



MUNICIPALITY OF MORRIS-TURNBERRY

COUNCIL AGENDA

Tuesday, August 8th, 2023, 7:30 pm

The Council of the Municipality of Morris-Turnberry will meet electronically in regular session on the 8th day of August 2023, 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 August 8th, 2023, 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 July 18th, 2023, 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 August 8th accounts in the amount of \$253,251.24.

~

6.0 PUBLIC MEETINGS AND DEPUTATIONS

None.

7.0 STAFF REPORTS

7.1 CLERK

7.1.1 Administration Activities Update

A report has been prepared by CAO/Clerk Trevor Hallam in this regard for the information of Council.

7.2 Health and Safety Policy Update

A report has been prepared by Deputy Clerk Kim Johnston in this regard for the information of Council.

*Moved by ~
Seconded by ~*

THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return the updated Health and Safety Policies, as presented, in by-law form for consideration at the next meeting of Council.

~

8.0 **BUSINESS**

8.1 MUNICIPAL INVESTMENT POLICY

Following direction from Council, an investment policy has been drafted for review, and information regarding other financial options will be provided in a presentation by Treasurer Sean Brophy.

*Moved by ~
Seconded by ~*

THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return the draft Investment Policy, as presented, in by-law form for consideration at the next meeting of Council.

~

8.2 TAX NEWSLETTER

The newsletter that will be included with the final tax levy mailing is included here for the information of Council. Council may take this opportunity to suggest changes if they wish. If the newsletter is acceptable, no direction is required.

9.0 **COUNCIL REPORTS**

Kevin Freiburger

Jamie McCallum

Sharen Zinn

Jodi Snell

Jamie Heffer

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

10.1 Media Release – Affordable Housing – Huron County

10.2 Correspondence – Funding Available – OMAFRA

10.3 Correspondence – Detachment Board Proposal – Ministry of the Solicitor General

10.4 Notice of Public Meeting – North Huron Zoning By-Law 5 Year Review

11.0 **NEW BUSINESS**

None.

12.0 **BY-LAWS AND AGREEMENTS**

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:

1. *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 42-2023, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on August 8th, 2023, and that it now be read severally a first, second, and third time, and finally passed this 8th day of August 2023.

~

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, September 5th, 2023, 7:30 pm
Regular Meeting of Council – Tuesday, September 19th, 2023, 7:30 pm



MUNICIPALITY OF MORRIS-TURNBERRY

COUNCIL MINUTES

Tuesday, July 18th, 2023, 7:30 pm

The Council of the Municipality of Morris-Turnberry met in Council Chambers in regular session on the 18th day of July 2023, at 7:30 pm.

Council in Attendance

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

Staff in Attendance

Trevor Hallam CAO/Clerk

Others in Attendance

Suzanne Borrmann Applicant, Z04-2023
Scott Stephenson The Citizen

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 171-2023

*Moved by Jamie McCallum
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of July 18th, 2023, as circulated.

Carried.

3.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None.

4.0 MINUTES

Motion 172-2023

*Moved by Sharen Zinn
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the July 4th, 2023, Council Meeting Minutes as written.

Carried.

5.0 ACCOUNTS

Motion 173-2023

*Moved by Kevin Freiburger
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the July 18th accounts in the amount of \$361,234.18.

Carried.

6.0 PUBLIC MEETINGS AND DEPUTATIONS

6.1 ZONING BY-LAW AMENDMENT PUBLIC MEETING

Z03-2023 Van Nienhius (Eelman)
Z04-2023 Borrman

Motion 174-2023

*Moved by Sharen Zinn
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry hereby Adjourns their regular meeting of Council and opens a Public Meeting to consider Zoning By-Law Amendments MTu Z03-2023 and MTu Z04-2023.

Carried.

PUBLIC MEETING – ZONING BY-LAW AMENDMENTS

6.1.1 Call to Order

Mayor Heffer called the meeting to order at 7:30

6.1.2 Declaration of Pecuniary Interest

None.

6.1.3 Requirement

The Public Meeting was held under sections 34 the Planning Act, which requires that Council hold at least one public meeting and that proper notice be given.

6.1.4 Z03-2023 Van Nienhius (Eelman)

Council was provided with a report prepared by Huron County Planner, Meghan Tydd-Hrynyk, regarding this application to amend the Morris-Turnberry Zoning By-Law.

6.1.5 Purpose

The purpose of the proposed zoning by-law amendment is to change the zoning of the subject lands from “VR1” Village Residential – Low Density to “VR2-Special” – Village Residential – Medium Density – Special. The lands are designated "Residential" as illustrated on Schedule 'B' Land Use Plan of the Municipality of Morris-Turnberry Official Plan. The proposed zoning would implement the Official Plan intent for these lands. The rezoning to VR2-Special would facilitate the development of a single detached dwelling with an Additional Residential Unit by recognizing the existing undersized lot size.

6.1.6 Comments – Z03-2023

1. Planner’s Report

Ms. Tydd-Hrynyk presented her report.

2. Council’s Questions and/or Comments

Councillor McCallum spoke in favour of the application.
Councillor Zinn asked questions regarding the responsibility for drainage costs.

3. Applicant and/or Agent

None in attendance.

4. Others

None.

6.1.7 Recommendation of the Huron County Planner

It was recommended that Zoning By-law Amendment Z03-2023 be approved.

6.1.8 **Z04-2023 Borrmann**

Council was provided with a report prepared by Huron County Planner, Meghan Tydd-Hrynyk, regarding this application to amend the Morris-Turnberry Zoning By-Law.

6.1.9 Purpose

The purpose of this zoning by-law amendment is to include additional provisions to the text of the existing special zoning on the subject property. A portion of the property is currently zoned AG3-11 (Agriculture Commercial-Industrial – Special Zone) as per previous zoning bylaw amendment (86-2006) which currently permits an automotive repair establishment and to recognize the minimum front yard depth of 11.8m. The applicant is seeking to permit the construction of an Additional Residential Unit within an existing accessory structure. The area affected by this zoning by-law amendment is approximately 2.61 ac (1.06 ha).

6.1.10 Comments – Z04-2023

1. Planner's Report

Ms. Tydd-Hrynyk presented her report.

2. Council's Questions and/or Comments

None.

3. Applicant and/or Agent

None.

4. Others

None.

6.1.11 Recommendation of the Huron County Planner

It was recommended that Zoning By-law Amendment Z04-2023 be approved.

6.1.12 Close public meeting

Motion 175-2023

*Moved by Sharen Zinn
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry hereby closes the Public Meeting to consider Zoning By-Law Amendments MTu Z03-2023 and MTu Z04-2023 and reconvenes its regular meeting of Council.

Carried.

6.1.13 Consideration of Zoning By-Law Amendment MTu Z03-2023 Van Nienhius

Motion 176-2023

*Moved by Sharen Zinn
Seconded by Jamie McCallum*

THAT leave be given to introduce By-Law # 38-2023, being a by-law to amend by-law 45-2014 of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 18th day of July 2023.

Carried.

6.1.14 Effect of Public and Agency Comments

Public comments were received on the issues of surface water drainage. Comments were thoroughly considered but the effect did not influence the decision of Council to approve the application. Comments were received from Morris-Turnberry Public Works on the issue of frost penetration into a municipal servicing easement due to a proposed retaining wall. The comments were thoroughly considered but the effect did not influence the decision of Council to approve the application.

6.1.15 Consideration of Zoning By-Law Amendment MTu Z04-2023 Borrmann

Motion 177-2023

*Moved by Jodi Snell
Seconded by Kevin Freiburger*

THAT leave be given to introduce By-Law # 37-2023, being a by-law to amend by-law 45-2014 of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 18th day of July 2023.

Carried.

6.1.16 Effect of Public and Agency Comments

No public or agency comments were received on this application so there was no effect on the decision.

7.0 STAFF REPORTS**7.1 CLERK****7.1.1 Planning Activities Report – First Half of 2023**

A report prepared by Deputy Clerk Kim Johnston in this regard was provided for the information of Council.

8.0 BUSINESS**8.1 North Perth-North Huron Family Health Team Board Appointment**

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

Councillor Snell expressed an interest in sitting on the board.

Motion 178-2023

*Moved by Jamie McCallum
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry hereby appoints Councillor Jodi Snell to sit on the North Perth North Huron Family Health Team Board of Directors.

Carried.

8.2 TILE DRAIN LOAN

A report in this regard was presented by CAO/Clerk Trevor Hallam.

Motion 179-2023

*Moved by Kevin Freiburger
Seconded by Jodi Snell*

THAT leave be given to introduce By-Law # 39-2023, being a by-law to impose a special annual drainage rate upon land in respect of which money is borrowed under the Tile Drainage Act, and that it now be read severally a first, second, and third time, and finally passed this 18th day of July 2023.

Carried.

8.3 Bluevale Homecoming Proposal

A request for support from Jason Breckenridge, Chair of the Bluevale 170th Homecoming Committee was provided with a report from CAO/Clerk Trevor Hallam in this regard.

Councillor McCallum noted that he has been in attendance at recent Homecoming Committee meetings, and the top priorities for the committee at this point are council approval, and the grant or loan to be able to put deposits on entertainment and other bookings. He voiced his support and asked Council to consider the same.

Motion 180-2023

*Moved by Sharen Zinn
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry supports the efforts of the community to plan and host the 170th Bluevale Homecoming;

AND FURTHER THAT the municipality shall provide the Committee with an interest free loan in the amount of \$10,000.00 to be repaid within 30 days of the event;

AND FURTHER THAT Council approves the donation of history books to the Committee to be sold to raise funds for the event, with 100% of the proceeds remaining with the Committee.

AND FUTHER THAT Staff are hereby directed to provide advice and support to the committee as needed.

Carried.

8.4 Repeal of BMG Financing Agreement with Huron East

A report was presented by CAO/Clerk Trevor Hallam in this regard.

Motion 181-2023

*Moved by Jamie McCallum
Seconded by Sharen Zinn*

THAT leave be given to introduce By-Law # 40-2023, being a by-law to repeal by-law 60-2021 of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 18th day of July 2023.

Carried.

9.0 COUNCIL REPORTS

Kevin Freiburger

July 5th attended a tour of the BMG renovation, followed by a meeting of the Huron East Recreation Advisory Committee
July 5th attended a meeting of the Bluevale Community Committee.

July 12th attended a meeting regarding the Cross Border Servicing Agreement with Mayor Heffer, Mr. Hallam, Mr. Evans, Reeve Heffer and Deputy Reeve Falconer.

Jamie McCallum

July 17th attended a meeting of the Belmore Community Centre Board.

Sharen Zinn

None

Jodi Snell

None.

Jamie Heffer

July 12th attended a meeting regarding the Cross Border Servicing Agreement with Deputy Mayor Freiburger, Mr. Hallam, Mr. Evans, Reeve Heffer and Deputy Reeve Falconer.

10.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION

- 10.1 Correspondence – Land Use in Prime Agricultural Areas - OMAFRA
- 10.2 Minutes – Listowel and Wingham Health Alliance Board – June 2023
- 10.3 Report – Huron Perth Public Health – Non-COVID Programs and Services
- 10.4 Report – Belgrave Water June 2023
- 10.5 Resolution – Town of Petrolia – Child Care Space Increase
- 10.6 Invitation – Huron County Food Bank Distribution Centre Gala

11.0 NEW BUSINESS

None.

12.0 BY-LAWS AND AGREEMENTS

None.

13.0 CLOSED SESSION

- 13.1 Enter closed session.

Motion 182-2023

*Moved by Jamie McCallum
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry enter a closed session at 8:05 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:

1. *Section 239 (2) (k) regarding negotiations to be carried on by the municipality.*

Carried.

- 13.2 Return to open session.

Motion 183-2023

*Moved by Jamie McCallum
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry rise from a closed session at 9:03 p.m.

Carried.

13.3 Report and Action from Closed Session.

Council discussed cross border servicing agreement negotiations.

14.0 **CONFIRMING BY-LAW**

Motion 184-2023

*Moved by Sharen Zinn
Seconded by Kevin Freiburger*

THAT leave be given to introduce By-Law 41-2023, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on July 18th, 2023, and that it now be read severally a first, second, and third time, and finally passed this 18th day of July 2023.

Carried.

15.0 **ADJOURNMENT**

Motion 185-2023

*Moved by Sharen Zinn
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 9:04 pm.

Carried.

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, August 8th, 2023, 7:30 pm
Regular Meeting of Council – Tuesday, September 5th, 2023, 7:30 pm

Mayor, Jamie Heffer

Clerk, Trevor Hallam

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

August 8 2023

General

Bell Mobility	Cell Phone	30.72	
Bell Canada	Morris Office	474.38	
Telizon	Long Distance Phone	1.78	
Tuckersmith Communications	Internet & Security Charges	180.80	
Hydro One	Morris Office	393.89	
Hydro One	Streetlights	1,117.04	
Enbridge	Morris Office	1.71	
Huron Clean	Office Cleaning	373.18	
Orkin Canada	Pest Control	115.27	
MicroAge Basics	New Server & Office Supplies	14,668.37	
North Huron Publishing Company Inc.	Advertisement	73.45	
Rebecca Schlosser	Wedding Solemnization	300.00	
Bluevale Community Committee	Hall Rentals	165.00	
Bluevale Community Committee	Homecoming Loan	10,000.00	
CIBC VISA	Online Council Meetings	24.28	
	Water	63.22	
	AMCTO MAP Course	435.05	
	Health & Safety Lunch	203.98	
	Coffee Supplies	562.37	
	Marriage Licences	480.00	
	Planning Fees	<u>41.64</u>	1,810.54
Minister of Finance	Policing - June		39,411.00
PSD Citywide Inc.	Asset Management		12,839.63
WSIB	WSIB - July		1,112.18
Minister of Finance	EHT - July		775.91

Payroll

July 19 2023	Payroll	20,831.06	
	Expenses	118.60	
August 2 2023	Payroll	23,168.70	
	Expenses	54.90	
Council Pay	Payroll - July 2023	4,047.64	
	Rec General	404.03	

General Total 132,469.78

Building Department

Bell Mobility	Cell Phone	60.78	
Foxtan Fuels	Fuel	332.63	
Leslie Motors	Pickup Maintenance	113.79	
WSIB	WSIB - July	256.54	
Minister of Finance	EHT - July	161.37	

Payroll

July 19 2023	Payroll	4,821.37	
	Expenses	-	
August 2 2023	Payroll	4,924.53	
	Expenses	-	

Building Total 10,671.01

Property Standards

Property Standards Total -

Drainage

Hydro One	Hopper Pump	38.73	
Chuck Hull	Ellis Municipal Drain	340.17	
CIBC VISA	BiVal Municipal Drain	174.81	
Headway Engineering	Grant Municipal Drain	3,469.35	
TAS Excavating & Rentals Ltd.	Grant Municipal Drain	1,186.50	

Drainage Total 5,209.56

Parks & Cemeteries

Donegan's Haulage Limited	Kinsmen Park - Sand for Path Repairs	191.74
PE Inglis Holdings Inc.	Portable Unit - Hwy 86 Park	197.75

Parks & Cemeteries Total 389.49

Belgrave Water

Allstream	Belgrave Water	111.09
Hay Communications	Belgrave Water	11.30
Kincardine Cable	Belgrave Water	41.75
Veolia Water Canada	May Operations	6,203.40

Water Total 6,367.54

Landfill

Bell Mobility	Cell Phone	8.91
Hydro One	Morris Landfill	48.84
John McKercher Construction	Morris Landfill	8,467.10
MGM Townsend Tire	Tractor Repair	312.40

Landfill Total 8,837.25

Roads

Hydro One	Morris Shop	196.95
Bell Mobility	Cell Phones	67.98
Bell Canada	Morris Shop	237.19
Enbridge	Morris Shop	3.42
Enbridge	Turnberry Shop	40.58
HuronTel	Turnberry Shop Internet	66.56
McDonald Home Hardware	Shop Supplies	140.04
Radar Auto Parts	Shop Supplies	232.41
Ideal Supply	Hardhat	75.53
CIBC VISA	AutoCad Annual Subscription	638.45
Foxton Fuels	Fuel	8,151.40
Neils Repair Service	Flat Repair	22.60
Listowel Auto Glass Ltd.	Repair for 22-14 Pickup	547.26
Maitland Welding & Machining	Parts for 19-19 Brusher & 09-02 Grader	584.64
Roberts Farm Equipment	Blades for Mower	122.83
Alltruck International Truck Centres	Maintenance of 19-06 Tandem, Parts for 16-05 Tandem	1,358.93
Stumps Be Gone	Stump Removal	1,186.50
B.Edwards Transfer Ltd.	Catch Basin Cleanout	4,429.60
Ryan Construction Brussels Ltd.	Culvert Replacement	7,659.60
Next Level Directional Drilling	Ditching	1,808.00
BM Ross & Associates	Smuck Bridge (M230)	761.96
Blackburn Media Inc.	Radio Tower Rental	1,017.00
WSIB	WSIB - July	1,436.50
Minister of Finance	EHT - July	903.60

Payroll

July 19 2023	Payroll	27,044.10
	Expenses	-
August 2 2023	Payroll	30,572.98
	Expenses	-

Roads Total 89,306.61

Account Total 253,251.24

Approved By Council:

August 8 2023

Mayor - Jamie Heffer

Treasurer- Sean Brophy

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: August 8, 2023
SUBJECT: Administration Activities Update

RECOMMENDATION

For information only.

BACKGROUND

At the request of the Mayor, this report has been prepared to provide Council with a high-level overview of ongoing projects and activities being undertaken by Municipal Staff. Day-to-day activities that take the majority of staff's time have been omitted. As bi-monthly reports are provided by the Public Works Department, Building Department, and By-Law Enforcement, those departments have been excluded here.

COMMENTS

Administration

- Wage Review Process
 - Working with consultants to review and approve process, comparators, questionnaires
 - Meeting with all staff to discuss Position Information Questionnaire, completion and review of PIQs
 - Review and update of all job descriptions with staff
 - Review of PIQ results and rankings with consultant
- Personnel Policy Review
 - Last updated in 2020, line by line review being done with an eye to general maintenance and updates, draft to be presented following wage review.
- Records Management – oversight and general direction
- Health and Safety policy review, development
 - Meeting with all staff for training on new policies
- Cross Border Servicing review
- Review of upcoming expiring agreements
- IT – server has been replaced and digital file organization is ongoing, other hardware being assessed based on age and performance
- Working with Ministry of Environment to review and approve draft on Consolidated Linear Infrastructure for all storm sewer infrastructure
- Asset Management Plan
 - Review of draft plan and levels of service, including bi-weekly meetings with consultants, and staff training on software use
- Coordinating with Hydrogeologist to establish 8 monitoring well locations in Lowertown for nitrate monitoring, installation scheduled for September
- Liaising with Bluevale Community Committee regarding rentals and events

Planning

- Working with the planning department to field inquiries in the pre-application process
- Records Management – Consent, zoning and other planning related files are being placed into property files. Former filing system was by name, requiring some research to identify property as it exists today.
- Working with planning department on data sharing regarding building permits and correct circulation information.
- Digitization of past consolidations of Zoning by-laws, official plans and secondary plans for Morris, Turnberry and Morris-Turnberry.

Drainage

- Drainage Maintenance assessment schedule creation and updating
- Drain information meeting for Robinson Municipal Drain, contract administration for other ongoing capital projects.
- Digitizing Engineer's Reports and watershed mapping to be able to upload them to the GIS
- Records Management - Tile drain loans, past applications, payment schedules and tile drain maps into property files.

Treasury

- Investment Policy research and development
- Tax Collection policy research and development
- Asset Management Plan
 - Review of draft plan and levels of service, including bi-weekly meetings with consultants, and staff training on software use
- Implementation and completion of updated Current Replacement Value asset data collection and reporting for Ministry of Infrastructure
- Preparing for final tax billing, including entering supplemental billings, local improvement charges, adding penalty where required
- Preparing tax newsletter
- Manual entry and adjustments of new Farm Forestry tax exemptions for over 200 eligible properties

ATTACHMENTS

None.

OTHERS CONSULTED

Sean Brophy, Treasurer
Kelly Tiffin, Tax Collector
Kim Johnston, Deputy Clerk
Kaitlyn Armstrong, Administrative Assistant

Respectfully submitted,



Trevor Hallam,
CAO/Clerk

MUNICIPALITY OF MORRIS-TURNBERRY REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Kim Johnston, Deputy Clerk

DATE: August 8, 2023

SUBJECT: Morris-Turnberry Occupational Health and Safety Manual – new policies

RECOMMENDATION

That Council review the draft bylaw to adopt a Revised Health and Safety Policy to add the following new policies and procedures:

- Leadership and Commitment, Roles and Responsibilities
- Health and Safety Communication
- Health and Safety Participation
- First Aid in the Workplace
- Injury, Illness, and Incident Reporting, and
- Incident Investigation and Analysis.

and direct staff to return the by-law for consideration at the next meeting of the Council.

BACKGROUND

The WSIB Health and Safety Excellence Program was brought to the attention of Council at the July 19, 2022, council meeting.

Morris-Turnberry completed the first action plan on April 3, 2023.

The Joint Health and Safety committee met on June 21, 2023 and made a motion to adopt five additional foundational policies of the Health and Safety Excellence program, for the double rebate, to be completed by December 31, 2023.

COMMENTS

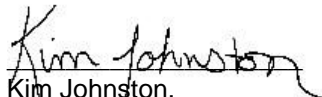
The Municipality of Morris-Turnberry has completed and trained staff on all six(6) topics under the Health and Safety Excellence program.

The topics completed must be passed by bylaw to be included in the Municipality of Morris-Turnberry Joint Health and Safety Manual. The policies are included with this report for the information of Council.

OTHERS CONSULTED

Allison Whyte, Health and Safety consultant with PSHSA
Shelly Hurry, Health and Safety consultant with PSHSA
Trevor Hallam, CAO/Clerk
Joint Health and Safety Committee

Respectfully submitted,


Kim Johnston,
Deputy Clerk

LEADERSHIP, COMMITMENT, ROLES & RESPONSIBILITIES

Date of Issue: September 21, 2022	Review Date: Annually - September
Written by: Kim Johnston	Date: September 16, 2022
Reviewed by: Joint Health and Safety Committee	Date: September 21, 2022
Approved by: Trevor Hallam, CAO/Clerk	Date: September 21, 2022

1. PURPOSE

To define the health and safety responsibilities of Senior Management with various levels of authority in the organization, following obligations established in the Occupational Health and Safety Act (OHSA) and Regulations.

The elected officials and management of the Municipality of Morris-Turnberry are vitally interested in the health and safety of all its employees. Protection of employees from injury or occupational disease is a continuing objective. The Municipality of Morris-Turnberry will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury.

Effective leadership and commitment from Senior Management for the health and well-being of everyone in the workplace is essential. Senior management has the ultimate responsibility for the health and safety of all workers. Senior Management will ensure a Health and Safety Policy is developed annually in accordance with OHSA legislation and to reflect our municipality's commitment to health and safety.

Health and Safety Policy:

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

The Municipality of Morris-Turnberry as an employer is ultimately responsible for worker health and safety. The Council and Senior Management will take every precaution reasonable for the protection of the worker.

Every worker must protect their own safety by working in compliance with the law and safe work practices and guidelines established by the Municipality.

The Municipality of Morris-Turnberry is committed in that a policy of health and safety form an integral part of its visions and everyone from the Mayor to the worker endorses the policy.



Trevor Hallam, CAO/Clerk

2. SCOPE

This standard applies to all areas of the workplace and all workers at all levels of the organization.

3. DEFINITIONS

Competent Person – Means a person who:

- Is qualified because of knowledge, training and experience to organize the work and its performance.
- Is familiar with the Act and the Regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.
- When appointing a Supervisor, the Employer must appoint a Competent Person.

Constructor – Means a person who:

- Undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

Employer – Means a person who:

- Employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, contractor or subcontractor to perform work or services.
- Includes Councillors, Senior Management such as CAO/Clerk, Director of Public Works

Health and Safety Management System (HSMS) – means a coordinated system of procedures, processes and other measures that is designed to be implemented by employers in order to promote continuous improvement in occupational health and safety.

Owner – Includes:

- A trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of any owner as an agent or delegate.

Prescribed – Means:

- Prescribed by a regulation made under the Occupational Health and Safety Act.
- To lay down, in writing or otherwise, as a rule or a course of action to be followed.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

Supervisor – Means a person who:

- Has charge of a workplace or authority over a worker.
- Includes Public Works Foreman

Worker – Means any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college or applied arts and technology, university, private career college or other post-secondary institution.

Workplace – Means:

- Any place in, on, or near where a worker works. It could be a building, an open field, a road, forest, vehicle, etc.

4. ROLES AND RESPONSIBILITIES

Morris-Turnberry Council Responsibilities

- Responsible for the Health and Safety of all employees.
- Responsible for ensuring all employees and management are protected from personal injury (and liability).
- Ultimately accountable for the health and safety management system and ensuring it addresses and complies with all provincial acts, regulations, and requirements.
- Ensures compliance with legislative and regulatory requirements on behalf of the Municipality and assumes the responsibilities of the employer in legislation.
- Ensures proper functioning of the Internal Responsibility System (IRS).
- Ultimately responsible for establishing the Health and Safety Policy Statement for the organization (signed and dated annually), including the setting of safety objectives and ensuring those actions are appropriately resourced.
- Responsible for promoting, sponsoring, and supporting the Health and Safety Policy Manual. Holds ultimate accountability to employees, management, and regulatory authorities for health and safety.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

Senior Management Responsibilities

- Responsible for setting the Municipality's safety rules, ensuring a program to ensure rules are followed, and for the performance of the health and safety system.
- Responsible for ensuring the implementation and maintenance of a program for managing and evaluating sub-contractors performing work under the organization.
- Responsible for reviewing and endorsing the Municipal Workplace Violence and Harassment Program and ensuring that program is appropriately resourced. Senior Management is responsible for taking the appropriate actions to prevent incidents of violence and harassment in the workplace.
- Responsible for reviewing and endorsing the company Return to Work and Re-Employment Program to manage the procedures surrounding employee return to work following a workplace injury.
- Responsible for participating in the Annual Joint Health and Safety Policy Review process.
- Responsible for the health and safety performance of the employees.
- Accountable to the Council for health and safety performance and for carrying out the Council's vision for health and safety for the Municipality.
- Accountable to employees, supervisors, and management under their control and area(s) of responsibility – for health and safety.
- Responsible for ensuring the health and safety manual addresses all current health and safety legislative requirements and that an effective program is in place to ensure these requirements are being met.
- Responsible for conducting workplace inspections as per the workplace inspection schedule.
- Responsible for implementing and maintaining a program to manage the health and safety requirements of sub-contractors.
- Responsible for ensuring the Municipality's rules are adhered to.
- Responsible for ensuring employees under their control are current with required health and safety training, including health and safety orientation training for new employees.
- Responsible for promoting, sponsoring and supporting the Health and Safety Policy and Manual.
- Accountable for health and safety performance and for carrying out the Council's vision for health and safety for the corporation (Health & Safety Policy Statement).
- Accountable to employees, supervisors, and management under their control and area(s) of responsibility – for health and safety.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- Responsible for ensuring all employees are aware of their health and safety responsibilities and that all employees put the rules, procedures, and regulations into practice.
- Responsible for implementing and maintaining a program to manage the health and safety requirements of sub-contractors.
- Responsible for ensuring that employees under their control are current with required health and safety training and that a mechanism is in place to identify and carry out safety-related training.
- Responsible for cooperating with the Joint Health and Safety Committee (JHSC) where required.
- Responsible for holding meetings during which health and safety performance is reviewed, including incidents and investigations, workplace inspections, etc.
- Responsible for promoting, sponsoring and supporting the Health and Safety Policy/Manual.
- Design and develop Municipal policies and procedures on workplace safety and health issues.

Supervisor Responsibilities

- Responsibilities include their assistance in developing, implementing, and enforcing the Municipality's policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Review Health and Safety Policy Statement with all staff.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings within department.
- Design and develop accident / incident reports and investigation procedures

Health & Safety Committee Responsibilities

- Revise Health and Safety Policy Statement and forward draft to Council.
- Liaise with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- Coordinate and perform health and safety inspections as per the workplace inspection schedule and follow up to ensure the completion of necessary corrective actions.
- Research/ Recommend Best Practices.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- Review injury and illness trends and identify problem areas and solutions.

Worker Responsibilities

- Review Health and Safety Policy Statement.
- Completion of required occupational health and safety training.
- Responsible for compliance with occupational health and safety policies and procedures.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Must notify Supervisor/Foreman of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established.
- Use appropriate personal protective equipment as required.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Supervisor/Foreman or Human Resources.

5. PROCEDURES AND GUIDELINES

1. Senior Management will develop draft/revision of Health and Safety Policy Statement and forward it to the Joint Health and Safety Committee for review.

At a minimum the statement will confirm employer's commitment in the following areas of health and safety.

- a) Commitment to preventing occupational illness and injury in the workplace
- b) Commitment to meet all legal requirements
- c) Involve workers in the development of the policy

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- d) Working together to create a workplace that is physically and psychologically safe
 - e) Commitment to continually improving the health and safety program and health and safety performance
2. Once the Senior Management has reviewed the Health & Safety Policy Statement the draft will be forwarded to the Council who will review draft provided and make revisions as required. Final approved version will be signed and dated by the most Senior Management person on site (CAO/Clerk) and be sent to Health and Safety Committee for distribution to the various areas.
3. Senior Management will ensure the Health and Safety Policy Statement is posted in a high traffic area within the workplace under their control and ensure distribution to all staff. These include but are not limited to the Health and Safety Board and Front Entrance of the Municipal office.

This process will be done every year in January at the first meeting of the Senior Management. A documented record of the annual review will be retained in the meeting minutes.

6. HAZARDS

This policy, program and procedures are applicable to all hazards which may affect any Municipality of Morris-Turnberry workers.

7. COMMUNICATION

- Health & Safety responsibilities will be communicated to all management during their health and safety management training program (completed within 3 days of hire).
- The Health & Safety Policy Statement will be posted in high traffic areas such as the Health and Safety bulletin boards and/or front entrance in all facilities. A safety meeting will be held to explain and subsequently review the Policy annually. The Policy will be introduced to new staff and reviewed with recently promoted staff during orientation.
- Employees that bring forward (voice or identify) a health and safety concern will be recognized as contributing to the HSMS and never be subject to retaliation.
- Health and Safety comments will be reviewed by Senior Management/Joint Health and Safety Committee. The Senior Management & the Joint Health and Safety Committee will initiate an investigation on each reported and/or potential hazard.

**Municipality of Morris-Turnberry Health and Safety
POLICY & PROCEDURE**

- Employees are encouraged to inform their supervisor or Health & Safety representative of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written, oral or electronic and may be anonymous, if so desired.

8. TRAINING

- All employees require training on their legislative and internal health and safety responsibilities. The training will be performed within each department. The training will be completed annually as well as within the first 3 days for any new hires.
- Each employee must sign the training record at the completion of the health and safety training/refresher session.
- All records of any health and safety training must be kept in their personnel file.

9. RELATED FORMS AND DOCUMENTATION

Health and Safety Policy Statement

10. LEGISLATION AND STANDARDS

- Occupational Health and Safety Act (OHSA) – Section 8 Representative
- Occupational Health and Safety Act (OHSA) – Section 9 JHSC
- Occupational Health and Safety Act (OHSA) – Section 25 Employers
- Occupational Health and Safety Act (OHSA) – Section 27 Supervisor
- Occupational Health and Safety Act (OHSA) – Section 28 Worker

11. EVALUTION AND REVISION HISTORY

Annually the Senior Management/Supervisors will evaluate through surveys, interviews and observations to ensure all procedures outlined in the policy are conducted.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED

HEALTH AND SAFETY COMMUNICATION

Date of Issue: July 7, 2023	Review Date: Annually - September
Written by: Kim Johnston	Date: June 16, 2023
Reviewed by: Joint Health and Safety Committee	Date: June 21, 2023
Approved by: Trevor Hallam, CAO/Clerk	Date: July 7, 2023

1. PURPOSE

Communication is one of the keys to a healthy, safe, and productive workplace. It is needed to ensure roles and directions are understood; to warn against dangers; to avoid unsafe practices; to promote critical emergency response and particularly to learn about (and from!) the concerns and hazards that workers encounter.

The purpose of this policy is to outline the various channels used by the Municipality to facilitate communication coming from Senior Management, and to provide a means for two-way communication and dialogue among management and workers.

2. OBJECTIVE

To ensure the roles and directions are understood, to warn against dangers, to avoid unsafe practices, and to promote critical emergency response and particularly to learn about and from the concerns and hazards those worker's encounter.

3. SCOPE

This policy applies to all workers at all levels of the organization.

4. DEFINITIONS

Communication – is not simply the transmission of messages; rather, it is the mutual exchange of understanding and shared meaning leading to co-operation and better practices.

5. ROLES AND RESPONSIBILITIES

Senior Management, Supervisors and Employees

Supervisors at all levels, (including Senior Managers), are expected to inform employees of the hazards to which they may be exposed based on the job function or task being performed. The type and format of communication will vary based upon the level of responsibility.

As a minimum, the following is expected of each of the levels within the Municipality:

Morris-Turnberry Council Responsibilities

- Responsible for the Health and Safety of all employees.
- Responsible for ensuring all employees and management are protected from personal injury (and liability).
- Ultimately accountable for the health and safety management system and ensuring it addresses and complies with all provincial acts, regulations, and requirements.
- Ensures compliance with legislative and regulatory requirements on behalf of the Municipality and assumes the responsibilities of the employer in legislation.
- Ensures proper functioning of the Internal Responsibility System (IRS).
- Ultimately responsible for establishing the Health and Safety Policy Statement for the organization (signed and dated annually), including the setting of safety objectives and ensuring those actions are appropriately resourced.
- Responsible for promoting, sponsoring, and supporting the Health and Safety Policy Manual. Holds ultimate accountability to employees, management, and regulatory authorities for health and safety.

Senior Management Responsibilities

- Senior Managers should have regular discussions with their teams to specifically discuss safety-related issues. Health and Safety will be a standing agenda item on all management team meeting agendas. The purpose of including health and safety as an agenda item on management team meetings is to update the management team on the status of health and safety objectives as well as to discuss areas of OHS concerns. These meetings will be documented and made available to relevant parties.
- Senior management must ensure that health and safety issues, documents, reports etc. are shared with the JHSC/HSR.
- In addition to internal health & safety communication, senior management may be required to communicate with external stakeholders (e.g. MLTSD, WSIB, Health & Safety consultants).
- Modes of communication will include newsletters, bulletin boards, safety talks, department meetings, memorandums included with paysheets.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

Supervisor Responsibilities

- Managers and Supervisors must communicate regularly with employees to ensure expectations are clear and that controls required to reduce risk are understood and implemented. Managers and Supervisors should strongly encourage employees to identify and report hazards. Instances of observed non-conformance to safe work procedures will be discussed, including any issues related to the failure of workers to use proper personal protective equipment and/or safety devices. Managers and Supervisors should consult with front-line employees and JHSC/HSR with respect to health and safety hazards, controls and implementation.
- In addition to internal health & safety communication, managers and supervisor may be required to communicate with external stakeholders (e.g. MLTSD, WSIB, Health & Safety consultants).

Health & Safety Committee Responsibilities

- The Joint Health and Safety Committee plays an important role in sharing and resolving health & safety information between management and workers related to health & safety concerns, control measures, action plans etc.

Worker Responsibilities

- In addition to the requirement to report incidents, all employees have a legal duty, under the Occupational Health and Safety Act, to advise their supervisor of any workplace hazards they are aware of. When appropriate, employees should also communicate safety concerns to their co-workers, and/or their JHSC/HSR.
- Employees may communicate with external parties regarding health and safety issues as required.

Contractors

- Prior to the start of any work done by contractors it is essential they are advised of any known hazards, including the presence of designated substances, which may be encountered during the scope of work. Should the contractor encounter any unforeseen hazard during the course of their work they are required to advise the organization.
- Observations of unsafe work practices on the part of a contracted employee are to be brought to the attention of the contractor supervisor, preferably by the project manager of the company, so that the contractor supervisor can relay appropriate safe work instructions to their staff.
- All written contract documents should outline the health and safety responsibilities of all workplace parties, including for example, who is the “constructor”.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

6. PROCEDURES AND GUIDELINES

The Municipality, in its endeavour to create and maintain a healthy and safe work environment, as outlined in our health and safety policy, believes that communication is essential to the effective working of our Health and Safety program.

For an organization to survive and function effectively, there must be a constant flow of operational, strategic, and corporate communication to inform, instruct and motivate target audiences, including Employers, Managers, workforce, clients, and contractors.

Effective communication allows growth and development and helps with anticipating and responding to changes in the external environment.

The Municipality of Morris-Turnberry uses various methods for communicating safety information across the organization. This communication is both formal and informal, scheduled and routine, and in response to various emergencies, incidents that have occurred, or in direct response to a risk.

Effective health and safety communication shall be achieved by means such as:

1. Health and Safety Communication Boards

Health and Safety board's include information pertaining to: workplace inspections, safety newsletters, copies of Safety legislation, and members of the Joint Health and Safety Committees and those trained in First Aid. The safety board will be in prominent locations in all workplaces of the Municipality. There are legislative requirements for the information that must be posted on the safety board.

2. Safety Talks

The purpose of safety talks is to provide information, instruction, and supervision to a worker to protect the health and safety of a worker. Supervisors will conduct weekly safety talks with all employees under their control (intended for public works as opposed to administrative workers). Such meetings will be held during normal work time and can be approximately 10-15 minutes in duration. They also act as a means for workers to participate in their personal safety. Safety talks are documents with employees' signatures, dates and the name of the supervisor conducting the safety talk.

3. JHSC Communications

As required by legislation, Joint Health & Safety Committees are expected to communicate the minutes of the JHSC meetings and results of any workplace inspections. The JHSC is required to post a hard copy of the minutes on the location's health and safety board.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

4. Job Hazard Analysis/ Hazard Identification

The Job Hazard Analysis must be completed prior to the start of any new work or the start of every work shift. In addition, they must also be done on an ongoing basis to include instances where there are changes to the process or environment, or if a new hazard is introduced/identified during the work process or any other significant change to the original job plan. The Job Hazard Analysis form will be used for ongoing assessments.

Hazard Assessments are to be completed with the involvement of all applicable workers on the job site including Project Managers, Supervisors, workers and sub-contractors (when applicable). Each individual must sign a copy of the JHA as documentation that the hazards have been discussed and all parties are aware of how to control or mitigate them. If a new hazard is identified or introduced, the Supervisor will immediately stop the work and implement control measures to eliminate or reduce the hazard. The work will not re-start until all workers have been made aware of the hazards and are instructed on the control measures.

5. Safety Alerts/Bulletins

The Joint Health and Safety committee from time to time will issue communication to all employees on safety related matters that may be time sensitive or require immediate dissemination.

6. Safe Work Practices & Procedures

Safe Work practices offer general information related to the protection of workers' health and safety by offering reminders, actions and tips for dealing with certain work situations. Safe Work practices list the responsibilities of both supervisors and workers, provide an explanation on selection and use of the Safe Work practices and the various protective mechanisms that relate to the practice.

Worker input in the development and review of safe work practices and procedures is an important part of the health and safety management system. Both workers and management shall participate in the development and review of Safety Work Practices and Procedures.

7. Training Program

Training is an essential component to employees, personal and skill development. It is also instrumental in preventing incidents, injuries, illness and property damage. When employees have the skills to perform the work tasks properly, the awareness of hazards, and the knowledge of the potential risk – they are equipped to perform the job safely.

8. Participation in Safety Communication

Safety communication is most effective when it is “two-way” – from management to workers and from workers to management. Participation of Senior Management in safety communication – including safety meetings, safety training sessions, annual general meetings are crucial to successful communication. Management participation in safety talks, safety meetings and communication with crews during workplace inspections is strongly encouraged.

9. Reporting to Provincial Authorities

If a person is killed or critically injured at the workplace, the employer must immediately notify the Ministry of Labour, JHSC Representative by telephone or other direct means. The employer must provide a written report of the circumstances surrounding the incident to the Chief Administrative Officer within 48 hours of the incident.

If a person is unable to perform his or her regular work activities or requires medical attention because of a workplace incident, the employer must provide a written report of the circumstances surrounding the incident to the JHSC Representative within four days of being advised.

If an incident or unexpected event (premature or unexpected explosion, fire, flood or in rush of water, failure of any equipment, machine, device, article or thing, cave-in), occurs at a construction site, the constructor of the project must provide a written report containing any prescribed information to the JHSC Representative and employer within two days of the incident.

All health and safety communication must adhere to confidentiality requirements with respect to legislation, municipal policies and industry best practices.

Methods of ensuring communication is appropriate for the intended audience (ie accommodating an individual with hearing or vision impairment, language skills & literacy)

7. HAZARDS

This policy, program and procedure is applicable to all hazards which may affect any Municipality of Morris-Turnberry workers.

8. COMMUNICATION AND TRAINING

- Inclusion in the Municipal Health and Safety manual
- Senior Management communicating directly to subordinates
- New employee orientation and initial job instruction
- Reviewed annually with all employees, including as part of the annual performance review

**Municipality of Morris-Turnberry Health and Safety
POLICY & PROCEDURE**

9. RELATED FORMS AND DOCUMENTATION

- Hazard Reporting Policy
- Injury, Illness and Incident Reporting Policy
- Health & Safety Training

10. LEGISLATION AND STANDARDS

- Occupational Health and Safety Act (OHSA)

11. EVALUTION AND REVISION HISTORY

Senior Management will measure the effectiveness of the policy.

- Number of employees who have received health and safety communications.
- Document evidence of managers/supervisor communicating this policy.
- Recorded # of communications delivered, and media used (ex. # of safety talks; # of emails related to this policy; accuracy and quality of information on the health and safety notice boards)
- Worker feedback/survey on effectiveness of communication procedures
- Management will identify and address gaps in this policy and its implementation and communicate the changes to relevant parties.
- Based on the results of the annual review management will acknowledge the success of this policy and its implementation through Board Report, e-mails, memos, presentations.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED

HEALTH AND SAFETY PARTICIPATION

Date of Issue: July 7, 2023	Review Date: Annually - September
Written by: Kim Johnston	Date: June 16, 2023
Reviewed by: Joint Health and Safety Committee	Date: June 21, 2023
Approved by: Trevor Hallam, CAO/Clerk	Date: July 7, 2023

1. PURPOSE

This standard provides a framework to establish, implement, monitor, and maintain a procedure(s) to ensure people at all levels of the business are consulted and participate in the planning, implementation and evaluation of the health and safety program.

2. SCOPE

This standard applies to all areas of the workplace and all workers at all levels of the organization.

3. OBJECTIVES

- To ensure worker representation on the Joint Health & Safety Committee and/or Health and Safety Representation.
- To ensure people at all levels participate in hazard identification, risk assessments, and determination of controls.
- To ensure people at all levels participate in incident investigations.
- To ensure people at all levels participate in the document and review of health and safety policies, procedures, processes and health and safety objectives.
- To ensure relevant health and safety reports are accessible.
- To ensure people at all levels participate in health and safety matters, as appropriate.

To be effective, any health and safety program needs the meaningful participation of workers and their representatives. Workers have much to gain from a successful program and the most to lose if the program fails. They also often know the most about potential hazards associated with their jobs. Successful programs tap into this knowledge base.

4. DEFINITIONS

Participation - is about employees of all levels being engaged, consulted with and contributing to his/her health, safety and wellbeing.

5. ROLES AND RESPONSIBILITIES

Senior Management Responsibilities

- Acquaint a worker or a person in authority over a worker with any hazards OHS s. 25(2)(d)
- To establish a Joint Health and Safety Committee and/or a health and safety representative at a worksite as per OHS requirements. OHS s 8 (1), s. 9 (2)
- To afford assistance and co-operation to a committee and/or a health and safety representative in the carrying out by the committee and/or the health and safety representative of any of their functions OHS s.25(2)(e)
- Provide to the committee and/or to a health and safety representative the results of a report respecting occupational health & safety in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety OHS s.25(2)(l)
- Advise the committee or a health and safety representative of the results of the workplace violence assessment, and provide a copy if the assessment is in writing OHS s. 32.0.3(3)(a)
- The employer shall, in consultation with the committee develop and maintain a written program to implement the policy with respect to workplace harassment OHS 32.0.6(1)
- Every employer in consultation with the Joint Health and Safety Committee, upon consideration of the recommendation thereof, shall develop, establish, and put into effect measures and procedures for the health and safety of workers. HCRF s. 8
- The review and revision of the measures and procedures shall be done more frequently than annually if, the employer on the advice of the Joint Health and Safety Committee and/or Health and Safety representative, if any, determines that such review and revision is necessary; or there is a change in circumstance that may affect the health and safety of a worker. HSRF s. 9(3)
- The employer, in consultation with and in consideration of the recommendation of the Joint Health and Safety Committee and/or Health and Safety Representative, if any, shall develop, establish, and provide training and educational programs in health and safety measures and procedures for workers that are relevant to the workers' work. HCRF s. 9(4)
- Where a person is killed or critically injured from any cause at a workplace the employer shall notify an inspector, and the committee, health and safety representative and trade union if any, immediately OHS s 51 (1)

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of the occurrence, give written notice of the occurrence containing prescribed information and particulars to the committee, the health and safety representative and trade union, if any and Department Head.
- If an employer is advised by a worker or on behalf of a worker that a worker has an occupational illness the employer shall give notice in writing within four days of being so advised to the Department Head, the committee or a health and safety representative and to the trade union if any. OHSAA s 52(2)
- Where an inspector makes an order in writing or issues a report on his/her inspection to an employer, the employer shall forthwith cause a copy or copies of it to be posted in a conspicuous place or places in the workplace where it is most likely to come to the attention of the workers and shall furnish a copy of the order or report to the health and safety representative and/or the committee OHSAA s 57(10)(a)

Supervisor Responsibilities

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker, of which the supervisor is aware OHSAA s. 27(2)(a)
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker. OHSAA s. 27 (2) (b)

Worker Responsibilities

- Report to his/her employer/supervisor the absence of or defect in any equipment or protective device or contravention of the OHSAA or regulations or the existence of any hazard OHSAA s 28 (c, d)
- Worker member of the Joint Health and Safety Committee and/or health and safety representative shall inspect the physical conditions of the workplace OHSAA s 9 (23)

Joint Health and Safety Committee Responsibilities

- It is the function of a committee and/or health & safety representative and it has power to,
 - Identify situations that may be a source of danger or hazard to workers;
 - Make recommendations to the employer and the workers for the improvement of the health and safety of workers;
 - Recommend to the employer and the workers the establishment, maintenance and monitoring of programs, measure and procedures respecting the health or safety of workers;

- Obtain information from the employer respecting: the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience, work practices and standards in similar or other industries of which the employer has knowledge;
- Obtain information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- Be consulted about and have a designated member representing workers be present at the beginning of testing OHSA s 8(11), s9(18).

6. PROCEDURES AND GUIDELINES

- Senior management are encouraged to review and implement best practices to foster more worker participation in the company's Health and Safety Management System.
 - Direct Worker Consultation: Management engages with the workers during formal and informal meetings, interviews and discussions about safety. Notes should be kept so the management team can respond in writing to the workers ideas and/or suggestions.
 - Project Teams and Groups: Teams and groups are established to introduce new technologies, work tasks or new equipment in the workplace. They can also be useful in training employees on new processes and procedures. Examples such as personal protective equipment review, new equipment installation, changes in legislation, etc.
 - Questionnaires and Surveys: Questionnaires on working conditions and safety processes/procedures are used widely in different contexts with respect to health and safety management. A questionnaire is an instrument to provide feedback from a defined number of respondents. Quantitative questionnaires allow management to generate statistics or to get a representative overview on working conditions in a company or in parts of a company. Qualitative estimations of single workers or groups of workers are often collected via face-to-face interviews or group interviews
 - Peer Observations: Where colleagues observe workers' behaviour at the workplace, observations can contribute to revealing weak points in work organization or to correcting inadequate working habits. The worker receives feedback from his/her colleague and can learn from experience. Peer observations can be used during risk assessments, near miss reporting systems or for improving the company's safety culture. These observations must not be punitive in nature and must allow for positive feedback to correct unsafe behaviour.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- Internal Feedback Systems: This system encourages employees to suggest changes and or upgrades to the company's Health and Safety Systems and programs. This can be accomplished using digital and hand written "suggestion box" reporting to a centralized location. The company would then respond to the suggestions by direct contact or generalized open announcement to all workers.
- The standard advocates that the organization leaders, workers and workers representatives when applicable will work together in the development and continuous improvement of the occupational health and safety management system.
- The cross-functional approach is encouraged, as the standard requires that the organization establish processes for consulting workers and getting them actively involved in the process.
- Through incorporation of cross-functional teams, multiple viewpoints and experiences are shared, allowing for increased identification of risks and opportunities.
- Human Resources, in consultation with management, will determine the success of this procedure on an annual basis. Any gaps will be identified and corrected as appropriate.
- Minutes of meetings, training and consultation are required as proof of all employee participation.
- Occupational Health & Safety Programs that outline how employees of all levels participate in Health and Safety, this list includes but is not limited;
 - Joint Health and Safety Committee and/or Health & Safety Representative Terms of Reference
 - Workplace Inspections
 - Hazard Reporting
 - Incident/Accident Reporting and Investigation

7. COMMUNICATION

To clearly communicate the Health and Safety Participation Standard with all employees. All employees must be provided with appropriate information, training, time and resources necessary to effectively participate in health and safety.

Mechanisms to advise employees of available training programs should be developed and implemented. These mechanisms include, but are not limited to:

- Tailgate sessions, staff meetings
- Posting on bulletin boards within the workplaces

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

8. TRAINING

All employees will be educated about this standard and made aware of their responsibilities to participate in health and safety.

9. RELATED FORMS AND DOCUMENTATION

Health and Safety Policy Statement

10. LEGISLATION AND STANDARDS

- Occupational Health and Safety Act (OHSA)

11. EVALUTION AND REVISION HISTORY

An annual review of the Health & Safety Participation standard will be performed to determine whether effective participation has been taking place in accordance with the above stated standard. Evidence of successful Health & Safety Participation will be reviewed, such as:

- Meeting minutes of engaging employees of all levels
- Examples of employees of all levels contributing
- Record of Joint Health and Safety Committee meeting minutes
- Record of Joint Health and Safety Committee and/or Health and Safety Representative workplace inspections
- Record of Hazard, Incident, Accident reports, investigations, and corrective measures
- Record of incorporating health and safety topics in day-to-day operations such as safety talks, training etc.

12. IMPROVEMENT & ACKNOWLEDGEMENT

Appropriate information gathered through Health & Safety Participation will be implemented into the ongoing improvement of the Occupational Health and Safety Management System. Acknowledgements will be made through Board Reports, e-mails, memos, presentations, and references on materials.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED

**Municipality of Morris-Turnberry Health and Safety
POLICY & PROCEDURE**

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FIRST AID

Date of Issue: July 19, 2023	Review Date: Annually - September
Written by: Kim Johnston	Date: June 16, 2023
Reviewed by: Joint Health and Safety Committee	Date: June 21, 2023
Approved by: Trevor Hallam, CAO/Clerk	Date: July 19, 2023

1. PURPOSE

The purpose of the First Aid program is to ensure employees at the Municipality of Morris-Turnberry receive appropriate first aid treatment in the event of an injury. All employers who are subject to the Occupational Health and Safety Act must comply with R.R. O. 1990, Regulation 1101: First Aid Requirements under the *Workplace Safety and Insurance Act, 1997*.

2. OBJECTIVE

The objective of the First Aid Program is:

1. To comply with Regulation 1101 under the *Workplace Safety and Insurance Act, 1997*;
2. To ensure that the required first aid stations and boxes are provided, maintained, and inspected; and
3. To outline the training and certification requirement for first aiders.

3. SCOPE

This program covers first aid requirements of the Workplace Safety Insurance Board (WSIB), specifically Regulation 1101, and applies to all employees at the Municipality who require or provide first aid treatment in the event of an injury.

While Regulation 1101 only applies to employees, First Aid Treatment will be provided for student and visitor injuries as necessary.

4. DEFINITIONS

First Aid – is immediate care given to a person who is injured or ill. Treatment is provided until medical aid can be administered by a health care professional (if applicable).

In accordance with Regulation 1101, first aid includes but is not limited:

- Cleaning minor cuts, scrapes or scratches;
- Treating a minor burn;
- Apply bandages and/or dressings;
- Applying cold compress, cold pack, or ice bag, apply a splint;
- Changing a bandage or a dressing after a follow-up observation visit; and
- Any follow up for observational purposes only

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

First Aider – is a person holding a valid First Aid Certificate issued by a training agency recognized by the Workplace Safety & Insurance Board (WSIB).

First Aid Kit – is a box or container that must, at a minimum, containing items listed in:

- Sections 8, 9, 10, 11 or 16 of Regulation 1101; OR
- CSA Standard, First Aid kits for Workplaces.

In addition to the prescribed content for a first aid box, the following should be included: non-latex gloves in varying sizes and optionally consider a Cardiopulmonary Resuscitation (CPR) mask (barrier device). Quantities of first aid supplies may be increased to suit the needs of a particular workplace.

First Aid Station – The conspicuous location of a first aid box and the postings required by Regulation 1101 in the workplace.

Work in Isolation – Working alone or working in a location remote from normal services and support, where the capacity to readily summon assistance from a workplace first aider in the event of injury, illness or emergency is limited.

5. ROLES AND RESPONSIBILITIES

Morris – Turnberry Council and Senior Management

- To ensure appropriate first aid stations are provided;
- To ensure trained first aiders are assigned to each first aid station; and
- To ensure first aid supplies are provided, maintained, and inspected.

Senior Management and Supervisors

- To provide first aid immediately, in accordance with the regulations;
- To ensure locations of first aid stations and their assigned first aider are communicated to all staff under their supervision;
- To arrange appropriate first aid provision for individuals working in isolation or working outside normal work hours;
- To follow the Municipal procedures for Accident/Incident Reporting;
- To ensure the name of each first aider and their valid training certificate or cards are posted in a conspicuous place close to the first aid station;
- To ensure the WSIB “In Case of Injury” at work Poster, Form 82 is posted;
- To complete first aid risk assessment/hazard assessment;

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- A WSIB Form 7, Employer's report of Injury/Disease shall be completed when worker:
 - ✓ Receives health care
 - ✓ Is absent from regular work (lost time)
 - ✓ Requires modified duties at less than regular pay
 - ✓ Requires modified work at regular pay for more than seven calendar days after the date of the accident
 - ✓ Earns less than regular pay at the regular work.

- Ask the worker to sign the WSIB Form 7 and give a copy to the worker
 - ✓ Submit to the board, within three days of learning of the reporting obligation, an employer's report of accidental injury/industrial disease, WSIB Form 7 and other information that may be requested. If the work is unable or unwilling to sign, send the forms in without signature

- Pay full wages and benefits for the day or shift on which the injury occurred,
- Cooperate in the worker's early and safe return to work;
- To arrange for transportation of the injured individual if necessary to receive further medical treatment.

Worker and First Aiders

(All employees of the Municipality of Morris-Turnberry are certified in First Aid and CPR with AED.)

- To report all incidents, accidents or first aid treatment to their supervisors;
- To utilize the first aid services provided if necessary;
- To follow emergency procedures;
- To respond to first aid emergencies within the limits of their training;
- To obtain and maintain a valid First Aid certificate issued by a training agency recognized by WSIB;
- To follow appropriate emergency procedures and provide interim first aid until medical services arrive (if applicable);
- To be in charge of a first aid station and inspect the first aid box and its contents at least every three months and replenish the supplies as needed. The inspection card for the first aid box should be signed and dated;
- To keep a record, indicating the date, time, and nature of the first aid treatment given to any injured person.

Health & Safety Committee Responsibilities

- To arrange first aid courses to assist employees in obtaining and maintaining valid Standard Workplace First Aid Training certificate for compliance with Regulation 1101;
- The Municipality will pay for all employees to be certified in First Aid & CPR;
- Upon request, provide a copy of Regulation 1101 as a reference to the first aiders;
- To maintain a list of first aiders with valid first aid certificates;
- To maintain an inventory of all first aid stations at each workplace;
- To maintain records of all employee incidents, first aid, healthcare and lost-time incidents; and
- Follow up with WSIB with respect to incidents involving healthcare, lost time.

6. PROCEDURES AND GUIDELINES

The employer shall ensure that all first aid boxes and stations for every shift are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB – St. John's Ambulance.

- A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by Regulation 1101.
- First aid stations shall be so located within quick and easy access for the prompt treatment of any worker or visitor at all times when work is in progress.
- Every employer shall, at all times, keep posted in other conspicuous places in the place of employment the WSIB poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
- Every employers shall keep a record of all circumstances respecting an accident as described by the injured worker: the date and time of its occurrence; the names of witnesses; the nature and exact location of the injuries to the worker; and the date, time, and nature of each first aid treatment given.
- First aid boxes and their contents shall be inspected at not less than quarter-yearly intervals by respective supervisors and shall record the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.

7. FIRST AID REQUIREMENTS

1. In workplaces where there are no more than five workers in any one shift, a first aid station with a first aid box is required and shall contain as a minimum:
 - A current edition of a standard St. John Ambulance First Aid manual;
 - 1 card of safety pins; and
 - Dressings consisting of:
 - 12 adhesive dressings individually wrapped,
 - 4 sterile gauze pads, 3 inches square,
 - 2 rolls of gauze bandage, 2 inches wide
 - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - 1 triangular bandage.
2. In workplaces where there are more than five workers and not more than fifteen workers in any one shift, a first aid station with a first aid box is required.

8. COMMUNICATION AND TRAINING

- Inclusion in the Municipal Health and Safety manual
- New employee orientation and initial job instruction
- Reviewed annually with all employees, including as part of the annual performance review

9. RELATED FORMS AND DOCUMENTATION

- WSIB Form 7
- First Aid Report
- First Aid Transportation Policy

10. LEGISLATION AND STANDARDS

- First Aid Requirements – Regulation 1101
- Workplace Safety and Insurance Act, 1997, S.O. 1997, C.16, Sched.A

11. EVALUATION AND REVISION HISTORY

Senior Management will measure the effectiveness of the policy.

- Document evidence of managers/supervisor communicating this policy
- Management will identify and address gaps in this policy and its implementation and communicate the changes to relevant parties.

**Municipality of Morris-Turnberry Health and Safety
POLICY & PROCEDURE**

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED

INJURY, ILLNESS, AND INCIDENT REPORTING

Date of Issue: July 19, 2023	Review Date: Annually - September
Written by: Kim Johnston	Date: June 16, 2023
Reviewed by: Joint Health and Safety Committee	Date: June 21, 2023
Approved by: Trevor Hallam, CAO/Clerk	Date: July 19, 2023

1. PURPOSE

The purpose is to ensure the Occupational Health and Safety Act, WSIB and other legislated reporting requirements are met regarding accidents that cause: critical injuries or fatalities, disabling injuries (lost time, medical aid, fire and explosion, violence), occupation illnesses, and first aid etc. Consistent reporting will allow the organization to complete timely investigations and implement corrective actions to eliminate future potential injuries/illnesses.

2. SCOPE

This standard applies to all employees, clients, contractors, and visitors.

3. DEFINITIONS

Injury - An instance of being hurt and can include emotional or physical harm.

Illness - A disease or period of sickness affecting the body or mind.

Incident - An unplanned, unwanted, or chance event that may or could have resulted in injury and/or equipment or property loss.

Critical Injury - An injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe; The Ministry of Labour, Training and Skills Development interprets this provision as including the fracture of a wrist, hand, ankle or foot – i.e. any such fracture would constitute a critical injury if it is of a serious nature. While the fracture of a single finger or single toe does not constitute a critical injury, the ministry takes the position that the fracture of more than one finger or more than one toe does constitute a critical injury if it is an injury of a serious nature.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- Involves the amputation of a leg, arm, hand or foot but not a finger or toe. While the amputation of a single finger or single toe does not constitute a critical injury, the ministry takes the position that the amputation of more than one finger or more than one toe does constitute a critical injury if it is an injury of a serious nature.
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

Environmental Release (If applicable) - Means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, disposing or migration into the environment.

First Aid Injury or Illness - A first aid injury/illness results in the treatment given at the time of the accident/incident by a qualified first aider as outlined in WSIB Regulation 1101.

Hazardous Condition - A situation that is identified as having the potential to cause an accident, incident or near miss.

Health Care/Medical Aid Injury - A health care injury/illness results in attention received from a recognized health care provider but does not result in time away from scheduled work or a wage loss and includes those incidents that are related to violence.

Lost Time (Disabling) Injury - A lost time injury is a worker related injury that results in the injured employee missing time from work, resulting in a wage loss and includes those incidents related to violence.

Near Miss - An event that under different circumstances could have resulted in physical harm to an employee or damage to the environment, equipment, property and/or material.

Occupational Illness - An occupational illness means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected, and the health of the worker is impaired.

Post-traumatic Stress Disorder (PTSD) - A mental illness resulting from exposure to trauma involving death or the threat of death, serious injury, or sexual violence.

Psychological Injury/Illness - A work-related mental stress injury or illness caused by one or more substantial work-related stressors.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

Property Damage - Property damage is where there is significant damage, a value of \$200 or more. This amount is to be used as a general guideline by a supervisor, although many other factors could impact on the need and level of the investigation.

WSIB – Workplace Safety Insurance Board.

4. ROLES AND RESPONSIBILITIES

Senior Management Responsibilities

- Develop and maintain an Injury, Illness and Incident Reporting program, encourage immediate reporting of all injuries, illnesses and incidents.
- Ensure all incidents are reported to appropriate authorities where necessary.

Supervisor Responsibilities

- Review all injuries, illnesses or incidents reported and corrective actions taken to ensure hazards are addressed and safe conditions exist.

Worker Responsibilities

- Report all injuries, illnesses or incidents immediately to their supervisor and employer using the Injury, Illness and Incidents Investigation Form.

Joint Health and Safety Committee Responsibilities

- Review all injury, illness and Incident reports and follow up on recommendations for corrective actions as required.
- Follow the process outlined in the return-to-work procedure for all work-related injuries/ illnesses.

5. PROCEDURES AND GUIDELINES

General Reporting Procedure for an Injury, Illness, and Incident Reporting:

- If an injury, illness, or incident is experienced, the worker shall immediately report it to their supervisor/employer. Immediate reporting helps to minimize risk of further injuries or property damage. If required, the supervisor will ensure medical assistance as required is provided.
- The worker and the Supervisor shall complete the Injury, Illness and Incident Reporting Form and forward a copy to the appropriate department manager and the Joint Health and Safety Committee.
- If the injury/illness requires outside medical attention the Health and Safety Coordinator will be immediately notified and the return to work program will be initiated.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- The factors contributing to the injury, illness or incident will be noted on the reporting form, along with all additional relevant information. Any contributing factors leading to injury/illness will be corrected safely (for example, moving boxes out of a doorway). Immediate action taken to remove or reduce the risk will be documented on the reporting form. Serious issues that require expertise shall be handled by the employer with assistance from appropriate designated parties.

See the specific requirements for reporting under the following headings.

Critical Injury or Fatality Reporting Procedure:

- Prevent further injury to victims by providing First Aid and calling 911 for emergency medical care.
- Ensure that transportation is provided to the hospital by the most appropriate means. This may include accompanying the injured employee, if needed.
- Notify Supervisor/Manager/Employer immediately.
- Preservation of Wreckage:
Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of, (a) saving life or relieving human suffering; (b) maintaining an essential public utility service or a public transportation system; or (c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission has been given by an inspector
- In the event of a critical injury or fatality, the employer is to notify the **Ministry of Labour, Training and Skills Development by calling 1-877-202-0008 immediately.**
- The Ministry of Labour, Training and Skills Development must be notified in writing within 48 hours of the incident, as prescribed by Regulation 420/21. Make sure to:
 - address the notice to "Attention: Director"
 - mail or fax it, to the Ministry of Labour, Training and Skills Development regional office closest to the workplace where the incident happened
- The employer must notify the Joint Health and Safety Committee immediately.
- The Ministry of Labour and the Police (if applicable) will arrive and take control of the scene.
- A worker member of the JHSC is legally required to participate in the accident investigation including the investigation, inspection of the accident scene, and preparation of the report.
- Follow Accident Investigation Procedure.
- Provide a copy of the Accident Investigation report as soon as possible after the accident and within 24 hours to Human Resources.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

Accident, Incident, Fire or Explosion or an Incident of Violence Reporting Procedure:

- Where accident, fire or explosion or incident of violence lead to a lost time injury, (time away from work, not including day of injury), a visit to a doctor or other health care professional for treatment the following steps need to be followed.
- Prevent further injury to the worker by providing First Aid.
- Ensure that transportation is provided to the hospital by the most appropriate means. This may include accompanying the injured employee, if needed.
- Complete documentation and follow Accident Investigation Procedure.
- Provide a copy of the Accident Report to Supervisor/Department Head within 24 hours.
- The Supervisor/Department Head will complete the WSIB Form 7 electronically within 3 days. A copy will be provided to the employee. (if applicable)
- The employee is required to provide a copy of the WSIB Functional Abilities Form completed by the attending health care provider to their manager as soon as possible,
- The Supervisor will provide a written notice within 4 days of the occurrence containing the prescribed information and particulars to the following:
 - The Joint Health and Safety committee.
 - The Department Head.

Occupational Illness Reporting Procedure:

- If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to the Joint Health and Safety committee, containing such information and particulars as are prescribed.
- The Employer/Supervisor will complete the WSIB Form 7 electronically within 3 days. A copy will be provided to the employee. (if applicable)
- Provide a copy of the Accident Investigation report as soon as possible after the report of an occupational illness and within 24 hours to Human Resources.

WSIB External Reporting Requirements:

- Employers must report a workplace injury to the WSIB within three days of learning about the workplace injury or illness if the worker:
 - needs treatment from a health professional, or
 - is absent from work, or
 - earns less than regular pay for regular work (e.g., working fewer hours or being paid less per hour),
 - requires modified work at regular pay for more than seven calendar days following the date of accident.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

First Aid Injury or Illness Procedure:

- Prevent further injury to the worker by providing first aid. Ensure medical attention is obtained if necessary.
- Ensure that transportation is provided to the hospital by the most appropriate means. This may include accompanying the employee if needed and determine if this falls under a lost time or medical aid injury or if the employee returns to work on the date of injury.
- Record first aid in the first aid log as required.
- Follow Accident Investigation Procedure.

Property Damage (Non-Injury) Reporting Procedure:

- The Owner(s) and Insurance Company must be informed of the property damage.
- Where there is a potential for personal injury follow the Accident Reporting and Investigation Procedure.

Near Misses (Non-Injury) Reporting Procedure:

- Follow Reporting and Accident Investigation Procedure.
- Provide a copy of the report to the Supervisor.

Environmental Release or Internal Chemical Spill Investigation Procedure:

- The Ministry of the Environment may need to be contacted for external spills
- For personal injury ensure first aid and medical attention is obtained if required.
- Ensure that transportation is provided to the hospital by the most appropriate means. This may include accompanying the employee if needed.
- Follow Reporting and Accident Investigation Procedure.

Documentation:

- Documentation will be retained by the organization for 3 years.

6. COMMUNICATION AND TRAINING

This procedure will be communicated to all employees and new hires at their orientation, through department meetings or toolbox sessions. Everyone will be trained in the procedures. A record of the communication/training session will be kept on file for review.

7. RELATED FORMS AND DOCUMENTATION

Incident, Illness Reporting & Investigation Form
Accident Reporting Guidelines Chart
WSIB Form 7
First Aid Policy
First Aid Transportation Policy
Functional Abilities Form

**Municipality of Morris-Turnberry Health and Safety
POLICY & PROCEDURE**

8. LEGISLATION AND STANDARDS

Occupational Health and Safety Act
Workplace Safety and Insurance Board

9. EVALUTION AND REVISION HISTORY

Appropriate information gathered through Injury, Illness and Incident Reporting evaluation will be implemented into the ongoing improvement of the Health and Safety program / Occupational Health and Safety Management System. Acknowledgements will be made through JHSC Reports, e-mails, memos, presentations.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED

INCIDENT INVESTIGATION AND ANALYSIS

Date of Issue: July 19, 2023	Review Date: Annually - September
Written by: Kim Johnston	Date: June 16, 2023
Reviewed by: Joint Health and Safety Committee	Date: June 21, 2023
Approved by: Trevor Hallam	Date: July 19, 2023

1. PURPOSE

The purpose of this procedure is to identify the duties, roles and responsibilities of workplace parties so that an effective and immediate accident/incident investigation and reporting process is in place.

2. OBJECTIVE

The objective includes identifying all contributing factors of the accident/incidents and hazardous situation and making the necessary recommendations to prevent the accident/incident from recurring.

3. SCOPE

When an incident occurs, potential danger is not limited to those directly involved. When there is a gas leak or a fire, for instance, other workers on site and the general public may also be threatened.

Though not really part of the investigation proper, quick and efficient response to an incident can help your investigation.

Proper Emergency response will:

- Prevent the present situation from getting worse.
- Protect workers and public from further danger and injury.
- Provide first aid to injured workers
- Protect material and equipment from further damage.
- Isolate and secure the area to ensure that nothing is disturbed

4. DEFINITIONS

First Aid – is immediate care given to a person who is injured or ill. Treatment is provided until medical aid can be administered by a health care professional (if applicable).

In accordance with Regulation 1101, first aid includes but is not limited:

- Cleaning minor cuts, scrapes or scratches;
- Treating a minor burn;
- Apply bandages and/or dressings;
- Applying cold compress, cold pack, or ice bag, apply a splint;
- Changing a bandage or a dressing after a follow-up observation visit; and
- Any follow up for observational purposes only

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

Health Care – An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss.

Near Miss – An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

The following categories of accident/incidents require an immediate investigation as they may produce a loss to people, equipment, material and environment:

Fatality – an injury that results in loss of life

Critical Injury – As defined in the Ontario Regulation 834/90 it is a critical injury if the injury places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg, or arm but not a finger or toe; involves the amputation of a leg, arm, hand, or foot but not a finger or toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

Lost Time – A work related injury that results in the injured employee missing scheduled time from work resulting in wage loss.

Property Damage – When there is significant property damage, a value of \$250 is suggested as a general guideline to be used by a supervisor, although other factors could impact on the need and level of investigation and reporting.

Occupational Illness – A condition that results from exposure in a workplace to a physical, chemical or biological agent that normal physiological mechanisms are affected, and the health of the workers is impaired.

Environmental Release – An accidental discharge of a physical, biological or chemical substance into the workplace and/or community

Fire/Explosion – An event where undesired combustion occurs.

5. ROLES AND RESPONSIBILITIES

Senior Management

- Ensures that completed Accident/Incident investigation reports are submitted to the correct agencies.
- Reviews all Accident/Incident investigation reports for their department and identifies the cause or contributing factors. Ensures all corrective actions have been taken to prevent recurrence and have been communicated to all employees in the work area. Other service units may be contacted to assist in implementing corrective actions.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- Assists or works in cooperation with the Joint Health and Safety Committee as needed to correct or address identified matters of health and safety within their department.

Supervisor (Investigator)

- The supervisor investigates the accident/incident and completes the investigation report within 24 hours of the accident/incident or hazardous situation.
- In the case of personal injury, the supervisor ensures that the injured employee(s) receive immediate and appropriate first aid and/or health care.
- Reports those injuries that result in critical injury to the Joint Health and Safety Committee.
- In conducting the accident/incident investigation and completing the Accident/Incident Investigation Report, the supervisor must ensure the following has been completed:
 - Assessment of the Scene
 - Inspection of the site, equipment, material that were involved in the accident/incident.
 - Site must be secured especially in the case of a critical injury.
 - Use of photographs, sketches, drawings of the accident/incident scene indicating sizes, distances, and weights of objects as appropriate.
 - Interviewing
 - Interview employee(s) involved.
 - Interview any eyewitnesses.
 - Interview outside experts if applicable i.e. suppliers, equipment designers.
 - Interviews must be documented.
 - Interviews should be conducted as soon as possible.
 - Interviews should be conducted one-on-one in a quiet place.
 - Identifying the contributing factors
 - Factors to consider are people, equipment, material, environment, process.
 - Write the Report
 - Record all findings of the accident/incident investigation on the standard investigation reporting form ensuring that all requirements of the written investigation procedure are captured.
 - Copies of the completed Accident/Incident Investigation form are distributed as per the distribution list on the form.
 - Make Recommendation for corrective action.
 - Responsibilities must be assigned (investigators, Management, technical personnel) for completion of the Action Plan.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- Record on Accident/incident Investigation Report from under Action plan.
- Recommendation should focus on the corrective action(s) to all the contributing factors identified.
- Ensure recommendations are acted upon.
 - Assign responsibility for the follow-up of the corrective action(s).
 - Record on action plan section of the accident/incident investigation report form.
 - Detail what has been done, who has completed the actions and when the actions were completed.
- Ensure the recommendation are communication to all employees.
- Reviews the Accident/Incident investigation report for the purpose of determining the need for rehabilitation and/or accommodation assessment.
- Refers corrective actions and follow up with the JHSC.
- Completes and forwards necessary documentation and any other supporting correspondence to the Workplace Safety and Insurance Board within 3 working days of being notified of a work-related accident/illness.

Health & Safety Committee Responsibilities

- Reviews and analyzes accident/incident, details identifying areas of concern and makes recommendation to administration as necessary on matter of health and safety.
- The certified worker member will participate in the investigation of all “critical injury” accidents.
- Ensures that recommendations are appropriate and that preventative and corrective actions have been taken. Assists or provides direction as needed for the implementation of corrective actions.
- Ensures reports are distributed to any areas requiring information for subsequent follow up of additional corrective actions or for injury treatment and rehabilitation and/or accommodation purposes.
- If an accident results in a “critical injury”, JHSC will immediately notify the following:
 - Ministry of Labour
 - JHSC certified worker member
 - Co-chairs of the JHSC

Employees

- Immediately reports to supervisor any work-related injury/illness. This includes accidents such as cuts, puncture wounds, needle stick injuries, sprains, and burns as well as those that are of a gradual onset (chronic) i.e. back pain, repetitive strain.
- Immediately reports to supervisor any “near miss” events and/or unsafe work situations and provide necessary details to the supervisor.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- If an employee has to leave the workplace due to a work related injury or illness, they must inform their supervisor/department head.
- In the case of an emergency, the employee or person providing assistance must contact the supervisory as soon as possible following the treatment of the injury.

6. PROCEDURES AND GUIDELINES

Investigating an Incident

- **Take Immediate Action**
 - Taking immediate action to prevent injury or damage.
 - Informing workers of the identified hazard and how it is being controlled.
 - Securing the incident scene until the investigation at the scene is finished.
 - Identifying potential information sources (people you can talk to, evidence you can look at or gather).
- **Gather Evidence** – helps you gain a clear picture of what has happened so that actions can be taken to prevent similar incidents in the future.
When gathering evidence:
 - Look for Clues from the scene of the incident:
 - Take pictures.
 - Make sketches.
 - Take measurements.
 - Take samples of substances/fluids.
 - Note environmental conditions.
 - Collect foreign objects or broken pieces of equipment.
 - Check written work processes and procedures.
 - Collect information from people (injured worker, witnesses, supervisor)
 - Ask effective questions that stimulate more than “yes” or “no” answers.
 - Be objective, do not ask questions that simply support pre-determined conclusions.
 - Ensure that workers are asked if they have any ideas about how to control or eliminate the hazard.
- **Put the evidence in order** – this will help you develop a mental picture of what happened. Make sure that you have enough evidence (avoid information gaps) and that the evidence makes sense.
- **Analyze Your Information** – The “whys” are the safety programs that must have existed for the incident to occur. Incidents generally occur because of a combination of “symptom” and “root” safety problems.
 - Symptom safety problems are obvious. They include immediately recognizable problems that need to be analyzed to find out why they exist.
 - Root safety problems are often management problems.

This can make it very difficult to be objective. Management responsibility includes: lack of/poor policy, procedures, training and supervision, no accountability, and lack of adequate resources.

Municipality of Morris-Turnberry Health and Safety POLICY & PROCEDURE

- **Recommend Corrective Action** – Look ahead to see how the risk of similar incidents can be reduced. Use your knowledge and the knowledge and expertise of workers when identifying potential solutions.

Based on this information, recommend changes that are practical, will improve health and safety in the workplace, and upon which everyone can agree.

Your recommendations may be related to:

- ✓ Policy/procedure revision or development
- ✓ Training
- ✓ Equipment repair, maintenance, or replacement
- ✓ Supervision

Make sure your recommendations are:

- ✓ Specific for the identified safety problems – fix what does not work.
- ✓ Effective and sound – ex. an existing problem without creating any new safety problems.
- ✓ Practical – they will work and are not “pie in the sky”.
- ✓ Affordable – are within available resources.
- ✓ Credible – can be trusted to work.
- ✓ Ranked according to priority. If not all recommendations can be carried out at once, identify which ones are most important.
- ✓ Based on consultation, worker expertise can be very helpful in achieving these goals.

- **Follow up on Corrective Action** - Follow up your corrective actions to determine whether they have been implemented and, if so, whether they were effective. This information will help you when making corrective actions on subsequent incident investigations.
Without this follow up, the effort of investigating may be wasted.
- **Write an Investigation Report** – Write a report to explain what happened, why it happened and what can be done to prevent similar incidents. Your report should:
 - Be objective
 - Be descriptive (clearly state the sequence of incident events – who, what, when, where and how, so a reader with no knowledge of the incident will be able to understand what happened).
 - Identify the hazard – why the incident happened.
 - Suggest corrective actions.
 - Schedule follow up dates.
 - Leave space for follow up comments.

**Municipality of Morris-Turnberry Health and Safety
POLICY & PROCEDURE**

7. COMMUNICATION AND TRAINING

- Inclusion in the Municipal Health and Safety manual
- New employee orientation and initial job instruction
- Reviewed annually with all employees, including as part of the annual performance review

8. RELATED FORMS AND DOCUMENTATION

- Employee Accident Corrective Action Memo
- Interview during Injury/Incident Investigation Policy
- Injury, illness, and incident reporting policy

9. LEGISLATION AND STANDARDS

- Workplace Safety and Insurance Act, 1997, S.O. 1997, C.16, Sched.A

10. EVALUTION AND REVISION HISTORY

Senior Management will measure the effectiveness of the policy.

- Document evidence of managers/supervisor communicating this policy
- Management will identify and address gaps in this policy and its implementation and communicate the changes to relevant parties.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED

Municipality of Morris-Turnberry

Investment Policy

Approved By:

Date: August 8, 2023

Last Review Date:

Effective Date: August 8, 2023

Policy Statement

This Policy outlines the Objectives, Standard of Care, Governance, Reporting & Investment Guidelines for financial investments made by the Municipality of Morris-Turnberry.

Objectives

The primary investment objectives, in priority order, shall be:

- Adherence to statutory requirement
- Preservation of capital
- Earning a competitive rate of return
- Maintaining liquidity

Standard of Care

1. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probability of the income to be derived.
2. Staff and Council shall refrain from personal business activity that could conflict with the proper execution of the investments or which could impair their ability to make important investment decisions.

Governance and Management

1. Council shall adopt this policy in the form of a by-law.
2. Council approval is required for:
 - a. Changes to the Investment Policy
 - b. Changes to the Investment Guidelines
 - c. Transfer of funds out of the investments
3. Council shall consider and approve the investment guidelines.

Reporting

The Treasurer shall report the results of the investments to Council on an annual basis, or more frequently as required, in the manner and form set out in legislation.

Investment Category A – Lattimer Estate, School Awards & Fairs

The Municipality of Morris-Turnberry holds investments received from the Lattimer Estate in addition to investments held for school awards and school fair support.

It is the intention of the Municipality of Morris-Turnberry to hold these GICs in perpetuity while utilizing the interest generated to fund park maintenance, school awards and school fairs.

Investment Guidelines

1. All investments shall comply with the Municipal Act and Ontario Regulation 438/97, as amended from time to time, which provides the legislative authority and regulations for municipal investments.
2. Guaranteed Investment Certificates (GICs) Details as of December 31, 2022:

Amount	Rate	Term	Maturity Date	Details
\$5,000.00	2.55%	5 Year	April 2023	Lattimer - Park Maintenance
\$55,600.00	2.70%	5 Year	November 2024	Lattimer - Park Maintenance
\$10,491.47	3.05%	5 Year	June 2024	Turnberry 125 th & R. Nicholson 140 th – School Awards
\$15,764.05	2.90%	5 Year	May 2027	Lattimer - School Fairs & Awards

3. Upon a GIC’s maturity, the capital shall be reinvested in a non-redeemable GIC with a 5 Year term.
4. Interest generated from the investments will be paid to the municipality annually.
5. The interest received will be used to fund park maintenance, school awards and school fairs respectively, in accordance with the originating donor’s wishes.

Investment Category B - Surplus Funds from Property Sale

In 2022 The Municipality of Morris-Turnberry approved the investment of surplus proceeds of \$250,000 from the sale of surplus property.

It is the intention of the Municipality of Morris-Turnberry to hold the surplus proceeds in perpetuity while utilizing the generated interest to fund municipal expenses.

Any surplus proceeds from property sale that the Municipality may be in possession of in the future shall be managed in accordance with this policy.

Fund Investment Guidelines

1. All investments shall comply with the Municipal Act and Ontario Regulation 438/97 as amended from time to time which provides the legislative authority and regulations for municipal investments.
2. The initial investment of \$250,000 shall be split into five (5) equal portions of \$50,000 each.
3. Each portion of \$50,000 shall be initially invested in non-redeemable Guaranteed Investment Certificates (GICs) in the following manner:

Amount	Term Length
\$50,000	1 Year
\$50,000	2 Year
\$50,000	3 Year
\$50,000	4 Year
\$50,000	5 Year

4. Upon a GIC's maturity, the \$50,000 of capital shall be reinvested in a non-redeemable GIC with a 5 Year term.
5. Interest generated from the investments will be paid to the municipality annually.
6. The investment interest received will be used to fund general municipal expenses, thereby offsetting by an equal amount of monies that are required to be collected from the ratepayers by way of the annual tax levy.



MUNICIPALITY OF MORRIS-TURNBERRY

41342 Morris Road, PO Box 310,
BRUSSELS, ON N0G 1H0
519-887-6137
mail@morristorynberry.ca
www.morristorynberry.ca

Council Members

Mayor – Jamie Heffer
519-335-3635

jheffer@morristorynberry.ca

Deputy Mayor – Kevin Freiburger
519-357-4281
kfreiburger@morristorynberry.ca

Councillors:

Jamie McCallum
519-357-5642
jmccallum@morristorynberry.ca

Jodi Snell
519-492-1907
jsnell@morristorynberry.ca

Sharen Zinn
519-357-6704
szinn@morristorynberry.ca

Early Investment in Education and Skills Applications

The Municipality of Morris-Turnberry is pleased to offer the following funding program to assist Morris-Turnberry residents to advance their skill set and support our businesses by providing workplace training for employees. This program is funded by the Nuclear Waste Management Organization (NWMO) to support education and skills training for residents and businesses in 2023.

This program is intended to offer financial support to Morris-Turnberry residents, who are looking to gain transferable skills, provided they meet the requirements as set out by the program parameters.

Please complete the form on the Municipal website to submit your request for funding under the Early Investment in Education and Skill Program.

Please submit any additional supporting materials or questions regarding the program, by email to CAO/Clerk, Trevor Hallam at thallam@morristorynberry.ca

Open Air Burn Permits – Rural Properties

Before having an open burn, you must provide no less than two hours notice to the Fire Department.

Landowners will be responsible for all costs if a burn permit is not requested, and the Fire Department responds to an unauthorized burn.

Please visit the Municipal website to complete and submit an application or call **519-887-6137 ext. 230 to request permission for an open-air burn.**

Municipal Office Hours

Monday – Friday
8:30am to 4:30pm
Saturday and Sunday Closed

Building Department

All applications for your building needs are available on the Municipal website. Residents wishing to apply for and obtain a building permit can drop off all documentation at the Municipal office or by emailing our building department at klivingston@morristorynberry.ca

DID YOU KNOW

A utility shed under 15 m² (160 sq ft) does not require a building permit if there is no plumbing involved. Please contact the office to confirm the building height and location.

By-law Enforcement

If you choose to report a By-law complaint, please call 519-887-6137, ext. 222 or email mail@morristorynberry.ca.

The complete Request for Service and Complaint form can be found in the Applications section of the Municipal website.

If you have any questions with respect to building, drainage, property standards or bylaw enforcement, please contact the building department at 519-887-6137 ext. 222 or email klivingston@morristorynberry.ca

Landfill

The Municipal landfill site is located at 85047 Clyde Line. Opening hours are:
Wednesdays 10:00am – 3:00pm
Saturdays 9:00am – 5:00pm

Waste Collection/ Snow Removal

During the winter months please wait until after the plow has passed your house to put your garbage bins out.

If you must put them out before the plow has passed, please place them in the end of your driveway several feet behind the front edge of the snow bank. The arm on the BRA truck will reach bins up to 12 feet away from the truck.

The above will allow our plow operators to do a better and safer job which is in everyone's best interests.

Do not deposit snow on the roadway.

Do not park where your vehicle interferes with snow removal.

Never leave or abandon anything within the right-of-way (usually 33' of the center of the road) that could be damaged by or cause damage to a snow plow or other vehicle.

The annual rates for Curbside Collection (wheelie bins) remain as follows:

URBAN:

Small Waste bin - \$150.00/year

Medium Waste bin - \$220.00/year

Large Waste bin - \$300.00/year

RURAL:

Small/ Medium Waste Bin - \$150.00/year

Large Waste bin - \$300.00/year

The following items accepted free of charge at the landfill, when sorted into appropriate location:

- Yard waste and wood without nails
- Recyclables – Including Blue Box overflow
- Scrap Metal of all types
- E-Waste –most electronic devices
- Tires
- Non-contaminated soil (proof may be required)
- All types of batteries
- Disposable and refillable propane cylinders

Ask the landfill attendant for proper locations.

About My Property

AboutMyProperty, is an online tool provided by MPAC that allows property owners to review the information MPAC has on file for their property.

Register for AboutMyProperty at

<https://www.aboutmyproperty.ca/>

using the Roll Number and Access Key found on your Property Assessment Notice to:

Learn about how assessment works

Learn more about how assessment works and how we determine your property type's assessed value.

View your property details

Review the information we have on file for your property, view your notices and view market reports for your area.

Browse your neighbourhood

Search or use the interactive map to compare your property to similar ones in your area.

File a Request for Reconsideration

If you disagree with your assessed value and/or classification, learn more about filing a Request for Reconsideration (RfR) and your deadlines to file for each property tax year.

Farm Forestry Exemption

For farmers entitled to receive a Farm Forestry Exemption (FFE), under Section 3 (1) 19 of the Assessment Act, the eligibility rules prescribe that one acre of every 10 acres of farmed property may be included up to a maximum of 20 acres, in any one municipality. In 2022, Ontario Regulation 282/98 under the Act was amended by Ontario Regulation 230/22 to increase the allowable FFE acreage from 20 to 30 acres and is effective for the January 1, 2023 taxation year onwards. Tax adjustments for the Farm Forestry Exemption have been processed and will be reflected as a credit on your 2023 Final Property Tax Bill. Please contact MPAC at 1-866-296-6722 with any assessment related inquiries.

Making Changes and Updates

When you receive your Property Assessment Notice or any other notices from MPAC, you may wish to make changes or updates to the information they have. Updates may include mailing address, school support designation or you may want to request a copy of your assessment notice or review the qualifications for tax incentive programs. More details may be found at www.mpac.ca Making Changes and Updates

Morris-Turnberry now offers **E-transfers**

available for bill payments.

payments@morristurnberry.ca



Municipality of Morris-Turnberry

Tax Payments

2023 Final Tax Payment
Due Dates:

Third Installment –
Thursday September 28th
And
Final Installment –
Thursday November 23rd

Morris-Turnberry now offers
E-transfers available for bill
payments. Please use
payments@morristorynberry.ca
and include your name and
address in the 'message'
section.

Information and Publications

- 1) The 2022 Financial Statements are available for review upon request. Please contact the Municipal office.
- 2) The 2022 Belgrave Water System Operation and Maintenance Annual Report is available for review at the Municipal Office.
- 3) 2022 Asset Management Plan is available for review on the Municipality's Website.

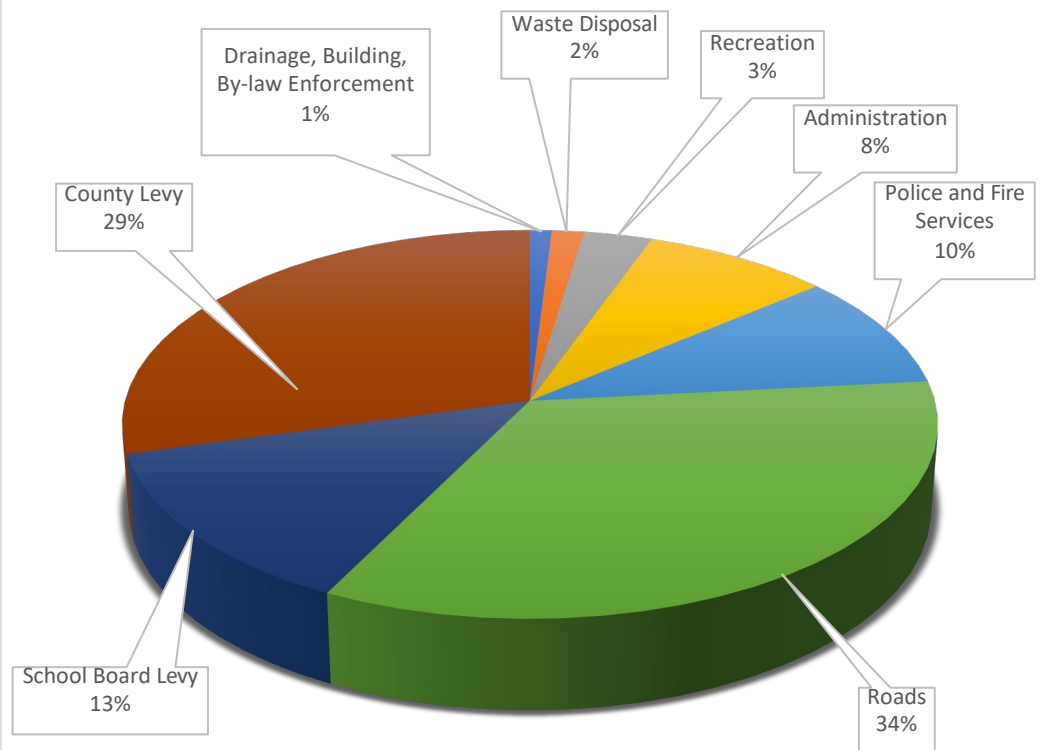
There is a drop box at the front entrance of the Municipal office for your convenience.

Payments can be made at most banks, telephone/internet banking, e-transfer (payments@morristorynberry.ca) or in person at the Municipal Office by cash, cheque, and debit. Cheques may also be mailed to:

PO Box 310
41342 Morris Rd
Brussels, ON
N0G 1H0

Contact the municipal office to set up pre-authorized monthly and installment payments. Penalty of 1.25% will be added on the 1st day of default and the 1st day of each month thereafter.

Where Your Tax Dollars Go



The chart above shows how the tax dollars collected by the Municipality are spent. It does not include money spent that is offset by user fees, application or license fees or other sources of revenue such as federal and provincial grants. The complete budget is available on the Municipality's website.

Direction of School Support

School Support Designation

As a property owner in Ontario, you are required to support a school board, even if you do not have children or your children are not currently attending school. By default, your school support is directed to your municipality's English Public School Board.

In the case of a residential property occupied by tenants, they can direct the school support for that property.

Property owners, occupants, and tenants can select which school board they choose to support. Additionally, you will be able to vote in the next municipal election for trustees for the school board that you choose to support.

The Municipal Property Assessment Corporation (MPAC) is legislatively required to collect school support information and provide it in the assessment roll to every municipality and school board.

Changing your school support online



Based on your eligibility, property owners and tenants registered with MPAC can view and update the school support designation online.

To learn more about eligibility requirements or change your school support designation, please visit mpac.ca/schoolsupport or scan the QR code.

What if I have difficulty updating my school support online?

A step-by-step guide is available on mpac.ca which will help users navigate MPAC's school support portal. Alternatively, you can obtain the Application for Direction of School Support (ADSS) Form from mpac.ca or from your school board's office. To register or for further assistance with the online school support tool, you can contact MPAC's Customer Contact Centre at **1-866-296-6722** or **1-877 889-6722 (TTY)**.

Municipal Property Assessment Corporation contact information:

1340 Pickering Parkway, Suite 101
Pickering ON L1V 0C4
Email via: mpac.ca/ContactUs

FOR IMMEDIATE RELEASE

August 1, 2023

SPOKESPERSON: Glen McNeil, Warden

519.524.8394 x3224

warden@huroncounty.ca

The County of Huron is developing more affordable housing in Huron.

Huron County, Ontario – The County of Huron is utilizing multiple funding sources to develop sustainable and accessible [Affordable Housing](#) in Huron County.

On July 28, 2023 the Canada-Ontario Community Housing Initiative announced it will provide \$6.424 million toward the development of an affordable housing project to be located in Exeter. This project is one of three developments currently underway in Huron County. All three new housing developments are designed to increase affordable housing in Huron as well as prevent and address homelessness locally.

“The County of Huron is tremendously grateful for this financial contribution made by the province.” Said Huron County Warden Glen McNeil “The continued commitment of the province to support housing developments like this one in Exeter, is impactful. We greatly appreciate this partnership and look forward to continued collaborations in the future.”

About the Housing Developments

1. Bennett Street, Goderich: two triplexes

Two new triplexes are nearing completion on Bennett Street East in Goderich. These six units (two 2-bedroom and four 1-bedroom) will provide a mix of housing appropriate for singles, couples, and families.

These triplexes were developed on an existing County housing site utilizing funds from the Ontario Priorities Housing Initiative, Social Services Relief Fund,

and the County of Huron.

The total cost of this project: Approximately \$2 million

2. Sanders Street, Exeter: 20-unit apartment

A 20-unit apartment building is in the final stages of planning for Sanders Street in Exeter. Construction on this project is anticipated to begin summer 2023. These units will provide an appropriate mix of affordable homes for singles and couples.

This apartment building will be constructed on an existing County housing site utilizing funds from the Canada-Ontario Community Housing Initiative. Additional funding continues to be sourced to support this project.

The total cost of this project: Approximately \$7.47 million

3. Gibbons Street, Goderich: 39-unit apartment

A 39-unit apartment building is in the early stages of planning for Gibbons Street in Goderich. Construction on this project is anticipated to begin in 2024. The apartment building will contain a mix of one and two-bedroom units offering supportive, rent-geared-to-income, and affordable housing units for a mix of household types.

This apartment building will be constructed on a site that was sold to the County of Huron from the Town of Goderich for \$1. Funding continues to be sourced to support this project.

The total cost of this project: Approximately \$20.4 million

Energy Efficiency

All new County of Huron housing projects are designed as per the County's [High Performance Building Standard](#). These standards prioritize efficiency, resiliency, and sustainability. Building more efficient Affordable Housing will help the County reduce energy use, mitigate greenhouse gas emissions, and build facilities that are future-ready for the impacts of climate change.

Sustainability

The construction materials selected for all three housing developments are designed to be durable and practical while ensuring the properties can be appropriately maintained with minimal replacement requirements in the future.

Accessibility

The Sanders Street and Gibbons Street developments will contain multiple barrier-free units featuring 5' turning radiuses, roll under sinks, pull down shelves and flush balcony thresholds.

Quick Facts

- Rent-geared-to-income (RGI) housing refers to subsidized rental units where the tenant pays rent based on their income level. The current waitlist for rent-geared-to-income units in Huron County is 558 households.
- Affordable Housing is rental housing or home ownership that costs less than 30% of a household's gross income (before tax).
- Supported housing prioritizes on-site supports and community integration where residents receive year-round, wrap-around supports and services.
- Learn more about other actions currently underway to address and prevent homelessness in Huron County in the [Report to the Community on Homelessness](#) and by visiting HuronCounty.ca/housing

More Information

Social and Property Services questions can be directed to:

Christine Hoffman, Housing Services Manager

choffman@huroncounty.ca

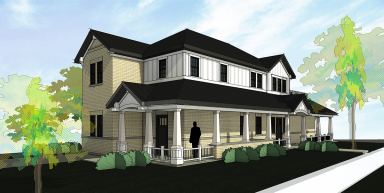
519.482.8505 x4254

Planning and Development questions can be directed to:

Denise Van Amersfoort, Manager of Planning

dvanamersfoort@huroncounty.ca

519.524.8394 x3247







Ministry of Agriculture,
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



July 12, 2023

Lu-Ann Marentette
President
Drainage Superintendents Association of Ontario
lmarentette@leamington.ca

Dear Ms. Marentette:

I am pleased to share with you that the governments of Canada and Ontario are investing more than \$68 million this year through Sustainable Canadian Agricultural Partnership in the Ontario Agricultural Sustainability Initiative (the Initiative). Sustainable CAP is a five-year (2023-2028), \$3.5-billion investment by federal-provincial and territorial governments to strengthen competitiveness, innovation, and resiliency of the agriculture, agri-food and agri-based products sector. This funding will support farmers in making agricultural lands more productive and resilient to the impacts of climate change.

The Ontario Agricultural Sustainability Initiative is made up of three programs including: the Resilient Agricultural Landscape Program (RALP), the Agricultural Stewardship Initiative (ASI) and the On-Farm Applied Research and Monitoring program.

Together the programs that make up this Initiative will contribute toward food production and agricultural sustainability goals set out in the provincial [Grow Ontario Strategy](#). Under the Initiative, cost-share or acreage-based financial incentives will be available to support implementation of selected best management practices by farm businesses that improve environmental and productivity outcomes including reducing greenhouse gas emissions and sequestering carbon.

The Resilient Agricultural Landscape Program (RALP), a five-year, \$56.7 million phased program that will be used to fund projects to support land uses that will reduce greenhouse gas emissions and sequester carbon. The Agricultural Stewardship Initiative will provide \$5 million over one year for farmers to modify and adapt their equipment and operating practices to ensure the environmental sustainability of agriculture.

.../2

In addition to its funding support streams for farmers, the On-Farm Applied Research and Monitoring (ONFARM) program will be continuing under Sustainable CAP. This funding will build on the co-operative ONFARM work to enhance, further understand and communicate best on-farm practices to address soil health and water quality.

The launch of the Initiative follows discussions with several agricultural and environmental stakeholders and builds on previous efforts from the recently concluded Canadian Agricultural Partnership.

The [Ontario Soil and Crop Improvement Association](#) (OSCIA) will deliver this Initiative and will be accepting applications for the cost-share funding stream's categories as of September 15, 2023. Program details for the land-use category will be made available this summer and applications will be accepted later this fall.

Applications under the Initiative will be considered until funding for this programming has been allocated or the closing date for the application period has concluded. More information on applications, eligibility, and support for specific best management practices will be available on the [OSCIA website and Ontario.ca](#).

Completion of a verified, fourth edition EFP will be an eligibility requirement for funding under this Initiative. Information on options to complete this EFP is available through the OSCIA.

Farmers in the Lake Erie and Lake St. Clair watershed areas are also encouraged to complete a Farmland Health Check-Up, with a participating technical specialist, to identify field-specific risks, which may qualify them to receive increased levels of cost-share funding.

I hope that you will share this information with your farmers and encourage them to consider participating in this new program.

Sincerely,



Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

Ministry of the Solicitor GeneralStrategic Policy Division
Office of the Assistant Deputy Minister25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221**Ministère du Solliciteur général**Division des politiques stratégiques
Bureau du sous-ministre adjoint25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221Steve Doherty
CAO
Municipality of Central Huron
cao@centralhuron.com**July 19, 2023**

Greetings Steve Doherty,

Thank you for submitting your proposal for the Ontario Provincial Police (OPP) detachment board framework. Your patience has been greatly appreciated while all proposals went through a thorough review process.

At this time, I am pleased to confirm that the Huron OPP detachment board proposal has been approved by the Solicitor General to the next step in finalizing the board compositions, which is posting the composition on the Ontario Regulatory Registry (ORR). The ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry (ORR) for public comment in the summer or fall. Posting of the regulation is one of the last steps before the regulation can be finalized in advance of bringing the *Community Safety and Policing Act, 2019* (CSPA) into force in early 2024.

The following board composition(s) have been approved for posting.

Board	Communities Serviced	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Ashfield-Colborne-Wawanosh Township, Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Howick Township, Municipality of Huron East, Municipality of Morris-Turnberry, North Huron	6	2	2	10

	Township, Municipality of South Huron				
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On behalf of the Ministry of the Solicitor General, I would like to express my appreciation to all the communities involved in the proposal development process. I acknowledge and value the significant efforts undertaken to create a proposal for a detachment board that addresses the unique needs of each community that receives OPP policing services in your detachment. As the proposal lead, I kindly request that you disseminate this correspondence to all communities serviced by the proposed detachment board.

The ministry is planning to share more guidance as soon as possible on next steps, with the understanding that municipalities and First Nations require time to plan for the implementation of OPP detachment boards before the CSPA comes into force.

If you have any questions or concerns in the meantime, please contact Devendra Sukhdeo, Senior Policy Advisor, Public Safety and Policing Policy Unit (PSPPU), Strategic Policy Division, at Devendra.Sukhdeo@ontario.ca.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General



August 1, 2023

RE: Notice of Public Meeting for North Huron Zoning By-law Review

Dear Partner in Planning,

The Township of North Huron has initiated a review of its Zoning By-law, following the review of its Official Plan in 2022. After ongoing community consultation, including open house sessions, the Council of the Township of North Huron has scheduled a public meeting in which a decision on the Zoning By-law Amendment may be considered.

The North Huron community is invited to participate in a Public Meeting on **Monday, September 18th at 6:00pm** at the Town Hall Theatre, 274 Josephine St., Wingham, Township of North Huron. During this time, the Council of the Township of North Huron will be considering the proposed Zoning By-law Amendment.

A number of changes are proposed in the Zoning By-law Amendment as a result of the review. The proposed changes are informed by direction in the recently updated North Huron Official Plan and if approved, these changes would apply across the Township of North Huron.

Key proposed changes include:

- Permitting additional residential units in both urban and agricultural settings;
- Permitting a wider range of residential buildings in urban areas;
- Updating zoning (mapping) for urban settlement, agricultural, natural environment, and flood hazard areas.

Updates on the process and a copy of the draft amendment are available online at: northhuron.ca/en/build-invest-grow/zoning.aspx or by request to the Huron County Planning & Development Department at: planning@huroncounty.ca

Regards,

Carson Lamb
Director of Legislative Services/Clerk
Township of North Huron

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

www.northhuron.ca



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 42-2023

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 August 8, 2023.

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 August 8th, 2023, 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 8th day of August 2023, 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 8th day of August 2023

Read a THIRD time and FINALLY PASSED this 8th day of August 2023

Mayor, Jamie Heffer

Clerk, Trevor Hallam