohibited Activities, Exemptions and Permits – Erik Downing**

#### **9.3.1 Presentation – Overview of Regulation**

A new regulation, O. Reg 41/24, concerning “Prohibited Activities, Exemptions, and Permits”, has been announced and is scheduled to take effect on April 1, 2024. The regulation alters the permitting process and the scope of activities permitted by changing legislative definitions and regulatory framework.

#### **9.3.2 EPR-2024-07 - Delegation of Powers related to Permit Issuance, Cancellation, and Hearings**

On April 1, 2024, the *Conservation Authorities Act* will be amended, including the proclamation of Part VI (Regulation of Areas Over Which Authorities Have Jurisdiction). Included in this proclamation is the enactment of section 28.4 (Delegation of Power). Through this subsection, an Authority may delegate any of its powers related to the issuance or cancellation of permits under the Act or the regulations, or to the holding of hearings in relation to the permits, to the Authority’s Executive Committee or to any other person or body, subject to any limitations or requirements that may be prescribed by regulation. Staff recommend that the issuance and extension of permits up to 60 months be delegated to Staff, that all Hearings be delegated to the Board of Directors, and that Administrative Reviews be delegated to the General Manager/Secretary Treasurer.

#### **Motion #G24-37**

Moved by Sue Paterson

Seconded by Bill Stewart

THAT the Board of Directors endorse the delegation of powers as outlined in Ontario Regulation 41/24 as follows:

- Issuance and Extension of Permits up to a period of 60 months to SVCA Staff;
- All Hearings associated with permits, zoning orders, and stop work orders to the SVCA Board of Directors; and
- Notice of Intent to Cancel Permit and Administrative Reviews to the General Manager/Secretary-Treasurer.

Carried

#### **9.3.3 EPR-2024-08 - Interim Policy Guidelines for the Administration and Implementation of Ontario Regulation 41/24**

There was no discussion.

#### **Motion #G24-38**

Moved by Paul Allen

Seconded by Moiken Penner

THAT the Board of Directors endorse the Interim Policy Guidance for the Administration and Implementation of Ontario Regulation 41/24; and

FURTHER THAT staff be directed to append the Environmental Planning and Regulations Policies Manual (2018) with this guidance until such time as the document is updated.

Carried

**9.3.4 EPR-2024-09 - Guidelines for Transitioning from O. Reg. 169/06 to O. Reg. 41/24**

Guidelines have been prepared to assist Authority staff through the transition from the current regulation, O. Reg. 169/06, as amended, to the implementation of the new regulation, O. Reg. 41/24.

**Motion #G24-39**

Moved by Tom Hutchinson

Seconded by Larry Alison

That the Board of Directors adopt the guidelines for transitioning from the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 169/06) to the new Prohibited Activities, Exemptions, and Permits under the *Conservation Authorities Act* (O. Reg. 41/24).

Carried

**9.3.5 EPR-2024-10 - Designation of Provincial Offences Officers under Part VII (Enforcement and Offences) of the *Conservation Authorities Act***

**Motion #G24-40**

Moved by Larry Alison

Seconded by Jennifer Prenger

That the Board of Directors appoint the following staff as Provincial Offences Officers in accordance with Section 30.1 of the *Conservation Authorities Act*, to be proclaimed April 1, 2024, for the purposes of administering and enforcing Parts VI and VII of the Act, as amended, and Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits:

- Erik Downing (Manager, Environmental Planning and Regulations);
- Matthew Armstrong (Regulations Coordinator);
- Darren Kenny (Regulations Officer);
- Alyssa Gowing (Regulations Officer);
- Madeline McFadden (Regulations Officer);
- Donna Lacey (Manager, Forestry and Lands);
- Richard Rowbotham (Field Operations Coordinator);
- Anthony Quipp (Field Operations Assistant);
- Jilliana Wiersma (Lands Technician);
- R. Jim Leask (Campground Superintendent);
- T. Lee Watson (Campground Superintendent); and
- Peyton Koebel (Assistant Campground Superintendent).

Carried



**9.4 EPR-2024-06: Permits Issued for Endorsement – Erik Downing**

**Motion #G24-41**

Moved by Paul Allen

Seconded by Bill Stewart

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#24-016 to 24-042, excluding #24-032, 24-038, 24-040, and 24-041), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

**Carried**

**10. Closed Session – To discuss personal matters about identifiable individuals.**

**Motion #G24-42**

Moved by Kevin Eccles

Seconded by Moiken Penner

THAT the Authority move to Closed Session, In Camera to discuss personal matters about identifiable individuals; and

FURTHER THAT Jennifer Stephens, Erik Downing, Matt Armstrong, and Janice Hagan remain in the meeting.

**Carried**

**Motion #G24-45**

Moved by Tom Hutchinson

Seconded by Mike Niesen

THAT the Board of Directors adjourn from Closed Session, In Camera, and rise and report.

**Carried**

Chair Dobreen reported that only the items pertaining to the reasons for the Closed Session were discussed.

**11. Adjournment**

There being no further business, the meeting adjourned at 3:18 p.m. on the motion of Jennifer Prenger and Bill Stewart.

---

Barbara Dobreen  
Chair

---

Janice Hagan  
Recording Secretary



# Membership Minutes

## Membership Meeting #4-2024

April 17, 2024

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

**Members Absent:** Vanessa Kelly

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Patrick Huber-Kidby, Planning and Regulations Supervisor  
Donna Clarkson, Source Water Protection Specialist  
Jayne Thompson, Communications, GIS, IT Coordinator  
Michelle Quipp, Executive Assistant

**Others Present:** Cory Bilyea, Reporter, Midwestern News

### 1. Call to Order

Chair, Ed McGugan welcomed 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

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #3-2024 held on March 20, 2024.

#### Motion FA #39-24

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT the minutes from the General Membership Meeting #3-2024 held on March 20, 2024, be approved.

(carried)

*Minutes of Maitland Conservation Membership Meeting held April 17, 2024*

#### 4. Business Out of the Minutes

- a) Recommendation from Twp. Of Howick re: Proposed Naturalization at the Gorrie Conservation Area: Report #25-2024

Report #25-2024 was presented to the members and the following motion was made:

**Motion FA #40-24**

**Moved by:** Alison Lobb

**Seconded by:** Alvin McLellan

THAT MVCA start naturalizing and maintaining the south side of the conservation area and enter into agreement with the township of Howick regarding grass cutting on the north side.  
(carried)

- b) Transition Requirements Ontario Regulation 41-24: Report #26-2024

Report #26-2024 was presented to the members and the following motions were made:

**Motion FA #41-24**

**Moved by:** Alison Lobb

**Seconded by:** Matt Duncan

THAT the following staff positions are appointed as officers under Section 30.1 of the Conservation Authorities Act:

General Manager / Secretary-Treasurer

Supervisor of Planning & Regulations

Regulations Officer & Environmental Planner/ Regulations Officer

Conservation Areas Coordinator

Falls Reserve CA Superintendent

Falls Reserve CA Assistant Superintendent

Field Services Specialist

Park Patrol Officer

Park Security;

AND THAT the following staff positions are appointed to issue permits under Ontario Regulation 688/21:

All Conservation Area Employees

(carried)

**Motion FA #42-24**

**Moved by:** Anita Van Hittersum

**Seconded by:** Megan Gibson

THAT MVCA staff attend meetings with the building and development departments of our member municipalities and counties to continue communication around these changes;  
AND THAT staff continue to monitor and incorporate guidance from Conservation Ontario and the Ministry of Natural Resources and Forestry into regulatory working practices as

that guidance is developed and issued.  
(carried)

**5. Business Requiring Decision and or Direction:**

- a) Government Relations Strategy for 2024: Report #27-2024

Report #27-2024 was presented to the members and the following motions were made:

**Motion FA #43-24**

**Moved by:** Alvin McLellan

**Seconded by:** Alison Lobb

THAT MVCA chair and vice chairs meet with the two Members of Parliament.  
(carried)

**Motion FA #44-24**

**Moved by:** Matt Duncan

**Seconded by:** Sharen Zinn

THAT MVCA chair write to MPP Lisa Thompson regarding the proposed meeting with the Minister of Environment, Conservation and Parks.  
(carried)

**Motion FA #45-24**

**Moved by:** Alison Lobb

**Seconded by:** Ed Podniewicz

THAT MVCA prepare a newsletter and make presentations to member municipalities in 2024, as outlined in report #27-2024  
(carried)

- b) Information/Education Strategy for 2024: Report #28-2024

Report #28-2024 was presented to the members and the following motion was made:

**Motion FA #46-24**

**Moved by:** Alison Lobb

**Seconded by:** Ed Podniewicz

THAT members identified Watershed Heath Assessment, Watershed Stewardship and Galbraith Conservation area, as future information and education topics.  
(carried)

c) North Perth Flood Plain Mapping Comments: Report #29-2024

Report #29-2024 was presented to the members and the following motions were made:

**Motion FA #47-24**

**Moved by:** Alison Lobb

**Seconded by:** Evan Hickey

THAT the updated North Perth Floodplain Mapping be approved, except for the portion affected by the request for reconsideration, for use in Planning and Regulations and the development of tools to aid the Municipality's emergency services (stage mapping and evacuation mapping);

AND THAT results of the reinvestigated study area specific to 7977 and 8021 Rd 166 be brought back to the Members for approval at a later date.

(carried)

d) MCF Annual Meeting and Funding Confirmation for 2024: Report #30-2024

Report #30-2024 was presented to the members and the following motion was made:

**Motion FA #48-24**

**Moved by:** Anita Van Hittersum

**Seconded by:** Megan Gibson

THAT MVCA send a letter of thanks to the MCF and JHETF Boards in appreciation for their support of MVCA in 2024.

(carried)

## 6. Chair and Member Reports

Alvin McLellan asked if staff had any information on a clear-cutting violation.

Alison Lobb asked staff about a property located near the Falls Reserve Conservation Area.

Andrew Fournier shared news of the development of community garden projects in Mitchell and Dublin

## 7. Consent Agenda:

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

- a) Revenue-Expenditure Report for March 2024: #31-2024

**Motion FA #49-24**

**Moved by:** Matt Duncan

**Seconded by:** Megan Gibson

THAT Report #31 with the respective motions as outlined in the Consent Agenda be approved.

(carried)

## 8. Adjournment

Next meeting: May 15, 2024, at 8:00 pm at the Administrative Centre, Wroxeter. A governance review will be held from 7:00pm to 8:00 pm

### **Motion FA #50-24**

**Moved by:** Megan Gibson

**Seconded by:** Andrew Fournier

THAT the Members Meeting be adjourned at 8:07 pm.

(carried)



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Ed McGugan  
Chair



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Phil Beard  
General Manager / Secretary-Treasurer

## Good News

### Making Connections Day Brings Together Students Identified as Deaf or Hard of Hearing

Superintendent Kathy Boyd shared that this annual event is coordinated by the Teachers of the Deaf and Hard of Hearing from AMDSB and Huron Perth Catholic DSB. Darren Holst, a Deaf Educational Consultant and Specialist Teacher of the Deaf from the Provincial Schools for the Deaf Resource Services Outreach Program, taught the students about American Sign Language, accompanied by a sign language interpreter. Students also engaged in a hands-on science workshop hosted by Mad Science. Special thanks to Huron Perth Student Transportation Services for ensuring safe transportation from all corners of the counties, and to the West Perth Community Centre for providing their indoor and outdoor spaces.



### Multicultural Celebration at Anne Hathaway PS

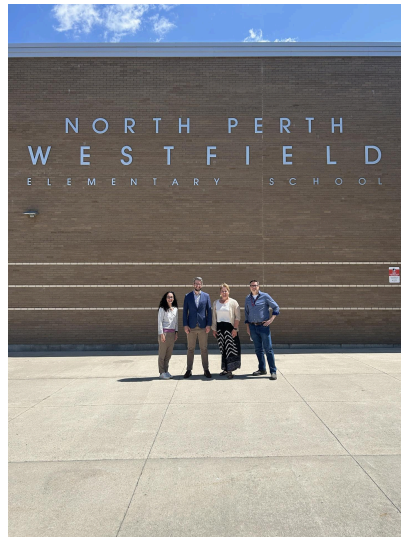
Superintendent April Smith shared that Anne Hathaway PS hosted their second annual multicultural event. School council members led the organization of the event, which celebrated the diversity of their community. Students and families wore traditional outfits, shared traditional foods, and learned more about each other's cultures.





## Vice Chair Rothwell Brings MPP Matthew Rae to Visit North Perth Schools

Vice Chair Nancy Rothwell was pleased to share that MPP Matthew Rae joined her on a visit to North Perth during Take your MPP to School Week. They visited North Perth Westfield with principal Maria Kalantzakos and toured the extension construction site at Listowel Eastdale PS.





## Attendance Counsellor Receives Provincial Award



Superintendent Jane Morris happily shared that Leila Buchanan (Attendance Counsellor) received the 2024 [Orv Watson Award](#) from the Ontario Association for Counselling and Attendance Services (OACAS). This award recognizes and honours a member for exemplary service to students, families, the board, and the role of upholding the rights of students to an education. This is the first time an AMDSB staff member has been recognized by this organization - congratulations Leila!

## Chair, Vice Chair, and Director Attend Stratford Festival Opening

Director of Education Graham Shantz shared that Chair Robert Hunking and Vice Chair Nancy Rothwell joined him at last night's Stratford Festival season grand opening. They enjoyed the festivities and the amazing performance. They also wish to acknowledge the valuable partnership the Festival provides through the programs offered to AMDSB staff and students.



## Choose Not to Use Campaign - a Campaign for Students, by Students

Superintendent Kathy Boyd showcased activities from three schools—Mitchell District HS, Goderich District CI, and St. Marys DCVI—where students organized events promoting good choices not to vape, smoke, or use cannabis, and encouraging healthier habits for their well-being. These student-led initiatives included poster contests, trivia events, guest speakers, and other engaging activities.



# Athletics Update

Superintendent Paul Langis shared an update on the recent athletic activities across the district.

## Baseball:

- MDHS boys are heading to WOSSAA in Woodstock on Wednesday.

## Slo Pitch:

- 4 AMDSB teams are heading to WOSSAA on Wednesday in Exeter - Mitchell DHS, South Huron DHS, Listowel District SS, and Stratford District SS.

### **Rugby:**

- FE Madill SS girls finished 2nd at WOSSAA, and the Sr. Boys compete in St. Thomas tomorrow.
- We are hosting "A/AA" boys OFSAA beginning next Wednesday in Stratford (due to facilities and hotel accommodations). Sixteen teams and close to 550 athletes and coaches will be attending. There has been a great deal of support from the City of Stratford and the Mayor's office. Both local to Wingham and surrounding area and Stratford businesses have been generous to sponsor the event. The Black Swans Rugby Club is also assisting and hosting the championship games on Saturday, June 8.

### **Soccer:**

- CHSS is hosting WOSSAA "A" girls on May 29, CHSS and DCVI will be representing Huron Perth.
- St Marys DCVI will be hosting the boys.

### **Track and Field:**

- St Marys DCVI won the overall championship at Huron Perth (first time!).
- St.Mary's DCVI won the Novice Boys Overall Championship at WOSSA.
- Stratford District SS won the Junior Boys Overall Championship at WOSSA.
- FE Madill SS sends 9 athletes in 14 events to OFSAA West Regionals.

### **Ultimate Frisbee:**

- St Marys DCVI won WOSSAA and will attend Lakefield for OFSAA May 30-31.

### **Community Members and Businesses Support SIS Grade 8 Trip**

Trustee Michael Bannerman shared that grade 8 students from Stratford Intermediate School left earlier today for a long-awaited trip to Ottawa, Montreal, and Quebec City. He explained that several individuals and businesses supported the school to reduce the cost for students who may not have been able to attend due to financial barriers. Thank you for your support!

## **Student Trustee Update**

Student Trustee Nathan Bean reported that they hosted a new student senator orientation event on May 14. They had refreshments, a tour of the Education Centre, played a few games, and reviewed Robert's Rules of Order. He was also pleased to share that Sophia Buckman and Alexandra Haviaras have been elected as next year's Student Trustees.

# Senior Staff Updates

## Update on the Director's Work Plan

An update was provided on the [Director's Work Plan](#). Superintendent April Smith welcomed members of the Indigenous Education team. System Principal Jana Bayer-Smith led the presentation that showcased the new team logo and some of the recent work that the team has been engaged in. Notably, a Student Grand Council has been created to provide student voices and help guide the team's work. The trustees extended warm congratulations to Indigenous Education Lead Monique Pregent, who is retiring this year and was unable to attend.

## Stratford and Area Boundary Review Update

Superintendent Cheri Carter shared a report outlining the implications of an option that the trustees are considering. The trustees will review further and aim to make a final decision at the June 11 regular board meeting. Full details about the project are on the board website: [Stratford Boundary Review page](#).

## Long-Term Accommodation Plan

Superintendent Cheri Carter provided an overview of the 2024 Long-Term Accommodation Plan (LTAP). The LTAP is a dynamic document that provides a snapshot of the district from the lens of student accommodation and capital planning. The LTAP culminates in recommendations that will guide work plan priorities and initiatives over short, medium, and long-term horizons. It is a vital tool for AMDSB, facilitating communication and collaboration to support comprehensive planning for student accommodation and capital investment. Visit the [Pupil Accommodations and Enrolment Projections page](#) to view the full LTAP.

## June Celebrations (National Indigenous History and Pride Month)

Superintendent April Smith shared that AMDSB will be celebrating National Indigenous History Month, along with National Indigenous Peoples' Day or Solidarity Day on June 21. A number of resources have been provided to staff and several schools will be attending a local pow-wow on June 21. In addition, Pride Month will be celebrated across the district by flying pride flags, and again, resources have been provided.

## Future Board Meetings

Regular Board Meetings are held in person unless otherwise noted. Agendas are posted on the [Board Meeting page](#) the day before the meeting. The public portion begins at 4:45 p.m.

- Tuesday, June 11, 2024 at 4:45 p.m. Regular Board Meeting, Committee of the Whole, Closed Session immediately following.
- Tuesday, June 25, 2024 at 3:00 p.m. Regular Board Meeting, Committee of the Whole, Closed Session immediately following.

## Future Meetings/Events with Trustee Representation

- Parent Involvement Committee (PIC) – Wednesday, May 29, 2024 at 6:30 p.m. at the Seaforth Education Centre with the option to join online
- Transportation Steering Committee Meeting – Tuesday, June 4, 2024 at 3:30 p.m. (online)
- Accessibility for Ontarians with Disabilities Act Workgroup (AODA) – Wednesday, June 5, 2024; 3:00 p.m. (online)
- Audit Committee Meeting – Wednesday, June 5, 2024 at 5:00 p.m.
- Finance Committee – Tuesday, June 11, 2024 at 10:00 a.m. (online)
- Finance Committee – Tuesday, June 25, 2024 at 10:00 a.m.(online)

**Outstanding Action Items**  
**Open Session**

June 4

Meeting Date	Action Item	Action By	Current Status	Next Step
October 17, 2023	Tender for Site Plan Conformity Work	CAO	Tender results will presented to Council for award June 4.	None.
January 9, 2024	Grant and Donation Policy Review	CAO	Policy under review by staff	Report to Council with recommended updates to Policy
February 6, 2024	Turnberry Conservation Area Memorial Gate Repairs	CAO	Staff procuring quotes and working with MVCA to determine best plan of action	Report to Council with quotes and proposed plan of action.
May 7, 2024	Planning Fee Changes	Planning Department/CAO	Planning Department representatives to attend June 4 meeting to present.	None.



## CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

### BY-LAW NO. 28-2024

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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 4, 2024.

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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 4<sup>th</sup>, 2024, 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 the 4<sup>th</sup> day of June 2024, 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 this 4<sup>th</sup> day of June 2024**

**Read a THIRD time and FINALLY PASSED this 4<sup>th</sup> day of June 2024**

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Mayor, Jamie Heffer

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Clerk, Trevor Hallam