



## MUNICIPALITY OF MORRIS-TURNBERRY

### COUNCIL AGENDA

Tuesday, August 13<sup>th</sup>, 2024, 7:30 pm

The Council of the Municipality of Morris-Turnberry will meet in Council Chambers in regular session on the 13<sup>th</sup> day of August 2024, at 7:30 pm.

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

Disclosure of recording equipment.

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

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of August 13<sup>th</sup>, 2024, as circulated.*

~

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

#### 4.0 **MINUTES**

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby adopts the July 16<sup>th</sup>, 2024, Council Meeting Minutes as written.*

~

#### 5.0 **ACCOUNTS**

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the August 13<sup>th</sup> accounts in the amount of \$ 697,578.61.*

~

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

##### 6.1 THOMPSON LAMONT DEYELL MUNICIPAL DRAIN COURT OF REVISION

The meeting to consider the engineer's report for the Thompson Lamont Deyell Municipal Drain 2024 was held on July 2<sup>nd</sup>, 2024. Notice of the sitting of the Court of Revision was sent on July 4<sup>th</sup>, 2024. No appeals were received by the deadline of August 3<sup>rd</sup>. At the time of the publication of this agenda, no late appeals had been received.

On July 2<sup>nd</sup> Council appointed Mayor Heffer, Councillor Snell, South Bruce Councillor Ron Schnurr, and Huron Kinloss Councillor Ed McGugan to sit on the Court of Revision.

6.1.1 Open Court of Revision

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby adjourns their regular meeting of Council and opens the Court of Revision for the Thompson Lamont Deyell Municipal Drain 2024.*

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**Thompson Lamont Deyell Municipal Drain 2024 Court of Revision**

6.1.2 Call to order by the Clerk.

6.1.3 Appointment of Chair

*Moved by ~  
Seconded by ~*

*THAT \_\_\_\_\_ be appointed as Chairperson for the Thompson Lamont Deyell Municipal Drain 2024 Court of Revision.*

~

6.1.4 Appeals

No appeals were received by the deadline of August 3<sup>rd</sup>. As no appeals were received, the project engineer will not be in attendance.

6.1.5 Late or Verbal Appeals

No late appeals have been received as of the time of publication of the agenda. The Court may hear verbal appeals from the floor at their discretion.

6.1.6 Adjournment

*Moved by ~  
Seconded by ~*

*THAT, there being no appeals to the assessment schedule as prepared by the engineer, the Court of Revision for the Thompson Lamont Deyell Municipal Drain 2024 be adjourned.*

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6.2 MAITLAND VALLEY CONSERVATION AUTHORITY WATERSHED STRATEGY

Phill Beard, General Manager and Secretary Treasurer of the Maitland Valley Conservation Authority will present the watershed strategy developed by the conservation authority.

6.3 CONSENT C37-2024 MICHIE/KIKKERT

A report has been prepared by Huron County Planner Jenn Burns in this regard.

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry recommends that proposed severance C37-2024 be denied by Huron County Council, as it is not consistent with the Provincial Policy Statement 2020 (PPS) and does not conform with the Huron County or Morris-Turnberry Official Plan.*

~

**7.0 STAFF REPORTS**

7.1 CLERK

7.1.1 Planning Activity Report Q1 and Q2 2024

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

**8.0 BUSINESS**

8.1 LATRONICA MUNICIPAL DRAIN S78 MAINTENANCE REQUEST

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

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris Turnberry hereby receives the Notice of Request for Drain Improvement for the Latronica Municipal Drain, as described in the request submitted by Al de Vos of Foxhill Farms Inc. under Section 78(1) of the Drainage Act;*

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

*AND FURTHER THAT Headway Engineering Limited be appointed to prepare a report for the improvement of the Latronica Municipal Drain effective 30 days after the issuance of the notice to the prescribed parties.*

~

8.2 EMERGENCY PLAN AND BY-LAW UPDATE

A report has been prepared by CEMC Chad Kregar in this regard.

*Moved by ~  
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return a by-law adopting updates to the Morris-Turnberry Emergency Plan to the next meeting of Council for consideration.*

~

**9.0 COUNCIL REPORTS**

Kevin Freiburger

Jamie McCallum

Sharen Zinn

Jodi Snell

Jamie Heffer

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

- 10.1 Minutes – Coalition for Huron Injury Prevention – March 13, 2024
- 10.2 Minutes – SVCA Board Meeting – May 16, 2024
- 10.3 Annual Report – Listowel-Wingham and Area Family Health Team – 2023/2024
- 10.4 Resolution – AMO Joint Health Resolution Campaign
- 10.5 Outstanding Action Items

**11.0 NEW BUSINESS**

**12.0 BY-LAWS AND AGREEMENTS**

None.

**13.0 CLOSED SESSION**

- 13.1 Enter closed session.

*Moved by ~  
Seconded by ~*

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

- a) Section 239 (2) (c) regarding a proposed acquisition of land;*
  - b) 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 39-2024, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on August 13<sup>th</sup>, 2024, and that it now be read severally a first, second, and third time, and finally passed this 13<sup>th</sup> day of August 2024.*

~

**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 3<sup>rd</sup>, 2024, 7:30 pm  
Regular Meeting of Council – Tuesday, September 17<sup>th</sup>, 2024, 7:30 pm



## MUNICIPALITY OF MORRIS-TURNBERRY

### COUNCIL MINUTES

Tuesday, July 16<sup>th</sup>, 2024, 7:30 pm

The Council of the Municipality of Morris-Turnberry met electronically in regular session on the 16<sup>th</sup> day of July 2024, 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
Mike Alcock	Director of Public Works
Marty Bedard	Fire Chief – Huron East

#### **Others in Attendance**

Scott Stephenson	The Citizen
Rachel Hammermueller	Wingham Advance Times

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

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

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

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

*Motion 175-2024*

*Moved by Kevin Freiburger  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of July 16<sup>th</sup>, 2024, as circulated.*

Carried.

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

None.

#### **4.0 MINUTES**

*Motion 176-2024*

*Moved by Sharen Zinn  
Seconded by Jodi Snell*

*THAT the Council of the Municipality of Morris-Turnberry hereby adopts the July 2<sup>nd</sup>, 2024, Council Meeting Minutes as written.*

Carried.

**5.0 ACCOUNTS**

*Motion 177-2024*

*Moved by Jodi Snell  
Seconded by Kevin Freiburger*

*THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the July 16<sup>th</sup> accounts in the amount of \$ 326,660.48.*

*Carried.*

**6.0 PUBLIC MEETINGS AND DEPUTATIONS**

None.

**7.0 STAFF REPORTS**

**7.1 FIRE DEPARTMENT**

**7.1.1 Huron East Fire Department Activity Report**

A report was presented by Interim Fire Chief Marty Bedard regarding the activities of the Huron East Fire Department since February 2024.

Councillor McCallum joined the meeting.

Council asked if there was anything that could be done to aid recruitment efforts, and to reduce the number of calls in the municipality. Chief Bedard suggested that recruitment notices could be shared on the Municipality's Facebook page and website. Regarding call numbers, he noted that ongoing fire prevention information could also be shared by the Municipality, but that it is difficult to reduce the number of calls through such efforts.

**8.0 BUSINESS**

**8.1 MUNICIPAL PARTICIPATION IN PARADES**

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

Following a discussion on the matter, there was a consensus of Council that all would be willing to participate in the Bluevale Homecoming parade on a voluntary basis. Mayor Heffer suggested that Councillor McCallum coordinate the effort for Council.

**9.0 COUNCIL REPORTS**

Kevin Freiburger

July 3<sup>rd</sup> attended a meeting of the Bluevale Community Committee.

Jamie McCallum

July 15<sup>th</sup> attended a meeting of the Belmore Community Centre Board.

Sharen Zinn

No report.

Jodi Snell

No report.

Jamie Heffer

July 12<sup>th</sup> met with representatives from Howick and South Bruce regarding the Belmore Community Centre.

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

- 10.1 Correspondence – Lithium-ion Battery Regulations – Township of Otonabee-South Monaghan  
 10.2 Correspondence – Planning Act Changes – Ministry of Municipal Affairs and Housing  
 10.3 Resolution – Green Roads Pilot Project – City of St. Catharines  
 10.4 Outstanding Action Items

**11.0 NEW BUSINESS**

None.

**12.0 BY-LAWS AND AGREEMENTS**

**12.1 HEALTH AND SAFETY POLICY UPDATES**

At the July 2<sup>nd</sup> meeting, staff were directed to return a by-law to adopt certain Health and Safety related policies for the Municipality. By-law 36-2024 was presented for consideration.

*Motion 178-2024*

*Moved by Jodi Snell  
 Seconded by Kevin Freiburger*

*THAT leave be given to introduce By-Law 36-2024, being a by-law to adopt revised Health and Safety Policies, and that it now be read severally a first, second, and third time, and finally passed this 16<sup>th</sup> day of July 2024.*

*Carried.*

**12.2 AMENDMENT TO FEES AND CHARGES**

At the July 2<sup>nd</sup> meeting, staff were directed to return a by-law to amend schedule “B” of by-law 65-2023 to update planning fees. By-law 37-2024 was presented for consideration.

*Motion 179-2024*

*Moved by Jodi Snell  
 Seconded by Kevin Freiburger*

*THAT leave be given to introduce By-Law 37-2024, being a by-law to amend by-law 65-2023 of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 16<sup>th</sup> day of July 2024.*

*Carried.*

**13.0 CLOSED SESSION**

**13.1 Enter closed session.**

*Motion 180-2024*

*Moved by Kevin Freiburger  
 Seconded by Jamie McCallum*

*THAT the Council of the Municipality of Morris-Turnberry enter a closed session at 8:02 p.m., with the CAO/Clerk and Director of Public Works remaining in attendance, for the purpose of discussing confidential matters pursuant to the following sections of the Municipal Act:*

- a) Section 239 (2) (c) regarding a proposed acquisition of land;*
- b) Section 239 (2) (k) regarding negotiations to be carried on by the municipality.*

*Carried.*



Scott Stephenson and Rachel Hammermueller left the meeting.

13.2 Return to open session.

*Motion 181-2024*

*Moved by Sharen Zinn  
Seconded by Jamie McCallum*

*THAT the Council of the Municipality of Morris-Turnberry rise from a closed session at 8:34 p.m..*

*Carried.*

13.3 Report and Action from Closed Session.

Council received a report regarding a potential acquisition of land and provided direction, and received updates on ongoing negotiations.

14.0 **CONFIRMING BY-LAW**

*Motion 182-2024*

*Moved by Jodi Snell  
Seconded by Jamie McCallum*

*THAT leave be given to introduce By-Law 38-2024, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on July 16<sup>th</sup>, 2024, and that it now be read severally a first, second, and third time, and finally passed this 16<sup>th</sup> day of July 2024.*

*Carried.*

15.0 **ADJOURNMENT**

*Motion 183-2024*

*Moved by Jodi Snell  
Seconded by Kevin Freiburger*

*THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 8:35 pm.*

*Carried.*

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, August 13<sup>th</sup>, 2024, 7:30 pm  
Regular Meeting of Council – Tuesday, September 3<sup>rd</sup>, 2024, 7:30 pm

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Mayor, Jamie Heffer

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Clerk, Trevor Hallam

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

August 13 2024

**General**

Hydro One	Streetlights	1,164.12
Hydro One	Morris Office	364.57
Bell Canada	Morris Office	488.51
Bell Canada	Emergency Lines	121.90
Bell Mobility	Cell Phone	25.07
Telizon	Long Distance Phone	2.47
Tuckersmith Communications	Office Internet & Security	180.80
Huron Clean	Office Cleaning	391.84
MicroAge Basics	Office Supplies & IT Support	1,612.02
Pitneyworks	Postage	1,709.95
CIBC VISA	Cream	12.98
	Online Council Meetings	24.28
	Health & Safety Training	450.87
	Water	53.75
	Planning Fees	3.39
	Postage	<u>27.62</u>
		572.89
North Huron Publishing Co. Inc.	Advertisements	294.83
Orkin Canada	Pest Control	124.49
Truly Nolen	Pest Control	410.00
Donnelly Murphy	Legal	339.00
Rebecca Schlosser	Wedding Solemnizations	600.00
Randy Scott	Livestock Evaluation	134.61
Seebach & Company	2023 Audit & Accounting Services	19,210.00
Minister of Finance	Policing - June	40,560.00
WSIB	WSIB - July	1,935.82
Minister of Finance	EHT - July	1,249.82

**Payroll**

July 17 2024	Payroll	25,867.99
	Expenses	213.01
July 31 2024	Payroll	22,710.74
	Expenses	61.60
Council Pay	Payroll - July	3,938.73
	Rec General	403.19

**General Total** 124,687.97

**Building Department**

Bell Mobility	Cell Phone	59.76
Foxton Fuels	Fuel	352.62
WSIB	WSIB - July	419.46
Minister of Finance	EHT - July	251.67

**Payroll**

July 17 2024	Payroll	5,812.11
	Expenses	-
July 31 2024	Payroll	4,785.42
	Expenses	-

**Building Total** 11,681.04

**Property Standards**

**Property Standards Total** -

**Drainage**

Hydro One	Hopper Pump	39.01
GEI Consultants	Nichol Municipal Drain	3,486.05
Headway Engineering	Arbuckle Municipal Drain	10,543.78

**Drainage Total** 14,068.84

**Parks & Cemeteries**

Hydro One	Kinsmen Park	32.97
PE Inglis Holdings Inc.	Portable Unit	192.10

**Parks & Cemeteries Total** 225.07

**Belgrave Water**

Hydro One	Belgrave Water	1,174.26
Hydro One	Humphrey Well	41.04
Bell Canada	Belgrave Water	165.89
Hay Communications	Belgrave Water	22.60
Rogers	Belgrave Water & Humphrey Well	180.78
Veolia Water	June Operations	6,359.24
CIBC VISA	Belgrave Water Flushing Notices	28.95

**Water Total** 7,972.76

**Landfill**

Hydro One	Morris Landfill	45.96
Bell Mobility	Cell Phone	8.91
PE Inglis Holdings Inc.	Portable Unit	186.45
Rockbox Structures	Heated Portable Unit	6,431.25
MGM Townsend Tire	Tractor Repair	315.27
Joe Kerr Limited	Compactor Repair	1,134.36
SGS Canada Inc.	Turnberry Landfill	1,001.18
BM Ross & Associates	Turnberry Landfill	2,931.07
Bluewater Recycling Association	Curbside Pickup - August	8,026.89

**Landfill Total** 20,081.34

**Roads**

Hydro One	Morris Shop	182.28
Hydro One	Turnberry Shop	198.14
Bell Canada	Morris Shop	244.25
Bell Canada	Turnberry Shop	121.91
Bell Mobility	Cell Phone	93.74
Enbridge	Turnberry Shop	43.89
HuronTel	Turnberry Shop Internet	66.56
McDonald Home Hardware	Shop Supplies	94.29
PBJ Cleaning Depot	Shop Supplies	168.28
Steffens Auto Supply	Shop Supplies	60.32
Hodgins Building Centre	Rake	42.38
Schmidt's Power Equipment	Pressure Washer Hose, Chainsaw & Trimmer Supplies	178.19
CIBC VISA	Autodesk Renewal	762.19
	Courier	<u>105.09</u>
Foxton Fuels	Fuel	867.28
Radar Auto Parts	Fuel	7,022.45
MGM Townsend Tire	Parts for 19-06 Tandem, 13-03 & 10-25 Graders	1,948.50
Elvaan Equipment Solutions	Tires for 19-07 F550	2,631.77
Brandt London	Parts for 19-19 Brusher	1,543.26
Joe Kerr Ltd.	Parts for 13-03 Grader	2,758.99
JA Porter Holdings Ltd.	Repair for 16-05 Tandem & Gravel	249.67
Con-Voi Septic Services	Ditching	621.50
Centra Door North Co Ltd.	Ditching	423.75
Blackburn Media Inc.	Turnberry Shop Door Repairs	1,604.60
BM Ross & Associates Ltd.	Radio Tower Rental	1,017.00
Walker Construction Limited	Bridge Inspections	4,459.55
Municipality of South Bruce	Salem Rd, Brandon Rd & Turnberry-Culross Rd Paving	422,326.87
Property Owner	Patching & Washout Repairs	1,344.50
WSIB	Return Entrance Deposits	2,223.23
Minister of Finance	WSIB - July	2,446.62
	EHT - July	1,467.97

**Payroll**

July 17 2024	Payroll	33,345.04
	Expenses	-
July 31 2024	Payroll	29,064.81
	Expenses	-

**Roads Total** 518,861.59

**Account Total** 697,578.61

**Approved By Council:**

August 13 2024

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

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

To:  
**Landowner**

Re: THOMPSON LAMONT DEYELL MUNICIPAL DRAIN

(Designation of drainage works)

Take notice that your property is assessed for the construction of the above mentioned drainage works under section 78 of the *Drainage Act*. Attached is a provisional by-law exclusive of the engineer's report. Details of your assessment are contained in the engineer's report dated 2024/06/11, which has been previously sent to you or is available at the municipal office.

Date (yyyy/mm/dd)

An owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

- Any land or road has been assessed an amount that is too high or too low;
- Any land or road that should have been assessed has not been assessed; and/or
- Due consideration has not been given to the use being made of the land.

Pursuant to section 52(1) of the *Drainage Act*, objections or appeals to the assessment must be forwarded in writing, to the attention of the undersigned, at least ten (10) days prior to the date of the Court of Revision.

The Court of Revision will take place:

Date (yyyy/mm/dd)

2024/08/13

Time

7:30 PM

Location

41342 MORRIS ROAD, BRUSSELS

Name of Clerk (Last Name, First Name )

HALLAM, TREVOR

Name of Municipality

THE MUNICIPALITY OF MORRIS-TURNBERRY

Signature of Clerk

Date (yyyy/mm/dd)

2024/07/04

**Right of Appeal** – Any owner of land or public utility affected by the above mentioned drainage works may appeal to the Referee regarding legal issues or the Agriculture, Food and Rural Affairs Appeal Tribunal regarding technical issues within forty (40) days of the sending of this notice. *Drainage Act*, R.S.O. 1990, c. D.17, subs. 47(1) and 48(1).





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

**BY-LAW NO. 33-2024**

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

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**WHEREAS** the Council of the Municipality of Morris-Turnberry, in the County of Huron has procured a report under section 78 of the *Drainage Act, R.S.O. 1990* for the construction of a branch of the McArthur Municipal Drain;

**AND WHEREAS** the report dated June 11<sup>th</sup>, 2024, has been authored by Streamline Engineering, 6 Mill Street East, Milverton, Ontario, and said report is attached hereto and forms part of this by-law.

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$ 41,000.00.

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

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

**1. Authorization**

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

**2. Borrowing**

The Corporation of the Municipality of Morris-Turnberry may borrow on the credit of the Corporation the amount of \$ 41,000.00 being the amount necessary for the construction of the Drainage Works.

This project will be debentured.

**3. Debentures**

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

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

**4. Payment**

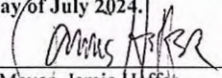
Such debenture(s) shall be made payable within three (3) years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).


- a. All assessments of \$1,000.00 or less are payable in the first year in which the assessment is imposed.
- b. All assessments under \$30.00 shall be added to the municipal tax roll to be collected in the same manner and at the same time as other taxes collected.

**5. Citation**

This By-law comes into force on the final passing thereof and may be cited as the "Thompson Lamont Deyell Municipal Drain 2024 By-law."

Read a ~~FIRST~~ and **SECOND** time and **PROVISIONALLY ADOPTED** this 2<sup>nd</sup> day of July 2024.

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

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

Read a **THIRD** time and **FINALLY PASSED** this 3<sup>rd</sup> day of September, 2024.

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

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

**SCHEDULE C - ASSESSMENTS FOR CONSTRUCTION**

**Drain Name:** Thompson Lamont Deyell Culvert Improvement 2024  
**Date:** June 11, 2024

PRIVATE LANDS								For Information Purposes Only		
Lot	Conc.	Property Owner	Roll No.	Affected Area (acres)	Benefit (Sect. 22)	Outlet Liability (Sect. 23)	Total Assessment	Total Allowances	OMAFRA 1/3 Grant	Estimated Net Assessment
<b>Morris-Turnberry (Turnberry Ward)</b>										
Pt. 22, 23	10	Murray McKague	10-030	9.9	\$ -	\$ 116	\$ 116	\$ -	\$ 39	\$ 77
24, 25	10	Robert & Graeme Johnston	10-031	180.1	\$ -	\$ 1,680	\$ 1,680	\$ -	\$ 560	\$ 1,120
Pt. 26	10	Jeannette King	10-032	50.0	\$ -	\$ 500	\$ 500	\$ -	\$ 167	\$ 333
Pt. 26	10	Michael & Megan Foxton	10-032-05	50.0	\$ -	\$ 492	\$ 492	\$ -	\$ 164	\$ 328
Pt. 26, Pt. 27	10	Mitchell Skinn	10-033-30	25.0	\$ -	\$ 169	\$ 169	\$ -	\$ 56	\$ 113
Pt. 27	10	Ruth Bushell	10-033-40	39.0	\$ -	\$ 228	\$ 228	\$ -	\$ 76	\$ 152
Pt. 27, Pt. 28	10	Ronald & Sarah Haanstra	10-034	85.8	\$ -	\$ 906	\$ 906	\$ -	\$ 302	\$ 604
Pt. 28	10	Brent Lees & Doris Galbraith	10-035	50.0	\$ -	\$ 458	\$ 458	\$ -	\$ 153	\$ 305
Pt. 28	10	Barry & Ruth Bushell	10-036	20.3	\$ -	\$ 196	\$ 196	\$ -	\$ 65	\$ 131
29, 30	10	Natalie & Michel Brouillette	10-037	106.0	\$ -	\$ 1,066	\$ 1,066	\$ -	\$ 355	\$ 711
23	11	Murray & Shirley McKague	11-025	35.1	\$ -	\$ 410	\$ 410	\$ -	\$ 137	\$ 273
Pt. 24	11	* Jeffery Good	11-025-15	1.0	\$ -	\$ 23	\$ 23	\$ -	\$ -	\$ 23
Pt. 24	11	KTM Family Farm Limited	11-026	79.1	\$ -	\$ 1,032	\$ 1,032	\$ -	\$ 344	\$ 688
Pt. 25	11	Wayne & Michelle Fenton	11-027	94.9	\$ -	\$ 673	\$ 673	\$ -	\$ 224	\$ 449
Pt. 25	11	* Tayler Grubb & Tanner Cardiff	11-028	0.5	\$ -	\$ 12	\$ 12	\$ -	\$ -	\$ 12
Pt. 26	11	* Joseph Matthews	11-029	3.2	\$ -	\$ 19	\$ 19	\$ -	\$ -	\$ 19
Pt. 26	11	* Michele Flowers	11-030	64.0	\$ -	\$ 374	\$ 374	\$ -	\$ -	\$ 374
Pt. 26, Pt. 27	11	* Tyler Huffman	11-031	60.0	\$ -	\$ 351	\$ 351	\$ -	\$ -	\$ 351
Pt. 27, 28	11	Ronald & Sarah Haanstra	11-032	157.5	\$ -	\$ 1,763	\$ 1,763	\$ -	\$ 588	\$ 1,175
29	11	Ronald & Sarah Haanstra	11-033	69.9	\$ -	\$ 723	\$ 723	\$ -	\$ 241	\$ 482
Pt. 30	11	Robert & Kimberley Glasgow	11-034	50.0	\$ -	\$ 292	\$ 292	\$ -	\$ 97	\$ 195
Pt. 30	11	Kenneth & Lynda Lewis	11-035	27.9	\$ -	\$ 294	\$ 294	\$ -	\$ 98	\$ 196
25	12	Gwendolyn & Clare Gerber	12-034	3.0	\$ -	\$ 18	\$ 18	\$ -	\$ 6	\$ 12
26	12	* David & Shanyn Field	12-035	1.0	\$ -	\$ 6	\$ 6	\$ -	\$ -	\$ 6
27	12	Donald Jr. & Donald Sr. Morrison	12-036	8.9	\$ -	\$ 78	\$ 78	\$ -	\$ 26	\$ 52
28	12	Donald & Beverly Morrison	12-037	8.9	\$ -	\$ 71	\$ 71	\$ -	\$ 24	\$ 47
Pt. 30	12	David Becker & Teresa Farrell-Becker	12-039	3.0	\$ -	\$ 18	\$ 18	\$ -	\$ 6	\$ 12
Pt. 31	12	* Elinor Kitchen	12-040	48.9	\$ -	\$ 291	\$ 291	\$ -	\$ -	\$ 291
Pt. 31	12	* Robert & Kimberley Glasgow	12-041	26.9	\$ -	\$ 158	\$ 158	\$ -	\$ -	\$ 158
32, 33, 34	12	* Maitland Valley Conservation Authority	12-042	232.0	\$ -	\$ 1,356	\$ 1,356	\$ -	\$ -	\$ 1,356
35	12	* Elwin Moore & Muriel Duncan	12-043	47.0	\$ -	\$ 275	\$ 275	\$ -	\$ -	\$ 275
Pt. 17, Pt. 18	B	Brian & Mayme Gibbons	15-006	19.0	\$ -	\$ 136	\$ 136	\$ -	\$ 45	\$ 91
Pt. 19, Pt. 20	B	Edward Czerniawski	15-007	46.3	\$ -	\$ 345	\$ 345	\$ -	\$ 115	\$ 230
21, 22	B	Great Lakes Poultry Ltd.	15-009	78.1	\$ 10,250	\$ 517	\$ 10,767	\$ 200	\$ 3,589	\$ 6,978

SCHEDULE C - ASSESSMENTS FOR CONSTRUCTION

PRIVATE LANDS (CON)								For Information Purposes Only		
Lot	Conc.	Property Owner	Roll No.	Affected Area (acres)	Benefit (Sect. 22)	Outlet Liability (Sect. 23)	Total Assessment	Total Allowances	OMAFRA 1/3 Grant	Estimated Net Assessment
<b>Morris-Turnberry (Turnberry Ward) (Continued)</b>										
23	B	Great Lakes Poultry Ltd.	15-010	45.4	\$ 10,250	\$ 395	\$ 10,645	\$ 200	\$ 3,548	\$ 6,897
Pt. 24	B	Gwendolyn Laidlaw	15-011	42.7	\$ -	\$ 250	\$ 250	\$ -	\$ 83	\$ 167
Pt. 25	B	Niel & Catherine Edgar	15-012	29.9	\$ -	\$ 175	\$ 175	\$ -	\$ 58	\$ 117
Pt. 26, Pt. 27	B	William & Sylvia Pewtress	15-013	29.4	\$ -	\$ 172	\$ 172	\$ -	\$ 57	\$ 115
Pt. 28, Pt. 29	B	Jamie & Brittany Benninger	15-014	12.8	\$ -	\$ 75	\$ 75	\$ -	\$ 25	\$ 50
Pt. 29	B	* Donald Bannerman	15-016	15.0	\$ -	\$ 88	\$ 88	\$ -	\$ -	\$ 88
Pt. 30	B	* Donald Wesley & Muriel Duncan	15-017	15.8	\$ -	\$ 92	\$ 92	\$ -	\$ -	\$ 92
Pt. 10	B	* Wilfred Wideman	20-086-35	4.0	\$ -	\$ 47	\$ 47	\$ -	\$ -	\$ 47
Pt. 11, Pt. 12	B	Constance Burke	15-018	19.0	\$ -	\$ 222	\$ 222	\$ -	\$ 74	\$ 148
Pt. 11	B	* Kyle Vollmer & Amanda Bekkers	15-019	0.2	\$ -	\$ 5	\$ 5	\$ -	\$ -	\$ 5
Pt. 13, Pt. 14	B	* Kevin & Linda Winger	15-020	29.2	\$ -	\$ 171	\$ 171	\$ -	\$ -	\$ 171
Pt. 15, Pt. 16	B	* Peter & Delicia Kraayenbrink	15-021	53.9	\$ -	\$ 316	\$ 316	\$ -	\$ -	\$ 316
Pt. 15, Pt. 16, Pt. 17	B	Elliott & Rebecca Miller	15-022	11.9	\$ -	\$ 139	\$ 139	\$ -	\$ 46	\$ 93
<b>Huron-Kinloss (Kinloss Ward)</b>										
Pt. 1 & 2	1	Donald Wesley & Muriel Duncan	2-084	25.3	\$ -	\$ 247	\$ 247	\$ -	\$ 82	\$ 165
Pt. 3 & 4	1	Jack & Alistair Whytock	2-085	8.8	\$ -	\$ 95	\$ 95	\$ -	\$ 32	\$ 63
Pt. 39	2	* Whitechurch Farms Ltd.	2-127	5.7	\$ -	\$ 67	\$ 67	\$ -	\$ -	\$ 67
Pt. 39, 40	2	Richard Christy	2-128	51.9	\$ -	\$ 474	\$ 474	\$ -	\$ 158	\$ 316
<b>South Bruce (Culross Ward)</b>										
32, Pt. 33, 34, 35, 33	1 & 2	* County of Bruce	1-039	108.0	\$ -	\$ 631	\$ 631	\$ -	\$ -	\$ 631
Pt. 33, 32	1 & 2	James Walton	1-079	4.9	\$ -	\$ 57	\$ 57	\$ -	\$ 19	\$ 38
<b>PRIVATE LANDS SUBTOTAL</b>				<b>2296.0</b>	<b>\$ 20,500</b>	<b>\$ 18,764</b>	<b>\$ 39,264</b>	<b>\$ 400</b>	<b>\$ 11,661</b>	<b>\$ 27,203</b>



SCHEDULE C - ASSESSMENTS FOR CONSTRUCTION

ROADS					
Road Name	Property Owner	Affected Area (acres)	Benefit (Sect. 22)	Outlet Liability (Sect. 23)	Total Assessment
<b>Morris-Turnberry</b>					
North Street West	* Municipality of Morris-Turnberry	21.5	\$ -	\$ 347	\$ 347
Glenannon Road	* Municipality of Morris-Turnberry	15.1	\$ -	\$ 529	\$ 529
Holmes Line	* Municipality of Morris-Turnberry	10.4	\$ -	\$ 365	\$ 365
Gibbons Line	* Municipality of Morris-Turnberry	1.5	\$ -	\$ 53	\$ 53
West Street	* Municipality of Morris-Turnberry	0.5	\$ -	\$ 18	\$ 18
Turnberry-Culross Road West	* Municipality of Morris-Turnberry	2.5	\$ -	\$ 88	\$ 88
Turnberry-Kinloss Road	* Municipality of Morris-Turnberry	1.0	\$ -	\$ 34	\$ 34
Unopened Boundry ROW (Morris-Turnberry & Huron-Kinloss)	* Municipality of Morris-Turnberry	0.8	\$ -	\$ 5	\$ 5
Unopened Road ROW (Lot 20 to Lot 21)	* Municipality of Morris-Turnberry	3.2	\$ -	\$ 19	\$ 19
Unopened Road ROW (Lot 30 to Lot 31)	* Municipality of Morris-Turnberry	5.7	\$ -	\$ 34	\$ 34
<b>Huron-Kinloss</b>					
Turnberry-Kinloss Road	* Township of Huron-Kinloss	1.0	\$ -	\$ 34	\$ 34
South Kinloss Avenue	* Township of Huron-Kinloss	3.0	\$ -	\$ 105	\$ 105
Unopened Boundry ROW (Morris-Turnberry & Huron-Kinloss)	* Township of Huron-Kinloss	0.8	\$ -	\$ 5	\$ 5
Unopened Boundary ROW (Huron-Kinloss & South Bruce)	* Township of Huron-Kinloss	1.0	\$ -	\$ 6	\$ 6
<b>South Bruce</b>					
Unopened Boundary ROW (Huron-Kinloss & South Bruce)	* Municipality of South Bruce	1.0	\$ -	\$ 6	\$ 6
Turnberry-Culross Road West	* Municipality of South Bruce	2.5	\$ -	\$ 88	\$ 88
<b>ROADS SUBTOTAL</b>		<b>71.4</b>	<b>\$ -</b>	<b>\$ 1,736</b>	<b>\$ 1,736</b>

Total Affected Area (acres)	2,367.4
<b>TOTAL PROJECT COST</b>	<b>\$41,000</b>

**Notes:**

Properties are presumed to have agricultural tax class, and thus be eligible for a 1/3 OMAFRA grant, with the exception of properties denoted with a "\*\*". Property owners shall note it is their individual responsibility to confirm the tax class of each of their properties and verify grant eligibility under the most current agricultural drain infrastructure (ADIP) policies.



August 2024

# WATERSHED STRATEGY SUMMARY

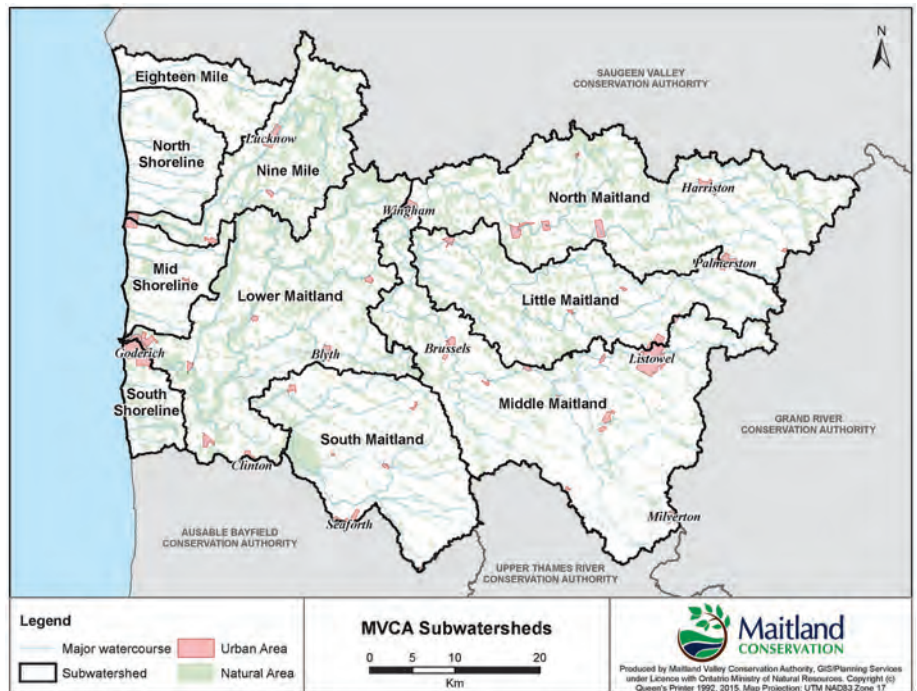


## BACKGROUND

Conservation Authorities are required to submit a watershed strategy to the Ministry of Natural Resources and Forestry (MNRF) by December 31, 2024.

The watershed strategy developed by Maitland Conservation is based on our 2024 - 2026 work plan. This newsletter is a summary of the key activities that Maitland Conservation will be undertaking over the next three years.

The full watershed strategy includes an overview of how the watershed has changed over the past 200 years. This information provides some context for our current services and programs. The complete document is available on our website ([mvca.on.ca](http://mvca.on.ca)) or by emailing [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca).



## OUR VISION

We're working for a healthy environment.

## Our Mission

To provide leadership to protect and enhance water, forests and soils.

## WORK PLAN OBJECTIVES

The 2024 - 2026 work plan focuses on the following objectives:

1. Helping our member municipalities reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.
2. Assisting member municipalities and landowners to develop and implement soil and water conservation systems that help keep soil and nutrients on the land and out of watercourses and Lake Huron.
3. Ensure that the management of our conservation areas sets high standards of conservation practices and are safe for the public to use.
4. Develop a stable financial base so we can help our member municipalities to develop a healthy, resilient, and prosperous watershed.

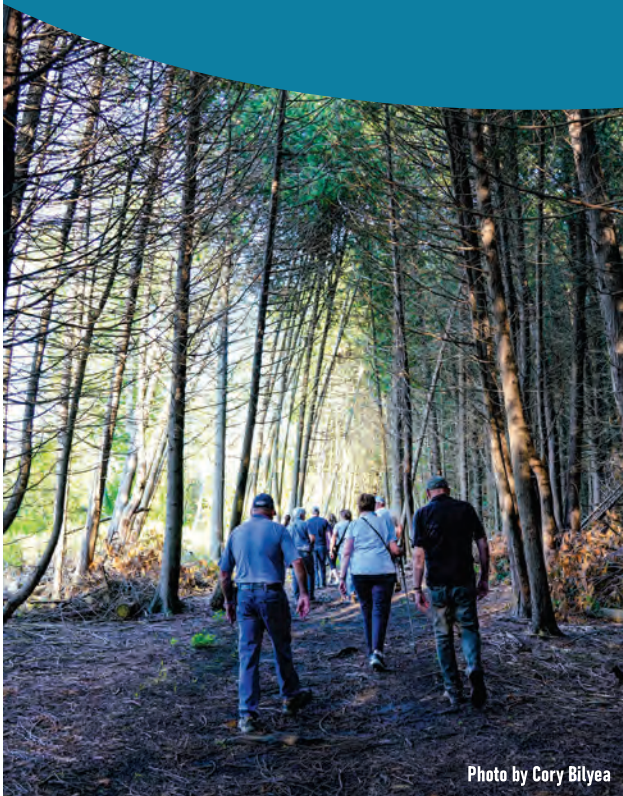


Photo by Cory Bilyea

Maitland Conservation Members Tour at Naftel's Creek C. A. , 2024.



Maitland Conservation Members Tour, 2024

## CORPORATE SERVICES - STRATEGIC PRIORITIES

Corporate Services is responsible for the leadership, governance, administration, and financial management of Maitland Conservation.

1. **Program and Services Agreement:** Renew the Program and Services agreement with member municipalities by June 2026.
2. **First Nations and Metis Communities:** Engage with First Nations and Metis Councils to determine if they have an interest in working with Maitland Conservation in any program areas.
3. **Healthy Lake Huron:** Advocate for continued provincial and federal support for the Healthy Lake Huron collaborative.
4. **Healthy Watersheds, People and Wildlife:** Champion the need for this approach to be incorporated into the terms of reference for the Healthy Lake Huron initiative.
5. **Carbon Footprint Initiative (CFI):** Encourage the leaders of the CFI to expand the framework for the initiative to include more aspects of sustainability.
6. **Asset Management Plan:** Develop an asset management strategy for essential equipment and infrastructure.



Maitland Conservation Members, 2024

## FLOOD & EROSION SAFETY SERVICES STRATEGIC PRIORITIES

The focus of Flood and Erosion Safety Services (FESS) is to ensure that both Maitland Conservation and our member municipalities with flood and/or erosion prone areas are prepared to deal with the increasing probability of major flooding, shoreline erosion, bluff collapse and gully erosion.

Along the 50 kilometers of the Lake Huron shoreline, based on 2023 values, there is \$750 million of assessed property located in areas subject to shoreline, gully, or bluff erosion. The value of at-risk development on the shoreline has roughly tripled since last assessed in 2012. It is expected that at-risk development in urban flood damage centers has also tripled, which would bring the value to approximately \$500 million.



Gully erosion, Bluewater Beach



Lake Huron bluff erosion



Harriston, June 2017



Gauging station, North Maitland River, 2024

- 1) **Ice Management Plan:** Develop an ice management plan for areas prone to ice jamming.
- 2) **Asset Management Plan for Flood and Erosion Control Structures:** Develop an asset management for the Goderich Bluffs Stabilization Structure, McGuffin Gully Erosion Control Project and the Listowel Flood Control Structures. This plan will outline measures that need to be undertaken to operate, maintain, repair and decommission the control works.
- 3) **Drought Monitoring Plan:** Identify when river levels are reaching critical levels and initiate communications in accordance with Ontario's Low Water Response guidelines.
- 4) **Natural Hazards Outreach and Education Plan:** Outline areas where natural hazards are located, the risks associated with these hazards

and how they may be impacted by climate change. The plan will also outline how the risks will be managed and promote public awareness of riverine and shoreline natural hazards.

- 5) **Flood Forecast Monitoring Network Equipment:** Undertake measures to extend the life of our current telemetry equipment (data delivery system) and identify a suitable replacement.
- 6) **Lucknow Floodplain Mapping:** Update mapping in partnership with the Municipality of Huron-Kinloss.
- 7) **Flood Hazard Mapping:** Update mapping along the Maitland and Nine Mile Rivers outside of the villages and towns. This mapping will identify natural hazard areas within the river valley for the Maitland and Nine Mile rivers.

## 8. LAKE HURON SHORELINE PROCESSES & NATURAL HAZARDS ADAPTATION STRATEGY

This project will:

- Develop strategies to maintain and improve natural shoreline processes within the littoral cell that forms the beaches along the Lake Huron shoreline and reduce exposure to the risks of flooding and erosion.
- Identify how to re-establish the flow of sand to the beaches located south of the Goderich Harbour. This will restore natural sediment supplies and increase the resiliency of the area when lake levels fluctuate.



## CONSERVATION AREAS SERVICES STRATEGIC PRIORITIES

Conservation Areas Services is responsible for:

- The management, development, and protection of significant natural resource lands and features on Authority property.
- The management of infrastructure.
- Maintenance and management of the Authority's motor pool and equipment services.



Gorrie Conservation Area, 2024



Wawanosh Valley Conservation Area, 2024



Sharpe's Creek Nature Preserve, 2023

1. **Conservation Lands Strategy and Inventory:** Complete by December 31, 2024, as required by the MNRF. This strategy will outline key management and operational objectives to ensure our conservation lands remain protected and allow for compatible recreational public use. The strategy will also provide guidance on land acquisitions and dispositions.
2. **Conservation Areas Infrastructure:** Maintain, decommission, and develop priority Conservation Areas infrastructure based on the needs and resources of the Authority.
3. **Best Management Conservation Practices:** Implement on Authority owned lands to ensure we lead by example in the protection and restoration of environmental resources.
4. **Maintenance of Conservation Areas:** Ensure that Conservation Areas are maintained to allow for safe public use. Property inspections will identify hazards such as dead trees, trail surface issues and signage needs.
5. **Carbon Footprint Strategy:** Implement Maitland Conservation's carbon footprint strategy to reduce the organization's use of fossil fuels.



Falls Reserve Conservation Area, 2023



Falls Reserve Conservation Area

## WATERSHED STEWARDSHIP SERVICES STRATEGIC PRIORITIES

The focus of Watershed Stewardship Services is to assist landowners and municipalities to:

- Restore the health of rivers, wetlands, and forests.
- Implement rural stormwater management systems.
- Improve soil health and implement soil conservation projects.

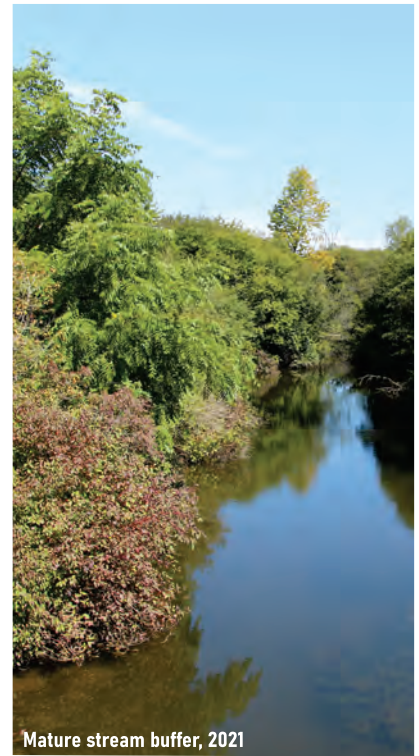
Maitland Conservation provides technical advice, project planning and assistance with funding applications.



Cover crop



Garvey Glenn watershed



Mature stream buffer, 2021



Middle Maitland River, 2023

- 1. Restoration Projects:** Promote and implement projects that will restore the health and resiliency of rivers, wetlands and forest ecosystems. This includes projects such as fragile land retirement, stream buffering, rural stormwater management, wetlands, barrier removals and cover crops.
- 2. Restoration Science:** Incorporate a greater understanding of ecosystem restoration principles and climate change science to ensure stewardship approaches have the most benefit and highest chance of success. For example, are there certain tree species we should be planting in lieu of others, which will fare better with the changing climate?
- 3. Pro Active Stewardship:** Build capacity to deliver pro-active stewardship in priority areas including the Middle Maitland watershed and North Shore sub-basins. Source external funds to support restoration projects and staffing to implement these projects.
- 4. Healthy Lake Huron Priorities:** Implement the priorities outlined Healthy Lake Huron work plan including improving soil health, rural stormwater management and buffering watercourses. Assist the steering committee to develop the 5-year work plan for 2025-2029.

## WATERSHED HEALTH - MONITORING, ASSESSMENT AND REPORTING STRATEGIC PRIORITIES

Watershed Health - Monitoring, Assessment and Reporting is responsible for:

- Evaluating the terrestrial and aquatic ecosystems within the Maitland and Nine Mile River watersheds.
- Identifying threats to these ecosystems.
- Providing recommendations to service areas and partners.



### 1. Long Term Data Collection:

Continue to collect long-term data on water quantity and quality for rivers and groundwater in partnership with the Province of Ontario.

### 2. Forest Health Communications:

Communicate the results of the forest health assessment to decision makers, land managers and woodlot owners. Information on the health of forests will help them make informed decisions and help us to design effective stewardship services.

### 3. Aquatic Ecosystem Health:

Assess the physical processes, channel structure and biology of local rivers and streams to determine their health. Healthy rivers and streams not only contribute to the health of people and wildlife but are

also the foundation for tourism and recreation in the watershed.

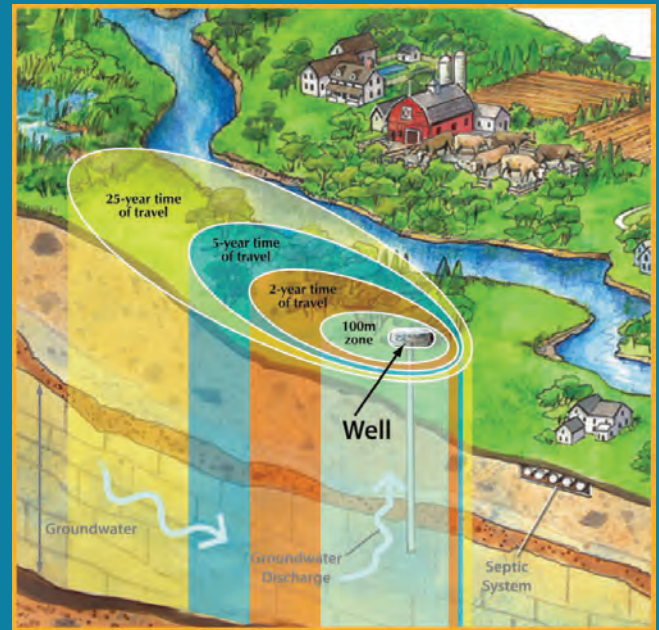
4. **Citizen Science:** Expand citizen science programs to help fill gaps in knowledge about the health of local rivers and forests.

5. **Science Advisory Committees:** Collaborate with experts and stakeholders to establish science advisory committees for aquatic and terrestrial ecosystems. Science advisory committees will help guide our assessments to ensure indicators, collection methods and analysis are appropriate. These committees will also assist Maitland Conservation in identifying how to improve services and outcomes.



# DRINKING WATER SOURCE PROTECTION STRATEGIC PRIORITIES

1. Amendments to the Maitland Valley Source Protection Plan and associated assessment report, to incorporate regulatory changes. Technical assessment completed for new and expanding drinking water systems. This includes 2024 updates to wellhead protection areas for the Lucknow and Century Heights municipal water supply systems, plus anticipated updates to the Minto systems.
2. Implementation of Source Protection Plan policies where applicable and review local applications and planning proposals in vulnerable areas to meet the annual reporting requirements and ensure source protection is considered in the development application.
3. Issue confirmation notices to municipalities for new or altered drinking water systems and new wells for Harriston and Palmerston drinking water systems to meet the requirements of the Clean Water Act O. Reg. 287/07 and ensure the source for new municipal wells or intakes are protected.
4. Review technical information received regarding changes in vulnerable areas for source water, to determine if Source Protection Plans should be revised. This ensures that changes on the landscape, such as new transport pathways in wellhead protection areas (WHPA) and Intake Protection Zone (IPZ), are incorporated in source protection documents.



Cross section of wellhead protection area



## REVIEW & UPDATE OF WATERSHED STRATEGY

The watershed strategy will be reviewed and updated annually to reflect changes in resources and priorities as well as to ensure that we are always planning three years ahead.

The watershed strategy will be circulated to our member municipalities to obtain their comments. It will also be posted on Maitland Conservation's website ([mvca.on.ca](http://mvca.on.ca)) for public review and comment.

### QUESTIONS?

Get in touch with Maitland Conservation at:

[t] 519-3356-3557 ext.

[e] [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca)

VIEW THE FULL STRATEGY AT:  
[mvca.on.ca](http://mvca.on.ca)



**Maitland**  
CONSERVATION



## PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

To: The Municipality of Morris-Turnberry

From: Jenn Burns, Planner

Date: August 8<sup>th</sup>, 2024

**Re: Consent Application C37-2024 Michie for Kikkert**

PLAN 432 PARK LOT 6 PT PARK; LOT 7

Address: 702 Josephine Street North

Owner: Stan and Jane Kikkert for 2860676 ONTARIO INC.

Applicant: Nancy Michie

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### RECOMMENDATION

It is recommended that Application C37-2024 as applied for be **denied**.

### PURPOSE

The purpose and effect of this application is to create a new residential/commercial lot. The proposed vacant land to be severed is approximately 4127 square meters (+/- 1.02 acres) for an office and residence. The proposed land to be retained is approximately 2096 square meters (+/- 0.52 acres), consisting of an existing storage building with a residential unit on the second floor. The applicants propose to have a commercial use and a residential unit on the severed and retained lands.

### REVIEW:

Criteria	Meets Criteria
Is consistent with the Provincial Policy Statement (Section 3(5) Planning Act);	no
Does not require a plan of subdivision for the proper and orderly development of the municipality (Section 53(1) Planning Act);	yes
Conforms to the Planning Act;	no
Conforms to the Huron County Official Plan	no
Conforms to the Morris-Turnberry Official Plan,	no
Complies with the Morris-Turnberry Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance); and	no
Has no unresolved objections/concerns raised (to date) from agencies or the public.	no

*Applications that are unable to meet the above criteria are considered disputed and are referred to County Council for a decision.*

The subject property is located at 702 Josephine Street N in the Municipality of Morris-Turnberry. The property is zoned VC2 (Village Commercial- Highway) in the Morris-Turnberry Zoning By-law and is designated Commercial in the Morris-Turnberry Official Plan.

**Figure 1: Airphoto with proposed severed parcel shown in red and retained parcel shown in yellow**



The severed parcel is vacant and features a shared driveway serving a neighboring truck business. The development plan for the severed land includes constructing a new residence and an adjoining commercial shop (see **Figure 2** attached at the end of this report). The retained parcel includes an existing building with an accessory residential unit on the upper storey. Based on the submitted nitrate study, which indicates the lot areas are not large enough to accommodate any on-site sewage effluent from commercial businesses (only the proposed residential), and comment from the Chief Building Official on washroom requirements in commercial buildings, the proposed primary use on the properties is only residential. This application proposes creating two lots primarily for residential use. However, the property is designated and zoned for Commercial use, making the application problematic. To pursue a Residential designation, the applicant needs to apply for an Official Plan and Zoning By-law Amendment, as advised during pre-consultation.

Alternatively, staff do agree that the subject property is a transition property between industrial and low-density residential uses. To that end, commercial uses such as storage or contractor yards are considered appropriate. It is the inclusion of the accessory residences which is of concern in this location. If the properties were re-zoned to remove and prohibit the accessory residence as a permitted use on both the severed and retained parcel, staff could support the lot configuration as applied for.

In compliance with the complete application requirements, the following was submitted: a Hydrogeological Study (Nitrate Impact) prepared by Wilson and Associates, a conceptual Site Plan prepared by Nathan Schultz, an Archaeology Study prepared by Detritus Consulting Ltd., a Section 59 Clean Water Notice by the Risk Management Official for the Ausable Bayfield Conservation Authority, a

Phase II Environmental Study prepared in 2021 by Rubicon Consulting Inc, and a Planning Justification Report prepared by Ron Davidson Land Use Planning Consultant Inc.

### **Provincial Policy Statement 2020 (PPS)**

The Provincial Policy Statement 2020 (PPS) establishes key guidelines for land use planning in Ontario, emphasizing the importance of fostering healthy, livable, and resilient communities. PPS Section 1.1.3.2 directs Planning Authorities to concentrate development in settlement areas with adequate services and infrastructure. Additionally, the PPS advocates for mixed-use developments to optimize land use.

The proposed severance significantly constrains the property's development potential due to limitations on nitrate levels and available space. Consequently, this fragmentation could hinder future business or redevelopment opportunities.

Given the property's proximity to industrial sites, its previous industrial land uses on the subject land, and the constraints outlined in the submitted nitrate study, subdividing it for residential uses conflicts with the PPS's objectives of promoting sustainable development, promoting compatible land uses and safeguarding public health and safety.

As such, this application is not consistent with the PPS.

### **Huron County & Morris-Turnberry Official Plan**

The Huron County Official Plan addresses the dynamics of commercial and industrial activities in rural and urban areas, alongside the challenges of securing adequate and affordable housing, which can lead to outmigration and labor shortages (Huron County OP, Section 7). Section 7.3.6 allows for incorporating residential uses within commercial designations through mixed-use or higher-density projects, encouraging varied land uses and the redevelopment of brownfield sites where services are sufficient.

However, the plan also requires that new developments must be compatible with existing land uses and should not adversely affect the community. The proposed creation of two residential parcels in an area primarily designated for commercial use, surrounded by industrial activities and potential environmental contamination, is incompatible and could raise concerns within the community. The submitted nitrate study supports that this proposal will effectively introduce primarily residential lots into a Commercial Designation, conflicting with the Official Plan's objectives.

The Morris-Turnberry Official Plan (MT OP) designates the property for Commercial use and emphasizes directing development to settlement areas with adequate servicing. The proposed severance conflicts with MT OP policies, as it introduces residential lots in a primarily industrial/commercial area without municipal water or sewer connections. The nitrate study indicates significant constraints, including no effluent from any commercial building. Therefore, it is not possible to have residential and commercial development on the subject properties, and the proposal hinders the proposed and future land uses.

The application does not meet the intent of the Morris-Turnberry or Huron County Official Plans.

### **Property History**

Documentation from 2001 outlines that the property was previously used for oil distribution, engine repair, plastic manufacturing, and as a depot for garbage trucks and receptacles—all considered industrial uses under Ontario Regulation 153/04. Therefore, any residential use/development on this property requires a Record of Site Condition (RSC) under O.Reg 153/04.

There is no building permit in the property file for the residential apartment above the existing building on the proposed severed parcel. The last permits, issued in 1984, were for storage and a septic system.

Additionally, the property has served as the main access for a neighboring trucking business for over 20 years, but it is unclear if there is an official right-of-way or easement for this access. If the trucking business relies on the shared entrance, this should be formalized through a right-of-way registered on-title.

If Council decides to approve this application as is, conditions for a complete and registered RSC, an official plan amendment, rezoning, building permit for the unauthorized apartment, and that the applicant provide confirmation to the Municipality on whether a formal right of way exists for the neighbouring business.

### **Application Analysis**

Development that relies on septic systems needs to be critically reviewed to ensure that elevated nitrate levels do not impact the groundwater. The subject lands are privately serviced and as such, PPS S.1.6.6.4 outlines that site conditions must be suitable for the long-term provision of such services with no negative impacts.

A Hydrogeological Study (Nitrate Impact) was completed by Geoff Rether of Wilson and Associates to support the application to sever the parcel in to two residential-commercial lots. The study is supportive of the proposal, provided the following key requirements are followed:

- *Requires that the commercial storage building on the eastern lot will not contain any plumbing fixtures and therefore not generate any sewage.*
- *The office attached to the residence on the western lot will only be used for the occupants of the proposed residence.*
- *No outside workers washroom facilities will be provided.*
- *Contractors yard will only be used for equipment and overnight work vehicle storage.*
- *All contractors work will take place off property.*
- *The only on-site sewage generated will be the apartment on the eastern lot and the residence on the western lot.*

The nitrate study indicates that future commercial development will be highly restricted, as no additional on-site sewage effluent can be generated beyond what is already provided by the existing apartment and proposed residence.

Furthermore, the Chief Building Official commented that the Ontario Building Code (OBC) mandates washroom facilities in commercial buildings accessible to the public, making it unfeasible for any Highway Commercial business to operate on either proposed parcel.

**Conceptual Site Plan:** The conceptual site plan (see Figure 2 attached) illustrates a “flared” driveway for accessing the proposed west lot. This design appears intended to meet the minimum frontage requirements of the Morris-Turnberry Zoning By-law. However, according to the By-law, when side lot lines are not parallel, the lot frontage must be measured as a line 7.5 meters back from, and parallel to, the chord of the lot frontage. Consequently, the proposed lot frontage for the rear parcel is approximately 19 meters, which falls 6 meters short of the By-law's requirements. Additionally, the proposed parcel is an irregular and unconventional shape, which is not ideal for new lot creation.

The existing lot is rectangular, with adequate road frontage and space to support multiple uses permitted within the Highway Commercial zone (VC2). However, the proposed severance into two smaller lots raises several concerns:

**Lot 1 Limitations:** This lot is small and does not provide sufficient capacity to accommodate additional nitrate flows, which does not align with the Provincial Policy Statement (PPS) 2020's requirement for maintaining water quality and environmental health, as outlined in Section 2.2.1 (Water).

**Lot 2 Limitations:** This lot's irregular shape and limited road frontage present challenges for efficient development. It also lacks adequate land for any additional nitrate flows beyond the proposed residential use. Furthermore, its proximity to industrial lands could pose risks related to land use compatibility and environmental protection, in line with Morris-Turnberry Official Plan's emphasis on mitigating land use conflicts (Section 7.2).

These limitations underscore the need for careful evaluation to ensure that the development adheres to provincial and local policies aimed at preserving environmental quality, promoting economic development, and ensuring sustainable land use.

### **Land compatibility:**

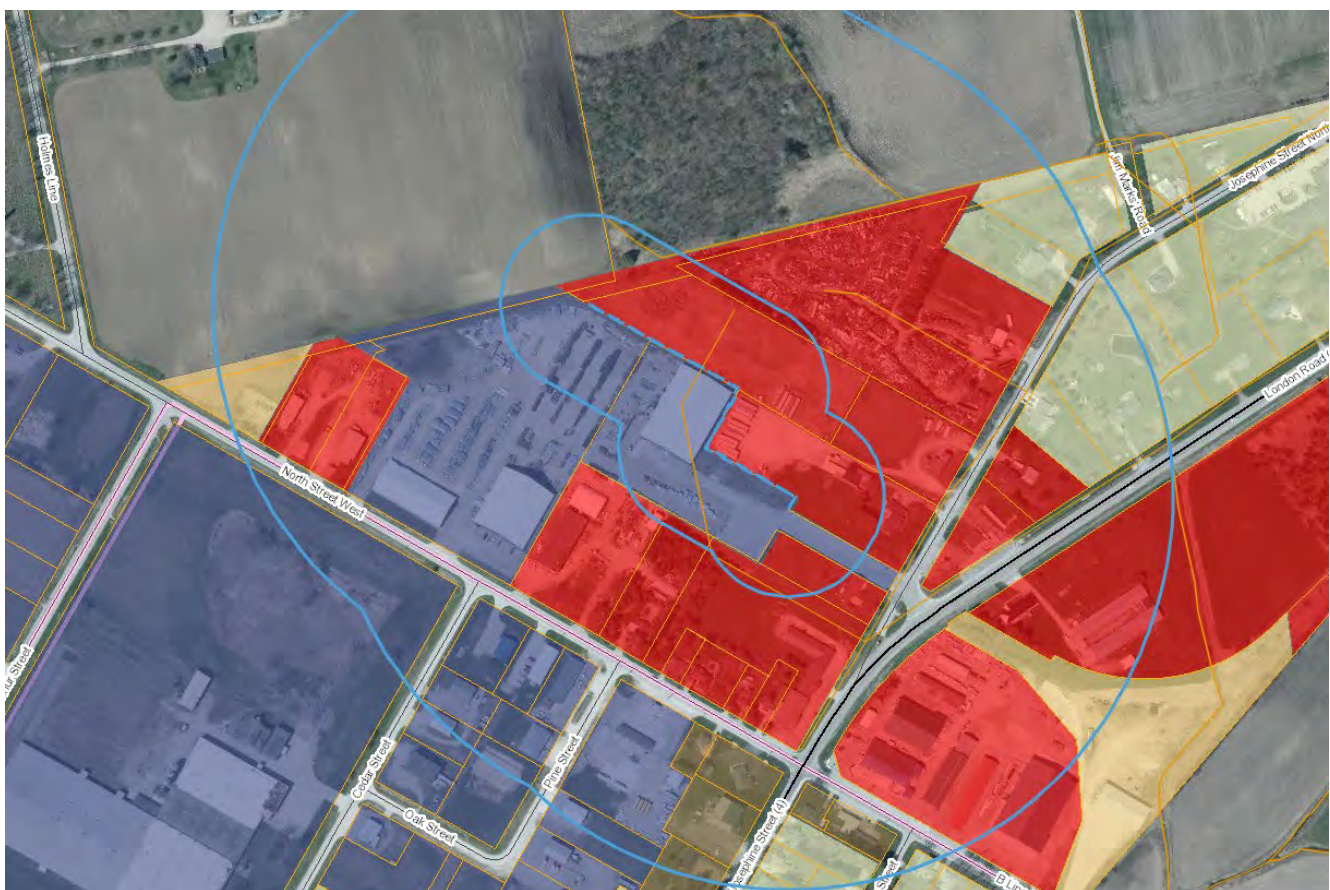
The property, designated for Commercial use and adjacent to industrial lands, serves as a transition zone between residential and industrial areas. Residential development could lead to conflicts with industrial operations, including noise and traffic issues. Although there are few existing houses nearby, the new residence will bring sensitive uses closer to future industrial development. The property is ideally suited for commercial development. Maintaining a commercial land use will help establish a buffer between the industrial and residential areas.

The D-1 land use and compatibility guideline, as outlined by the Ontario Ministry of Municipal Affairs and Housing, is used to assess whether proposed developments, particularly residential ones, are suitable near industrial areas. The guideline helps determine if new land uses will be compatible with existing industrial operations, considering factors like noise, vibration, and other potential disturbances from industrial activities.

Below is a map based on D-1 buffer areas, including the neighbouring industrial property and the proposed residence. A buffer of 70m for a Class I operation (smallest blue outline) shows that the proposed house on the westerly lot is just outside of the area of influence, however, is well within the Class II 300m area of influence. A 125m buffer captures the proposed residence and the existing apartment on the subject lands.

This application serves to intensify the number of residences within proximity to an active industrial establishment. Staff are of the opinion that the residences are not accessory to commercial uses but rather are the main uses of the proposed lots.

**Figure 3. Airphoto showing land designations (purple= industrial, red= commercial, yellow= residential & buffers of area of influence from industrial land uses are shown in blue outline.)**



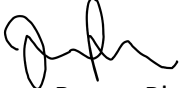
Establishing residential uses on lands that were previously used for industrial operations can pose a risk to residents' health, particularly because the subject land relies on private wells for drinking water.

### Summary

This application proposes two residential lots on property designated and zoned for Commercial use. It does not align with current land use designations and policies. Should the applicant wish to convert the property to Residential use, they must apply for an Official Plan and Zoning By-law Amendment. Staff

recommend denial of the application as proposed, but acknowledge that commercial uses, such as storage or contractor yards, are appropriate. If accessory residences were excluded from the proposal, staff could support the lot configuration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jenn Burns', with a stylized, cursive style.

Jenn Burns, Planner

*See next page for Figure 2 -Site Sketch*



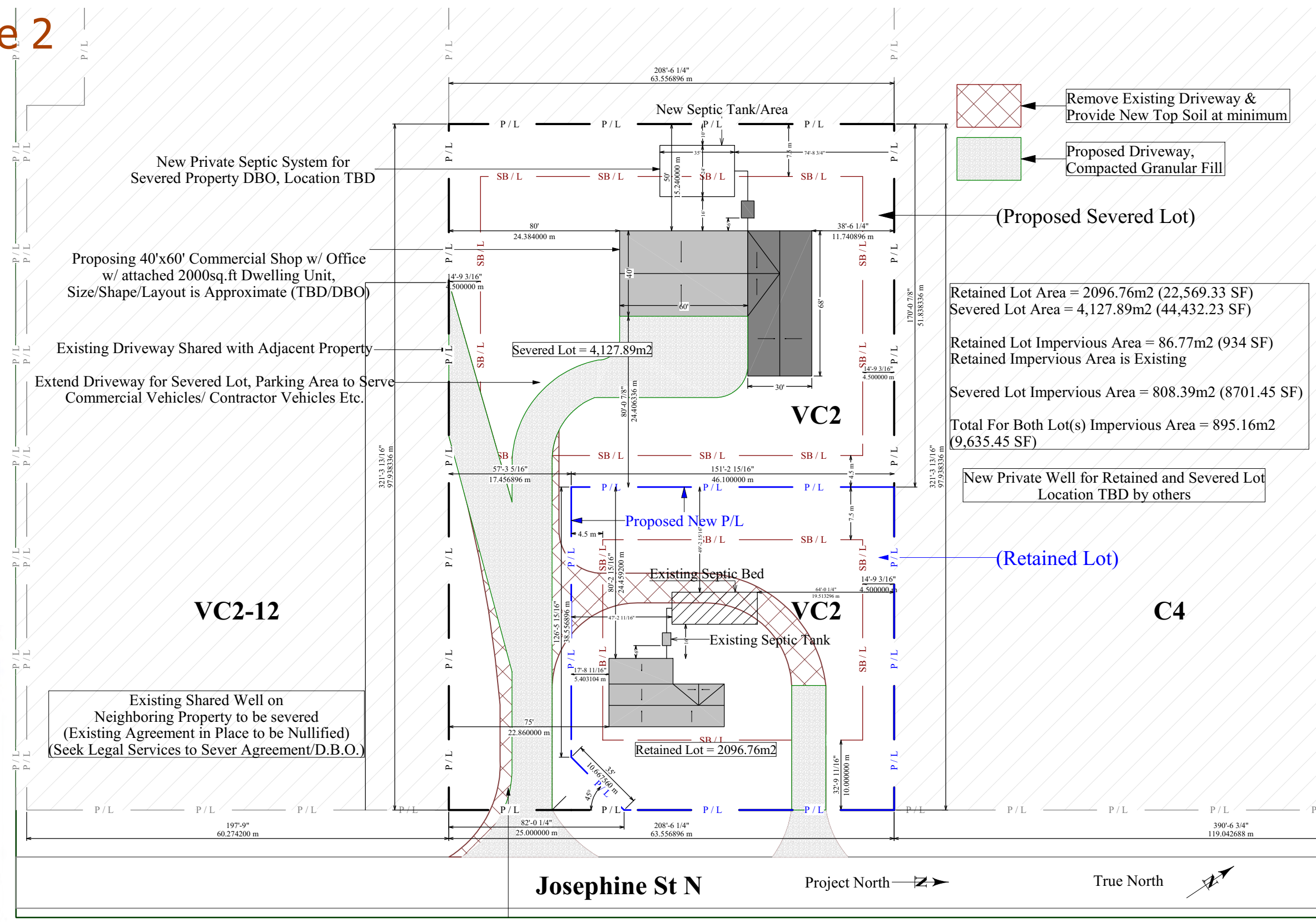
SITE PLAN NOTES;

# Figure 2

1. Dimensions to property lines are approximate. This is not a Legal survey.
2. Provide a minimum 2% slope for adequate drainage away from the new building.
3. Provide eaves-trough connections from down spouts to Storm drains or Field tile.
4. Septic System Design and location not included, Septic design to be done by others.
5. The Contractor is responsible for site safety, protection and signage required by Canada's Occupational Health and Safety Act, including regulations under the Act.
6. In addition to the above the contractor is responsible for protection of open excavations, site equipment and vehicles.
7. The contractor is responsible for environmental protection of the site in accordance with the Occupational Health and Safety Act. Including but not limited to site environmental barriers, the storage and handling of hazardous materials, disposal of hazardous materials and managing material safety data sheets.
8. The contractor is responsible for obtaining site locates prior to excavation. Utility locates are not available or provided on this plan.
9. Landscaping contractors shall coordinate all work with other trades prior to commencing and throughout the construction process.
10. Grading to be confirmed with owner/general contractor/ project manager prior to backfill and landscaping.
11. No trees shall be cut down, altered or transplanted without notifying the township/county having jurisdiction prior. Permission if required must be obtained before any work to trees is done.
11. Dimensions shown are in feet and can be converted to meters by multiplying by 0.3048

GENERAL NOTES;

1. This Site Plan shall form part of the documents required for Consent/Severance Application provided by the Owner and/or Registered Agent having authority by the owner to Apply for Consent/Severance Applications.
2. This Site Plan does not form part of a Building Permit Application and shall not be used for Construction or Building Permit Application as described in Section 8(1.1) of the Building Code Act
3. It is the responsibility of the owner/applicant for filing a complete application to the Planning & Development Department, this responsibility does not apply to Schultz Design & Drafting (the 'Designer').
4. The Designer is not responsible for any Fee's associated with any and all applications, associated to this plan.
5. The Designer is not responsible for any third party requirement to submit documents, reports, reviews, studies or statistics; including but not limited to engineering or architectural firm agencies for the purposes of this plan.
6. Any abovementioned requirements shall be at the expense of the owner/applicant.
7. The Designer is not responsible for any legal fee's or costs that are a result of appeals to the abovementioned Consent/Severance Application.
8. Use of this plan without the expressed written consent of Schultz Design & Drafting is not permitted.
9. This is not a legal survey. Service Locates have not been conducted and/or shared with the Designer and so are not included with this plan. It is not the responsibility of the Designer to attain service locates.
10. Existing Municipal Water and Private Septic System serving the retained Property. Separate Water and Private Septic to serve the Severed Property.



Remove Existing Driveway & Provide New Top Soil at minimum

Proposed Driveway, Compacted Granular Fill

(Proposed Severed Lot)

Retained Lot Area = 2096.76m2 (22,569.33 SF)  
Severed Lot Area = 4,127.89m2 (44,432.23 SF)

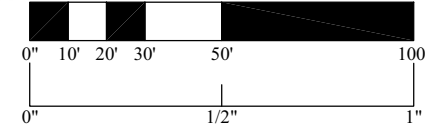
Retained Lot Impervious Area = 86.77m2 (934 SF)  
Retained Impervious Area is Existing

Severed Lot Impervious Area = 808.39m2 (8701.45 SF)

Total For Both Lot(s) Impervious Area = 895.16m2 (9,635.45 SF)

New Private Well for Retained and Severed Lot  
Location TBD by others

(Retained Lot)



SCALE 1" = 50'

Existing Driveway to be Shared w/ Retained Lot

- SB/L — Setback Line
- P/L — Severed Property Line
- P/L — Retained Property Line

**Schultz Design and Drafting**

-48 Charles St - P.O. Box 1841  
Wingham ON NOG 2W0

njschultz@hotmail.com  
cell: 519-955-5938

THESE DRAWING ARE PROTECTED BY THE COPYRIGHT ACT OF CANADA AND AS SUCH ARE THE SOLE PROPERTY OF SCHULTZ DESIGN AND DRAFTING AND SHALL NOT BE COPIED, REDISTRIBUTED, PUBLICIZED OR OTHERWISE SHARED WITHOUT THE EXPRESSED WRITTEN CONSENT OF SCHULTZ DESIGN AND DRAFTING.

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in Div C of the Ontario Building Code to be a designer.

**Qualification Information**

Name: **Nathan Schultz** Signature: *Nathan Schultz* BCIN: **39303**

**Registration Information**

Firm Name: **Schultz Design and Drafting** Firm BCIN: **101620**

Client/Project

Stan & Jane Kikkert  
702 Josephine St N, Wingham ON  
Lot 24 Con VIII Morris-Turnberry

**Site Plan**

Scale: As per Plan

Date: September 18, 2022

Drawn By: Nathan Schultz

Project No. 2022-052

Date	Issued
09/18/22	Issued for Review
10/01/22	Issued for Review
10/08/22	Issued for Application
11/09/23	Issued for Application
02/05/24	Issued for Application
05/28/24	Issued for Application

Page

**S1**

**MUNICIPALITY OF MORRIS-TURNBERRY  
REPORT TO COUNCIL**

**TO:** Mayor and Council  
**PREPARED BY:** Kim Johnston, Deputy Clerk  
**DATE:** August 13, 2024  
**SUBJECT:** 2024 Planning Update – 1<sup>st</sup> half of 2024

---

**RECOMMENDATION**

For information only.

**BACKGROUND**

This report is being presented for the information of Council. While most planning matters come before Council, some approval authority has been delegated to staff. Staff will present a semi-annual report for the information of Council detailing all planning matters that have been approved by the municipality during the first half of the 2024 year.

**COMMENTS**

**1. Consents:**

C07-2024 Jenny (Cornelia) Vercruyssen Concession 9, NPT Lot 26, Morris Surplus Farm Dwelling	No Appeal – April 8, 2024
C10-2024 Frances Mae Breckenridge Concession 2, NPT Lot 25, Morris Surplus Farm Dwelling	No Appeal – April 25, 2024
C15-2024 Thomas, Martha and Patrick Etterlin Concession 1, Pt Lots 44 & 45, Turnberry Surplus Farm Dwelling	No Appeal – May 28, 2024
C28-2024 Abram Martens Concession 7, SPt Lot 15, Turnberry Surplus Farm Dwelling	No Appeal – July 29, 2024
C22-2024 William Bechard/Elias and Minerva Weber 90721 Belmore Line Addition to a lot	Provisional Consent – July 23, 2024
C38-2024 Terry Curran/Lucy D'Arcey Concession 10, Lot 18, Turnberry Surplus Farm Dwelling	Provisional Consent – July 26, 2024
C37-2024 2860876 Ontario Inc(Stanley and Jane Kikkert) Plan 432, Park Lot 6, PT Park Lot 7, Turnberry Create new residential/commercial lot	Circulated - June 26, 2024

**2. Site Plans:**

No new Site Plan applications to date.

**3. Minor Variances:**

MV01-2024 John Sanders Concession 7, N1/2 Lot 6, Morris – Cranbrook Road Extension of MV04-2022 Purpose of this application is to reduce the required Minimum Distance Separation (MDS) setback to allow for the construction of a new house.	Final Notice – February 20, 2024
--	----------------------------------

MV02-2024 William Bechard/Elias and Minerva Weber Concession C, SPT Lot 6, NPT Lot 7, Turnberry – 90715 Belmore Line The purpose of this application is to reduce the side yard setback requirement for an existing shed for a proposed lot line adjustment (see consent application C22-2024).	Final Notice – July 15, 2024
---	------------------------------

**4. Temporary Use:**

No new Temporary use by-law applications to date.

**5. Zoning By-Law Amendments:**

MTu Z02-2024 Elam and Barbara Martin Affidavit of No Appeal – July 15, 2024  
Concession 6, Part Lot 19, 40718 B-Line Road

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

**6. Deeming**

No new Deeming bylaws to date.

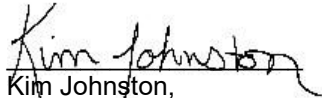
**7. Official Plan Amendment**

No new Official Plan Amendments to date.

**OTHERS CONSULTED**

Trevor Hallam, CAO/Clerk

Respectfully submitted,

  
Kim Johnston,  
Deputy Clerk

# MUNICIPALITY OF MORRIS-TURNBERRY

## REPORT TO COUNCIL

**TO:** Mayor Heffer and Council  
**PREPARED BY:** Kirk Livingston, Drainage Superintendent  
**DATE:** July 18, 2024  
**SUBJECT:** Latronica Municipal Drain

---

### **RECOMMENDATION**

*THAT* the Council of the Municipality of Morris Turnberry hereby receives the Notice of Request for Drain Improvement for the Latronica Municipal Drain, as described in the request submitted by Al de Vos of Foxhill Farms Inc. under Section 78(1) of the Drainage Act;

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

*AND FURTHER THAT* Headway Engineering Limited be appointed to prepare a report for the improvement of the Latronica Municipal Drain effective 30 days after the issuance of the notice to the prescribed parties.

*Moved by*  
*Seconded by*

### **BACKGROUND**

The existing Latronica Municipal Drain was constructed under a report by Gamsby and Mannerow Limited in 1973. It consists of an open channel which outlets into the Maitland River and receives water from closed tile branches A, B, and C upstream. A Notice of Request for Drain Improvement was received on July 15, 2024. The request submitted is for a new closed tile drain to be installed and to fill in the existing open portion of the drain on Al de Vos property. The new tile will run from the southern portion of the property north towards the westerly lot line. Also to note, two large tile blow outs were repaired in early 2024, therefore this area and tile should be looked at during the same time and will form discussion at the first on-site meeting.

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

### **COMMENTS**

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

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

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

Improving, upon examination and report of engineer  
78(1) If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4.

#### **Projects**

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

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

After consulting with Al de Vos and Headway Engineering Limited, it has been determined that the Notice of Request for Drain Improvement received would qualify as a listed project under subsection 78(1.1) of the Drainage Act.

Costs associated with this drainage works are billed according to the Engineer's assessment schedule, and there will be no opportunity for 1/3 grant from OMAFRA for this project.

**ATTACHMENTS**

Huron County GIS map with description of proposed works (Kirk Livingston)  
Section 78 Notice of Request for Drain Improvement received

**OTHERS CONSULTED**

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

Respectfully submitted,



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



Parcel Fabric - Secure

Roll Number  
406049000701215

Owner Name  
FOXHILL FARMS INC

Civic Address  
CON 7 PT LOT 8

LegalTxt  
CON 7 PT LOT 8

Property Code  
200

Previous Roll Number  
404900070001215

Frontage  
0

Depth  
0

Area  
41.5

MailAdd1  
42142 ORANGE HILL RD

MailAdd2  
RR 1

MailAdd3

CityProv  
BLUEVALE ON

PostalCd  
N0G 1G0

Shape.STArea()  
182961.3504



Request submitted to enclosed the red clouded area. Purple lines represent existing closed tiles that outlet into the existing open channel

**MUNICIPALITY OF MORRIS – TURNBERRY  
REPORT TO COUNCIL**

**TO:** Mayor and Council

**PREPARED BY:** Chad Kregar, CEMC

**DATE:** August 13, 2024

**SUBJECT:** Municipality of Morris-Turnberry Emergency Management By-law and Plan

---

**RECOMMENDATION:**

That Council direct staff to return a by-law to adopt an amended version of the Municipality of Morris-Turnberry Emergency Plan as presented.

**BACKGROUND:**

As outlined in the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E9 and Ontario Regulation 380/04 every municipality is required to develop and implement an emergency management program and emergency plan, and the council of the municipality shall by by-law adopt the emergency management program and emergency plan. The council is also required to appoint the members and chair of the municipal emergency management program committee, and the members of the municipal emergency control group.

The new consolidated Emergency Management By-law, which incorporates the Municipality of Morris-Turnberry revised Emergency Plan, is presented as “Schedule A “ to this report. This consolidation aims to ensure that all the Municipality of Morris-Turnberry Emergency Management processes, mandated by provincial legislation, are encapsulated within a single by-law. This streamlining offers greater flexibility and efficiency when amending elements of the Emergency Management Program and/or Emergency plan.

The Community Emergency Management Coordinator is recommending an update to the Municipality of Morris-Turnberry Emergency Response Plan to incorporate the updated version of Huron Perth Public Health. As we strive to continuously enhance our emergency preparedness and response capabilities, it is imperative that we adapt our plans to reflect changes in personnel and organizational structures.

Additionally, the updated version of Huron Perth Public Health must be incorporated into the Emergency Response Plan to leverage the latest expertise, resources, and protocols in public health emergency management. Public health considerations are paramount in addressing a wide range of emergencies, including disease outbreaks, environmental hazards, and other health-related crises. By aligning our response strategies with the updated guidance and protocols from Huron Perth Public Health, we can enhance our ability to protect the health and well-being of our community members and effectively mitigate the impacts of emergencies. Additionally, minor administrative errors and inconsistencies have been rectified in the updated Plan.

Incorporating these updates into the Municipality of Morris-Turnberry Emergency Response Plan will strengthen our overall preparedness and response capabilities, ensuring a more coordinated and effective approach to managing emergencies.

By proactively adapting the Emergency Management By-law and Plan, we can better position ourselves to respond swiftly and efficiently to any emergency that may arise.

**COMMENTS:**

See updated Emergency Response Plan

**OTHERS CONSULTED:**

The Municipality of Morris-Turnberry Emergency Management Program Committee, Huron Perth Public Health, and consultations with representatives from Emergency Management Ontario, it has been determined that updating the Emergency Management By-law and Plan is necessary.

**BUDGET IMPACTS:**

None



# EMERGENCY RESPONSE PLAN



## MUNICIPALITY OF Morris-Turnberry

Updated August 2024

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

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# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## ADMINISTRATION

### Introduction

The Emergency Plan for the Municipality of Morris-Turnberry has been developed to reflect the public safety requirements of our community.

Municipalities routinely respond to situations requiring emergency and public services, however, some situations may escalate beyond the scope of normal operations and/or resources. It is for these situations that the Emergency Response Plan has been developed. The effective use and maintenance of this Plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

### Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Municipality of Morris-Turnberry when faced with an emergency.

### Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency management plan in Ontario. The Emergency Management and Civil Protection Act states that:

*“The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”*

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency as:

*“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise.”*

For the purposes of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the Municipality, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

## Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Municipal employees may take such action(s) under this emergency management plan as may be required to protect the lives and property of the inhabitants of the Municipality of Morris-Turnberry.

## Requests for Outside Assistance

Assistance may be requested from the County of Huron at any time by contacting the County Warden or the County CAO. The request shall NOT be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance should be made by contacting Emergency Management Ontario.

A Contact List for Outside Emergency Assistance, including other levels of government and provincial or regional services, is contained within **Appendix B**.

## Freedom of Information and Privacy Protection

Any personal or proprietary information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies impacting the Municipality of Morris-Turnberry. The release of information under this Plan shall be made in conformity with the Ontario Freedom of Information and Protection of Privacy Act.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Plan Maintenance

The Morris-Turnberry Emergency Response Plan was approved in 2017 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator (CEMC) and the Emergency Management Program Committee.

The emergency telephone numbers will be reviewed on an annual basis.

The Emergency Notification System will be tested semi-annually as a minimum requirement.

The Plan will be exercised once every year as a minimum requirement.

The Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and Local Resources Directories should be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend any information contained within the appendices of this Emergency Response Plan on an as required basis. In addition, while amendments to the body of the Plan require formal Council approval, minor editorial revisions, such as editorial changes to text, section numbering or reference changes will not require full Council approval.

## Plan Distribution

Complete copies of the Emergency Response Plan, including appendices, will be used primarily for training or Emergency response.

It is understood that Emergency Control Group members are not expected to carry a copy of the Morris-Turnberry Emergency Response Plan with them at all times. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency.

Every member of the primary Emergency Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Any Emergency Control Group member may inspect the complete plan at any time upon request.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## EMERGENCY CONTROL GROUP

### Membership

The Emergency Control Group (ECG) is the group that is responsible for the direction and control of the overall emergency response within the community. The ECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Emergency Control Group is made up of the following members;

Mayor (*or alternate*)  
CAO/Clerk (*or alternate*)  
Fire Chief (*or alternate*)  
OPP  
EMS/Ambulance  
Public Works Director (*or alternate*)  
CEMC (*or alternate*)  
Health Unit  
Social Services  
Emergency Information Officer (*or alternate*)  
Recording Secretary

Additional persons may be added depending on the nature of the emergency situation. These include, but are not limited to, representatives of Conservation Authorities, other levels of government, Utilities, Industry, and private businesses.

## MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

### Activation

In the event of an actual or potential emergency situation any member of the Emergency Control Group may request that the Emergency Plan be implemented by contacting the CAO/Clerk and/or the CEMC. The CAO/Clerk and/or CEMC will decide on the level of activation depending on the information available at the time.

If a decision is made to assemble members of the Emergency Control Group it will be immediately communicated by means of the **Emergency Notification System**. The CEMC will contact members to assemble at either the Primary or Alternate Emergency Operations Centre.

The **Emergency Notification System** is a process for communication among members of the Emergency Control Group and senior managers. The process employs both wireless and landline technology.

Emergency Notification System contact numbers and procedures are located in **Appendix A**.

Upon receipt of an activation message each member of the Emergency Control Group will acknowledge the activation with an estimated time of arrival at the EOC. Each member will also initiate their own internal departmental notification procedures.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## ECG Priorities

### 1) **Support Site Incident Command.**

- i) Ensure Site Incident Command is supported with necessary information, personnel and other material resources as required to assist in mitigation of the incident.
- ii) Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the ECG.

### 2) **Maintain essential services.**

- i) Ensure that essential municipal services are maintained to the best extent possible for unaffected areas of the Municipality of Morris-Turnberry.

### 3) **Monitor, Inform and Alert.**

- i) The ECG must both give and receive information. The ECG undertakes Intelligence gathering to identify potential problems and provide prompt notification to employees and response organizations.
- ii) The ECG also ensures that members of the public, as well as external stakeholders, agencies and levels of government, know about the emergency and the Municipalities response.

### 4) **Verify and Document Response.**

- i) The ECG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect people, property and infrastructure. The ECG pursues “best practices” by documenting information received and the steps taken.

### 5) **Coordinate Recovery and Restoration.**

- i) In addition to supporting response efforts, it is the responsibility of the Emergency Control Group to coordinate strategies for the recovery and full restoration of the community. As a result, **recovery and restoration will form the majority of the ECG’s efforts**, particularly as emergency services complete their response efforts at the site.



# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## ROLES AND RESPONSIBILITIES

Members of the Emergency Control Group are responsible for the following:

- Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
- Coordination and direction of Community resources used to mitigate the effects of an emergency.
- Ensuring adequate emergency service provisions are maintained in unaffected portions of the municipality.
- Ensuring that the composition of the ECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
- Advise the Head of Council regarding need for declaration or termination of an emergency.
- Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
- Ensuring the provision of essential resources and services to support emergency response activities.
- Coordination of services provided by outside agencies.
- Appointing or Confirming an Emergency Site Manager.
- Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
- Coordinating the evacuation of citizens who may be in danger.
- Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, or closing businesses.
- Appeals for volunteers.
- Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- Maintenance of an operational log detailing the group's decisions and activities.
- Deactivating the plan, and notifying all of those who had been notified of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Mayor

The Head of Council, or designate, is responsible for:

- Providing overall leadership for the emergency response within the municipality of Morris-Turnberry.
- Declaration of an Emergency within the designated area.
- Termination of an Emergency.
- Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- Taking such action and making such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of Morris-Turnberry.
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- Ensuring that the local MPP and MP, neighboring municipalities and the County of Huron are advised of the declaration and termination, and kept informed of the emergency situation.
- Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO/Clerk.
- Participating in news conferences and media briefings as arranged and prepared by the Emergency Information Officer.
- Maintaining a personal log of actions taken and decisions made.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## CAO/Clerk

The CAO/Clerk, or designate, is responsible for:

- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Chairing meetings of the Emergency Control Group.
- Advising the head of council on policies and procedures, and all other administrative matters, as appropriate.
- Ensuring an Incident Commander has been appointed at the emergency site.
- Ensuring a communication link is established between the Emergency Control Group and the Incident Commander at the emergency site.
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the ECG.
- Appointing a Citizen Inquiry Supervisor to oversee staffing of phone lines to provide information to the public.
- Calling out additional municipal staff as required.
- Ensuring a master record of all events and actions taken is maintained throughout the emergency.
- Maintaining a personal log of action taken and decisions made.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Fire Chief

The Fire Chief, or designate, is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with the information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response and fire search and rescue.
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- Initiating Mutual Aid as required.
- Determining if additional or specialized equipment is required ie. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- Providing an Emergency Site Manager as required.
- Maintaining a personal log of actions taken and decisions made.

## MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

### OPP

The Ontario Provincial Police is responsible for:

- Requesting activation of the emergency notification system.
- Advising the Emergency Control Group regarding the protection of life and property and matters relating to the provision of law and order.
- Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- The provision of traffic control to facilitate the movement of emergency vehicles.
- Co-ordination of evacuation routes.
- The protection of life and property and the provision of law and order.
- Ensure perimeter security and crowd control at emergency site.
- The provision of police services in evacuation centers, morgues, and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with external police agencies, as required.
- Providing an Emergency Site Manager if requested by the Emergency Control Group.
- Maintaining a personal log of decisions made and actions taken.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Emergency Medical Services (EMS)

The EMS representative is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice on treatment and transport of casualties.
- Taking charge of casualties within the emergency area and being responsible for triage, lifesaving care, and the transport to area hospitals.
- Assisting with the transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes within an evacuation area, as required.
- In conjunction with the Central Ambulance Communications Centre (CACC), providing the main communications link through dispatch among health services, and notifying and requesting assistance from the Ontario Ministry of Health and Long Term Care.
- Liaising with the Medical Officer of Health, Huron County Health Unit, area hospitals, police and fire officials during an emergency situation.
- Maintaining a personal log of actions taken and decisions made.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Public Works Director

The Public Works Director or alternate is responsible for;

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice on Public Works matters, including transportation infrastructure, road maintenance, clearing or construction, sanitation resources or engineering matters.
- Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- Liaison with the senior public works officials from the neighboring community(s) and the County of Huron to ensure a coordinated response.
- The provision of engineering assistance.
- The construction, maintenance and repair of public roads.
- Ensuring access and egress for emergency vehicles to/from the emergency site.
- Assistance with road closures and/or roadblocks.
- Maintenance of sanitation and a safe supply of potable water, as required.
- The provision of equipment for emergency pumping operations.
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- Liaise with Electrical and Gas utilities.
- Providing public works vehicles and resources to support ongoing emergency response efforts, as required.
- Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- Providing an Emergency Site Manager if required.
- Maintaining a personal log of decisions made and actions taken.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## CEMC

The Community Emergency Management Coordinator is responsible for:

- Activation of the Emergency Control Group through the use of the Emergency Notification System.
- Providing information, advice and assistance to members of the Emergency Control Group on Emergency Management procedures, principles and legislation.
- Providing direction to Emergency Operations Centre support staff, as required, in support of the Control Group, and ensuring proper set-up and operation of the Emergency Operations Centre.
- Assisting the Emergency Information Officer, as required, regarding public information and messaging.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management and Civil Protection Act.
- Preparing and coordinating training and exercise simulations for members of the Emergency Control Group and alternates.
- In conjunction with the CAO/Clerk, coordinate a post-emergency debriefing and assist in the development of a final report to the Mayor and Council.
- Maintaining a personal log of actions taken and decisions made.



# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Huron Perth Public Health

The HPPA representative is responsible for:

The local public health unit is the lead agency during a public health emergency in Huron and Perth Counties. The primary responsibilities and functions of the Medical Officer of Health (MOH) and Huron Perth Public Health (HPPH) are:

- Assess the impact of the emergency situation on the health of the public;
- Advise the public on matters concerning public health through communication channels established by the County or Municipal Emergency Control Group;
- Advise on the control of infectious and/or communicable diseases and infection, prevention and control measures as necessary;
  - Coordinate vaccine management and implement mass immunization plan, as required;
- Provide advice on the public health aspects of biohazardous and/or other dangerous material, food supplies, garbage and sanitation, mass feeding, sewage disposal, shelters and water supplies as it relates to the emergency;
- Notify other agencies and senior levels of government of public health matters relating to the emergency including but not limited to Ministry of Health, Ministry of Long-term Care, other provincial ministries and Public Health Ontario;
- Advise and actively work to prevent human health risks in reception/evacuation centres and/or temporary shelters through assessment and or inspection of areas related to food preparation, infection prevention and control, communicable disease control, water quality, and sanitation;
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing.

It is recognized that the Health Unit is aware of certain vulnerable populations through the delivery of Health Unit programs and services. Depending on the nature of the emergency, and when resources permit, the Health Unit will make all attempts to assist in identifying and responding to stress reactions, both immediate and long term, in such vulnerable Health Unit clients. Where this is not possible, clients will be advised to access assistance using usual channels such as their family doctor and the emergency department.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Social Services

The Social Services representative is responsible for;

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services due to the emergency
- Supervising the opening and operation of reception or evacuation centers, and ensuring they are adequately staffed and maintained
- Establishing a communications link between the Emergency Operations Centre and the Emergency Evacuation Centre(s)
- Liaising with and arranging for assistance from other organizations such as the Canadian Red Cross, Children and Family Services, Victim Services etc.
- Liaising with the Huron County Health Unit in areas regarding public health in evacuation centers.
- Liaising with Municipal Staff regarding use of municipal facilities for evacuation/reception centers.
- Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- Ensuring liaison with nursing homes, homes for the aged, and rest homes as required
- Arranging for the emergency purchase of food, clothing, bedding, and supplies that cannot be obtained any other way
- Maintaining a personal log of all actions taken and decisions made.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Emergency Information Officer

The Emergency Information Officer is responsible for;

- Providing timely information to the public regarding the emergency and efforts within the municipality to respond to and recover from the event. This will also include advisories on what actions the public should take to help ensure their safety.
- Developing initial and subsequent media releases, subject to approval by the Head of Council and the CAO/Clerk.
- Establishing linkages with provincial, county and industry media officials as appropriate.
- Coordinating interviews and media briefings, and preparing the Head of Council and other members of the Emergency Control Group as required.
- Designate a site media spokesperson as appropriate. (OPP has staff trained in media relations) Ensure ongoing communication with the site media spokesperson to ensure consistent messaging.
- Liaising with the CAO/Clerk on the set up and staffing of public inquiry lines.
- Ensuring the municipal Website is kept up-to-date with the latest approved information.
- Monitoring of Twitter and Social Networking sites.
- Maintaining copies of all media releases.
- Maintain a personal log of actions taken and decisions made.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Recording Secretary

The Emergency Operations Centre Recording Secretary is responsible for:

- Maintaining a record of all important decisions made and actions taken by the Emergency Control Group.
- Ensuring that Maps and Status Boards are kept up to date, with the assistance of the CEMC.
- Ensuring all members of the EOC sign in and that attendance records are maintained.
- Arranging for printed material as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre as required.
- Provide support to the Head of Council and CAO/Clerk as required.
- Maintain a personal log of actions taken and decisions made.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) serves as the coordination point for response and recovery activities taking place within the Municipality of Morris-Turnberry. The EOC is the location where members of the Emergency Control Group gather to support Incident Command activities and needs, share information, provide advice and input for major decisions, and implement the desired strategic course of action in a coordinated and effective way. The role of the Emergency Control Group is also to ensure that the community is properly informed and updated on the status of the emergency.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Emergency Control Group members or support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the CAO/Clerk.

### EOC Location:

The Emergency Operations Centre has both primary and secondary locations. During the notification process, direction will be given as to which location members of the Emergency Control Group (ECG) will report.

For example, members will be told that;

*“This is an Emergency Plan activation. You should report to the primary Emergency Operations Centre immediately.”*

The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location      Morris-Turnberry Municipal Building (Council Chambers)  
41342 Morris Road  
Brussels, ON

Alternate EOC Location      Morris-Turnberry Public Works Garage  
65 B-Line Road  
Wingham, ON

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## EOC Set-up and Operation

Upon receiving notification the CEMC will contact the administrative staff assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the Emergency Operations Center, each Emergency Control Group member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his or her department and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass Emergency Control Group decisions on to their departments and/or areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the CAO/Clerk. The EOC functions most efficiently on a system known as an Operations Cycle.

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## EOC Operations Cycle

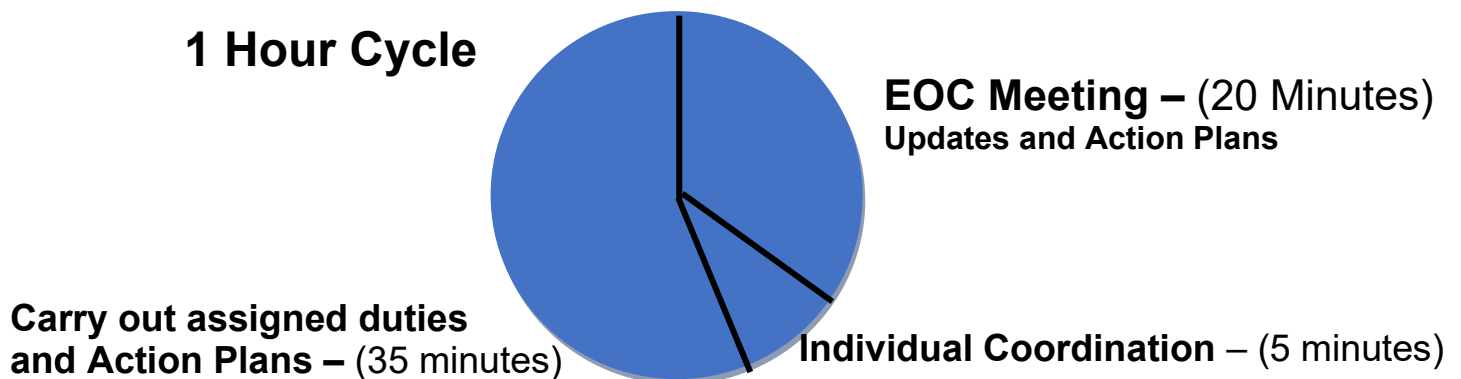
The Operations Cycle is how the Emergency Control Group manages overall emergency operations. Emergency Control Group members will come together usually around a planning board or map at which time they will in turn report their departmental status as well as immediate needs. It is essential that every member, covering each area of responsibility, be heard from during this process. The Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their departments and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of meetings is determined by the CAO/Clerk, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Emergency Control Group members use this time to follow up and ensure that decisions are being implemented. During Emergency Control Group meetings there should be no interruptions. All phone or radio communication to and from the EOC should occur prior to or after the formal meetings of the Emergency Control Group.

- The Control Group should have regular meetings to share information, discuss actions to be taken and/or issues to be resolved.
- Meetings should be brief and free from interruptions

### EXAMPLE:



# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## INCIDENT MANAGEMENT SYSTEM

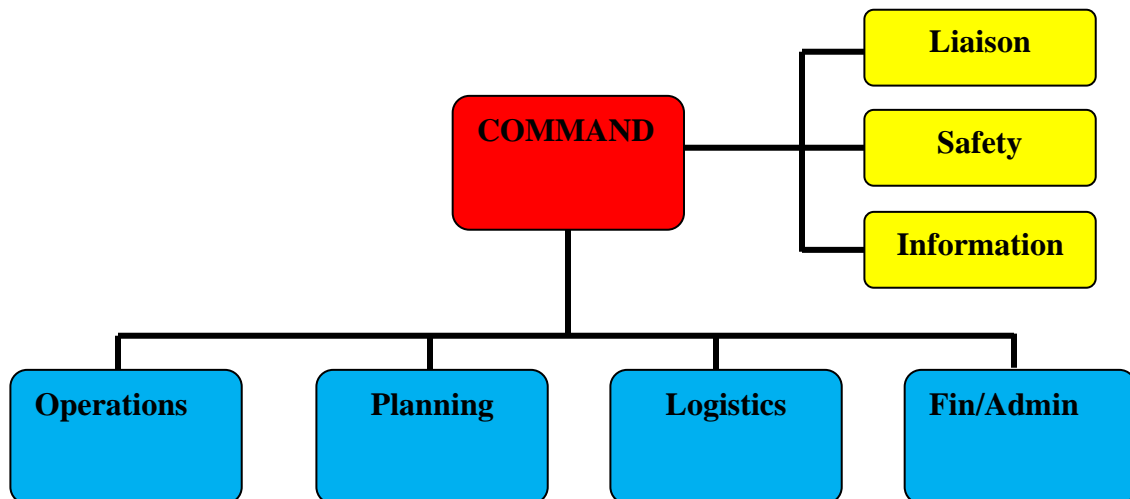
The Municipality of Morris-Turnberry has adopted the Incident Management System (IMS) approach to Emergency Management and Emergency Response.

The Incident Management System is a standardized system that defines the basic command structure, roles and responsibilities required for the effective management of an emergency incident or situation.

The Incident Management System is comprised of the Incident Command System (ICS) along with regular training and exercises. The Incident Command System (ICS), which is universally employed by emergency response agencies, is a systematic tactical approach for establishing command and control at an emergency incident. ICS is a scalable and modular approach which ensures that only one person is in command and control, that each responder only reports to one person, and that no one person supervises more than seven others.

### ICS Components

ICS consists of five key elements: Command, Operations, Planning, Logistics, and Finance/Administration. There are three support functions that report directly to Command.





# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## ICS Functions

### Command

- Provides overall leadership and direction.
- May delegate authority to others as required
- Responsible for all activities until delegated and assigned to staff

### Operations

- Responsible for all tactical incident operations
- Implements strategy and tactics to carry out objectives
- Supervises the tactical field resources

### Planning

- Collection, evaluation and dissemination of operations information
- Maintains resource status.
- Compiles Incident Action Plan for short and long term.
- Develops alternative strategies.
- Prepares demobilization plan

### Logistics

- Provides facilities, services and material support
- Orders, receives, stores and distributes supplies.
- Arranges for transportation of personnel, supplies, food and equipment

### Finance/Administration

- Collects all cost data
- Tracks personnel and equipment time
- Processes claims for accidents and injuries

### Liaison

- Primary contact for supporting agencies and/or departments
- Facilitates a two-way flow of information to ensure a coordinated response

### Safety

- Ensure the safety of all field personnel.

### Information

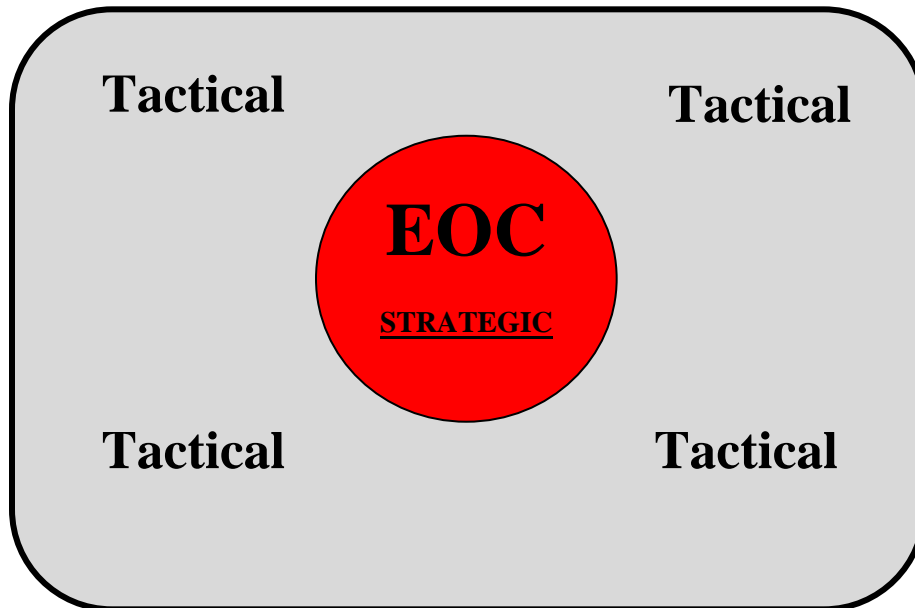
- Conduit for information to internal and external stakeholders

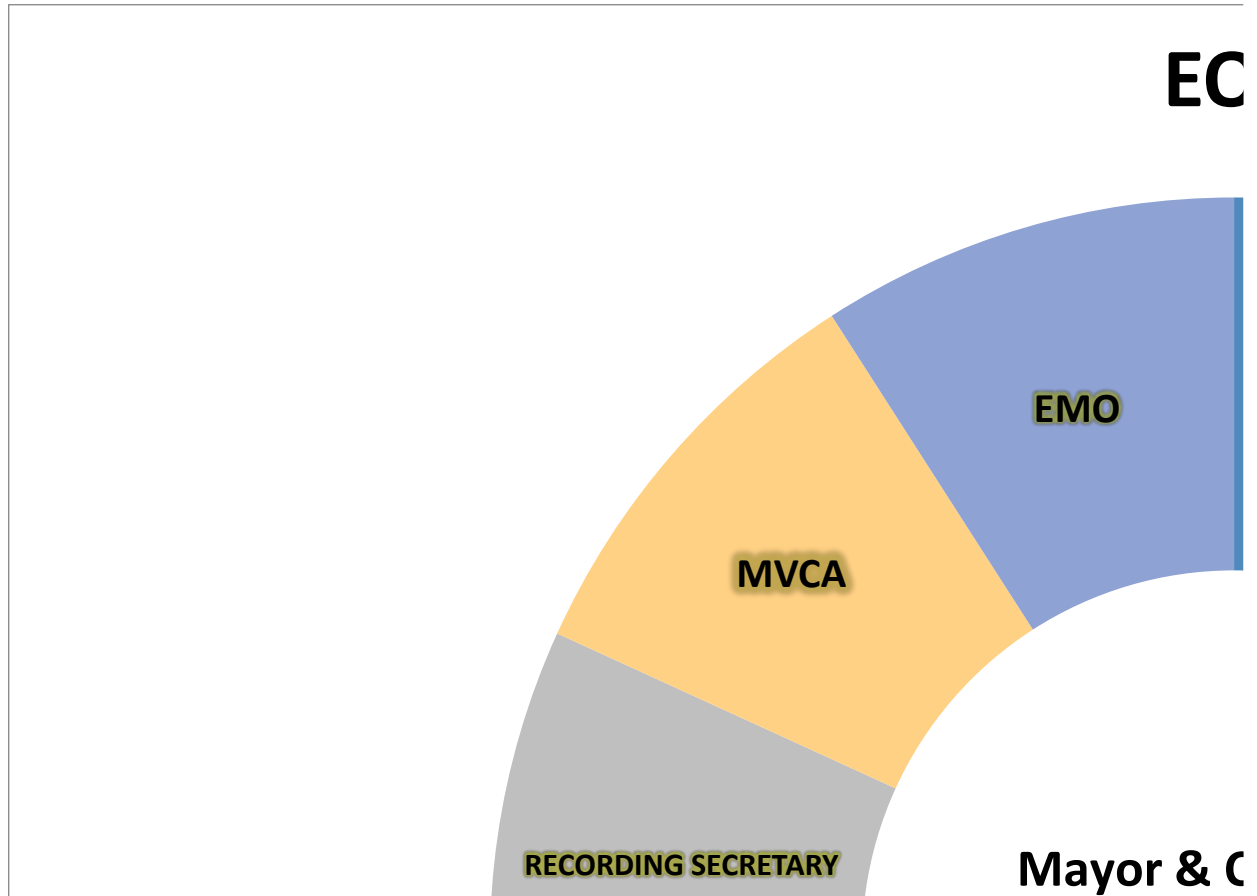
# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

## Implementation of IMS

The Incident Command System is a **Tactical** response system and is primarily implemented at the Site of an emergency. However the principles of the system can assist in the **Strategic** operations of the Municipalities Emergency Control Group in the Emergency Operations Centre.

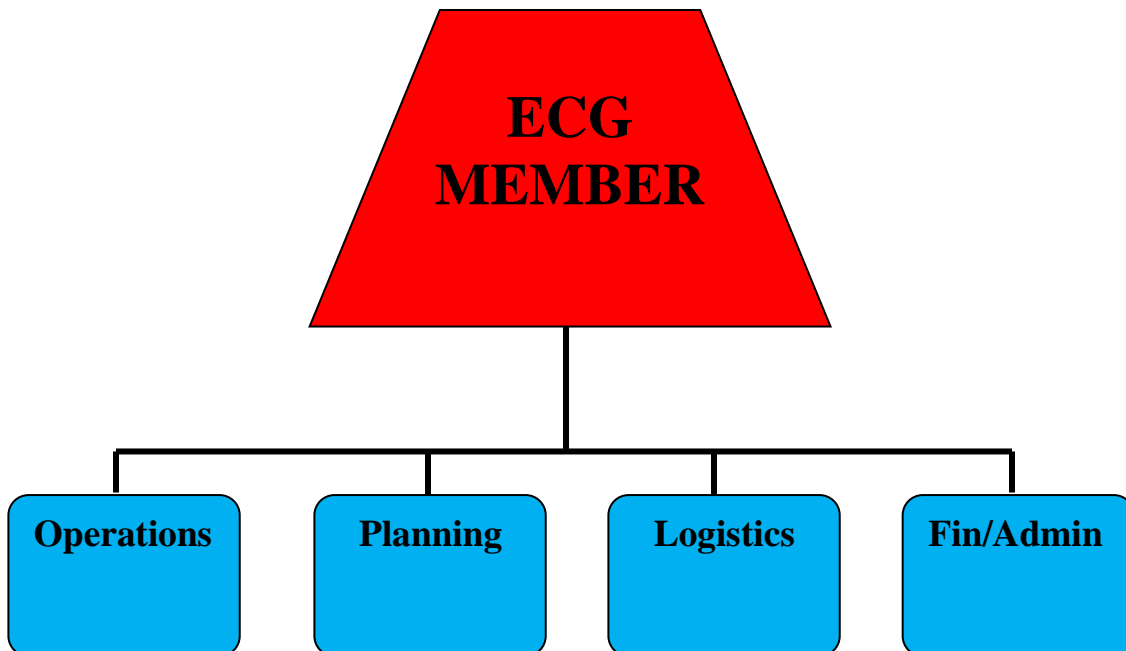
The Emergency Operations Centre (EOC) is a location where **Strategic** decisions are made by the Emergency Control Group. All tactical operations resulting from strategic planning done in the EOC is carried out by Emergency Response Personnel and municipal employees outside of the EOC.





Each Emergency Control Group member is in fact a Commander under IMS, making strategic decisions and overseeing the tactical response (Operations, Planning, Logistics & Fin/Admin) within his or her area of responsibility.

See Figure:



## MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

Each member of the Emergency Control Group is ultimately responsible for Operations, Logistics, Planning, Safety and Financial tracking within his or her department or division. The Emergency Control Group member may designate a departmental employee outside the EOC to oversee the tactical administration of any of those ICS responsibilities.

For smaller incidents or emergencies of limited scope or duration individual Emergency Control Group members may be able to cover several areas of responsibility under IMS. However, as the scope of the event increases, or if a large departmental response is required, the ECG member would be advised to delegate those roles to staff outside of the EOC.

*For example:*

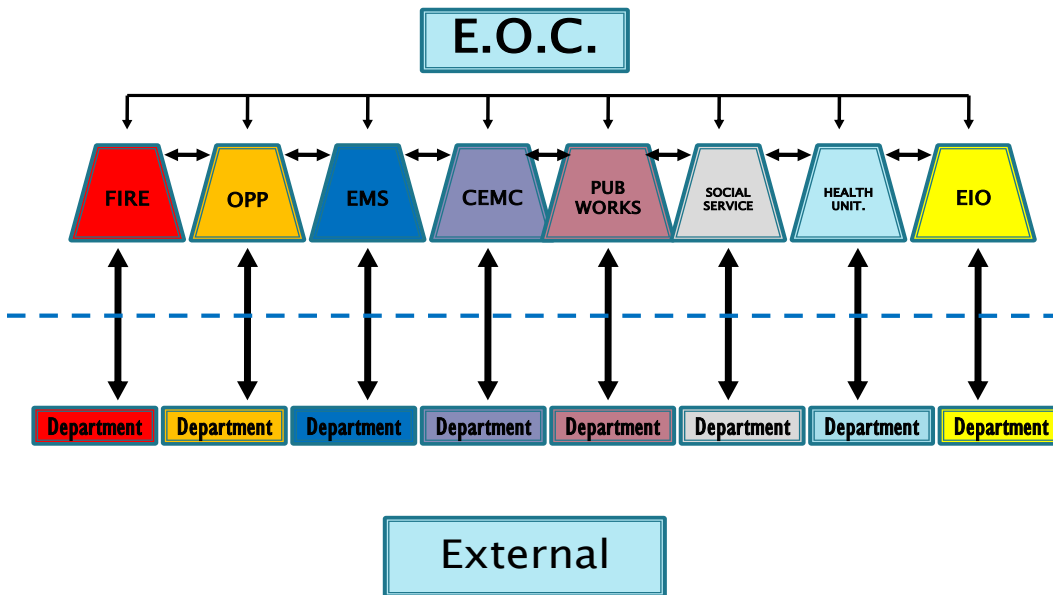
*The Public Works Director may assign senior staff to oversee Operations and Logistics, while maintaining responsibility for Planning and Finance/Administration.*

*The Social Services representative in the EOC may assign an Operations Chief and Logistics Chief at each Evacuation Centre, while maintaining the overall Planning and Administrative Functions for themselves. As an event grows in scale they may assign an Admin Chief to cover that function.*

*An EOC member could assign all IMS roles to departmental staff in a complex emergency while maintaining the overall Command function for their division.*

# MORRIS-TURNBERRY EMERGENCY RESPONSE PLAN

It is important to remember that only members of the Emergency Control Group or approved individuals are permitted in the Emergency Operations Centre. Each member will communicate information and decisions approved within the EOC to their respective departments who may be gathered in departmental control centers or deployed to various functions throughout the municipality. EOC members will also bring forward information, plans, comments and suggestions from departments to assist in decision making and strategic planning.





**Coalition for Huron Injury Prevention: CHIP**  
Wednesday, March 13, 2024 Meeting Minutes  
9:30am – 12:00 noon

**In Person Meeting**

**Minute Taker:** Bluewater – Greg Lamport

**In Attendance:** Wayne Forster, Greg Lamport, Ric McBurney, Sean Wraight, Laura Edgar, Gloria Wilbee, Jodi Snell

**Regrets:** Craig Soldan, Imran Khalid

1. **Welcome and call to order by Chair**  
Ric McBurney

2. **Agenda**

2.1 Additions to the Agenda – none

2.2 Adoption of the Agenda

**Motion to adopt Agenda:** Gloria Wilbee                      **Seconded:** Sean Wraight                      **Disposition:** Carried

3. **Review of Minutes of December Meeting**

3.1 Additions/Revisions

3.2 Approval of Minutes

**Motion to approve Minutes:** Jodie Snell                      **Seconded:** Wayne Forster                      **Disposition:** Carried

4. **Financial Reports and Updates (HPPH)**

The balance is \$6,579.27 – Cost of Road Safety Audit Course forthcoming for Imran

**Motion to approve:** Gloria Wilbee                      **Seconded:** Sean Wraight                      **Disposition:** Carried

5. **Business Arising**

5.1 **Traffic Calming**

- Dave Duncan, Town of Goderich, spoke of the town's efforts to reduce, calm and slow traffic along Bennett St, which was becoming a "short cut" for drivers. Temporary speed humps were installed which resulted in more interested neighbourhood groups/individuals coming forward to make a similar request on other streets. This resulted in the town creating and implementing a Traffic Calming Policy which guides how requests are submitted and steps that the town takes to assess and implement change when required.



- Several factors are assessed and scored to determine if further action is required. These factors include information such as; data collected from an Armadillo (traffic volume, speed), collisions, road characteristics, sight lines, road widths, avoidance (shortcuts), etc.
- All results are scored to determine “yes or no” traffic calming measures will be implemented. If it’s a yes then the town looks at several options such as; islands, road narrowing, information sign (this is your speed), speed hump, intersection hump, etc.
- Citizens can request to remove the traffic calming implementation if there is a 61% vote in favour. The town averages 3-4 requests a month. Dave advised that a time frame needed to be established between assessments at locations after figuring out that one neighbour after another was complaining on one street causing frequent assessments. Regardless the results were the same.
- There has been mixed reaction, however the majority has been in support
- Approximate costings; Armadillo \$8,500 to purchase, 2-3 hours to set up, 3-5 hours to assess data. Speed sign \$3,500. Temporary speed hump \$8,500. Pedestrian crosswalk \$21,000.
- Traffic patterns will become apparent; Dave gave an example of school zones, time of day and exit/enter area.
- Greg Lamport, provided an overview of traffic calming signals controlled by speed measuring devices that he witnessed in Portugal entering and exiting small towns. If one’s speed is over the limit the signal will change amber/red. If one’s speed is under the limit, the traffic signal remains green. These signals also have a pedestrian crosswalk associated to them if needed.

## 5.2 Terms of Reference

- Changes made to the meeting schedule – quarterly
- **Motion;** That the Coalition for Huron Injury Prevention approve the changes under the subsection, Meeting Frequency, within the Terms of Reference.
- **Motion to approve:** Greg Lamport      **Seconded:** Jodi Snell      **Disposition:** Carried
- CHIP goals to be listed – **Action:** Laura Edgar to draft goals, objectives and indicators for the committee
- 5.2.1 Membership Invitations
  - o Laura advised she sent out invitations to municipal partners and received no responses
  - o Awaiting an assignment from Imran’s office

## 5.3 Training, Education, Networking

- 5.3.1 Laura attended Sustainable Huron on March 1, 2024
- 5.3.2 Road Safety Audit Course April 29;
  - o We understand Imran has budgeted for his personnel to attend. However, no confirmation in Imran’s absence today
  - o Cost is approximate \$1500, option of 50% cost coverage from CHIP for the attendance of a member municipality of CHIP
- 5.3.3 Good Roads Conference April 21
  - o Municipal staff are attending. **Action:** Laura Edgar to check on the possibility of an attendee to provide a verbal report back to the CHIP Committee

## 5.4 Agriculture Equipment

- 5.4.1 Don’t Go Before You Know – Give Space, Pass Safe
  - o The OFA provided a grant program for sign purchases, pass safely



- Additionally, OFA support for billboard signage. There has been a lot of interest in getting the message out.

## 6. Organizational Round Table Updates

### 6.1 ACW – Nil

### 6.2 Bluewater – Nil

6.3 **Huron East** – get regular complaints regarding the grading of roads. Additionally, deal with complaints that farm tractors have left large soil clumps on the roadways. The municipality charges back to farmers the cleanup if necessary.

6.4 **Huron Perth Public Health** – Laura met with Mark Wilson of Temiskaming Road Safety Coalition. She also met with Sarah Richmond, Public Health Ontario, who are hoping to develop a tool that will coordinate road safety data and make it available to the public to access

6.5 **Huron County Public Works** – deferred

6.6 **Huron OPP** – deferred

### 6.7 Ministry of Transportation Ontario

#### 1. Community Partnership Grants (RSCPP 2023– 24)

The RSCPP Final Report template is now available in TPON. RSCPP recipients will need to complete this when they have completed their projects. The annual Road Safety Community Partnership Grant Program (**RSCPP**) is expected to launch for this fiscal year 2024 – April 2025 once it is approved. The grant opportunity launched in late May in 2023. Once again, using an online Transfer Payment Ontario Grants Portal (TPON). It is anticipated timing will remain consistent. I will share this opportunity when it is made available.

Here is a link to RSCPP Guide for a better understanding in the event that non-profit community group would like to participate in future years.

[Road Safety Community Partnership Program Guide - Forms - Central Forms Repository \(CFR\) \(gov.on.ca\)](#)

\*As always, **all** non-profit road safe organizations and groups are invited to participate to fund road safety related initiatives in their area should they elect to pursue this opportunity.

For reference and more information, or to apply for other grant funding, please visit:

<https://www.ontario.ca/page/available-funding-opportunities-ontario-government> - click on 'Road Safety Community Partnership Program'

If you have any questions, please contact [POEO@ontario.ca](mailto:POEO@ontario.ca).

#### Grant Description

The Road Safety Community Partnership Program demonstrates government commitment to road safety by providing funding to a network of provincial non-profit organizations with key road safety mandates.





The program supports public awareness initiatives, campaigns or events that address road safety and priority issues\* such as aggressive driving, pedestrian safety, distracted driving, impaired driving and cycling safety.

The program reinforces measures aimed at positively influencing transportation user behaviour and raising awareness of MTO policies and legislation to keep Ontario's roads safe at a grassroots/ local level. This funding can be used to promote road safety awareness by:

- increasing knowledge of road safety issues
- influencing transportation user behaviour
- supporting legislative and regulatory compliance
- focus on local road safety issues

#### **Public Outreach and Education Office**

[POEO@ontario.ca](mailto:POEO@ontario.ca)

Phone: [437-243-8514](tel:437-243-8514)

#### **2. Follow us (MTO) on Social Media. X and Facebook, and LinkedIn**

@ONtransport - for Road Safety Messaging, MTO Announcements and any Virtual Webinar Information opportunities when those are available.

*\*Important for all partners and stakeholders to follow us in these virtual locations for related MTO announcements. I will follow up directly for sharing of relevant shareable content when it is available.*

#### **3. MTO Road Safety Achievement Awards – The 2023 Road Safety Achievement Awards**

The Ministry of Transportation will be recognizing the achievements of our road safety partners for the past year, 2023. The ceremony will be held in person in June in Toronto.

The following categories will be awarded:

- Collaboration
- Corporate Leadership
- Initiative of the Year
- Professional
- Volunteer

Please consider this opportunity for your previous road safety initiatives in June 2024. Keep it in mind for projects ahead for next years iteration of the RSAAs. Nominations can be submitted up to April 5, 2024.

**4. Watch for updated versions of e-toolkits and shareables in the coming months.** Please note the Micromobility e-toolkit and placemats are currently on hold. As well, for those looking for road safety information with a rural lens, the Farm Guide is once again available online.

[Farm equipment on the highway | ontario.ca](https://carsp.ca/wp-content/uploads/2023/10/2024-Road-Safety-Events-Calendar.pdf)

[Équipements agricoles sur la route | ontario.ca](https://carsp.ca/wp-content/uploads/2023/10/2024-Road-Safety-Events-Calendar.pdf)

**5. We are pleased to share with you our 2024 Road Safety Events Calendar - <https://carsp.ca/wp-content/uploads/2023/10/2024-Road-Safety-Events-Calendar.pdf>** a valuable tool for enhancing coordination and alignment of public education and awareness activities throughout the year. This



calendar has been designed to share a broad range of priority road safety events in Ontario and Canada.

This calendar may change as it is currently populated with items as they are known at this point. Any further updates will be shared.

If you have any questions, comments or would like to suggest new events for consideration, please let me know.

-

#### **6.8 Morris-Turnberry**

- Similar to Huron East deal with complaints that farm tractors have left large soil clumps on the roadways. The municipality charges back to farmers the cleanup if necessary.

#### **6.9 North Huron**

- OPP satellite station in the Fire Hall on Main St in Blyth

### **7. New Business**

#### **7.1 Horse and Buggy Handbook Update**

- Laura advised MTO are looking to obtain funding by April 2024 to create a handbook and have a draft out by June 2024. The handbook would be for educational purposes for buggy operators and drivers while overtaking.

#### **7.2 Advancing Rural Road Safety in Ontario (covered in HPPH update)**

#### **7.3 Child Passenger Safety**

- Laura has been watching for safety seat inspection programs. No members are aware of any upcoming but will keep watch.

### **8 Correspondence – none.**

### **9. Meeting Summary:**

- a) Traffic calming projects, policies, ideas
- b) Terms of Reference – Updated and Goals to be set
- c) Tractor safety

### **10. Parking Lot**

- 10.1 2023-2024 Terms of Reference and Governance Model
- 10.2 ATV Map

**11 Next meeting:** June 12, 2024 9:30 – 11:30, in-person at the Health Unit, Clinton

**Minutes Taker:** Greg Lamport

**Motion to Adjourn:** Sean Wraight      **Seconded:** Wayne Forster      **Disposition:** Carried



Future meeting dates:

<b>Municipality / Organization - Minutes Taker</b>	<b>Date</b>	<b>Notes</b>
Ministry of Transportation	December 13, 2023	
Bluewater	March 13, 2024	
Huron County Public Works	June 12, 2024	
Morris-Turnberry	September 11, 2024	
North Huron	December 11, 2024	
HPPH Coordinator		
Huron East		
ACW		
OPP		





## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday May 16, 2024, 1:00 p.m.

Location: Formosa Administrative Office

Chair: Barbara Dobrean

Members present: Paul Allen, Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson (remote), Greg McLean, Steve McCabe (remote), Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

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

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

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

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

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

The following items were added to the agenda:

- i. Report 8.12 (GM-2024-09) Hiring Committee for new General Manager/Secretary-Treasurer
- ii. Report 8.20 (EPR-2024-18) Review of the Proposed Policies for a new Provincial Planning Policy Instrument
- iii. Report 8.22 (LAN-2024-02) Endorsement of the Greenock Swamp as a Wetland of Distinction

#### **Motion #G24-46**

Moved by Dave Myette

Seconded by Gregory McLean

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

**Carried**

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

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

Peter Whitten joined the meeting at 1:09 p.m.

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

##### **4.1 Authority meeting – March 21, 2024**

###### **Motion #G24-47**

Moved by Sue Paterson

Seconded by Larry Allison

THAT the minutes of the Saugeen Valley Conservation Authority meeting, March 21, 2024, be adopted as presented.

**Carried**

##### **4.2 Section 28 Hearing – March 21, 2024**

###### **Motion #G24-48**

Moved by Larry Allison

Seconded by Mike Niesen

THAT the minutes of the Section 28 Hearing, March 21, 2024, be adopted as presented.

**Carried**

#### **5. Staff Introductions**

New staff were unable to attend the meeting; therefore, introductions were postponed to a future meeting.

#### **6. Delegations**

##### **6.1 2023 Audited Financial Statements**

John Bujold, Baker Tilly LLP reviewed the draft financial report and noted that it is the opinion of Baker Tilly that the financial statements of SVCA present fairly the financial position as of December 31, 2023, and are in accordance with Canadian public sector accounting standards.

###### **Motion #G24-49**

Moved by Kevin Eccles

Seconded by Paul Allen

THAT the 2023 Audited Financial Statements, as prepared by Baker Tilly SGB LLP be approved as presented.

**Carried**

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

Al Leach, Vice President of the Saugeen Valley Children’s Safety Village (SVCSV), provided a presentation to the Board of Directors regarding updates to SVCSV programming. In 2020, SVCSV secured a five-year rent-free lease with SVCA for the Sulphur Spring Resources Centre, set to expire in fall 2025. The current lease agreement requires the Tenant to notify the Authority in writing of their intention to renew the lease at least one year before it expires. Mr. Leach has asked the Board of Directors to consider renewing the lease beginning in 2025. The Board directed staff to negotiate with the SVCSV and bring a recommendation to the Board at the July meeting.

###### **Motion #G24-50**

Moved by Dave Myette

Seconded by Bill Stewart

THAT the Saugeen Valley Children’s Safety Village lease agreement be referred to Staff for discussion; and further

THAT a recommendation be brought to the July Authority meeting for approval.

**Carried**

**7. Matters arising from the minutes – None at this time**

**8. New Business**

Jennifer Stephens submitted her resignation April 29, 2024, indicating that her last working day would be May 31, 2024. She informed the Board that, due to her accrued vacation days, her actual final day would be May 16<sup>th</sup>. The Board expressed their gratitude for her contributions as the General Manager/Secretary-Treasurer.

**Corporate Services**

**8.1 GM-2024-05: General Manager’s Report and Operational Plan**

The Directors discussed the G/M report and the Operational Plan.

Steve McCabe joined the meeting at 1:09 p.m.

**8.2 GM-2024-08: Program Report**

There was no discussion.

**8.3 COR-2024-07: Finance Report – Laura Molson**

There was no discussion.

**8.4 Correspondence**

Correspondence from Carl Kuhnke, Chair, Source Protection Committee (SPA), written to The Hon. Sylvia Jones, Minister of Health, regarding the plan to discontinue free private drinking water testing, was noted. Chair Dobreen advised that the Minister’s reply was favourable, and that private water testing will continue to be provided at no cost. She congratulated the SPA, and all municipalities that had submitted correspondence to the Ministry of Health.

**8.5 Approved Committee Minutes**

- 8.5.1 Executive Committee – February 23, 2024
- 8.5.2 Property and Parks Committee – September 7, 2023
- 8.5.3 Forestry Committee -October 11, 2023

There was no discussion.

**8.6 News Report**

There was no discussion.

**8.7 COR-2024-08: Accessibility Policy**

There was no discussion.

**Motion #G24-51**

Moved by Bill Stewart

Seconded by Mike Niesen

THAT the Saugeen Valley Conservation Authority approve the proposed Accessibility Policy.

**Carried**

**8.8 COR-2024-09: Records Retention Policy**

There was no discussion.

**Motion #G24-52**

Moved by Paul Allen

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority approve the proposed Records Retention Policy.

**Carried**

**8.9 COR-2024-10: Conservation Ontario 2023 Annual Report**

There was no discussion.

**Motion #G24-53**

Moved by Greg McLean

Seconded by Mike Niesen

THAT the Board of Directors of Saugeen Valley Conservation Authority receives Conservation Ontario's 2023 Annual Report.

**Carried**

**8.10 COR-2024-11: MFIPPA 2023 Annual Report – Jennifer Stephens**

There was no discussion.

**Motion #G24-54**

Moved by Jennifer Prenger

Seconded by Sue Paterson

THAT the Board of Directors of the Saugeen Valley Conservation Authority received the SVCA's Municipal Freedom of Information and Protection of Privacy Act 2023 Annual Report.

**Carried**

**8.11 COR-2024-12: Final Programs and Services Inventory**

There was no discussion.

**Motion #G24-55**

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT the Board of Directors of Saugeen Valley Conservation Authority approval the attached Programs and Services Inventory (Final version dated April 1, 2024) and direct staff to provide a copy to all member municipalities to complete the Transition Period outlined in Ontario Regulation 687/21.

**Carried**



**8.12 GM-2024-09: Hiring Committee for New General Manager/Secretary-Treasurer**

The SVCA Executive Committee has endorsed a procedure in which Grey County Human Resources will assist in recruiting a new GM/S-T. A Hiring Committee, appointed by the Board, will facilitate the procedure, draft the job posting, conduct candidate screenings and interviews, and then put forward recommendations to the full Board.

**Motion #G24-56**

Moved by Paul Allen

Seconded by Bill Stewart

THAT the Board of Directors appoint Larry Allison, Bud Halpin, and Jennifer Prenger to join Barbara Dobreen, Tom Hutchinson, Paul Allen, and Greg McLean to form the Hiring Committee for SVCA's new General Manager/Secretary-Treasurer; and

THAT the Hiring Committee be delegated the responsibility of finding a suitable candidate to fill the position of General Manager/Secretary-Treasurer; and

THAT the Hiring Committee engage the Grey County Human Resources Director to facilitate the recruitment process; and

THAT the Hiring Committee be authorized to engage third party support as required; and FURTHER THAT the Hiring Committee propose a viable candidate for the position of General Manager/Secretary-Treasurer to the Board of Directors at a future meeting.

**Carried**

**Environmental Planning and Regulations**

**8.13 EPR-2024-11: Permits Issued for Endorsement – Erik Downing**

**Motion #G24-57**

Moved by Bill Stewart

Seconded by Sue Paterson

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (#24-032, 24-038, 24-040 to 24-059, 24-061 to 24-065, 24-069, 24- 072 to 24-074, and 24-076), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed; and further

THAT the Prohibited Activities, Exemptions and Permits applications (#24-060, 24- 066, 24-067, 24-070, 24-071, 24-074, and 24-077), pursuant to Ontario Regulation 41/24, as approved by staff, be endorsed.

**Carried**

**8.14 EPR-2024-12: Permit Application and Template – Erik Downing**

**Motion #G24-58**

Moved by Larry Allison

Seconded by Kevin Eccles

THAT the Board of Directors approve the use of the permit and permit application template prepared to comply with Ontario Regulation 41/24.

**Carried**

**8.15 EPR-2024-13: Annual Reporting – Permits Issued in 2023**

**Motion #G24-59**

Moved by Mike Niesen

Seconded by Dave Myette

THAT the Board of Directors of the Saugeen Valley Conservation Authority receive the SVCA's annual reporting on 2023 permit timelines.

**Carried**

**8.16 EPR-2024-14: Stop Work Order Standard Operating Procedure and Template**

**Motion #G24-60**

Moved by Jennifer Prenger

Seconded by Bill Stewart

THAT the Board of Directors endorse the Stop Order Standard Operating Procedure and template for use by SVCA Provincial Offences Officers.

**Carried**

**8.17 EPR-2024-15: Violations Ranking Changes**

**Motion #G24-61**

Moved by Moiken Penner

Seconded by Bill Stewart

That the violation ranking system approved in the 2021 Violations Strategy be revised in accordance with this report.

**Carried**

**8.18 EPR-2024-16: Status of Active Violations**

Staff are managing 19 fewer violation files now compared with November 2023, largely due to a significant reduction in violations that rank as Category 3. Many of these violations were resolved over the past 6 months and several more were downgraded to Category 2 after partial remediation was completed. One violation file is presently in Provincial Offences Court and could proceed to trial.

**8.19 EPR-2024-17: Regulation detailing new Minister's Permit and Review Powers under the *Conservation Authorities Act***

On April 1st, 2024, new regulations under the *Conservation Authorities Act* granted the Minister additional powers. These powers allow the Minister to either prevent a conservation authority from issuing a permit or potentially override a permit refusal by the conservation authority. Staff provided comments to Conservation Ontario that reflected SVCA concerns.

**Motion #G24-61**

Moved by Paul Allen

Seconded by Dave Myette

THAT the Board of Directors of Saugeen Valley Conservation Authority receive this report on the proposed regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

**Carried**

**8.20 EPR-2024-18: Review of Proposed Policies for a New Provincial Planning Policy Instrument**

After discussion the following motion carried:

**Motion #G24-62**

Moved by Bill Stewart

Seconded by Bud Halpin

THAT the Board of Directors receive the staff report outlining the proposed policies for a new Provincial Planning Policy Instrument

**Carried**

**Forestry and Lands**

**8.21 LAN-2024-01: Varney Pond Update**

An application submitted to the Department of Fisheries and Oceans by SVCA is still pending, awaiting a decision regarding water diversion. The estimated total cost associated with reopening and operating the pond at Varney Conservation Area is \$800,500. Staff recommend that with consideration to the costs associated addressing structural deficiencies, public safety concerns, permitting and general remediation, disposal of the property should be explored.

**Motion #G24-63**

Moved by Bill Stewart

Seconded by Jennifer Prenger

THAT the Board of Directors receive the Varney Conservation Area Update.

**Carried**

**8.22 LAN-2024-02: Endorsement of the Greenock Swamp as a Wetland of Distinction**

After discussion the following motion carried:

**Motion #G24-64**

Moved by Bud Halpin

Seconded by Greg McLean

THAT the Board of Directors direct staff to advise Dr. Glasauer that Saugeen Valley Conservation Authority endorses the University of Guelph application to the Society of Wetland Scientists to designate Greenock Swamp as a Wetland of Distinction.

**Carried**

**8.23 LAN-2024-03: Provincial Offences Officer Designation – Donna Lacey**

There was no discussion.

**Motion #G24-65**

Moved by Mike Niesen

Seconded by Bill Stewart

THAT Alex Duszczyszyn (Forestry Technician) be designated by the SVCA Board of Directors as a

Provincial Offences Officer for the purpose of enforcing Section 29 (O. Reg. 688/21) of the *Conservation Authorities Act*.

**Carried**

#### **8.24 LAN-2024-04: Durham Campground Improvements**

SVCA Staff have explored strategies to boost revenue at the Durham Campground. Based on a 2024 poll of seasonal staff, they identified interest in introducing winter camping. After assessing costs, they recommend proceeding with the project with a budget of no more than \$35,000, sourced from the campground reserve fund. After further discussion, the following motion carried:

##### **Motion #G24-66**

Moved by Larry Allison

Seconded by Jennifer Prenger

THAT the Saugeen Valley Conservation Authority Board of Directors approve the use of \$35,000 from campground reserves to fund the proposed campground improvements at Durham Conservation Area for the purposes of making the site compatible for winter camping.

**Carried**

#### **Water Resources**

#### **8.25 WR-2024-03: Durham Upper Dam – Hazard Classification – Elise MacLeod**

D.M. Wills Associates has reviewed the condition of the Durham Upper Dam as part of the Phase 1 Class Environmental Assessment (EA) and has reported that the dam is in poor condition. The report concludes that the dam does not have sufficient hydraulic capacity to convey the inflow design flood and the dam and dyke will overtop. D.M. Wills recommends that an Emergency Preparedness and Response Plan be developed and implemented in coordination with the Municipality of West Grey.

##### **Motion #G24-67**

Moved by Bill Stewart

Seconded by Greg McLean

THAT the Board of Directors receive Staff Report #WR-2024-03, dated May 16, 2024, regarding the Durham Upper Dam Hazard Potential Classification for information.

**Carried**

Tom Hutchinson left the meeting at 4:14

#### **8.26 WR-2024-04: Dam Public Safety Plans – Elise MacLeod**

##### **Motion #G24-68**

Moved by Moiken Penner

Seconded by Peter Whitten

THAT the Board of Directors authorize SVCA's General Manager/Secretary-Treasurer to endorse the Durham Lower Dam and Glenelg Dam public safety plans, as presented.

**Carried**

**9. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals (interim coverage of GM/Secretary-Treasurer position)**

**Motion #G24-69**

Moved by Bill Stewart

Seconded by Paul Allen

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

THAT Jennifer Stephens, Erik Downing, Matt Armstrong, Madeline McFadden, and Janice Hagan remain in the meeting as required.

**Carried**

**Motion #G24-75**

Moved by Greg McLean

Seconded by Sue Paterson

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

**Carried**

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

**10. Adjournment**

There being no further business, the meeting adjourned at 4:51 p.m. on the motion of Kevin Eccles and Jennifer Prenger.

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Barbara Dobreen  
Chair

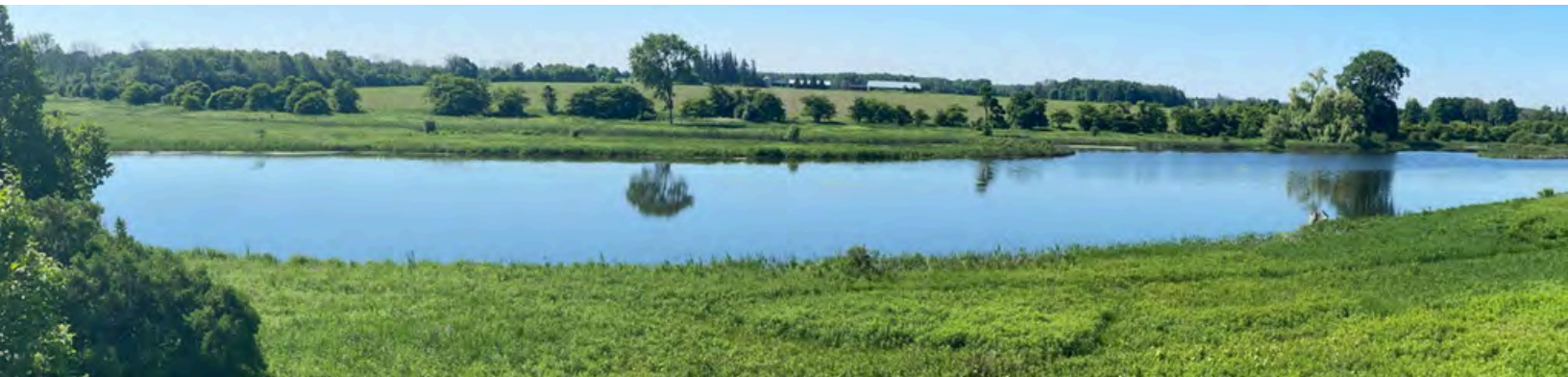
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Janice Hagan  
Recording Secretary



**Listowel-Wingham  
and Area** FAMILY  
HEALTH TEAM

# ANNUAL REPORT 2023/24



## VISION

A HEALTHY EMPOWERED RURAL COMMUNITY

## MISSION

WE PROVIDE COMPASSIONATE QUALITY HEALTHCARE TO OUR  
COMMUNITIES IN A TIMELY, ACCESSIBLE AND EQUITABLE  
MANNER.

## VALUES

COMPASSION - INCLUSIVITY - RESPECT  
PATIENT-CENTRED - PROFESSIONAL - INTEGRITY



**Ontario Health**  
West



PROUD MEMBER

**HURON PERTH & AREA**  
ONTARIO HEALTH TEAM

## MESSAGE FROM THE BOARD CHAIR

The 2023/24 year has been a year of progress for the Family Health Team. Much of the work and focus that was needed during the pandemic has subsided and has allowed the FHT and its partners to proactively move forward with a renewed focus on our primary health care Strategic Plan. The Board is proud of the work our team members along with collaborators have made over the last year and want to thank everyone that is actively working to improve primary care in our communities despite the many challenges we face. We are making progress on our strategic objectives and look forward to refreshing our strategy in the upcoming year with input from our partners.

We continue to be leaders in health care in Ontario. The Joint Accreditation process, partnership with the Kaswentha Two Row Now Indigenous group, and the recent securing of \$800,000 in funding to support local patients without primary care access as detailed in Robin's letter are all examples of how we are partnering to ensure an informed and supportive primary care network for all community members. We are doing this work with a continued commitment to being fiscally responsible and successfully using our funding to deliver as much care as possible.

We will continue to be strong partners in tackling the significant challenge of physician recruitment that persists across Ontario and in our area. Progress is being made in this area as we look forward to seeing the success of the recently established residency program and welcoming our first of what we hope will be many Practice Ready Ontario physicians to our communities. We will continue to partner with our physician group and community to support the recruitment of primary care physicians to our communities. More information on physician recruitment and how to join our FHT can be found on our newly launched website under Physician Recruitment | Listowel-Wingham Family Health Team ([lwafht.ca](http://lwafht.ca)).

With the strong leadership we have at the board, staff, and partner level, including our leadership at the Ontario Health Team level and participation in committees that influence local primary healthcare, we are in a strong position to support the headwinds of the healthcare landscape in Ontario moving forward. As we look forward to 2024/25, we are excited for the upcoming Fischer Clinic Renovations, establishment of the Ontario Health Team Primary Care Networks, welcoming new physicians to our communities, and spending time focusing on how we can invest in wage parity so we can continue to attract and retain strong team members to support the primary care needs of our community members. I want to take the time to thank our Board members, the FHT staff, and our partners for their hard work and dedication to support a healthy, empowered rural community.

Lindsay Beharry  
Board Chair  
Listowel-Wingham and Area FHT



# MESSAGE FROM THE EXECUTIVE DIRECTOR

In reflecting on the past year, the words aligning, collaborating and innovating come to mind. The FHT has continued our focus on providing high-quality patient care and our amalgamation journey - delivering patient care excellence, creating a great place to work, optimizing resources and community partnership.

At the system level, Ontario Health Teams are continuing to evolve. The first-of-its-kind Joint Accreditation across ten organizations is an important step in moving towards accountability across the care continuum. We are incredibly proud of our team for achieving an Exemplary award! Our collaboration with the Kaswentha Two Row Now Indigenous group for a grant to build a 30-foot Tipi speaks to our commitment to taking concrete action as we move towards reconciliation with Indigenous Peoples.

I wish to acknowledge our incredibly dedicated staff team and physician colleagues. We have worked to maximize timely access, catch-up on preventative care and implement innovative processes and programs. In partnership with the other FHTs in our area, we were thrilled to receive over \$800K in funding to create a regional program for residents without primary care access.

The board and medical directors have continued to provide strong leadership to advance the vision of the organization. Roxanne Cerson Wright is wrapping up her term with the board after serving three terms; we are so very grateful for her guidance and expertise.

The coming years will bring challenges as the family doctor shortage continues to grow. Advocacy for community health sector wage harmonization and adequate operational funding will continue to be critical, as well as moving forward with physician recruitment strategies. We are encouraged to see Ontario Health prioritizing primary care as foundational to the healthcare system and look forward to continuing focus and investment.

In what will undoubtedly be challenging years ahead, we are so very fortunate to have such dedicated and skilled staff, governors and physicians, all of whom support high-quality, patient-centred care for our communities.

Respectfully Submitted,

Robin Spence Haffner  
Executive Director  
Listowel-Wingham and Area FHT



*Some of the Wingham Team with the Accreditation Canada Surveyor*



# MESSAGE FROM THE CLINICAL DIRECTOR

This past year has seen notable clinical program development at LWA FHT. Through the hard work and dedication of our clinical staff, we have improved access to care by harmonizing and spreading programs across our Listowel and Wingham locations. Our MINT Memory Program, which provides a comprehensive team-based memory assessment, has been spread to our North Perth site and our Well Women program, a registered nurse led program aimed at preventive care, has also been spread to our North Perth location. Breast feeding support is also now available at our North Huron location in addition to our North Perth location. Cross-site program alignment and program development will continue in both of these programs as well as other programs already aligned at our two locations in the 2024/25 year.

Demand for mental health services as well as acute and episodic Nurse Practitioner (NP) services continues to increase. We have made adjustments to our scheduling and referral processes, added mental health navigation roles and adjusted our scheduling practices; for the second year in a row, we have been able to increase access and the volumes of patients supported in both of these programs. Our NP program was able to support an additional 468 patients over the 2023/24 year compared to the previous year, and our mental health services supported an additional 274 patients from the previous year.

We participated in a joint Accreditation with our Huron Perth and Area OHT partners. By participating in the Accreditation process, organizations demonstrate to the public that they are committed to quality, safety and patient-centered care. The process involves assessing practices against national standards, making adjustments or improvements where needed and participating in an onsite visit from a team of Accreditation Canada surveyors. Thanks to our team's commitment to excellence and expertise, we were able to meet 100% of the Primary Care standards! The OHT received "Exemplary" status from Accreditation Canada, which is the highest-level award. This collaborative effort resulted in a huge accomplishment for not only our team but also our local health care system.

Lastly have had yet another year of notable staff accomplishments:

- Kate Godwin – Nurse Practitioner designation as well as Lactation Consultant Certification
- Dianne Norris – PAP Certificate (Women's Health)
- Shannon Smith – Management of Oral Anticoagulation Therapy in Primary Care Certification
- Savannah Zantingh – Registered Dietitian designation

Congratulations Kate, Dianne, Shanno and Savannah!

Lindsay McGee, Director of Clinical Programs



## MESSAGE FROM THE NORTH HURON MEDICAL DIRECTOR

The Listowel–Wingham and Area Family Health Team continues to provide excellent service to our patients. During the past year, fundraising for the new CT scanner has been very successful due to the generous donations from local businesses and residents. The new CT scanner will provide state of the art imaging for our patients.

The family health team continues to offer numerous services to our patients as a result of the dedicated staff. This past year saw the retirement of Dr. Bonnie Marshall and Dr. Shaun Marshall from family practice. Jan McKague and the recruitment committee are working towards replacing the retiring physicians and hopefully recruiting one or two more physicians. Fran Moore will be retiring after more than 16 years of excellent and dedicated service to the FHT. We wish her the best of luck in the future!

Healthcare in Ontario continues to struggle with under funding and the lack of commitment to universal health care with an ageing population. The future is uncertain, but hopefully governments will preserve universal healthcare for all residents of Canada.

Respectfully,  
Greg Antoniadis MD

## MESSAGE FROM THE RECRUITMENT OFFICER

Welcome to our newest physician superstars Dr. Nicole Conners and Dr. Mike Saba. We are so pleased to welcome Dr. Nicole Conners “home” to practice at the Listowel clinic. Our surgical program at both the Listowel and Wingham sites are in the exceptionally skilled hands of General Surgeon, Dr. Mike Saba. We are thrilled both of them have chosen to bring their knowledge and talents to our medical teams.

We are undertaking some exciting initiatives to attract physicians to practice with us. Western’s Schulich School of Medicine has expanded their Family Medicine Training program to our Listowel site. We are also engaged in a new Ministry of Health Program, Practice Ready Ontario. This program supports internationally trained physicians through supervised licensure in high needs communities. Additionally, we are excited to broaden our reach by collaborating in a province wide physician recruitment alliance to attract physicians from the US, UK, Ireland and Australia. The expansion of the Fisher Family Medical Centre in Listowel will provide space for many new physicians and other care providers in the future.

Combined, Listowel and Wingham are fortunate to have a group of 23 outstanding committed physicians in our communities. The Ontario College of Family Physicians predicts 1 in 4 Ontarians will be without a family physician by 2026. Primary care access is a provincial and national crisis our communities are working diligently to navigate. Through the initiatives outlined previously, we are intently focused on growing our physician teams to serve patients in Listowel Wingham and Area.

Respectfully Submitted,  
Jan McKague-Weishar

# MESSAGE FROM THE NORTH PERTH MEDICAL DIRECTOR

Hello from the North Perth Medical Director of the Listowel-Wingham and Area Family Health Team! Although I stepped into this position halfway through the 2023/2024 year, I have already witnessed so many impressive changes that make me excited for the future. My thanks in particular to Robin, Lindsay, and the entire Board of Directors for their leadership and patience as I settle into this new role.

Connecting with patients in our area and communicating with transparency remain a focus, exemplified by the launch of our new website ([www.lwafht.ca](http://www.lwafht.ca)). This website is a goldmine of information on FHT programs and recruitment efforts and will continue to develop as we do.

Our leaders continue to reject complacency in their endeavours to deliver care to as many local patients as possible. We were successful in securing funding for a program aimed at the care of orphaned and unattached patients and are working towards implementation. We have established a same day/next day NP program in North Huron (with the North Perth site soon to follow) to improve access to acute episodic care and offload our Emergency Departments. We now have Mental Health Navigator/Counsellor roles at both sites to streamline the delivery of local mental health care. The shrinking waitlist is a testament to the efforts and efficiency of these new navigators and the dedication of our counsellors. Judicious resource allocation without sacrificing quality of care at a time when primary care is not prioritized at a provincial level is certainly a challenge.

Looking ahead, we will continue to grow. Our team remains active on multiple committees and on the OHT. The Fisher Clinic renovation has the exciting potential of further expansion of programs and services while providing room for more physicians. The Recruitment Committee has a great deal to celebrate with the creation of a family medicine residency program in Listowel (and welcoming our first resident!) as well as the promise of Practice Ready Ontario physicians.

Reviewing the many accomplishments and our plans for the future above, it will come as no surprise that we achieved successful Accreditation with Exemplary Standing in the spring. This is the culmination of years of effort and a commitment to excellence in patient care which continues to drive our team forward. Thank you for the opportunity to work with you.

Take care,

Dr. Jeff Dietrich, MD, CCFP



*Design for fisher family medicine clinic expansion, scheduled to open in spring 2025*

# **Our Team**

We are fortunate to have both long-tenured and new team members. Congratulations, all, for another successful year!

## **OVER 15 YEARS**

PATTI GRAHAM, FRAN MOORE, TAMMY CARTER, JAMES BROWN, CAIRN PITTOCK, KRISTA MARSTON

## **OVER 10 YEARS**

LINDSAY MCGEE (13) MARLENE FITCH (14)

## **OVER 5 YEARS**

MARY MCINNES (9) SUE QURESHI (7)  
JULIA WILDER (7) JENESSA GREIN (7) JULIE MURTHA (6)  
ADRIANA MUIS (5) JENNIFER KOCH (5)

## **OVER 1 YEAR**

DEANNA MUSGROVE (4) DIANNE NORRIS (4) DANIEL GOODMAN  
(4) SHANNON SMITH (4)  
VANESSA FOXTON (3) ROBIN SPENCE HAFFNER (2), NICOLE  
SNYDER (2), BRENDA DUMOND (2),  
MELISSA VALDEZ (1), PAM VAN DYKE (1),

## **WELCOME TO OUR NEWEST EMPLOYEES**

SHIANNA HOFFSTETTER, KATE GODWIN, LAUREN THOMPSON,  
NICOLE OLSON, SAVANNAH ZANTINGH

## **RETIREMENTS**

CONGRATULATIONS AND MANY WELL WISHES TO OUR  
RETIREES IN 2023/24!

PHYSICIANS – DR. BONNIE MARSHALL  
BOARD MEMBERS – ROXANNE CERSON WRIGHT

**Association of Municipalities of Ontario  
(AMO)**

155 University Ave., Suite 800  
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Toll-free in Ontario: 1.877.426.6527  
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**Ontario Medical Association**

150 Bloor St. West, Suite 900  
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E: [info@oma.org](mailto:info@oma.org)  
oma.org

Dear Heads of Council and Clerks,

Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A - Also in PDF and Word Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

To set up a meeting with the OMA, please reach out to [Tarun.Saroya@OMA.org](mailto:Tarun.Saroya@OMA.org) (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran  
CEO, Ontario Medical



Colin Best  
Association AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

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

August 13

Meeting Date	Action Item	Action By	Current Status	Next Step
January 9, 2024	Grant and Donation Policy Review	CAO	Policy under review by staff	Report to Council with recommended updates to Policy
February 6, 2024	Turnberry Conservation Area Memorial Gate Repairs	CAO	Staff procuring quotes and working with MVCA to determine best plan of action	Report to Council with quotes and proposed plan of action.



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

**BY-LAW NO. 39-2024**

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Being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry, for its meeting held on August 13, 2024.

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**WHEREAS** Section 9 of the *Municipal Act 2001, S.O. 2001, c. 25* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 5 (3) of the *Municipal Act 2001, S.O. 2001, c. 25* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry for the August 13<sup>th</sup>, 2024, meeting be confirmed and adopted by By-law;

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

1. The action of the Council of the Corporation of the Municipality of Morris-Turnberry at its meeting held the 13<sup>th</sup> day of August 2024, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Morris-Turnberry at the meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law; and
2. The Mayor and proper officials of the Corporation of the Municipality of Morris-Turnberry hereby authorize and direct all things necessary to give effect to the action of the Council to the Corporation of the Municipality of Morris-Turnberry referred to in the preceding section thereof;
3. The Mayor and CAO/Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation.

**Read a FIRST and SECOND time this 13<sup>th</sup> day of August 2024**

**Read a THIRD time and FINALLY PASSED this 13<sup>th</sup> day of August 2024**

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Mayor, Jamie Heffer

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Clerk, Trevor Hallam