



MUNICIPALITY OF MORRIS-TURNBERRY

COUNCIL AGENDA

Tuesday, September 20th, 2022, 7:30 pm

The Council of the Municipality of Morris-Turnberry will meet electronically in regular session on the 20th day of September 2022, 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 September 20th, 2022, 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 September 6th, 2022, 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 September 20th accounts in the amount of \$1,287,992.00.

~

6.0 PUBLIC MEETINGS AND DEPUTATIONS

None.

7.0 STAFF REPORTS

7.1 BY- LAW ENFORCEMENT

7.1.1 By-Law Enforcement Activities – July and August 2022

A report has been prepared by CBO/By-Law Enforcement Officer Kirk Livingston regarding by-law enforcement activities for July and August.

7.2 BUILDING

7.2.1 Building Department Activities – July and August 2022

A report has been prepared by CBO/By-Law Enforcement Officer Kirk Livingston regarding building department activities for July and August.

8.0 **BUSINESS**

8.1 MUNICIPAL DEVELOPMENT AND SERVICING GUIDELINES

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

*Moved by ~
Seconded by ~*

THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return the draft Municipal Development and Servicing Guidelines to a future meeting of Council for adoption under by-law.

~

8.2 TERTIARY SEPTIC SYSTEM MAINTENANCE AGREEMENT

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

*Moved by ~
Seconded by ~*

THAT leave be given to introduce By-Law # 38-2022, being a by-law to amend By-law 59-2001 of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 20th day of September 2022.

~

9.0 **COUNCIL REPORTS**

Sharen Zinn

Jamie McCallum

Jim Nelemans

Kevin Freiburger

Jamie Heffer

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

10.1 Rural talks to Rural 2022 – Information Circular – Canadian Centre for Rural Creativity

10.2 Digital Main Street – Digital Transformation Grant Available

10.3 Minutes – Wingham & Area Health Professionals Recruitment Committee – March 14, 2022

10.4 Minutes – SVCA Authority Meeting – July 21, 2022

10.5 Board Highlights – AMDSB – September 13, 2022

10.6 Notice of Public Hearing – Proposed Minor Variance – Morris-Turnberry

10.7 Notice of Public Meeting – Zoning By-Law Amendment – Morris-Turnberry

10.8 Resolution – Ontario Wildlife Damage Compensation Program Fees – Ashfield-Colborne-Wawanosh

10.9 Outstanding Action Items

11.0 **NEW BUSINESS**

None.

12.0 BY-LAWS AND AGREEMENTS

12.1 Deeming By-Law - Belmore

At the September 6th meeting, Council gave direction to return a by-law to deem certain lots of Plan 164 in Belmore in accordance with a development proposal. By-law 39-2022 is presented here for consideration.

*Moved by ~
Seconded by ~*

THAT leave be given to introduce By-Law # 39-2022, being a by-law to deem registered plans not to be registered, and that it now be read severally a first, second, and third time, and finally passed this 20th day of September 2022.

~

13.0 CLOSED SESSION

13.1 Enter closed session

*Moved by
Seconded by*

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

- 1. Section 239 (2) (b) regarding personal matters about an identifiable individual, including municipal or local board employees;*
- 2. Section 239 (2) (c) regarding a proposed disposition of land 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 # 40-2022, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on September 20th, 2022, and that it now be read severally a first, second, and third time, and finally passed this 20th day of September 2022.

~

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, October 4th, 2022, 7:30 pm
Regular Meeting of Council – Tuesday, October 18th, 2022, 7:30 pm



MUNICIPALITY OF MORRIS-TURNBERRY

COUNCIL MINUTES

Tuesday, September 6th, 2022, 7:30 pm

The Council of the Municipality of Morris-Turnberry met in Council Chambers in regular session on the 6th day of September 2022, at 7:30 pm.

Council in Attendance

Mayor Jamie Heffer
Deputy Mayor Sharen Zinn
Kevin Freiburger
Jamie McCallum

Staff in Attendance

Trevor Hallam	CAO/Clerk
Mike Alcock	Director of Public Works
Meghan Tydd-Hrynyk	Huron County Planner

Others in Attendance

Nancy Michie	Applicant DB01-2022 VanNess
Denny Scott	The Blyth Citizen

1.0 CALL TO ORDER

Mayor Heffer called the meeting to order at 7:31 pm.

2.0 ADOPTION OF AGENDA

Motion 189-2022

*Moved by Jamie McCallum
Seconded by Sharen Zinn*

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of September 6th, 2022, as circulated.

Carried.

3.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None declared.

4.0 MINUTES

Motion 190-2022

*Moved by Sharen Zinn
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the August 9th, 2022, Council Meeting Minutes as written.

Carried.

5.0 ACCOUNTS

Motion 191-2022

*Moved by Jamie McCallum
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the September 6th accounts in the amount of \$1,317,866.49.

Carried.

6.0 PUBLIC MEETINGS AND DEPUTATIONS

None.

7.0 STAFF REPORTS

7.1 PUBLIC WORKS

7.1.1 Operations Update

A report was presented by Director of Public Works Mike Alcock to provide an update on Public Works operations and activities.

7.2 CLERK

7.2.1 Restricted Acts After Nomination Day

A report prepared by Deputy Clerk Kim Johnston in this regard was presented by CAO/Clerk Trevor Hallam for the information of Council.

8.0 BUSINESS

8.1 APPLICATION TO REPEAL DEEMING BY-LAW 59-2001

Planner Meghan Tydd-Hrynyk presented a report in this regard.

Motion 192-2022

*Moved by Sharen Zinn
Seconded by Jamie McCallum*

THAT leave be given to introduce By-Law # 33-2022, being a by-law to amend By-law 59-2001 of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 6th day of September 2022.

Carried.

Motion 193-2022

*Moved by Kevin Freiburger
Seconded by Jamie McCallum*

THAT staff are hereby directed to return a by-law for consideration to deem lots 8-11, 34, 35, 48, 49 of plan 164 in Belmore.

Carried.

9.0 COUNCIL REPORTS

Sharen Zinn

Attended the Association of Municipalities of Ontario conference in Ottawa the week of August 14th. She attended 10 sessions in total. She noted that there are a lot of changes to be made in the next 4 years and Council needs to be seeking out cost saving measures.

Gave regrets for not attending the August 25th staff appreciation lunch, and thanked all staff and the summer students for their hard work.

Jamie McCallum

August 25th attended the staff appreciation lunch.

Kevin Freiburger

No report.

Jamie Heffer

Attended the Association of Municipalities of Ontario conference in Ottawa the week of August 14th. Themes included Council as municipal leaders, and focusing on disciplined and principled leadership. He noted the importance of focusing on the what instead of the who. He also noted the importance of meaningful engagement, and Council coming to meetings prepared and well informed.

August 25th attended the staff appreciation lunch.

10.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION

- 10.1 Event Notice – United Way Campaign Launch
- 10.2 Monthly Report – Belgrave Water – July 2022
- 10.3 Annual Report – Huron Perth Public Health
- 10.4 Outstanding Action Items

11.0 NEW BUSINESS

None.

12.0 BY-LAWS AND AGREEMENTS

- 12.1 Compliance Audit Committee Appointment and Terms of Reference

At the August 9th meeting, Council gave direction to return a by-law appointing members to a Compliance Audit Committee and establishing Terms of Reference for the same. By-law 34-2022 was presented for consideration.

Motion 194-2022

*Moved by Jamie McCallum
Seconded by Sharen Zinn*

THAT leave be given to introduce By-Law # 34-2022, being a by-law to appoint members to a Compliance Audit Committee and establish Terms of Reference for the same, and that it now be read severally a first, second, and third time, and finally passed this 6th day of September 2022.

Carried.

- 12.2 Shared Service Agreement – Animal Control

At the August 9th meeting, Council gave direction to return a by-law authorizing the execution of a shared services agreement between Morris-Turnberry, Central Huron and Huron East for the sharing of Animal Control Officer services. By-law 35-2022 was presented for consideration.

Motion 195-2022

*Moved by Kevin Freiburger
Seconded by Sharen Zinn*

THAT leave be given to introduce By-Law # 35-2022, being a by-law to authorize the Mayor and Clerk to execute and affix the Corporate Seal to an agreement between the Municipality of Morris-Turnberry and the Municipalities of Central Huron and Huron East for the sharing of the services of an Animal Control Officer, and that it now be read severally a first, second, and third time, and finally passed this 6th day of September 2022.

Carried.

12.3 Appointment of Animal Control Officer

At the August 9th meeting, Council gave direction to return a by-law appointing Steve Jensen as Animal Control Officer for the Municipality. By-law 36-2022 was presented for consideration.

Motion 196-2022

*Moved by Jamie McCallum
Seconded by Kevin Freiburger*

THAT leave be given to introduce By-Law # 36-2022, being a by-law to appoint an Animal Control Officer for the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 6th day of September 2022.

Carried.

13.0 **CLOSED SESSION**

13.1 Enter closed session

Motion 197-2022

*Moved by Kevin Freiburger
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry enter a closed session at 7:57 PM, with the CAO/Clerk remaining in attendance, for the purpose of discussing confidential matters pursuant to the following sections of the Municipal Act:

1. *Section 239 (2) (b) regarding personal matters about an identifiable individual, including municipal or local board employees;*

Carried.

13.2 Return to open session

Motion 198-2022

*Moved by Sharen Zinn
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry rise from a closed session at 8:14 p.m.

Carried.

13.3 Report and Action from Closed Session.

Council discussed a request for an adjustment of property taxes, and a matter concerning an employee.

14.0 CONFIRMING BY-LAW

Motion 199-2022

*Moved by Sharen Zinn
Seconded by Kevin Freiburger*

THAT leave be given to introduce By-Law # 37-2022, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on September 6th, 2022, and that it now be read severally a first, second, and third time, and finally passed this 6th day of September 2022.

Carried.

15.0 ADJOURNMENT

Motion 200-2022

*Moved by Kevin Freiburger
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 8:15 pm.

Carried.

NEXT MEETINGS:

Regular Meeting of Council - Tuesday, September 20th, 2022, 7:30 pm
Regular Meeting of Council – Tuesday, October 4th, 2022, 7:30 pm

Mayor, Jamie Heffer

Clerk, Trevor Hallam

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

September 20 2022

General

Hydro One	Streetlights	1,126.19	
Hydro One	Morris Office	351.39	
Tuckersmith Communications	Office Internet	111.87	
MicroAge Basics	Office Supplies & IT	1,189.75	
Pitneyworks	Postage	1,709.95	
CIBC VISA	Online Council Meeting	22.60	
	Planning Expense	11.30	
	Postage	37.30	
	Water	60.22	
	Coffee Supplies	314.54	
	Newspaper Subscription	45.00	
	First Aid Kits	246.91	
	Postage Machine Ink	<u>158.18</u>	896.05
Midwestern Newspaper Corp	Advertisements	336.18	
North Huron Publishing Company Inc.	Advertisements	211.98	
Krantz Law Professional Corporation	Legal	740.66	
Crawford, Mill & Davies	Legal	366.94	
Intact Public Entities	Deductible	1,708.72	
The Plumber	Water Heater Replacement	1,909.70	
Township of North Huron	Fire Calls	1,140.54	
Property Owner	Return Security Deposit	1,500.00	
To Recipients	Graduation Awards x3	750.00	
County of Huron	2022 Q3 Levy	622,973.00	
Avon Maitland District School Board	2022 Q3 Education Levy	242,805.25	
Huron Perth Separate School Board	2022 Q3 Education Levy	38,915.65	

Payroll

September 14 2022	Payroll	18,670.31	
	Expenses	<u>111.16</u>	

937,525.29

Building Department

Foxton Fuels	Fuel	322.56	
<u>Payroll</u>			
September 14 2022	Payroll	4,454.80	
	Expenses	<u>-</u>	

Building Total

4,777.36

Property Standards

Property Standards Total

-

Drainage

Drainage Total

-

Parks & Cemeteries

Hydro One	Kinsmen Park	34.48	
PE Inglis Holdings Inc.	Hwy 86 Park - Portable Unit	<u>170.00</u>	

Parks & Cemeteries Total

204.48

Belgrave Water

Hydro One	Belgrave Water	990.98	
Hydro One	Humphrey Well	45.14	
Hay Communications	Belgrave Water	11.30	
Kincardine Cable TV	Belgrave Water	41.75	
RJ Burnside & Associates Limited	Belgrave Water	<u>4,103.82</u>	

Water Total

5,192.99

Landfill

Hydro One	Morris Landfill	47.96
PE Inglis Holdings Inc.	Portable Unit	175.15

Landfill Total 223.11

Roads

Hydro One	Turnberry Shop	196.27
Hydro One	Morris Shop	175.70
Huronia	Shop Supplies	207.92
PBJ Cleaning Depot	Water	145.45
Edgar's Feed & Seed	Grass Seed	230.52
Schmidt's Power Equipment	Chainsaw Supplies	99.93
Cedar Signs Inc.	Road Signs	182.51
Foxtan Fuels	Fuel	7,845.74
Joe Kerr Ltd.	Gravel & Repair for 19-06 Tandem	6,385.55
MGM Townsend Tire	Repair for 09-02 Grader	325.09
Steffen's Auto Supply	Parts for 19-06 Tandem	86.55
Altruck International Truck Centres	Repair for 19-06 Tandem	1,064.93
Radar Auto Parts	Parts for 13-13 Grader	641.81
Brandt London	Parts for 09-02 Chipper	477.69
Jordan Auto Inc.	Repair for 17-14 Pickup	1,134.20
Leslie Motors	Service on 19-08 & 18-18 Pickup Trucks	201.06
Walker Construction Limited	Surface Treatment	282,135.65
Looby Construction Limited	Smuck Bridge Construction (M230)	12,569.93
Huron County Road Supervisors Assoc	Truck Roadeo Entrance Fee x2	150.00
Property Owners	Return Entrance Deposits x3	1,500.00

Payroll

September 14 2022	Payroll	24,312.27
	Expenses	-

Roads Total 340,068.77

Account Total 1,287,992.00

Approved By Council:

September 20 2022

Mayor - Jamie Heffer

Treasurer- Sean Brophy

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Kirk Livingston, Chief Building Official

DATE: September 14, 2022

SUBJECT: Property Standards and By-Law Enforcement Report for July and August 2022

RECOMMENDATION

THAT the Council of the Municipality of Morris Turnberry hereby receive the Chief Building Officials report on Property Standards & By-Law Enforcement for the months of July and August 2022 as submitted for information purposes.

BACKGROUND

The Building Department's main objective is to provide the best professional service to administer and enforce the Ontario Building Code along with any Municipal By-Laws. Through the examination of plans, issuance of building permits, reviewing bylaws and performing inspections, we ensure compliance with building standards of the Ontario Building Code and compliance with Municipal By-Laws to ensure health and safety, fire protection and structural sufficiency in all buildings in the Municipality.

The findings outlined below have been provided by Bruce Brockelbank, Property Standards and By-Law Enforcement Officer.

COMMENTS

By-law Enforcement - New Complaints.

- Jane Street – I received a complaint about a property with unlicensed vehicles, rubbish, debris and no grass cover in the backyard.
- Mary Street – I received a complaint about a dog coming out of its property and chasing people as they pass by the property.
- Mary Street – I received a complaint about a property that has dogs that bark excessively in the evening.
- London Road – I received an email about someone wanting to know if they could have chickens at the property.

Outstanding Files and Ongoing Investigations.

- Brussels Line – I attended the property to inspect for several issues at the property. I talked to the owner about where he could locate a sea container on the property that would meet zoning requirements. I also attended the property the second time to make sure the excavation area for the basement was fenced. The owner is pouring a cement floor because the existing floor was dirt.
- Blyth Road – I sent out a property standards order registered mail to the property owner; order was not picked up at the post office, so I attended the property and posted the order on the property. I have since made arrangements for the property to be cleaned up last week of September.
- Mary Street – I contacted the owner about keeping his dogs on his property, the entire property is fenced but they were leaving the gate open. They were told to keep the gate closed to contain the dogs or tie them up to keep them on the property. About further investigation the owners had no tags and one more dog then allowed. A letter was sent out to the owner

requiring the two dogs be licensed and the third to be removed. I will be attending to determine if this has been complied with.

- Mary Street – I attended the property and talked to the owner of the property about their dogs barking in the evening for hours on end. The owner explained that their dogs are not out unless they are out with them. The owner claims there is a possible puppy mill around the corner from and this maybe the issue. I will need to do some more investigating on the issue and will call the complainant back for more information.
- London Road – I contacted the person interested in purchasing the property to find out the civic address so I could check the zoning on the property. After checking the zoning, I contacted the perspective buyer to explain to them chickens were not allowed at the property in question.
- Parker Drive - I attended the property and talked to the property owner about their dog not being on a leash when they walk their dog. I explained that citizens are complaining about their dog doing its business on other lawns and it's not being cleaned up. I also explained the dog needs to be on a leash if it is being walked. While I was there, there were three unlicensed cars and tires at the property. I explained the cars and tires must be removed; the owner said they would contact me about that issue. The owner contacted me later, I explained the cars and tires needed to be removed. He said he had bought the two cars to make one car but it didn't make sense due to cost so he would scrap them. He indicated that he would need a few weeks to scrap the cars. I will be inspection in the next few weeks.
- Jane Street - I attended the property and have sent out a property standards order to the owner of the property. The owner has not complied I will make arrangements to bring the property into compliance.

Respectfully submitted,



Kirk Livingston
Chief Building Official

MUNICIPALITY OF MORRIS-TURNBERRY REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Kirk Livingston, Chief Building Official

DATE: September 12, 2022

SUBJECT: Building Department Activity Report for July and August 2022

RECOMMENDATION

THAT the Council of the Municipality of Morris Turnberry hereby receive the Building Department Activity Report for July and August 2022, for information purposes.

BACKGROUND

The Building Departments main objective is to provide the best professional service to administer and enforce the Ontario Building Code. Through the examination of plans, issuance of building permits, and performing inspections, we ensure compliance with building standards of the Ontario Building Code and ensure health and safety, fire protection and structural sufficiency in all buildings in which we live, work and play.

The Chief Building Official provides bi-monthly updates to Council on the operations of the Building Department.

COMMENTS

Permit #	Permit Type	Value of Project	Sq. Feet New Const.	Status
0077 -2022	Agricultural Storage Shed	\$ 100,000.00	2300	issued
0078 -2022	Industrial Structure	\$ 300,000.00	12525	issued
0079 -2022	Accessory Building	\$ 1,500.00	260	issued
0080 -2022	Deck	\$ 5,000.00	334	issued
0081 -2022	Agricultural Livestock Barn	\$ 1,500,000.00	23594	issued
0082 -2022	On Site Sewage System	\$ 15,000.00	2982	issued
0083 -2022	New Residential Dwelling	\$ 700,000.00	2743	issued
0084 -2022	On Site Sewage System	\$ 5,000.00	305	issued
0085 -2022	Tent	\$ 2,000.00	4000	issued
0086 -2022	Silo	\$ 10,000.00	154	issued
0087 -2022	On Site Sewage System	\$ 15,000.00	194	issued
0088 -2022	Tent	\$ 5,000.00	3150	issued
0089 -2022	Agricultural Livestock Barn - Addition	\$ 15,000.00	1152	issued
0090 -2022	Attached Garage	\$ 50,000.00	1600	issued
0091 -2022	Tent	\$ 2,300.00	2400	issued
0092 -2022	Residential - Addition	\$ 40,000.00	753	issued
0093 -2022	Silo	\$ 10,000.00	113	issued
0094 -2022	Residential - Addition	\$ 5,000.00	240	issued
0095 -2022	Accessory Building	\$ 15,000.00	240	issued
0096 -2022	New Residential Dwelling	\$ 900,000.00	4082	issued

Total Value of Construction to date: \$14,875,878.50 with 96 building permits being issued
(Last year; \$11,715,615.00 with 90 building permits being issued)

Zoning Certificates issued for this year; 35 (Last year 44)

Respectfully submitted,



Kirk Livingston
Chief Building Official

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: September 20th, 2022
SUBJECT: Municipal Development and Servicing Guidelines

RECOMMENDATION

That Council consider directing staff to return the Draft Municipal Development and Servicing Guidelines for adoption under by-law at a future meeting of Council.

BACKGROUND

Currently, the Municipality does not have standardized development and servicing guidelines. As new developments and infilling are proposed, informal best practices are followed by staff, but there is no formal record of the requirements for development, leading to potential inconsistencies and a lack of clarity for developers with regard to what is required, and difficulty in communicating clearly what the expectations of the Municipality are for certain types of development.

In recent years, with increased development on varying scales, the benefits of having an approved and published guideline for development and servicing has become apparent.

COMMENTS

With many small scale developments, considerable staff time is spent in devising the standard to which certain works must be constructed (lot grading and drainage, entrances, stormwater management, etc), reviewing plans, and providing comment on deficient plans. This also translates to increased cost for developers, as each revision of a plan or drawing by a consultant adds to the expense of the development. It is difficult to communicate expectations to developers and consultants in advance of the submission of designs or plans. Staff strive to maintain consistency, with there is no consolidated document with all of the established standards and requirements in one place.

B.M. Ross and Associates Ltd has created development and servicing guidelines that have been adopted in many municipalities in Huron and Perth counties. A Morris-Turnberry specific version has been drafted and reviewed by staff. It is included with this report for the review of Council.

The Municipal Development and Servicing Guidelines are designed to provide an information guide to set standards governing design, preparation and submission of plans and specifications for construction and development in the Municipality. If adopted, it will be publicly available for use by developers, engineering consultants, utility companies and various municipal departments

Morris-Turnberry currently has one Plan of Subdivision that has received draft plan approval, with the possibility that more Plan of Subdivision applications will be submitted in the near future.

Having development guidelines such as these in place is necessary to ensure the development process proceeds efficiently, that the Municipality's expectations can be communicated clearly, and that development is done correctly.

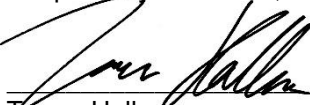
ATTACHMENTS

1. Draft Municipal Development and Servicing Guidelines

OTHERS CONSULTED

Mike Alcock, Director of Public Works
Kirk Livingston, Chief Building Official
Bruce Potter, Senior Engineer, B.M. Ross and Associates

Respectfully submitted,



Trevor Hallam,
CAO/Clerk



MUNICIPALITY OF MORRIS-TURNBERRY

**MUNICIPAL DEVELOPMENT AND
SERVICING GUIDELINES**

DRAFT

MUNICIPALITY OF MORRIS-TURNBERRY

**MUNICIPAL DEVELOPMENT AND
SERVICING GUIDELINES**

August 24, 2022

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street
Goderich, ON N7A 2T4
Phone: 519-524-2641
www.bmross.net

File No. 22237

TABLE OF CONTENTS

1.0	GENERAL.....	1
1.1	Definitions.....	1
1.2	Introduction.....	1
1.3	Purpose.....	1
1.4	Planning Process	2
1.5	Engineering Process.....	2
1.6	Development Approvals	3
1.7	Agreements	4
1.8	Developer’s Engineer.....	4
1.9	Utilities.....	5
1.10	Design Guidelines	5
2.0	SUBMISSION OF PLANS, REPORTS AND STUDIES	6
2.1	Submission Procedure.....	6
2.2	Plans and Drawing Requirements.....	6
2.3	Plan-Profile Drawings.....	7
2.4	General Servicing Plan	8
2.5	Ministry of Environment, Conservation and Parks Applications	9
2.6	Other Acceptances	9
2.7	Final Approval of Submission	9
2.8	Services for Individual Residential Lots.....	9
2.9	Easements	10
2.10	Preparation of Development Agreement	10
2.11	Requirements Prior to Commencement of Construction	11
2.12	As Recorded Drawings and Record Field Survey	11
3.0	ROADS.....	13
3.1	General.....	13
3.2	Clearing and Grubbing.....	14
3.3	Grading	14
3.4	Road Construction	14
3.5	Roadway Surface Asphalt.....	14
3.6	Curbs.....	15
3.7	Sidewalks	15
3.8	Accessibility.....	15
3.9	Turning Circles	15
3.10	Adjacent Roads	16
3.11	Daylight Requirements at Intersections	16
3.12	Location of Utilities	16
3.13	Community Mail Box Requirements	16
3.14	Snow Clearing.....	17
3.15	Driveway Entrances	17
3.16	Other Requirements	17

Table of Contents (Cont'd)

4.0	STORM DRAINAGE/STORMWATER MANAGEMENT	18
4.1	Approvals of Design and Plans.....	18
4.2	Stormwater Management Report.....	18
4.3	Connection to Municipal System.....	18
4.4	Design Criteria.....	19
4.5	Location.....	19
4.6	Sewer Pipe Material.....	19
4.7	Storm Sewer Construction.....	19
4.8	Maintenance Holes and Catch Basins.....	20
4.9	Private Drain Connections.....	20
5.0	SANITARY SEWERS	21
5.1	Approval of Plans.....	21
5.2	Location.....	21
5.3	Material.....	21
5.4	Design Standards.....	21
5.5	Sanitary Sewer Construction.....	21
5.6	House Connections.....	21
5.7	Grinder Pumps.....	22
5.8	Maintenance Holes.....	22
5.9	Testing and Flushing of Sewers.....	22
5.10	Completion and Acceptance.....	22
6.0	WATERMAINS	23
6.1	Approvals of Plans.....	23
6.2	Locations.....	23
6.3	Design.....	23
6.4	Material and Size.....	23
6.5	Watermain Construction.....	27
6.6	Flushing, Testing and Disinfection.....	27
6.7	Completion and Acceptance.....	28
7.0	UTILITIES AND STREET LIGHTING	29
7.1	Telecommunications.....	29
7.2	Telecommunication Companies.....	29
7.3	Electrical.....	29
7.4	Gas Servicing.....	29
7.5	Street Lighting.....	29
8.0	LOT GRADING	31
9.0	PARKLAND AND LANDSCAPING	32
9.1	Parkland.....	32
9.2	Landscaping.....	32
9.3	Walkways.....	33

Table of Contents (Cont'd)

10.0	TRAFFIC AND STREET SIGNS	34
11.0	ASSET MANAGEMENT.....	34
12.0	PAYMENTS TO DEVELOPERS	34
13.0	REVISIONS TO SERVICING GUIDELINES	34

LIST OF APPENDICES

Appendix “A” – Typical Cross Section

Appendix “B” – Rural Road Cross Section

Appendix “C” – Stormwater Management Guidelines for Site Plans or Small Developments

**MUNICIPALITY OF MORRIS-TURNBERRY
MUNICIPAL DEVELOPMENT AND SERVICING GUIDELINES**

1.0 GENERAL

1.1 Definitions

In these guidelines the following definitions shall apply:

“Municipality” shall mean Municipality of Morris-Turnberry.

“Developer” shall mean the Owner or party specifically named in a Development Agreement or in a Subdivision Agreement.

“Developer’s Engineer” shall mean professional engineer(s) licensed to practice in Ontario and shall be responsible for the preparation of drawings, specifications, reports and to act on behalf of the Developer in all technical aspects of the Development.

“Planner” shall mean the County and/or the Municipality’s Planner or his designate.

“Contractor” shall mean the firm of Contractors, the company of individuals acting as the Contractor and having entered into a contract with the Developer to construct the Development.

“Municipal Engineer” shall mean the municipal Director of Public Works and/or the engineer or engineering firm appointed as Municipal Engineer by the Municipality.

1.2 Introduction

The design of all municipal services in the Municipality is to be based upon the specifications and guidelines in effect at the time of acceptance. All plans are to be accepted before they are to be used for the construction of services. Such acceptance shall in no way relieve the Developer’s Engineer from providing an adequate and safe design.

1.3 Purpose

The purpose of this document is to aid in the standardization for the design of municipal servicing infrastructure for development in the Municipality of Morris-Turnberry. While these guidelines are primarily aimed at the expansion of residential development within the Municipality, developers, builders, and the general public can use this document as a guide for developments created by consent, for individual site developments, or commercial and industrial areas.

The following two sections have been provided as a general overview of the procedures and steps involved in the completion of the planning and engineering processes related to development in the Municipality of Morris-Turnberry. These procedures are not written as a

detailed, step by step list, but rather as a general approach to the subdivision application, or site development process.

1.4 Planning Process

In the Municipality of Morris-Turnberry, land development (i.e., Subdivision and Condominiums) applications are to be submitted to the County of Huron. Application packages and associated guides are available through the County which will provide an overview of the steps to make an application and obtain a decision on a specific proposal. Site Plan applications are to be submitted to the Municipality.

The County of Huron Planning Department should be contacted to arrange for a Preconsultation meeting prior to initiating the planning process for any development. The Preconsultation will assist to identify key planning issues as well as any major technical items including studies (i.e., traffic, noise, servicing, etc.) that may be required as part of the formal submission. The applicant may wish to have their consultant (planners, engineers, etc.) present at this initial meeting. It is anticipated that the following items would be discussed or reviewed:

- County will confirm the Official Plan designation and Zoning, identifying any Official Plan and Zoning amendments which may be required in addition to draft plan approval
- The necessary application requirements including fees, supporting documents (contour plan, general plan of services, drainage plan, preliminary stormwater management plan, etc.), draft plan drawing requirements, and possible agreements that may be required
- Timelines and potential scheduling for public meetings and Council meetings

Following submission of a complete application, it will be processed by County of Huron staff, who will circulate it to the Municipality, community organizations, and required public bodies for comments, as well as to all property owners in the vicinity of the subject site. A Public Meeting must be held, usually in the community, to allow the public an opportunity to provide comments on the proposed plan of subdivision. The County will work with the applicant to address any agency and/or public concerns. A comprehensive report will be prepared by the County, along with draft plan conditions (based on input from agencies and the public) and presented to Council for review and decision. If Council accepts the application and the required appeal period lapses, the draft plan is approved.

As noted, there will be a number of conditions that must be satisfied before final approval of the development can be given. Among the conditions for subdivisions, site plans, and condominiums, there is usually a requirement that the owner enter into a development agreement with the Municipality regarding matters such as the construction of roads and servicing which will require the completion of engineered drawings to the standards contained herein.

1.5 Engineering Process

Following acceptance and approval of the draft plan, the developer shall proceed to the engineering phase of the development process which will include a number of submissions including preliminary and follow-up submissions as required. Prior to the commencement of the Engineering Design, the Developer's Engineer shall obtain copies of the Municipality's

Development and Servicing Guidelines to familiarize their self with the requirements of the development design in the Municipality.

The initial submission of engineering drawings shall be delivered to the Municipality and should include copies of the preliminary drawings and servicing (functional design) report(s). The initial submission of engineering drawings shall also contain a declaration from the Developer's Engineer showing that they have been retained to design and supervise the construction of the development according to the terms of the Development Agreement. The purpose of the initial submission is to review the general design concept prior to the Developer proceeding to detailed engineering. In some cases, this information may have been provided in conjunction with the Draft Plan process. The preliminary drawing and report should consider items such as existing conditions, road alignments, cross section details, railway crossings, parkland dedication, trunk sewers, storm water management and drainage, water distribution, lot grading, sewage conveyance, etc. This document becomes particularly important when servicing is to be phased in conjunction with the development plan. When a development is being phased the servicing report is to include details of how the phasing will occur and how infrastructure may be impacted by such phasing. The servicing report shall confirm that the servicing design does not limit future developments areas. Comments may be provided related to any issues that are evident and the Developer will be asked to update the Engineering Drawings accordingly.

The Developer may be required to submit hydrogeological, hydrology, traffic, acoustical, geotechnical, archaeological, biological or other studies. Appropriate engineering or other consultants shall be retained to complete these reports as part of the applications and submissions required. The Developer's Planner and/or Engineer shall consider future adjacent land uses, and all design and layout of services shall incorporate considerations with respect to future servicing, grading and drainage issues on the adjacent lands. Upon completion of designs and submissions, sufficient copies of preliminary design briefs, agency approval submissions and all final drawings and reports shall be submitted to the Municipality for review by the Municipality and their Engineer.

If the proposed development requires a new water treatment and/or wastewater treatment system(s) to proceed, the Developer and the Developer's Engineer shall start early discussions with the Municipality and the Municipality's Engineer, before the preliminary drawings and servicing (functional design) reports are submitted to determine design criteria and requirements.

Submissions are to be made until the Engineering Drawings, design and reports, are acceptable to the Municipality of Morris-Turnberry and the Municipal Engineer.

Additional details related to drawing requirements and approvals are provided in later sections of this document.

1.6 Development Approvals

Depending on the nature and location of the development proposal within the Municipality the developer may be required to obtain additional approvals from a number of agencies including, but not limited to the following:

- a) The Municipality of Morris-Turnberry and the Municipality's Engineer
- b) The Ministry of the Environment, Conservation and Parks (MECP)
- c) The Ministry of Transportation (MTO)
- d) The Ministry of Natural Resources and Forestry (MNRF)
- e) The Department of Fisheries and Oceans (DFO)
- f) The County of Huron
- g) The Huron Perth Public Health
- h) The Maitland Valley Conservation Authority (MVCA) or the Saugeen Valley Conservation Authority (SVCA)

It is the responsibility of the Developer to provide the Municipality with written documentation detailing its application to the various authorities and copies of approval documents from these regulatory agencies.

1.7 Agreements

As noted, the developer shall be required to enter into a Subdivision or Development Agreement with the Municipality. A standard form of that agreement is available from the Municipality for a developer's review. Certain fees, deposits, and charges will apply and are outlined within that document. Information regarding the preparation of the Development Agreement is provided in Section 2.10 of this document.

1.8 Developer's Engineer

The developer shall employ Engineers registered with Professional Engineers' Ontario to design all of the services, prepare plans and specifications, and provide construction review and inspection of all works.

The services shall include the following:

- Preparation of functional reports as may be required through the draft plan approval process
- Preparation of designs
- Preparation of drawings for approval purposes and construction
- Preparation of necessary contracts and specification documents
- Preparation of necessary approval documents in conjunction with the regulatory agencies
- Provision of contract administration, and full time construction review of all Municipality facilities
- Maintenance of records of construction and upon completion, the provision of As Recorded drawings in suitable digital format to the Municipality
- Provision of certification to the Municipality the works have been constructed in general conformance with the approved plans and specifications
- To act as a representative of the developer in all matters pertaining to the construction
- To provide coordination of the scheduling to comply with timing provisions for inspections and testing of the works

- To provide certification of the installation of services was in conformance to said plans and specifications, such certification should be in a form acceptable to the Municipality's solicitor and the Municipality's Engineer

The Developer's Engineer shall provide evidence of professional liability insurance from their insurer in the amount of not less than five million dollars per occurrence prior to the review of any reports or briefs by the Municipality of Morris-Turnberry. Insurance requirements shall be as detailed in the Municipality's standard Development Agreement.

1.9 Utilities

The Developer shall coordinate the design and installation of all utilities including electrical, telecommunications (telephone, internet, TV) and gas. These utilities shall be installed within the road allowance in accordance with the typical cross section attached as Appendix "A" to this document. The Developer shall provide documentation to the Municipality that he has contacted all telecommunications providers and advised them they will have access to servicing in the Development. The Developer will be asked at times in the development process to provide confirmation from the utility companies that the appropriate arrangements have been made for installation and upon completion of said installation of the utilities, provide to the Municipality a notice of completion by said companies.

1.10 Design Guidelines

The guidelines that follow should be adhered to wherever possible. It is acknowledged that on occasion unique and special circumstances occur and minor deviations may be required from the guidelines. These deviations shall only be made through consultation with the Public Works staff and the Municipal Engineer. Further, the Municipality reserves the right to require compliance to a higher standard on occasions where warranted (dependent upon the specific details of any development). Further, the Municipality may require higher standards in areas of higher density developments, arterial or collector roads, or heavy industrial traffic.

These guidelines should be read in conjunction with the standard engineering practice as established by the MECP and MTO together with regulations, the current drinking water license, current municipal sewage collection ECA, current municipal stormwater management system ECA, design manuals and guidelines of the Municipal Engineers' Association. Unless superseded by the Municipality's Development and Servicing Guidelines specific standard drawings and specifications from the Ontario Provincial Standards Specifications and Ontario Provincial Standard Drawings shall be used as reference for individual details (OPSS, OPSD).

2.0 SUBMISSION OF PLANS, REPORTS, AND STUDIES

2.1 Submission Procedure

All submissions for approval shall be forwarded to the Municipality of Morris-Turnberry to the attention of the Clerk of the Municipality in sufficient quantities as may be required for distribution. The Clerk will distribute said plans to public works, planner, Municipality's Engineer, fire department, etc.

Drawing submissions shall include but not be limited to:

- a) Plan and profile.
- b) General Servicing Plan
- c) Typical cross section(s).
- d) Typical lot grading sections.
- e) Lot grading drawings.
- f) Typical swale details.
- g) Geotechnical report information.
- h) Specific structure and erosion protection and control details.
- i) Details with respect to stormwater management and associated facilities.
- j) Details of water pumping and storage facilities, sewage pumping facilities and any other special facility required for the type of development proposed.
- k) Details of all installations not covered and noted by standard OPSD drawings.
- l) Such other environmental reports as may have been prepared as part of the application process.

2.2 Plans and Drawing Requirements

Drawings must be prepared in a digital format, which is compatible with the current version of AutoCAD, for all new development within the Municipality. The digital files and drawings, including those digital plans showing details of special structures, details, etc., shall be prepared by the Developer's Engineer and provided to the Municipality as a permanent record prior to the Final Acceptance of services required to be provided by the Developer. All digital files are to be geographically referenced in a format suitable for insertion into a geographic information system.

The following standards shall be adhered to in preparation of these drawings:

- a) Existing services shall be shown as dotted or dashed lines while proposed services shall be shown as solid lines.
- b) All elevations shown on the drawings are to be of geodetic origin.
- c) Drawings shall be of a consistent size – 594 mm x 841 mm.

- d) Scales shall be as follows for drawings:
- | | | |
|------------------------|-------------|----------|
| General Servicing Plan | Scale Ratio | - 1:1000 |
| Plan-Profile Drawings | Horizontal | - 1:250 |
| | Vertical | - 1:50 |
- Ratios shall be shown on all drawings.
- e) A standard title block placed in the lower right corner of all drawings shall be used in which revisions are clearly dated and displayed, and in which the Municipality is named. A title sheet containing a drawing index shall be provided for each drawing set. A key plan at a suitable scale shall be displayed on all plan and profile drawings as well as the General Servicing Plan. The area covered by each specific drawing shall be identified in the key plan.
- f) All engineering drawings shall be stamped and dated by the Developer's Engineer prior to issuance for tender.
- g) Upon completion of the works, As Recorded drawings, as outlined elsewhere in these specifications, shall be submitted prior to acceptance of the services. These drawings shall be comprised of the original drawings that were issued for construction, amended to incorporate any changes implemented during construction.

2.3 Plan-Profile Drawings

Plan-Profile drawings are required for all roads, blocks and easements where services are proposed, for all outfalls, and for all boundary roadways abutting the development. The following standards shall be adhered to in the preparation of Plan-Profile drawings:

- a) All profiles must be drawn with reference to the geodetic datum (NAD83) noted on each drawing. All drawings must contain a complete legend.
- b) Drawings are to be prepared so that each street can be filed separately. The street names must be identified on the plan portion of the drawings.
- c) In general, east-west streets shall have zero chainage at their westerly limits and north-south streets shall have zero chainage at their southerly limits. Chainages shall increase from left to right. On the plan portion of each drawing the centerline of construction shall be noted with chainage in 20 metre increments. Chainage for the centerline of construction as well as the chainages for vertical curves (i.e. beginning, end, and apex points) shall be noted on the profile portion of each drawing.
- d) When the plan must be broken because of curvature, etc., the profile shall be broken as well, so that, insofar as possible, chainage points in plan and profile will coincide vertically. When a street must be displayed on more than one drawing due to its length, match lines shall be used with no overlapping of information.
- e) The beginnings and ends of curves must be shown on the plan and profile with the radius of curvature shown on the plan. Chainages of points of curvature shall be calculated.
- f) The chainage and names of intersecting streets shall be shown in plan and profile, and the reference drawing numbers for these streets and for any match lines shall be shown on all applicable drawings. The drawings shall show clearly the proposed profiles, road widths and cross-sections, ditches, ditch gradients, curb gradients if different from the proposed services, north arrow and limits of the proposed work. The plan shall show any required

- off-street drainage and separate profiles shall be prepared for drainage easements. All detail for intersecting streets including grades must be shown for a distance of 50 metres from the intersection of the intersecting street. All street lines, for drainage or services, shall be shown and all easements.
- g) Plan-Profile drawings shall identify road allowances, lot and block frontages, easements, and reserves. Curb, gutter, and sidewalk are to be shown and dimensioned on the plan portion of the drawings.
 - h) Storm and sanitary sewers shall be drawn in both plan and profile. In profile, the diameter of the sewer shall be drawn to scale. On the plan portion, sewers shall be described by size, type, and direction of flow. On the profile portion, the length, grade, pipe material and class, usage (storm or sanitary) and bedding type shall be identified.
 - i) Structures associated with sewers (i.e. manholes, catchbasins) shall be numbered and drawn on both the plan and profile portions. On the profile portion, the number, offset, size, invert elevations, and applicable OPSD shall be identified for each structure. Safety platforms or drop connections shall be noted on the profile portion where applicable. Top of grate elevations shall be specified for rear lot catchbasins.
 - j) Ditch profiles and grades shall be shown.
 - k) Watermains, hydrants, and valves shall be drawn on the plan portion of the drawing. On the profile portion, the diameter of the watermain shall be drawn to scale.
 - l) Water and sanitary service connections shall be shown in the plan portion of each drawing.
 - m) The original and proposed ground profiles shall be plotted. Proposed vertical curves shall be defined by all relevant data (K value, grade, etc.). Proposed roadway profiles shall be displayed sufficiently beyond the limits of construction to confirm the feasibility of future extensions.
 - n) Details of gutter grades for cul-de-sacs and crescents shall be provided on the plan portion as a separate detail at a scale of 1:100.
 - o) Existing utilities and services shall be shown in plan.
 - p) The following additional information shall be shown in plan:
 - Curb radii at all intersections;
 - Location of luminaire poles and transformers;
 - Location and type for all street name and traffic control signs
 - Any special notes related to construction procedures or requirements.

2.4 General Servicing Plan

A copy of the General Servicing Plan shall be submitted to the Municipality identifying the proposed locations of telecommunications, electrical servicing, and gas mains, as well as watermains, storm sewers and sanitary sewers. All locations must be established and resolved by the Developer's Engineer in conjunction with the utility companies and following the locations shown on the Municipality's Typical Cross-Section. The drawing should also display lot and street boundaries and dimensions in accordance with the Registered Plan for the area. Geodetic (with reference to the NAD83 vertical datum) and site benchmarks should also be identified. If applicable, flood lines specified by the local Conservation Authority should be displayed.

2.5 Ministry of Environment, Conservation and Parks (MECP) Applications

After the engineering design and drawings are accepted by the Municipality, one complete set of engineering drawings and three copies of the Ministry of Environment, Conservation and Parks Environmental Compliance Approval (ECA) forms for storm sewer, stormwater management, and sanitary sewer approvals (where required) shall be submitted to the Municipality. These copies will be signed by the Municipality and then returned to the Developer's Engineer who will then make application to the Ministry of the Environment, Conservation and Parks for acceptance under the Ontario Water Resources Act. When required, air, noise, and water related applications are also be provided for signing.

For most additions and alterations to the municipal water distribution system, where an ECA is not required, the Developer's Engineer shall provide a complete MECP Form 1 – Record of Watermains, and all supporting information and calculations.

For most additions and alterations to the municipal sewage collection system, where an ECA is not required, the Developer's Engineer shall provide a complete MECP Form SS1 - Record of Future Alteration Authorized for Separate Sewers/Nominally Separate Sewers/Forcemains and where needed, a complete Form SS2 - Record of Future Alteration Authorized for Components of the Municipal Sewage Collection System, with all supporting information and calculations.

For most additions and alterations to the municipal stormwater management system, where an ECA is not required, the Developer's Engineer shall provide a complete MECP Form SW1 - Record of Future Alteration Authorized for Storm Sewers/Ditches/Culverts and where needed, a complete Form SW2 - Record of Future Alteration Authorized for Stormwater Management Facilities, with all supporting information and calculations.

2.6 Other Acceptances

The Developer's Engineer is required to make all submissions and representations necessary to obtain acceptances from all other authorities affected (Ministry of Natural Resources and Forestry, Ministry of Transportation, Conservation Authorities, Source Water Protection Authority, Canada Post Corporation, Fire Marshall, Medical Officer of Health, etc.). The Municipality shall be kept informed of the progress of these submissions by way of copies of all correspondence.

2.7 Final Approval of Submission

After the Municipality is satisfied that they have completed their review of submission of drawings and have documentation from the Developer or his Engineer that all other regulatory agencies have been satisfied with their approval submissions, the Developer shall submit to the Municipality final copies of drawings and specifications in quantities the Municipality may determine sufficient which shall include all details required by the Municipality and the approval agencies. Any changes subsequent to this submission which may be proposed by the Developer or his engineer must be resubmitted to the Municipality for review and for their approval prior to such changes being made in the installation of services. If one year has passed since the date of the acceptance of the drawings by the Municipality and the Developer has not yet entered into a

Development Agreement with the Municipality, the Municipal Engineer reserves the right to revoke any or all acceptances related to the engineering drawings.

2.8 Services for Individual Residential Lots

Services for individual residential lots or units shall generally be as follows:

- a) Sanitary service shall be installed 1.5 m to the left of centre of each lot
- b) Water services shall be installed at the centre of each lot
- c) Private drain connection where required, shall be installed 1.5m to the right of centre of each lot.
- d) Telecommunications (Telephone, cable TV and internet) and electrical services shall be installed in a common trench
- e) Driveways shall be located on the opposite side of the lot from pad mount transformers, hydrants, street lights, or perpendicular intersecting roads

2.9 Easements

Where buried services, utilities, channels, overland flow routes, etc., are placed outside the road allowance, permanent easements will be required. The widths of the easements shall be determined through consultation with the Municipality. In general, the buried infrastructure shall be placed in the centre of the easement.

2.10 Preparation of Development Agreement

The draft of the Development Agreement will be prepared by the Municipality. The Developer's Engineer shall prepare a servicing cost estimate for review and inclusion in the agreement related to securities. The Municipality's Clerk must be in a position to clear all conditions of the Draft Plan Acceptance prior to the preparation of the draft Development Agreement Schedules. The following information must be provided by the Developer's Engineer to the Municipality prior to the preparation of the draft Development Agreement Schedules:

- a) MECP certificates of acceptance for all the services to be constructed if available. If necessary, the Developer's Engineer shall provide a completed MECP Form 1 for watermains.
- b) The name of the person and/or company with whom the Development Agreement will be executed.
- c) The name, address and telephone number of the developer's lawyer.
- d) Four copies of the Reference Plan.
- e) Four copies of the Legal Description based on the Reference Plan, including but not limited to, easements, reserves and daylighting.
- f) Four copies of the proposed final plan for future registration complete with all the pertinent information as required by the registry office. The plan shall show all required lots, blocks, and easements.
- g) Three copies of the accepted engineering drawings.

- h) A detailed cost estimate of all services to be constructed. This estimate will form the basis for calculation of security to be posted for this development. It shall include:
 1. Detailed cost of services;
 2. Cost of underground electrical distribution and street lighting (where not part of a separate agreement with the utility);
 3. All miscellaneous expenditures;
 4. Allowances for contingencies, engineering, and HST.
- i) Proposed timetable for construction of services reflecting phasing.
- j) Proposed landscaping plans where necessary or required.

2.11 Requirements Prior to Commencement of Construction

Following signing of the agreement, receipt of the insurance certificate, receipt of security deposit (i.e., Letter of Credit), and at least two weeks prior to the commencement of construction, the Developer's Engineer shall submit the following information to the Municipality for acceptance:

- Two sets of construction specifications;
- A list containing the Contractor, subcontractors and the Contractor's material suppliers;
- A copy of the signed contract tender complete with prices;
- Proposed disposal sites;
- Insurance documents;
- Project schedules;
- Spills Action plan;
- Any other information as required by the Municipal Engineer or as specified in the Development Agreement.

In addition to the above items, the Developer's Engineer must provide confirmation that all recommendations of the Erosion Control plan are implemented. The Developer's Engineer must schedule a pre-construction meeting and provide sufficient notice of this meeting to the Municipality.

2.12 As Recorded Drawings and Record Field Survey

The Developer's Engineer shall retain a record of all revisions to the design that were implemented during construction. These "record revisions" shall be based on a final survey of the development. The final survey shall include a check of the following items:

- Location and invert elevations of all sewer manholes
- Distances between all sewer manholes
- Location of all roadway catchbasins
- Location, rim and invert elevations for all year yard and lot catchbasins

- Location and ties to all valve boxes, chambers, hydrants and other watermain appurtenances
- Road centreline elevations
- Site benchmarks

The original drawings shall be revised to incorporate all changes and variances found during the final survey and to provide ties and additional information to readily locate all underground services. These new amended drawings shall constitute the As Recorded drawing set.

The As-Recorded drawings shall display all sewer and road grades recalculated to two decimal places. All street names, lot numbering and block identification shall be checked against the Registered Plan and corrected if necessary. An As Recorded revision note shall be placed on all drawings in the revision block.

At any time up to two years after Final Acceptance of the development, the Municipal Engineer may return the As Recorded drawings to the Developer's Engineer for rechecking and further revision if discrepancies are found. The Developer's Engineer shall be required to explain in writing any major difference between the design and the As Recorded data to provide verification that the alteration does not adversely affect the function of the development services.

A paper and electronic copy of the As Recorded drawings must be submitted to the Municipality for review before "Final Acceptance" of the development will be given.

The Development Agreement shall be referred to for the definition of "Final Acceptance".

3.0 ROADS

3.1 General

All local roadways for residential development shall be designed and constructed to the urban standard and the typical cross section shown in Appendix “A” to this document. Road allowances shall be a minimum of 20 metres wide. The edge of the roadway paved surface shall have a minimum radius of 9 metres at intersections. Access roads not owned by the Municipality, leading to the area of the development, shall be constructed and maintained to a standard equal to the standards for roadways within the development. On all streets, horizontal and vertical sight distances and vertical curves shall meet Ministry of Transportation (M.T.O.) Geometric Design Guidelines.

Road allowances on cul-de-sacs are to have a minimum radius of 20 metres. Edge of pavement radius on cul-de-sacs are to be a minimum of 15 metres.

Minimum road asphalt width shall be 8.5 metres. The finished roadways shall have a crossfall of 2% from the centerline to each curb line.

Should the development require the construction of arterial or collector roads, the Municipality will establish design widths for that section of road if required.

All roadways for industrial development shall be designed and constructed to the suburban standard as shown in Appendix “A” to this document. Road allowances for industrial development shall be a minimum of 26 metres wide.

A rural road cross section is attached as Appendix “B” and is not intended for new subdivision proposals of any kind.

A qualified geotechnical firm shall be engaged by the Developer’s Engineer to confirm the suitability of the minimum pavement designs contained in these guidelines for use in the Development, or to recommend a higher standard if required. The same geotechnical firm shall be retained by the Developer’s Engineer to carry out field testing during construction to verify the design.

Copies of all test results and proposed road designs shall be submitted with the engineering drawings. Testing and acceptance of all granular materials at the designated pits prior to placement and subsequent in-situ verification tests shall also be performed by the Developer’s geotechnical firm.

Prior to the placement of asphalt pavement, the Developer’s Engineer must submit to the Municipal Engineer for acceptance, the asphalt pavement mix designs.

3.2 Clearing and Grubbing

Trees shall be removed so that the specifications for sight distances, grading, ditching, etc., may be met. All stumps, logs, brush, boulders, debris, etc. shall be removed from the street allowance. Unless noted otherwise, all healthy trees not obstructing visibility or installation of services shall be preserved. The Municipal Engineer may give permission to leave trees on the street allowance, providing that they are situated more than 1.5 metres behind the curb.

3.3 Grading

A 2 metre boulevard area behind the curbs and/or sidewalk (as applicable) shall be graded at a minimum of 2% and maximum of 5% towards the curbs. Where the proposed road extends through areas of cut and fill, the area from the edge of the road boulevard to the street line shall be graded with a side slope not exceeding a slope of 3 metres horizontal to 1 metre vertical to meet the original ground. All side sloped ditches and boulevards to the street line shall be protected with nursery sod over a minimum depth of 100 mm of topsoil.

In all cases, topsoil shall be stripped for the complete width of the road allowance and stockpiled at locations accepted by the Municipal Engineer. Rough grading shall be done to bring the travelled portion of the road to the necessary grade and in conformity with the cross-section shown on the drawings. All subgrade material shall be compacted to 95 percent Standard Proctor Density prior to any application of granular base course materials.

Rough grading of all lots and easements must be properly shaped to ensure suitable drainage.

3.4 Road Construction

All road construction shall conform to applicable standards of the Ontario Provincial Standard Specifications (OPSS) and the Ontario Provincial Standard Drawings (OPSD). The granular road base shall consist of a bottom course of 300 mm minimum depth consolidated Granular “B” full width across the roadway and a top course of 150 mm of Granular “A” full width between concrete curbs. The granular materials shall be spread in layers of 150 mm maximum compacted depths, and each layer shall be thoroughly compacted. During and between construction seasons, the granular base shall be maintained suitable for vehicle and pedestrian traffic, including dust control by calcium chloride and renewed if required to the satisfaction of the Municipal Engineer.

Road subdrains shall be provided as required in accordance with OPSS 405.05 and amended to accept only polyethylene Big “O” Boss 2000 or equivalent. The subdrain shall include filter wrap (non-woven type) in accordance with OPSS 1860. The Municipality reserves the right to require video inspection of subdrains prior to acceptance.

3.5 Roadway Surface Asphalt

As soon as the granular base has been completed, it shall be thoroughly compacted and shaped and the base course of asphalt placed (if practical and if with approval from the Municipality). The base course shall consist of 50 mm minimum thickness of HL-4 Base Course Asphalt.

Following at least one year from the date of placement of the base asphalt, the Developer shall arrange an inspection with the Municipality to discuss any remedial work that may be required prior to placing the surface coat of asphalt. Not sooner than one year following the completion of any remedial works and as dictated by the Development Agreement shall the surface coat of asphalt be placed consisting of 40 mm minimum thickness of HL-3 Surface Course Asphalt. Asphalt work shall conform in all respects to OPSS 310.

3.6 Curbs

Concrete curb and gutter, of cross-section approved by the Municipal Engineer, shall be provided along all edges of paved roadway surface. Terminations at the limits of the subdivision shall be either joined to existing concrete curbs or rounded to reduce hazard to traffic. Construction shall conform to OPSS 353.

Driveway depressions shall be formed in the curb according to OPSD 351.010. The maximum width shall be 9.0 m. If a driveway location cannot be determined at the time of pouring, a full section of curb and gutter shall be poured continuously. When the driveway location is determined, a driveway depression can be cut with a curb cutting machine providing the section to be cut is free from cracks and other defects. The Municipality reserves the right to request semi-mountable curb and gutter where they deem it appropriate. All curb and gutter is to be protected from damage by heavy equipment and vehicles. Two stage curb is not permitted.

3.7 Sidewalks

A 1.5 metre sidewalk shall be constructed on one side (minimum) of each street within the development. Sidewalks shall have a minimum depth of 125 mm and shall be bedded in granular in accordance with the current OPS standard details. On arterial or collector roads, sidewalk shall be placed on both sides of the road. The sidewalks shall be increased in thickness from 125mm to 150mm at all driveway locations, and 200mm for commercial or industrial driveways. Granular depth shall be 150mm minimum or increased to the same depth as the sidewalk or drive where installed thicker.

Sidewalks shall be placed prior to construction of asphalt, concrete or brick driveways.

3.8 Accessibility

As part of construction of any concrete curb and gutter, sidewalks or other surface structures, the Developer will be responsible for construction of all Works in accordance with the Municipality's and the Province of Ontario's current accessibility standards and regulations to provide full access where possible, to all individuals in the community.

3.9 Turning Circles

Where construction is phased, the Municipality may require the installation of temporary turning circles. These turning circles will be constructed in accordance with the requirements for cul-de-sacs in Section 3.1 of this Schedule. Temporary cul-de-sacs shall be paved and curb and gutter shall be provided when needed to contain surface water and direct it to the storm sewers.

3.10 Adjacent Roads

Whenever a development abuts adjacent roads, improvements to those roads and the installation of all municipal services shall extend to the limit of the property owned by the Developer.

3.11 Daylighting Requirements at Intersections

Where deemed necessary by the Municipality, daylighting at intersection quadrants shall be included in the road allowances to provide for uniform boulevard widths. When required, daylighting details (location, and size) shall be included on the proposed plan for Registration and on all engineering drawings.

3.12 Location of Utilities

The location of utilities within the road allowance shall be as detailed on the Municipality's standard drawings. Utility drawings shall be submitted to the Municipal Engineer for acceptance of the proposed utility locations. All utility wiring is to be housed underground or direct buried. Hydro transformers are to be housed in suitable enclosures and mounted on transformer pads installed at the final elevation of the adjacent ground. The location of transformer pads shall be as detailed on the Municipality's standard drawing and are typically to be located in the opposite boulevard of the sidewalk. Telecommunications and cable T.V. junction boxes may be mounted at the surface in accepted standard enclosures.

3.13 Community Mail Box Requirements

Community mail centres and/or site individual super mail boxes shall be placed in locations accepted by the Municipality. Community mail centres shall be constructed centrally and suitably located in consultation with the Canada Post Corporation. The design of the community mail centre must incorporate such criteria as pedestrian safety, traffic flow and aesthetics.

The Municipality may require the developer to furnish the following amenities within the community mail centre:

- Park benches
- Fencing
- Litter containers
- Landscaping
- Pedestrian lighting
- Concrete pad or interlocking stone surface
- Architectural controlled kiosks
- Adjacent car bays parallel to the travelled portion of the roadway.

All details associated with the community mail centres or super mail boxes shall be identified on the Engineering Drawings and will be subject to review by the Municipality. The Developer

shall be responsible for constructing community mail centres within residential developments, prior to the issuance of the first building permit.

The acceptance of Canada Post Corporation with respect to location of community mail centres and/or site individual super mail boxes will be required prior to the acceptance of the Engineering Drawings by the Municipal Engineer.

3.14 Snow Clearing

Snow clearing operations prior to “Final Acceptance” may be carried out by the Municipality if so requested in writing by the Developer; the associated costs will be charged back to the Developer.

3.15 Driveway Entrances

Driveway entrances shall be constructed to the property or to the edge of sidewalk. Entrances shall have a consolidated base constructed of 300 mm minimum depth of Granular “B” and 150 mm minimum depth of Granular “A”. All entrances shall be hard surface (asphalt, concrete, or similar material). All entrances shall be completed in accordance with the current OPS standard details.

3.16 Other Requirements

Whenever it is necessary to cut through an existing municipal road, the Contractor will be responsible to obtain a permit from the Municipality. The placement and compaction of the backfill material and the restoration of the surface pavement shall be done in accordance with the standard and specifications in effect at that time.

Before making detours, permission is required from the Municipality’s Public Works Department. Where the road is not part of the municipal road system, acceptance from the appropriate road authority will also be necessary. In all cases, the fire, police departments, school bus companies and ambulance service must be notified by the Developer or his Contractor.

All work will be done in accordance with ordinances and By-laws of the Municipality.

4.0 STORM DRAINAGE/STORMWATER MANAGEMENT

4.1 Approval of Design and Plans

Storm sewers shall be provided to serve the whole of the development. Drawings shall consist of an overall plan, a plan and profile of each storm sewer, drawn to the same scale as the roads, pipe bedding, Maintenance Holes, and other appurtenances. Design (including all drawings and calculations) of the proposed works must be submitted to the Municipal Engineer and applicable government agencies for approval. Plans of the entire system shall be submitted to the Ministry of the Environment, Conservation and Parks for approval. Approval for construction will not be given until all Environmental Compliance Certificates have been received from the Ministry of the Environment, Conservation and Parks and all other applicable government agency approvals have been received.

4.2 Stormwater Management Report

A Stormwater Management Report setting out the existing and proposed drainage pattern shall be submitted to and approved by the Municipal Engineer, the Maitland Valley Conservation Authority or Saugeen Valley Conservation Authority and the Ministry of the Environment, Conservation and Parks. Should the development be of a size or location that the Conservation Authority has no requirement to regulate the stormwater management criteria, or in the event that specific design details are not provided by the Conservation Authority, the guidelines in Appendix “C” shall apply.

The stormwater management requirements within the Municipality shall be those of the local Conservation Authority or as listed below in the general requirements:

- Quality and quantity control – as dictated by the local Conservation Authority and/or the MECP. Quantity control shall restrict post-development runoff flows to pre-development flows between the 5 and 100 year / Regional storm events
- The design storm for the minor systems shall be the 5 year storm for local storm sewers and the 10 year storm for trunk facilities. The major system shall be designed to convey the Regional storm.
- Sediment and erosion control measures associated with the stormwater management requirements shall be identified on the drawings for works to be included during the construction and for permanent measures.

4.3 Connection to Municipal System

The storm sewers shall be connected to the municipal storm sewer system (where feasible) or discharged to a natural watercourse as approved by the Municipality, Conservation Authority, and the Ministry of the Environment, Conservation and Parks.

4.4 Design Criteria

The stormwater management system shall be designed by using MIDUSS (current version) or an alternate approved hydrologic model. The Developer's Engineer shall consult the Conservation Authority as to the appropriate storm distribution and duration to be used. The Developer's Engineer shall advise the Municipal Engineer in writing as to the Authority's requirements. The Developer shall ensure that the Municipality is aware of any requirements that the Conservation Authority may have so that they can be reviewed, discussed, and revised should the Municipality deem it necessary. The design of the stormwater management system shall be in accordance with the following:

- Appendix “C”, Section A – Storm Drainage and Stormwater Management;
- Latest version of the “Stormwater Management Practices, Planning and Design Manual” and “Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alternations Authorized under Environmental Compliance Approval”, as prepared by the Ministry of the Environment, Conservation and Parks.

4.5 Location

The storm sewer shall be located under the gutter line, with lateral connections to catch basins located within the curbing.

4.6 Sewer Pipe Material

Sewer pipe material shall be:

- a) Concrete Sewer Pipe (Rigid)
 - 250 mm non-reinforced Class 3 – CSA certified to A257.1
 - 300 mm or greater reinforced as specified in the tender form – CSA certified to A257.2
- b) Polyvinyl Chloride (PVC) Pipe (Flexible)
 - Class SDR 35 or Class V (320 kPa)
 - Annular ribbed profile for ripped pipe
- c) Polyethylene Sewer Pipe (Flexible) – CSA certified Sewer Class to B 182.6
 - 150 mm to 750 mm
 - smooth inner wall, annular corrugated profile (320 kPa), 15 PSI bell and spigot joints shall have elastomeric gaskets (CSA certified to B 182.6)

The minimum size, including catch basin leads, shall be 300 mm. The Municipality may require a larger storm sewer size on parts of the subdivision than required for the subdivision alone.

4.7 Storm Sewer Construction

Storm sewer construction and pipe bedding shall conform to the requirements of the Ontario Provincial Standard Specifications for sewer construction. Pipes shall be bedded in approved granular materials.

Catch basin leads shall be connected to the main sewer with a Maintenance Hole except where the main sewer size exceeds 450 mm diameter, in which case the lead can be connected directly to the main sewer using a factory manufactured “Tee”.

4.8 Maintenance Holes and Catch Basins

Concrete Maintenance Holes shall be provided at all changes in direction of the sewer and at all street intersections, with maximum spacing on straight runs as noted:

Sewer Diameter (mm)	Maximum Spacing (m)
250 to 975	110
1050 to 1350	130
1500 to 1650	160
1800 and above	305

Maintenance Holes shall be 1200 mm diameter or larger, conforming to OPSD Series 700. Benching shall be provided in all Maintenance Holes. Catch basin Maintenance Holes shall contain a sump or minimum depth of 300 mm below lowest invert on sewers up to and including 600 mm diameter.

Frames and covers shall be OPSD 401.01 Type A, or approved equal, set on not less than three (3) layers nor more than six (6) layers modoloc pre-cast units, which shall be parged on the outside face. Adjustment units shall conform to OPSD 701.010.

Catch basins shall be provided on both sides of the street at all low areas with the maximum spacing as noted:

Road Gradient (%)	Maximum Spacing (m)
0 to 3	110
3.1 to 4.5	90
Over 4.5	75

Catch basins for depth up to 2 m from ground level to invert shall be 600 mm square concrete conforming to OPSD 705.01. For greater depths, catch basins-Maintenance Holes shall be used conforming to OPSD 701.03. Frame and grates shall be OPSD 400.110.

4.9 Private Drain Connections

Private storm service connections (PDC) may be required for all lots or units in the new development. PDC's shall be installed at a minimum depth of 1.5 m. All buildings may have their footing drains connected to a sump pump with discharge to these private drain connections.

The minimum diameter of PDC shall be 150mm and service lateral pipe material colour shall be white. Colour coding method includes pipe colour, wrapping, demarcation tape or stenciling. The top of the cleanout shall be installed flush with the ground surface 300 mm outside the lot line complete with a bolted cap (Malcolm or approved equal), attached using a PVC fitting.

5.0 SANITARY SEWERS

5.1 Approval of Plans

Plans of the entire system shall be submitted to the Ministry of the Environment, Conservation and Parks for approval following acceptance of the plan by the Municipal Engineer. This submission shall consist of an overall plan, a plan and profile of each main sewer drawn to the same scale as the roads, together with typical details of house service connections, pipe bedding, Maintenance Hole covers, all special bends and connections and other appurtenances. Approval for construction will not be given until the Environment Compliance Approval for all infrastructure and facilities has been received from the Ministry of the Environment, Conservation and Parks.

5.2 Location

The main sewers shall be located along the centre of the street allowance. House connections shall terminate at the property line for each lot.

5.3 Material

Main sewers shall be P.V.C. (SDR35) or approved alternate. House connections shall be P.V.C. (SDR28) or approved alternate. All joints shall be of the rubber gasket type as approved by the Municipal Engineer. Approved caps shall be provided for service lateral terminations.

5.4 Design Standards

Sanitary service shall be designed in accordance with current MECP design guidelines.

The minimum size for main sewers shall be 200 mm diameter. House connections shall be a minimum of 125 mm in diameter. For multiple dwelling, industrial or commercial buildings, the service connections shall be sized to accommodate the flow.

5.5 Sanitary Sewer Construction

Sewer construction and pipe bedding shall conform to the requirements of OPSS 410 for sewer construction. A minimum 2.5 metre depth of cover shall be provided over all sanitary sewers and service laterals.

5.6 House Connections

Plan locations and invert elevations, for all house connections at the street line, shall be shown on the drawings. Minimum fall on house connections shall be 2%; maximum 8%. Where the depth of sewer is excessive, a riser may be used over the main sewers. Shop manufactured "Tee" connections shall be used for house connections to the main sewer. Each service lateral shall be complete with a manufactured "Wye" connection and 100 mm diameter cleanout that shall extend to the ground surface level. The top of the cleanout shall be installed flush with the ground surface 300 mm outside the lot line complete with a bolted cap (Malcolm or approved

equal), clearly marked “Sewer”, attached using a PVC fitting. Flexible couplings should not be used to connect the bolted cap to the cleanout. A P.V.C. gasketed cap shall be installed on each service lateral termination at the street line and made watertight. The ends of all services shall be marked by a 50 mm x 100 mm wood post extending from the service to 300 mm above the surface of the ground and the top section painted fluorescent green. Connections to Maintenance Holes shall enter the structure no higher than 0.5 m above the lowest invert, except as otherwise approved by the Municipal Engineer.

All sanitary service pipe material shall be coloured green to avoid cross connection. This includes pipe colour, wrapping, demarcation tape or stenciling.

5.7 Grinder Pumps

Should the development require the use of Grinder Pumps, they shall be E-One sewer systems curb stop c/w integral stainless steel check valve equivalent. Service box to have stainless steel stem. Isolation valves to be located at the property line of each service. Valve box covers to be stamped “SEWER”.

Service pipe to be 32 mm (minimum), Polyethylene (PE) DR-11 tubing, compression joint connections for PE service pipe requires a stainless steel tube liner with a fluted end as supplied by the corporation stop manufacturer.

Should grinder pumps be required, more detailed design, material and installation specifications will be provided by the Municipality.

Grinder pumps shall remain in the ownership of the private property owner. The property owner shall be responsible for all operating, maintenance, repair and replacement costs.

5.8 Maintenance Holes

Concrete Maintenance Holes shall be provided at all changes in direction of the sewer and at all street intersections, but no further apart than note:

Sewer Diameter (mm)	Maximum Spacing (m)
Up to 400	120
450 to 750	150

Maintenance Holes shall be 1200 mm dia. conforming to OPSD 701.010 or as required for larger trunk sewer sizes. Benching shall be provided in all structures. Joints shall be watertight.

5.9 Testing and Flushing of Sewers

The complete sewer system, including house connections, shall be tested (infiltration / exfiltration / deflection), and flushed in accordance with OPSS 410, including video inspection. The Developer shall arrange the tests for sections of sewer between Maintenance Holes and shall inform the Municipal Engineer when a section is on test and ready for inspection. Sewers shall be video inspected at least twice by the developer, once immediately prior to base asphalt and

once immediately prior to surface asphalt placement. Any sections of sewer which fail to meet the requirements of this section shall be repaired and retested until results are satisfactory to the Municipality. All repairs and retest will be at the Developer's expense.

Testing and flushing also applied to the storm sewer pipe installed as part of the development. A sanitary sewer, storm sewer and forcemain commissioning plan will be submitted to the Operating Authority for review and comment, at least 2 weeks in advance of the proposed start date of the flushing, testing and disinfection. Notice of testing start date shall be received at least 5 days prior to the start day. Upon completion of the sanitary and storm construction, a commissioning report from the Developer's Engineer will be submitted to the Operating Authority and Municipal Engineer.

5.10 Completion and Acceptance

The complete sewage collection system installation must be approved by the Municipal Engineer prior to the issuance of building permits for the subdivision.

6.0 WATERMAINS

6.1 Approval of Plans

Plans of the entire system shall be submitted to the Municipal Engineer for approval and prepared in accordance with the Ministry of Environment, Conservation and Parks Guidelines and the Municipal Drinking Water Licensing Program (as applicable). The developer shall provide a complete MECP Form 1 – Record of Watermains (and any supporting information) for any addition to, or alteration of Morris-Turnberry owned water distribution systems.

The submission shall consist of an overall plan, a plan and profile of each watermain drawn to the same scale as the roads, together with typical details of house service connections, pipe bedding and other appurtenances. Approval for construction will not be given until all the requirements of the Ministry of the Environment, Conservation and Parks and the Municipal Drinking Water Licensing Program are fulfilled and the necessary approvals received.

6.2 Locations

Watermain: The watermain shall typically be installed within the road allowance, in accordance with the Municipality's Typical Cross-Section.

Service Lines: In general, house services shall not be installed in driveways. Where the driveway location is unknown at the time of watermain construction, service connections shall terminate at the property line at the centre of each lot.

Main Valves: To be located at the extension of property line, where the valve is being installed at intersections.

Curb Stops: To be provided for each service connection and to be located at the lot line.

Hydrants: Fire hydrants shall be installed at the end of cul-de-sacs and other permanent dead-end watermains. They are preferred to be located at street intersections, same side as the watermain, consistent side of road, property lines, high points, low points, and should have 2.0 metres of clearance on either side from obstructions and clear to the curb line at the front.

6.3 Design

Watermains shall be designed in accordance with current MECP design guidelines. Minimum distribution pipe size shall be 150 mm diameter. Watermains shall be looped to existing municipal systems.

6.4 Material and Size

All materials for watermains, valves, valve boxes, etc. shall be supplied by the Contractor. All materials supplied under this contract shall comply with the latest edition of the applicable AWWA standard. Oils and lubricants used in assembly shall be 'Food Grade' and shall comply with the latest edition of NSF/ANSI Standard 61. **No substitutions shall be considered without the Municipality's approval.**

Watermain:

Watermain material shall be Polyvinyl Chloride PVC DR18 – AWWA C900 or C905. Pipe joints shall be bell and spigot with rubber gaskets.

Minimum size – 150 mm. Minimum depth of cover – 1.8 m.

Fittings:

All fittings shall be ductile iron cement mortar lined mechanical joint (MJ) type with adaptors to suit other materials, where necessary. All fittings shall be in accordance with AWWA C110 and the rubber-gasket joints for ductile iron fittings shall be in accordance with AWWA C111.

All fittings including hydrants must be suitably restrained with approved mechanical restraints.

Gate Valves:

Bibby, McAvity or Mueller mainline valves and in mechanical joint with standard operating nut, hydrant valves to MJ to MJ gate valves with standard operating nut.

All valves to be supplied with "O" ring packing for water use and open counterclockwise. Valve boxes shall be "D" slide type with No. 6 base, Bibby VB4000.

Tapping valves and sleeves must meet with the approval of the Operating Authority.

Hydrants:

To conform to AWWA C502 and be Mueller Canada Valve, Century type, or McAvity M67 Brigadier or Bibby Sentinel, complete with M.J. boot. Hydrant specifications as follows:

- 2-64 mm hose connections (Ontario standard thread)

- 1 – 100 mm “Storz” type pumper connection
- Hydrants shall open counterclockwise.
- Colour shall be red.
- Hydrant length shall be such that the bottom of the upper barrel shall be 150 mm above finished grade.
- Minimum cover on hydrant lead shall similar to the watermain
- Operating nut shall be 31 mm.

Dry barrel hydrants shall be in accordance with AWWA C502.

All hydrant leads shall be 150mm diameter and shall be supplied from the watermain of not less than 150mm diameter.

Services:

25 mm dia., Max. 50 mm Type “K” copper tubing (ASTM B88) or Cross-linked polyethylene (PEX) conforming to AWWA C904. If PEX tubing is used, the unit price shall include the cost of the supply and installation of tracer wire as well a stainless steel inserts for all fittings.

Corporation stops to be Model No. H15008 by Mueller, Model No. F-1000 by Ford, or Cambridge Brass Successor. C.C. thread inlet/compression joint outlet.

Curb stops shall be Model No H-15209 “E.Z. Turn” by Mueller, Model No. B-44-333 P.J. ball valve by Ford or Cambridge Brass Successor complete with No. 8 service box and road.

Service saddles – Model No. 2616 by Robar Industries Inc., stainless steel, double bolted, wide band

The service tubing shall be installed to a minimum depth of cover to the watermain. Underground service line valves shall be in accordance with AWWA C800.

Cathodic Protection:

In accordance with OPSD 1109.011 and as noted below:

<u>Appurtenance</u>		<u>Method of Protection</u>
i)	Piping	Not required
ii)	Hydrants	One anode per each
iii)	Services <ul style="list-style-type: none"> • Each copper service • Each non-metallic service 	One anode per each service One anode installed per each curb stop and main stop
iv)	Valves	Sacrificial zinc nuts
v)	Fittings	One anode per each and sacrificial zinc nuts
vi)	Mechanical Restraints	Sacrificial zinc nuts

- Anode sizes shall be 5.5 kg for watermain appurtenances up to and including 300 mm diameter and 11.0 kg for watermain appurtenances greater than 300 mm.
- Anodes for steel pipe encasement shall be 11.0 kg for all sizes.
- Sacrificial zinc nuts shall be of the protecto-cap type and installed on each bolt.

Anode Installation:

For all mechanical joint fittings and couplings used with either ductile iron or PVC pipe, a sacrificial zinc nut shall be installed on each bolt.

For buried anodes, connect anode copper lead wire to pipe, valve, fitting, hydrant, etc., with “double nut” type connection. Connect to main stops or curb stops with the electrical ground connections supplied. Place anode in trench a minimum of 500 mm from pipe, valve, fitting, etc. Complete installation shall conform to anode manufacturer’s recommendations.

Saddles:

Model No. 2616 by Robar Industries Inc., Ford model # FS313, or Cambridge Brass 8403 Teck series stainless steel, double bolted, wide band. Band width to be equal to or greater than the diameter of the watermain.

Tracer Wire:

All PVC watermain to be provided with a No. 12/7 strand copper cable having TWH insulation rated for underground use and strapped to the top of the pipe every 5.0 metres with a brass or galvanized clamp.

Thrust Restraints:

OPSS 441.07.23 is amended to the following insert:

All thrust restraint shall be designed to adequately provide the minimum amount of pipe/joint restraint required by mechanical joint restraint device alone. Concrete thrust blocks are not an accepted method of thrust restraint in the Municipality of Morris-Turnberry except for connections to an existing main as directed by the Operating Authority or their designate.

Design of the pipe joint restraining systems shall consider the pressures that the system will be subjected to as well as any expansion and contraction due to temperature changes during and following construction of the various pipe materials selected.

Restrain lengths for watermain 100 mm to 300 mm shall be in accordance with the requirements outlined below. Restrained length calculations for watermains 400 mm and greater shall be supplied by the pipe manufacturer using the design criteria set out below.

Thrust restraint shall be provided at all fittings, bends, tees, valves, hydrants, crosses, reducers, and plugged or capped dead ends.

For DI pipe refer to AWWA C600 – Section 3.8. For PVC pipe refer to UNI-BELL and AWWA M-23.

Hydrants shall be restrained with mechanical thrust restraints.

Design Criteria (Thrust Restraint):

All inline valves up to 300 mm in size shall be mechanically restrained and as well one (1) full pipe length (6m) on each side of the restrained valve must be mechanically restrained with a minimum of two (2) steel rods to be used on the restraints.

All bends up to 200 mm in size must be mechanically restrained and as well one (1) full pipe length (6m) on each side of the restrained bend must be mechanically restrained with a minimum of two (2) steel rods to be used on the restraint.

All bends from 250 mm to 300 mm in size shall be mechanically restrained and as well two (2) full pipe lengths (12m) on each side of the restrained bend must be mechanically restrained with a minimum of four (4) steel rods to be used on the restraints.

All dead ended watermains up to 200 mm in size cap and or plug shall be mechanically restrained and three (3) full pipe lengths (18m) must be restrained prior to the end of that watermain with a minimum of two (2) steel rods to be used on the restraints.

All dead ended watermains 250 and 300 mm in size cap and or plug shall be mechanically restrained and as well five (5) full pipe lengths (30m) must be restrained prior to the end of that watermain with a minimum of four (4) steel rods to be used on the restraints.

All fitting which would include tees, fire hydrants, reducers and crosses up to 300 mm in size shall be restrained and as well two (2) full pipe length (12m) on each side of the fitting and must be mechanically restrained with a minimum of two (2) steel rods to be used on the restraints.

All branch valves shall be treated as dead end watermains and shall be restrained according to the above mentioned dead end watermain criteria.

NOTE: If any joint is encountered in the above restrained lengths it must also be restrained.

6.5 Watermain Construction

All watermain and appurtenances are to be installed, bedded and backfilled in accordance with current Ontario Provincial Standard Specifications, Safe Drinking Water Act, Drinking Water Works Permit, The Municipal Drinking Water License, and the most current recent version of ANSI/AWWA C651, the MECP “Watermain Disinfection Procedure”, and to the satisfaction of

the Municipality. Minimum 1.8 metre depth of cover over all mains and services. Main valves and hydrant sets shall, generally, be located at a maximum spacing of 200 metres and 120 metres, respectively. Hydrant spacing for commercial areas may require reduced spacing. At main intersections, a main valve shall be provided at each direction from the intersection.

6.6 Flushing, Testing and Disinfection

All watermain shall be tested, flushed, swabbed and disinfected. Such procedures shall be in accordance with OPSS 441 for pressure testing and the most recent version of AWWA C651 and the MECP “Watermain Disinfection Procedure” for disinfection and connection to the waterworks system. The Developer shall inform the Municipal Engineer when the watermain is to be tested and disinfected.

The pressure testing shall be in accordance with OPSS 441.07.24 Hydrostatic Testing and under the supervision of the municipal operating authority.

All hydrant leads, services, stubs, blow-offs etc. shall be subject to the hydrostatic pressure testing. Hydrant valves shall be in the open position to subject the hydrant to the test as well.

Bacteriological testing will be completed by the municipal operating authority.

The Developer will be billed for any testing or retesting required. Any failure of the testing and disinfecting shall require the Developer to re-flush, retest and/or re-disinfect the watermain until the watermain has met the requirements of the Ontario Provincial Standard Specifications and the MECP, to the satisfaction of the Municipality. Minimum requirements for bacteriological testing are:

- Escherichia coli – not detectable
- Total coliforms – not detectable

All chemicals and materials used in the disinfecting of the drinking water system shall conform to the following standards:

- AWWA B300 for Hypochlorites
- AWWA B301 for Liquid Chlorine
- NSF/ANSI 60, Drinking Water Treatment Chemicals – Health Effects
- NSF/ANSI 61, Drinking Water System Components – Health Effects.

A watermain commissioning plan will be submitted to the Operating Authority for review and comment, 2 weeks in advance of the proposed start date of the flushing, testing and disinfection. Upon completion of the watermain construction, a watermain commissioning report from the Developer’s Engineer will be submitted to the Operating Authority and Municipal Engineer

6.7 Completion and Acceptance

The complete water distribution system installation must be approved by the Municipality prior to the issuance of building permits for the subdivision.

7.0 UTILITIES AND STREET LIGHTING

7.1 Telecommunications

Telecommunication services, which include telephone, internet, and television, shall be provided and installed in a corridor at the location provided in the typical cross section. The Developer must bear the cost of any surcharges for underground installation made by the provider(s) and must grant them any easements for their services. Where requested by the Municipality, spare conduit(s) for future services will be provided as part of the telecommunication installation.

7.2 Telecommunication Companies

There are a number of telecommunication companies that may have interest in providing installations. The developer shall insure that all have the opportunity to be installed and shall provide service. The developer shall provide to the Municipality documentation, satisfactory to the Municipality that all such companies have been contacted and offered the opportunity for installation.

7.3 Electrical

Underground electrical installation shall be completed to the satisfaction of the local power supplier based on their most current specification.

7.4 Gas Servicing

Developers shall insure that a corridor is provided for the future installation of gas distribution mains and services throughout the subdivision. Should, within the time that the development is being serviced, gas supply is available, then the developer shall arrange for its installation.

7.5 Street Lighting

All developments shall be provided with adequate street lighting in accordance with current utility or Municipality of Morris-Turnberry standards. The materials and suppliers will be reviewed with the Municipality prior to design, approval of materials, installation, and where appropriate, shall be sourced from suppliers for which the Municipality currently has luminaires in service. For decorative lights and poles, an arrangement shall be made with the Municipality to provide for stocking of spare poles, lights and accessories to the satisfaction of the Municipality for the initial operation and repair of the street lighting system.

The minimum street lighting requirements are as follows:

- Fixtures will be LED. All fixtures shall have individual photocell control, and photocells shall have proven 25 year life expectancy and a warranty satisfactory to the Municipality (20 year unless agreed to otherwise).
- Poles shall be one piece concrete or aluminum. Concrete poles shall be direct burial. Aluminum poles shall be installed on an adjustable frangible base. Poles shall be of sufficient height to ensure a minimum vertical separation from the road surface to the luminaire, of 6 metres.
- The tenon size on pole and fixture must match. Power feed shall be completely underground. The lights shall generally be placed to the outside of curved roads.
- The maximum allowable spacing along the street, between the lights, shall be 35 metres. Increased pole spacing may be considered if photometric modelling is performed and the RP-8 standards are achieved. In all cases, the lighting design shall meet IESNA RP-8 standards for a Type III distribution. The poles must be installed at the location as shown on the Municipality's Typical Cross-Section. Particular care shall be taken to adequately illuminate the intersections and cul-de-sacs. Preference to have poles located along lot lines if possible.

Amendments to this standard are at the Municipality's discretion/direction and the developer and their engineer are to review the materials specifications with the Municipality in advance of proceeding to the design stage for the lighting.

Street lighting requirements for collector and arterial roads shall be reviewed with the Municipality prior to design.

8.0 LOT GRADING

As part of a submission with the servicing drawings, an overall lot grading plan shall be provided to the Municipality. Existing ground elevation contours shall be shown with not greater than 1 m intervals and spot elevations shall be located along lot lines adjacent to the development. Further, spot elevations shall be shown a minimum of 30 m beyond the limit of the development to provide an indication of the adjacent grading.

Section B of Appendix "C" should be referred to for specific standards related to lot grading, however, the general requirements are as follows:

The lot grading plan to be provided shall include proposed finish grade elevations and details as follows:

- All lot corners.
- All changes in grades.
- Along the centreline of the road at 20 m intervals.
- On all building sites, elevations adjacent to foundations, retaining walls or changes in elevation.
- Ditch or swale bottoms.
- All intersecting lot lines.

- Any location where the grade changes in slope.

Lot grading drawings shall include directions of both minor and major overland flow routes with arrows on drawings.

These drawings shall be provided together with stormwater management reports and stormwater management facility drawings to provide information suitable for the Building Official to review individual site specific grading plans.

Any regional flood, fill lines or erosion control lines shall be shown on the lot grading plans to the satisfaction of the Conservation Authority.

The Developer shall note that the review and approval of a lot grading plan by the Municipality does not provide assurance that a specific style of house will suit an individual lot and applications for building permits must provide for a dwelling unit that suits the style of grading proposed by the Developer.

General lot grading standards are as follows:

- Lot grading is 2% minimum, 6% maximum.
- Driveways – 2% minimum, 6% maximum.
- Drainage Swale – 2% minimum, invert slope – 0.3 m minimum depth, 4:1 maximum side slopes.
- Terraces or Changes of Grades shall be at a slope no more than 3:1. Where there are terraces or retaining walls proposed, a horizontal area a minimum of 2 m in width, shall be provided at the extent of each change in grade before terrace slopes are proposed.

9.0 PARKLAND AND LANDSCAPING

9.1 Parkland

Where park areas are dedicated to the Municipality as part of the development, the Developer shall grade and seed the parklands so that they are suitable for recreational use. Grading shall be to a minimum slope of 2% and appropriate drainage swales and outlets shall be provided to the municipal sewer system or to an appropriate outlet. The requirement for fencing or further landscaping of a park area will be reviewed with the Developer at the time of Draft Plan submission along with the location and geometry of a proposed park. Stormwater management facilities and environmentally sensitive areas are not to be considered appropriate for parkland dedication.

9.2 Landscaping

Boulevards shall be finished with a minimum of 100 mm of topsail and shall be sodded or seeded.

At least one tree shall be planted in the boulevard in front of each lot (single family or semi-detached) generally within one year of the completion of the curb and gutter and paving in that section of subdivision. On corner lots, a second tree will be required on the flankage. Trees are to be planted so as not to interfere with other street functions or services when the tree matures. Trees shall be planted in the boulevard, generally opposite the driveway on any lot and not interfering with municipal services.

Trees shall a minimum 60-70 mm dia. measured 300 mm above the ground and shall be No. 1 nursery stock. The Municipality maintains a list of current species of trees acceptable for use in new development and the Director of Public Works shall be consulted to designate species at the time of planting.

Tree planting and care procedure shall include the following:

- Check for underground services of:hydro, water, phone and cable by obtaining locates.
- Dig holes with appropriate equipment. Holes shall be 250 mm wider in circumference and the same depth as the root ball.
- Loosen, untie and fold down burlap and rope from tree trunk and place in hole. Place root ball in the centre of hole and ensure that the top of the root ball is flush with surrounding terrain.
- Backfill with native soil. Adjust if necessary and pack the root ball firmly.
- Add a Mulch ring at a depth of 10 cm (4”) at the base of the tree keeping the Mulch from touching the trunk directly. Termite resistant mulch shall be used in the Termite Zone.
- Stake tree for two years using rubber garden hose to protect tree from being cut by support wires
- To protect the trunk from line trimmers where mulch is not used - use a 20 cm (8”) section of solid drainage tile.
- Water newly-planted trees regularly during the first year
- Remove stakes from trees after 2 years or if tree is in a windy location postpone stake removal for 2 more years adjusting the wire and hose accordingly
- Top up mulch ring as required on yearly basis.
- Use care when grass cutting or when using a line trimmer at the base of the tree ensuring the trunk is not struck.

All trees that die or fail to grow (as per the discretion of the Municipality) prior to “Final Acceptance” shall be replaced by the Developer.

9.3 Walkways

Walkways shown on the Plan of Subdivision shall be constructed between parkland and adjacent streets or from street to street. They shall consist of a concrete sidewalk of minimum width of 1.5 m. The walkway boulevard shall be landscaped, topsoiled and seeded. A standard 1.5 m high chain link fence shall be placed along both sides of the walkway right-of-way with bollards placed at each end of prevent vehicular traffic from using the walkway.

10.0 TRAFFIC AND STREET SIGNS

The Developer shall be responsible for erecting all traffic and street name signs within the development. These signs may be provided by the Municipality at the Developer's expense. The Developer shall further be responsible for providing lot identification signs on each lot outlining the appropriate municipal address (911 address) for said lot.

11.0 ASSET MANAGEMENT

Prior to Final Acceptance of the services as defined in the Subdivision or Development agreement, the developer shall engage his Engineer to provide to the Municipality a detailed list of the cost of all of the assets for the purpose of the Municipality's asset management system.

12.0 PAYMENT TO DEVELOPERS

The Municipality shall not be liable for any costs arising out of the construction of services except the oversizing of the works are required for future development. The Municipality will pay the marginal cost of any requested oversizing of sanitary collection, water distribution, stormwater collection works and appurtenances beyond an increase in one nominal pipe size above that which might be needed for the development.

For example, where a sanitary sewer (or a watermain) designed solely for the development might require the developer to install a 250 mm dia. pipe, a request for oversizing beyond one pipe size or 300 mm would result in the Municipality paying the marginal cost.

Where a storm sewer is requested that is larger than that required for the development and any offsite flows (based on their current developed state), the Municipality will pay the marginal difference in cost for supplying the larger size pipe and appurtenances beyond one incremental pipe size of that needed.

13.0 REVISIONS TO SERVICING GUIDELINES

The Municipality reserves the right to amend these guidelines at any time and/or to further clarify the requirements found herein.

APPENDIX “A”

TYPICAL CROSS SECTION

APPENDIX “B”

RURAL ROAD CROSS SECTION

APPENDIX “C”

**STORMWATER MANAGEMENT GUIDELINES
FOR SITE PLANS
OR SMALL DEVELOPMENTS**

SECTION A – STORM DRAINAGE AND STORMWATER MANAGEMENT

1.0 DRAINAGE POLICIES

1.1 Application

These drainage policies will apply to all development or redevelopment requiring site plans or other planning approvals. Where the local Conservation Authority determines the development is in their regulated area or they have an interest in the development, their guidelines and policies shall apply.

1.2 Drainage Objectives

The Municipality of Morris-Turnberry has set the following objectives for the management of storm drainage within its boundaries:

- Reduce to acceptable levels, the potential risk of health hazards, loss of life and property damage from flooding.
- Reduce to acceptable levels, the incidence of inconvenience caused by surface ponding and flooding.
- Ensure that any development or redevelopment minimizes the impact of change to the groundwater regime; increased pollution; increased erosion or increased sediment transport, especially during construction; and impact to surrounding lands and areas of existing development.
- Maintain, where applicable, any natural stream channel geometry insofar as it is feasible while achieving the above objectives.

2.0 ATTAINMENT OF DRAINAGE OBJECTIVES

2.1 Major and Minor Systems

In general, the Municipality of Morris-Turnberry supports the concept of drainage having two separate and distinct components – the minor drainage system and the major drainage system. The minor system comprises swales, street gutters, ditches, catch basins and storm sewers. The major system comprises the natural streams and valleys and man-made channels, roads, or other overland conveyance systems.

2.2 Run-off Quality Control

The Municipality requires developers, contractors and builders to plan and execute their operations so as to minimize sediment and debris pickup and transport to water bodies. The degree of control and methods used must meet the regulations and guidelines of the MECP, MNRF, MTO, and local conservation authorities. The Municipality will expect all erosion control works to be properly maintained throughout the duration of the project.

2.3 Master Drainage Plans

The Municipality requires a Master Drainage Plan for all proposed urban developments. The primary purpose of the Master Drainage Plan is to define the effects of urban development and to determine the solution that is compatible with the objectives for the watershed.

2.4 Conservation Authority Criteria

In the design of new drainage systems within areas regulated by the local Conservation Authority, the Developer's Engineer will be required to follow the most recent edition of the Authority's Stormwater Management Policies and Technical Guidelines.

3.0 MAJOR SYSTEM

3.1 Hazard Lands and Floodlines

The Municipality of Morris-Turnberry requires that Hazard Lands be clearly defined on all watersheds and that no development other than necessary access or services be located herein. The Municipality also requires that the floodplains that would result from the 1:100 and Regional storms be defined for predevelopment and post development conditions. Consultation with the local Conservation Authority will be necessary when dealing with Hazard Lands.

3.2 Detention Ponds

Detention Ponds shall be design so as to minimize any adverse effects to the environment as well as ensuring the safety of local residents. Unless noted otherwise, detention ponds are to be designed in accordance with the Ministry of the Environment, Conservation and Parks Stormwater Management Planning and Design Manual (March 2003), or the latest edition.

4.0 MINOR SYSTEM

4.1 Watershed Area

The watershed area shall be determined from the contour plans and shall include all areas that naturally drain into the system. Fringe areas not accommodated in adjacent drainage systems, and any areas which may become tributary by reason of regrading.

4.2 Storm Drainage Plans

External Areas

A plan shall be prepared to a scale dependent on the size of the watershed area, to show the nature of the drainage of the lands surrounding the development site. The area to be developed and all existing contours used to justify the design shall be clearly shown. This plan shall be prepared and submitted to the Municipality's Engineer at the functional report stage.

Internal Drainage Plan

All internal drainage plans shall be prepared and shall include all streets, blocks, lots and easements. The proposed storm sewer system shall be shown on this plan with all Maintenance Holes and the area contributing to each structure shall be clearly outlined on the plan. The area in hectares and the run-off coefficient shall be shown within the contributing area.

In determining the contributing area to each storm sewer structure, the proposed lot grading must be considered to maintain consistency in the design.

The length, size, and grade of each section of the minor system shall also be shown on the storm drainage plan. Arrows should depict the overland flow route and the extent of flooding from the major storm.

Rain water leaders shall not be connected directly to the storm sewer system. Leaders on all single family and semi-detached residential units shall be constructed in a manner so as to not interfere with adjacent properties. Sump pump discharge should discharge to the side yard swale.

5.0 HYDRAULIC DESIGN

5.1 Design Levels

The system of street gutters, catch basins, storm sewers or open ditches, where permitted, shall be designed for the 1:5 year storm. Culverts or sewers crossing major County roads or Provincial highways shall be designed and approved in accordance with the requirements of the County of Huron Highways Department or the Ministry of Transportation, respectively.

5.2 Rational Method

In general, the Rational Method shall be used for the sizing of the minor sewer system at the final design stage. Calculations based on a hydrologic simulation model are required for systems serving large areas or involving treatment and/or storage systems.

5.3 Stormwater Management Report

Hydrologic studies should describe the model parameters and criteria for their selection as well as input and output data. The Consulting Engineer has the responsibility for the computations, and the Municipality's Engineer shall check the main assumptions and the input data. All information required for this verification shall be submitted with the hydrologic computations. Copies of the report, where required, shall be provided to the local Conservation Authority and the MECP for approval purposes.

Each report shall include a section outlining the following:

- **Run-off Quantity Control**
 - Address the impact of the minor and major storm as required in these guidelines for both predevelopment and post development regimes.
- **Run-off Quality Control**
 - Address best management practices proposed to achieve desired treatment.
 - Make reference to MECP Stormwater Management Planning and Design manual and Design Criteria for Sanitary Sewers, Storm Sewers and Force mains.
- **Erosion and Sediment Control Plan**
 - Provide comments and detail on a Site Plan or a separate plan as part of the submission.
- **Major System/Overland Flow Routes**
 - Provide extent of flood for the Major Storm or Site Plan
 - Show major storm route
 - Comment on a right to access of major storm routes based on land ownership on adjacent lands
- **Maintenance Considerations**
 - Address ownership and obligation for maintenance
 - A maintenance manual outlining maintenance tasks and frequency of maintenance activities shall be provided as part of the Stormwater Management Report process.
- **Facility Access**
 - Access to all areas of any proposed facility needs to be detailed and commented on in the report.

6.0 STORM SEWER DESIGN

The requirements for storm sewer design shall be in accordance with the latest edition of the Ministry of the Environment, Conservation and Parks Design Guidelines, as summarized below.

6.1 Rainfall Intensity Data

Rainfall intensity data to be used in storm sewer design shall be the most current data provided by Environment Canada for the Goderich area.

6.2 Design Storm Events

a) Rational Method

Stormwater run-off rates to be computed using the Stratford area I.D.F. curve information.

b) Hydrologic Simulation Models

Stormwater run-off rates to be computed using the Chicago distribution for the 6 hour storm unless otherwise required by external review agencies (Conservation Authority or MTO, etc.)

6.3 Run-off or Imperviousness Coefficients

Run-off coefficients to be used in storm sewer design with the Rational Method shall be based upon soil types, slope, and initial moisture conditions within the following ranges:

Asphalt, concrete, roof areas	0.90 – 1.00
Grassed areas, parkland, agricultural	0.15 – 0.35
Brick Road	0.70 – 0.85
Sandy Soil	0.05 - 0.25
Playgrounds	0.20 – 0.35
Gravel	0.60 – 0.70
Forest and dense wooded areas	0.10 – 0.25
Permeable pavements	0.15 – 0.25
Commercial	0.75 – 0.85
Industrial	0.65 – 0.75
Residential:	
– Single Family	0.40 – 0.45
– Semi-detached	0.45 – 0.60
– Row housing, Town housing	0.50 – 0.70
– Apartments	0.60 – 0.75
– Institutional	0.40 – 0.75

A ten minute entry time at the head of the system must be utilized unless large external drainage areas exist. (In this case, separate time of concentration calculations should be provided).

6.4 Pipe Capacities

Manning’s Formula shall be used in determining the capacity of all storm sewers. The capacity of the sewer shall be determined on the basis of the pipe flowing full.

The value of the roughness coefficient ‘n’ used in the Manning’s Formula shall be as follows:

a)	Concrete/Plastic pipe all sizes	0.013
b)	Corrugated Steel (culverts only)	0.024 (plain pipe)
		0.020 (paved invert)

6.5 Flow Velocities

Minimum → 0.80 m/s **New Criteria 0.75m/s, servicing guides allowed to be stricter**
Maximum → 6.00 m/s

6.6 Minimum Sizes

Minimum pipe size for storm sewers and catch basin leads shall be 300 mm with a minimum of 1% slope.

6.7 Minimum Grades

Regardless of flow velocities obtained, the minimum design grades for pipe storm sewer shall be as follows:

Sewer Size (mm)	Minimum Slope in Metres Per 100 Metres
300 - 375	0.40
450 - 525	0.30
600 - 900	0.20
> 975	T.B.D.

6.8 Minimum Cover

The minimum cover to the top outside pipe barrel of a shallow storm sewer system shall in no case be less than 1.3 metres from the centerline of the roadway.

6.9 Location

Any storm sewers within road allowances shall be located as shown on the standard Municipality of Morris-Turnberry road cross section drawings (Appendix 'A').

6.10 Limits

All sewers shall be terminated at the development limits when external drainage areas are considered in the design. Suitable provision shall be provided to allow for the future extension of the sewer (i.e., Maintenance Hole knock-outs, sewer stubs, etc.).

6.11 Sewer Alignment

All storm sewers shall be laid in a straight line between Maintenance Holes.

6.12 Pipe Crossings

A minimum clearance of 0.20 metres shall be provided between the outside of all pipes barrels at all points of crossing. In the event of watermain crossing, Ministry of the Environment, Conservation and Parks separation distances shall apply.

In cases where the storm sewer crosses a recent utility trench at an elevation higher than the elevation of the utility, a support system shall be designed to prevent settlements of the storm sewer, or alternatively the utility trench is to be excavated and backfilled with compacted crushed stone or concrete to adequately support the storm sewer. When the storm sewer passes under an existing utility, adequate support shall construction to prevent damage to that utility. In either case, the support system shall meet the minimum requirements provided by the utility company.

6.13 Changes in Pipe Size

No decrease of pipe size from a larger upstream pipe to a smaller downstream size will be allowed regardless of the increase in grade.

6.14 Sewer Pipe Materials

- a) Concrete Sewer Pipe (Rigid)
 - 150 mm to 375 mm Class 3
 - 375 mm or greater as specified in the tender form
- b) Polyvinyl Chloride (PVC) Pipe (Flexible)
 - Class SDR35 or Class V (320 kPa)
 - Annular ribbed profile for ribbed pipe
- c) Polyethylene Sewer Pipe (Flexible) – CSA certified Sewer Class to B 182.6
 - 150 mm to 600 mm
 - Smooth inner wall, annular corrugated profile (320 kPa), 15 PSI bell and spigot joints shall have elastomeric gaskets (CSA certified to B 182.6)

The Municipality shall be consulted for the material of any storm sewer > 900 mm or deeper than 5 metres.

6.15 Pipe Bedding

The class of pipe and the type of bedding shall be selected to suit loading and proposed construction conditions. Details and types of bedding are illustrated in OPS Drawing 802.03.

6.16 Backfill for Sewers

Backfill for sewers shall be in accordance with OPSD 803.04.

6.17 Private Drain Connections

Private storm sewer service connections may be provided for all new development. Sump pumps may discharge to these private drain connections. Schedule 'B' provides a foundation drain connection detail for new development.

7.0 MAINTENANCE HOLES

7.1 Location

Maintenance Holes shall be located at each change in alignment, grade or pipe material, at all pipe junctions and at intervals along the pipe to permit entry for maintenance to the sewer.

7.2 Maximum Spacing of Maintenance Holes

Maintenance Hole spacing shall be as per MECP Design Guidelines as follows:

Sewer Diameter (mm)	Maximum Spacing (m)
250 to 975	110
1050 to 1350	130
1500 to 1650	160
1800 and above	305

7.3 Maintenance Hole Types

Maintenance Holes may be constructed of precast or poured concrete. The standard Maintenance Hole details as shown on the OPS Drawings shall be used for Maintenance Holes. In cases where the standard drawings are not applicable, the Maintenance Holes shall be individually designed and detailed.

Precast Maintenance Holes shall conform to ASTM specifications C-478 M latest revision.

A reference shall be made on all profile drawings to the type and size of all storm Maintenance Holes.

7.4 Maintenance Hole Design

- a) Safety gratings shall be provided in all Maintenance Holes when the depth of the structure exceeds 5.0 m.
- b) When the difference in elevation between the obvert of the inlet and outlet pipes exceeds 0.9 m, a drop structure shall be placed on the inlet pipe.
- c) All storm sewer Maintenance Holes shall be benched in accordance with the OPS Drawings.

7.5 Grades for Maintenance Hole Frames and Covers

All Maintenance Holes located within the traveled portion of a roadway shall have the rim elevation set flush to the base course of asphalt. Prior to the placement of the surface course asphalt the Maintenance Hole frame shall be adjusted to the finished grade of asphalt. Steel adjusting rings will not be permitted. The concreting and setting of the frame and cover shall be in accordance with the details on the OPS Drawings. A maximum of 300 mm of modular rings shall be permitted on Maintenance Hole in new subdivisions.

7.6 Head Losses Through Maintenance Holes

Suitable drops shall be provided across all Maintenance Holes to compensate for the loss of energy due to the change in flow velocity and for the difference in the depth of flow in the sewers;

The minimum drops across Maintenance Holes shall be as follows:

Change of Direction	Minimum Drop (mm)
1 to 45 degrees	30 mm
46 to 90 degrees	60 mm

8.0 CATCH BASINS

8.1 Location and Spacing

Catch basins shall be generally located upstream of sidewalk crossings at intersections.

Catch basins spacing will vary with street width, grade and cross fall, the location shall be provided on both sides of the street at all low areas with the maximum spacing as noted:

Road Gradient (%)	Maximum Spacing (m)
0 to 3	110
3.1 to 4.5	90
Over 4.5	75

Double catch basins shall normally be required when the catch basin intercepts flow from more than one direction. Single catch basins may be used in the case where the total length of drainage to the catch basin subject to the analysis of the major – minor system.

Rear lot catch basins and connections shall be located as outlined in the lot grading criteria and in all cases shall discharge/connect to a structure.

8.2 Catch Basin Types

Catch basins must be of the precast type with full depth sumps, as shown on the OPS Drawing 705.010.

Special catch basins and inlet structures shall be fully designed and detailed by the Consulting Engineer.

8.3 Catch Basin Connections

Type	Minimum Size of Connection	Minimum Grade of Connection
Single and Double Catch Basins	300 mm	1.0%
Rear Lot Catch Basin	250 mm	1.0%

8.4 Catch Basins Frame and Covers

The frame and cover for catch basins shall be as detailed in the OPS Drawing 400.110.

9.0 INLETS, OUTFALLS AND SPECIAL STRUCTURES

9.1 Inlets

Inlet structures must be fully designed and detailed on the Engineering Drawings. Gabions, rip rap or concrete shall be provided at all inlets to protect against erosion and to channelize flow to the inlet structure.

9.2 Outlets

The OPSD 804.030 standard headwall shall be used for all storm sewers up to 900 mm in diameter. For sewers over 900 mm in diameter, the OPSD 804.040 headwall shall be used. All headwalls shall be equipped with a grating over the outlet as per OPSD 804.050.

Suitable erosion protection, which may include gabions, rip rap, concrete or other erosion protection shall be provided to the satisfaction of the regulatory agencies at all outlets to prevent erosion of the watercourse and the area adjacent to the headwall.

9.3 Open Channels

The proposed criteria for an open channel shall be submitted to the Municipal Engineer for his approval. The Consulting Engineer shall be responsible for obtaining the approval from the MNRF, MECP, and the local Conservation Authority, if the open channel concept is favourably considered.

The Conservation Authority shall be consulted during initial project planning in regard to any potential watercourse alterations associated with the development proposal.

Watercourse alterations are subject to permitting requirements under the Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 147/06). Planned watercourse alterations may, in addition, be subject to other Agency requirements (Fisheries and Oceans, Canada (DFO), MNRF, Navigable Waters (Transport Canada), Drainage Act, etc.).

10.0 MAINTENANCE MANUAL

Prior to completion of the works a maintenance manual shall be provided. This manual shall address the obligations for maintenance, outline the appropriate tasks, and shall provide the frequency of maintenance measures required.

SECTION B – LOT GRADING

1.0 GENERAL

The lot grading of all lots and blocks in new subdivisions must be carefully monitored by the Consulting Engineer in order to provide sites that are suitable for the erection of buildings and to provide satisfactory drainage from all lands within the development.

2.0 LOT GRADING PLANS

All Lot Grading Plans for new development in the Municipality of Morris-Turnberry shall be prepared in accordance with the criteria contained in this section and shall contain the following information and detail:

- Scale 1:500 (unless otherwise approved).
- All existing and proposed lot numbers and blocks.
- All proposed rear lot catch basins, leads, top elevations and inverts.
- Location of service connections.
- Existing contours at maximum 0.5 m intervals.
- Existing and proposed elevations at lot corners.
- Specified house grades.
- Proposed road grades, length and elevations on all streets.
- Proposed elevations along the boundary of all blocks abutting single family and semi-detached lots in the subdivision.
- Direction of the surface run-off by means of arrows.
- All proposed easements required for registration.

3.0 LOT GRADING DESIGN

- 3.1 Generally, the front yards of all lots shall be graded to drain towards the street.
- 3.2 All boulevards are to be graded with a constant slope from the curb to the street limit. (Minimum slope to be 2.0 percent and the maximum slope to be 8.0 percent).
- 3.3 All rear yard drainage is to be directed away from the houses in defined swales which outlet at the curb or a catch basin.
- 3.4 All lot surfaces shall be constructed to a minimum grade of 2.0 percent and a maximum grade of 12.0 percent.
- 3.5 The maximum slope on all embankments and terraces shall be 3:1 (4:1 preferred).
- 3.6 The maximum flow allowable to any side yard swale shall be that from two lots plus that from two adjacent lots.
- 3.7 The maximum number of rear lots contributing to a rear yard swale shall be that of four rear yards.
- 3.8 The maximum length of a rear yard swale between outlets shall be 90 metres. Where rear yard swales provide drainage for more than one lot, the swale must be located within a 4.0 metre drainage easement over the total length. Rear yard swales shall have a minimum slope of 1.5 percent.
- 3.9 Swales providing internal drainage from each lot shall have a minimum slope of 2.0 percent.
- 3.10 Minimum depth of any swale to be 150 mm.
- 3.11 Maximum depth of rear yard swales to be 500 mm.
- 3.12 Maximum depth of side yard swales to be 300 mm.

- 3.13 Maximum side slopes on any swale to be 3:1.
- 3.14 All drainage swales shall be located on the common lot line between adjacent lots.
- 3.15 Rear yard catch basins and outlet pipes are to be located entirely on the same lot and shall be located 1.0 metres from the lot line.
- 3.16 The minimum driveway grade shall be 1.0 percent and the maximum grade permissible shall be 8.0 percent.

4.0 INDIVIDUAL LOT GRADING PLAN

Prior to application for a building permit, individual lot grading plans for each lot shall be prepared and shall be submitted to the Municipality's Building Department for approval. These lot grading plans shall include the following:

- Lot description including Registered Plan Number.
- Dimensioned property limits and house location.
- House type; normal, side split, back split, etc.
- Finished floor elevation.
- Finished garage floor elevation.
- Finished and original grades over septic tile beds.
- Finished basement floor elevation.
- Top of foundation wall elevations (all locations).
- Existing and proposed lot elevations.
- Existing trees to be maintained.
- Driveway location, width and proposed grades.
- All sidewalk locations, width and proposed grades.
- Arrows indicating the direction of all surface drainage and swales.
- Location and elevation of swales.
- Location of decks, porches and patios.
- Location of terraces and retaining walls.
- Location and type of any private sewage disposal systems, reserve areas and private wells.
- Location of engineered fill (where required).
- Lot grading certificate by Developer's Engineer in accordance with the subdivision agreement requirements.
- In the case where the lot falls within the Conservation Authority's regulatory limit, the Conservation Authority shall be consulted in regard to any additional information provided on the plan.

4.1 Certification

Prior to the release of any lot from the subdivision agreement, the Developer's Engineer shall provide certification to the Municipality of Morris-Turnberry that the grading and drainage of the lot is in accordance with the approved lot grading and drainage plans.

SCHEDULE 'A'

PRECIPITATION DATA

SCHEDULE 'B'

FOUNDATION DRAIN DETAIL SAMPLE

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: September 20th, 2022
SUBJECT: Septic System Maintenance Agreement

RECOMMENDATION

That Council consider by-law 38-2022, being a by-law to authorize the execution of an agreement between the Municipality of Morris-Turnberry and Evergreen Holsteins Inc. for the maintenance of tertiary septic systems.

BACKGROUND

At the July 5th 2022 meeting, Council approved Zoning By-Law Amendment application MTu Z02-2022. The application proposed to amend the zoning on the lands at 91135 Belmore Line, Belmore from Village Residential – Low Density (VR1) and Development (D) to Village Residential – Medium Density (VR2). This would allow for a tri-plex (3 units) and a semi-detached dwelling (2 units) to be constructed (a total of 5 units). To achieve this density, the use of tertiary treatment systems was proposed. Council approved the amendment with the condition that the owners enter into an agreement with the Municipality for the maintenance of the system, to be registered on title.

COMMENTS

Staff provided the Municipality's Solicitor with the criteria for the provisions of the agreement, which included:

1. That it is the owner's responsibility to enter into an agreement for maintenance of the system with a licensed and qualified service provider as prescribed by Division B 8.9.2.3 of the 2012 *Ontario Building Code as amended*,
2. That it is the owner's responsibility to ensure that such an agreement is in place at all times, and to ensure the continuity of the required annual maintenance and servicing for as long as the system is in use.
3. That the owner shall provide the CBO of the municipality with a copy of the active agreement for maintenance of the system, as well as literature that describes the unit in detail and provides complete instructions regarding the operation, servicing, and maintenance requirements of the unit and its related components necessary to ensure the continued proper operation in accordance with the original design and specifications.
4. That it is the owner's responsibility to provide or have provided to the CBO for the Municipality reports regarding that condition, functionality and effluent contaminant levels of the system on an annual basis.
5. That failure to provide such reports may result in action on the part of the Municipality, including but not limited to orders to comply, or the requisitioning of the required maintenance, servicing, and testing at the expense of the owner.
6. That if at any time the system is not functioning within acceptable parameters for effluent contaminant levels, the owner shall remedy the situation at their sole expense as soon as reasonably possible, and if the owner fails to do so the Municipality may take measures to remedy the situation at the expense of the owner.
7. That any expenses incurred by the Municipality under the agreement may be collected in the same manner as taxes.
8. That the Municipality and/or its agents have the authority to enter onto the lands for the purpose of enforcing any provision of this agreement.
9. That the owners shall indemnify and hold harmless the Municipality and its agents.
10. That the agreement shall be registered on the lands and be binding upon all successors and assigns as owners and/or occupiers of the lands.

The drafted agreement is presented here for the consideration of Council.

ATTACHMENTS

1. By-Law 38-2022
2. Septic Maintenance Agreement

OTHERS CONSULTED

Kirk Livingston, Chief Building Official
Greg Stewart, Solicitor

Respectfully submitted,



Trevor Hallam,
CAO/Clerk



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 38-2022

Being a by-law to authorize the Mayor and Clerk to execute and affix the Corporate Seal to an agreement between the Municipality of Morris-Turnberry and Evergreen Holsteins Inc.

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

AND WHEREAS the Council of the Corporation of the Municipality of Morris-Turnberry approved an amendment to the Municipality's Zoning By-law 45-2014 through By-law 27-2022 subject to the condition that the owners enter into an agreement for the maintenance of an advanced treatment septic system on the affected property;

AND WHEREAS the Council of the Corporation of the Municipality of Morris-Turnberry deems it necessary and desirable to enter into and execute an agreement between the Municipality of Morris-Turnberry and Evergreen Holsteins Inc;

NOW THEREFORE, the Council of the Corporation of the Municipality enacts as follows:

1. That the Mayor and Clerk of the Municipality are hereby authorized to execute and affix the Corporate Seal to enter into the Agreement between the Corporation of the Municipality of Morris-Turnberry and Evergreen Holsteins Inc, attached hereto as Schedule 'A', and forming part of this by-law; and
2. That this by-law shall come into effect on the day it is passed.

Read a FIRST and SECOND time this 20th day of September 2022.

Read a THIRD time and FINALLY PASSED this 20th day of September 2022.

Mayor, Jamie Heffer

Clerk, Trevor Hallam

THIS AGREEMENT MADE this day of , 2022

BETWEEN

THE MUNICIPALITY OF MORRIS-TURNBERRY

(hereinafter the “Municipality”)

and

(hereinafter the “Owner”)

WHEREAS the Owner is the Owner of lands described as: Lots 8-11, 34, 35, 48, 49, Plan 164, Municipality of Morris-Turnberry (the “Lands”);

AND WHEREAS the Owner does have installed on the lands a Class 4 sewage system as described in Part 8 of the Building Code O.Reg 332/12 (the “Regulation”);

AND WHEREAS the Owner and the Municipality wish to enter into an Agreement to provide for elements of maintenance of the septic system;

NOW THEREFORE, in consideration of these presents and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. As required in Division B 8.9.2.3 of the Ontario Building Code, the Owner will enter into an Agreement for servicing and maintenance of the treatment unit and its related components to be carried out by a qualified person who possesses a copy of the literature required by sentence 8.6.2.2(6) of the Building Code and who has been authorized by the manufacturer of the unit to service and maintain the treatment unit (the “Agreement”).
2. The Owner will ensure that the Agreement is in place at all times and that the required annual maintenance and servicing is carried out for so long as the system is in use.
3. The Owner will provide to the Chief Building Official of the Municipality a copy of the Agreement and all renewals or replacements thereof as and when renewed or replaced.
4. The Owner will provide to the Chief Building Official a copy of literature required by sentence 8.6.2.2(6) of the Building Code describing the unit and providing complete instructions regarding the operating, service and maintenance requirements for the unit and its related components necessary to insure their continued proper operation;
5. The Owner will provide to the Chief Building Official, annually, reports satisfactory to the Chief Building Official, on the condition, functionality, and effluent contaminant levels of the system.
6. If at any time, the system is not functioning within acceptable parameters for effluent contaminant levels to the satisfaction of the Chief Building Official, the Owner will immediately take all steps necessary to remedy the situation at his or her sole expense.

7. If the Owner, at any time, fails to comply with his or her requirements under this Agreement, the Municipality may take whatever steps are necessary to achieve such compliance and the cost for such actions will be borne by the Owner and may be added to the tax roll and collected in the same manner as Municipal taxes.
8. The Owner consents to the Municipality registering this Agreement on title to the lands to which the Agreement applies. The costs of such registration are to be borne by the Owner.
9. For purposes of inspecting the status of the system, employees or agents of the Municipality may enter the property at any reasonable time without a warrant to inspect the property as well as to repair the system.
10. The Owner indemnifies the Municipality, its elected officials, employees, servants, agents, contractees, and saves them harmless of and from all liability for injury and damages to person or property that may result from their activities under this Agreement provided such activities are conducted in good faith.
11. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the Parties hereto.

SIGNED SEALED AND DELIVERED

The Municipality of Morris-Turnberry

Per: _____

Per: _____

I/We have the authority to bind the Corporation

The Owner



CANADIAN
CENTRE FOR
RURAL CREATIVITY



Rural Talks to Rural 2022

October 17 to 20, 2022

Four Winds Barn
Brussels, Ontario

The Canadian Centre for Rural Creativity along with host Municipality of Huron East would like to invite you to the Rural Talks to Rural 2022 (R2R22) being held October 17th to the 20th, 2022 at Four Winds Barn, Brussels, Ontario's premier rural event centre.

Rural Talks to Rural (R2R) is a biannual conference and a truly unique experience. This is our fourth R2R and the response to each one has been enthusiastic and positive. R2R brings rural folks from across the County, across the Country and beyond our borders, to share ideas. Our belief is that a good idea in Kings County, Nova Scotia can also be a good idea in Clinton, Ontario, or in the Cypress Hills of Saskatchewan, or in any other rural community.

The overall theme for R2R22 is Rural Today/Rural Tomorrow – exploring where we are at now and what a roadmap to the future could look like. The gathering will see people from different disciplines, different walks of life and people who will participate in breaking down the silos that can sometimes isolate us. And as we develop a deeper empathy, we will come to see that we are not so different and that we are, for certain, in this together – from where we live, to how we feel, to how we continue to survive in this ever-evolving world.

Each day unfolds with presentations, workshops, and breakout sessions, with everything being viewed through the Rural Today/Rural Tomorrow lens.

To learn more about R2R22 or resister today visit - <https://www.ruralcreativity.org/rural-talks-to-rural-2022-conference/>

Highlights of the R2R22:

- Day 1
 - Rural Wellbeing in partnership with Gateway Centre of Excellence in Rural Health
 - Afternoon sampling of local breweries and wineries during the “Junkfood Pairing”
- Day 2
 - Accessible/Attainable/Affordable Housing in partnership with Huron County and the Rural Ontario Institute;
- Day 3
 - Climate and Community in partnership with the BC Emergency Managers for Recovery
 - Evening entertainment featuring Juno and Maple Blues Award winning artist Al Lerman and his Trio
- Day 4 (1/2 day)
 - Future Considerations in conjunction with the folks at Rural on Purpose
 - First R2R Market with local produce and producers on hand, perhaps a popup bookstore or two, with a local storyteller corner – the R2R Market is open to conference delegates and to the public.



Digital Main Street - Digital Transformation Grant

Helping small businesses adopt and improve technologies

\$2,500 Digital Transformation Grants NOW Available

Huron County Economic Development is excited to announce the Digital Main Street **\$2500 Digital Transformation Grant 4.0**, is now available to small business owners!

The Huron County Digital Service Squad are available to assist small businesses, at no cost, with the development of their Digital Transformation Plan, and application to the Digital Transformation Grant.

Apply Early! Limited number of grants available.

Applications will be accepted until October 31, 2022, or until funds are fully exhausted.

Great news! Small businesses no longer need to be part of a zoned commercial core or main street area to qualify, and previous grant recipients can re-apply (although some restrictions do apply).

How to Apply;

1. Register your business at digitalmainstreet.ca/ontariogrants/ and complete the digital assessment.
2. Pass the pre-qualification quiz, complete the 2.5 hours of online training, and develop your Digital Transformation Plan.
3. Apply for a \$2,500 grant.

Contact the Digital Service Squad for digital support and services, including access to training in digital marketing and advertising, software for graphic design, productivity, social media, and website development & redesign.



Alecia Anderson

Digital Service Squad Member

*ACW, Bluewater, Central Huron, Goderich, Howick, Huron East,
North Huron, South Huron and Morris Turnberry*

C: 519-525-6235

E: aanderson@huroncounty.ca

For more information, please visit the Huron County Economic Development [website](#).



Digital Transformation Grant 2022 Program Guidelines and FAQs

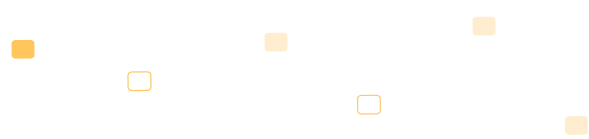
What is the Digital Transformation Grant?

The Digital Main Street Ontario Grants Program (OGP) is focused on assisting **brick-and-mortar small businesses** with their adoption of technologies. The Digital Transformation Grant (DTG) is an opportunity available to enable this digital transformation process. Through a partnership with the Province of Ontario and the Toronto Association of Business Improvement Areas, and administered by the Ontario BIA Association (OBIAA), the DTG program will provide funding for training, advisory support, and grants to small businesses looking to increase their capacity through digital transformation.

What is the objective of the Digital Transformation Grant?

- **Support** brick-and-mortar small businesses through access to an online assessment to determine the digital needs of their business.
- Provide **resources** to assist eligible brick-and-mortar small businesses with the execution of their DTP (\$2,500 grant).
- **Knowledge transfer** through an online training course that provides the basics of how digital technology will transform their business for success and equips business owners with the digital literacy skills needed to develop a Digital Transformation Plan (DTP).





DTG 2022 Program Guidelines and FAQs

Continued

Who is eligible?

The DTG is open to participants who meet the following requirements:

Must be a business that:

- **Has** a permanent **'brick-and-mortar'** establishment in Ontario
- **Is** employing **1-50 employees**
- **Is** paying commercial property tax (commercially assessed), either directly or through commercial rent
- **Is** a registered business in Ontario and/or is incorporated
- **Is open for business/operating at the time of application (not a start-up)**
- **Is NOT** a business supplying digital services to other businesses (e.g. website design/development, SEO, programming)
- **Is NOT** a franchise, **including** those individually owned and operated
- **Is NOT a wholesaler or manufacturer** i.e., is a consumer-facing business and can be accessed by consumers or provides in-person services and/or product sales to consumers
- **Is NOT** a not-for-profit or charitable organization

- **Is NOT** renting office space on a temporary basis (month-to-month)
- **Is NOT** in a shared workspace such as a hot desk or dedicated desk
- **Is NOT** a purely online business or distributor
- **Is NOT** a home-based business

Owned by:

- An **Ontario resident** operating a business in Ontario
- An individual of **18 years of age or older** at the time of application
- A **Canadian citizen** or **permanent resident**

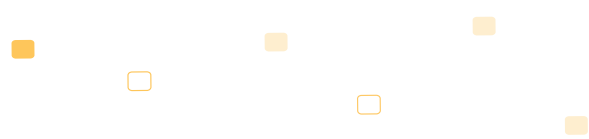
Has completed the application process, which includes:

- the **Digital Main Street Assessment**
- passing the **pre-qualification quiz**
- the **online training**
- developing a **Digital Transformation Plan**

NOTE: OBIAA reserves the right to determine who is eligible/ ineligible on a case-by-case basis

Additional Notes

- Previous Digital Main Street Ontario Grant Program recipients who received a DTG from July 1, 2021 to March 31, 2022 (inclusive) may **NOT** apply at this time.
- Previous Digital Main Street Ontario Grant Program recipients who received a DTG before June 30, 2021 **may apply** provided **all DTG final reports** have been received and verified by OBIAA.
- Large corporations **are not** eligible to apply for a DTG (more than 50 staff).
- Businesses with **multiple** locations are only eligible to apply for one Digital Transformation Grant.
- Owners with multiple businesses may only apply for **one** grant.
- BIA Offices are **not** eligible to apply for this grant, but are eligible to participate in all trainings.
- French translation assistance is available for applicants upon request.
- **Go to pages 4 – 7 for more info on eligibility.**



DTG 2022 Program Guidelines and FAQs

Continued

What costs are eligible (excluding GST/HST)?

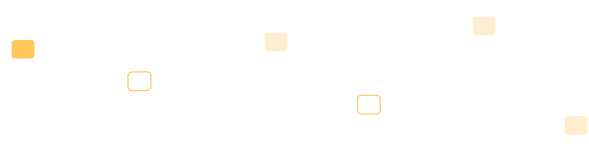
- **Digital Marketing**
 - Hiring a consultant/agency/person to execute digital marketing initiatives
- **Website**
 - Redesign, improvement of existing website
 - Development of new website
 - Photography/videography costs for production of photos and/or videos
 - E-commerce enablement
 - Accessibility compliance
- **Software**
 - Graphic design software
 - Productivity software (LastPass, Hootsuite, Dropbox, etc.)
 - Social media software (Hootsuite, Buffer, etc.)
 - Security software
 - Other software as indicated in the DTP
- **Digital Training**
 - Ongoing digital training courses (in-person/online)
- **Hardware (limited to \$1,000)**
 - POS systems
 - All hardware must be deemed necessary (as determined by OBIAA in its sole discretion)

What costs are not eligible (excluding GST/HST)?

- Purchases made prior to grant approval
- Microsoft Office or equivalent
- Website hosting
- Domain name renewal
- Software subscription renewal
- Signage and printing including LED/digital signage
- Logo redesign and rebranding
- Unnecessary or excessive equipment (or equipment business already has and wants to upgrade) (as determined by OBIAA in its sole discretion)
- iPhones or cell phones of any type, **no exceptions**
- Business owner's salary or current employee salary for executing the project
- Costs of land, building or vehicle purchase
- **Any costs not listed under "Eligible Costs" are deemed INELIGIBLE**
- If you have any questions on eligibility you may contact us at grants@obiaa.com

When can I apply for a Digital Transformation Grant?

The application portal for Digital Transformation Grants will open **June 21st, 2022** and applications will continue to be accepted until **October 31st, 2022** (or until grant funds are exhausted). Should grant funds still be available after the portal has closed and all eligible applications have been processed, the application portal will re-open in **January 2023** and remain open until **September 30th, 2023** (or until grant funds are fully exhausted).



DTG 2022 Program Guidelines and FAQs

Continued

How do I apply?

To apply for a Digital Transformation Grant, a business must complete two main stages:

Stage 1 | Application:

1. Create an account on digitalmainstreet.ca/ontariogrants
2. Complete their digital assessment
3. Pass the eligibility and pre-qualification quiz; an email will be sent inviting the business to continue the application process and apply (check your spam filter)
4. Complete an online training program focused on developing their digital literacy skills
5. Develop a Digital Transformation Plan (DTP)
6. Submit an application that includes detailed information on the DTP along with a detailed budget (costs net of HST)
7. Submit a copy of their Commercial Tax Bill or a letter/lease from landlord indicating they pay commercial taxes
8. Submit a copy of their Business Number, Articles of Incorporation (AOI), Master Business License (MBL) or business registration
9. Submit photos of their exterior storefront/business signage **AND** interior commercial business operations

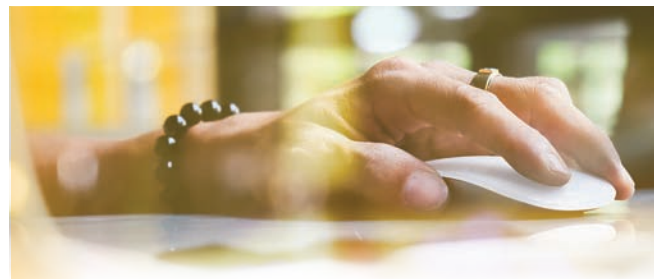
NOTE: : Businesses **MUST** complete their assessment, pass the pre-qualification quiz, take the online training, and develop their Digital Transformation Plan **BEFORE** applying. Any business that cannot provide the required documentation with their application, or upon request, will be deemed ineligible; their application will be marked incomplete and closed.

Stage 2 | Review & Reward:

- OBIAA will review the application and once approved, the business will receive an agreement to be executed by both the business owner and OBIAA
- Upon receipt of the signed agreement, OBIAA will release the \$2,500 grant to the business to begin implementing the DTP

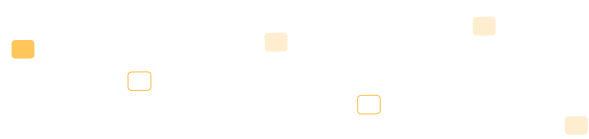
What are the obligations (once the grant agreement is signed)?

- The funds must be used for the project as outlined in the DTP and spending must align with the budget
- All receipts for expenditures must be submitted with the final report and retained for seven (7) years in case the stakeholder requires an audit of these expenses
- The final report must be completed and submitted on time
- All applicants must comply with all applicable laws
- All applicants must acknowledge their business name and location will be disclosed to the Provincial Government for the purposes of preparing events/success stories



How can I learn more?

Visit digitalmainstreet.ca/ontariogrants for more information on timing and instructions for applying for Digital Transformation Grant.



DTG 2022 Program Guidelines and FAQs

Continued

Other Questions

- **Do I have to be located within a zoned commercial core or main street area?**
 - **No**, however you must be able to prove you have a **brick-and-mortar** location (i.e., a physical location, not home-based) and pay commercial tax (either directly or indirectly).

- **I am a sole proprietor and do not have any employees, would I still qualify?**
 - **Yes**, as a sole proprietor we consider you to be the first and possibly the only employee of your business.

- **Once I complete the pre-qualification quiz can I start my project?**
 - **No**, the pre-qualification process does not approve you for the grant; you still must go through the application process to receive final approval.

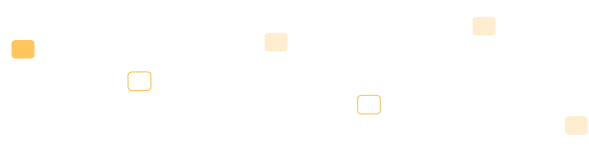
- **What do I do if I do not receive an email after I have completed the pre-qualification quiz?**
 - **Check your spam filter or junk mail folder!** This is an automated process, and you should receive an email within a maximum of two (2) hours. If the email address you entered into the system is correct, you will receive an email either inviting you to apply or informing you that your business does not qualify.

- **Is the grant income?**
 - **No**, this grant is a reduction of an expense, see https://www.canada.ca/en/revenue-agency/services/tax/businesses/small-businesses-self-employed-income/business-income-tax-reporting/business-income/sources-income.html#gvrnmnt_grnts

- **Do I include HST in my budget calculation?**
 - **No**, HST paid on any grant expenses can be claimed on the HST report you submit to the Canada Revenue Agency. If you include it in your grant application, you will be double dipping!

- **I do not have a Business Number. What do I do?**
 - All businesses (Incorporated and Sole Proprietors) that operate in Ontario are required to register for a Business Number. This number allows you to charge HST and if you have staff, to remit source deductions.
 - Check with your accountant or contact your local tax department.
 - A copy of your HST remittance is an allowable document to include with your application.
 - If you are an HST exempt professional i.e., chiropractors, physiotherapists, naturopaths, etc., and do not have a business number, you must provide a copy of your current professional certification with your application.

- **My business is located on a First Nations reserve, and I do not pay commercial property tax, would I still qualify?**
 - **Yes**, you do not need to provide commercial property tax or HST info, but you will need to provide a copy of your local band agreement to operate and/or a copy of your lease agreement for your brick-and-mortar location i.e., home-based businesses are not eligible, with your application.

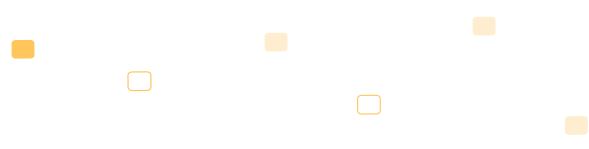


DTG 2022 Program Guidelines and FAQs

Continued

Other Questions *Continued*

- **I own several businesses and they are all incorporated separately, but I am the owner. Can all of my businesses apply for the grant?**
 - **No.** One owner, one business, one grant, one location is the rule. If one of your businesses has a partner and it is a different corporation, the partner can apply for the grant.
- **I have a professional services business located within a shared workspace i.e., wellness clinic, would I still qualify?**
 - **Maybe.** In order to qualify you must be able to provide a lease agreement for the designated area where you conduct your services i.e., not an independent contractor agreement or a revenue sharing agreement, and a photo of the signage for your business that is independent of the brick-and-mortar signage, in addition to the other required documents.
- **Where can I go to find a digital vendor?**
 - You may be able to find a local vendor on the [Digital Main Street Vendor Directory](#). You can search by location to see if there are appropriate vendors near you, **OR**
 - Contact your local BIA, Economic Development Office, or Chamber of Commerce for digital marketing recommendations, **OR**
 - You may use a vendor of your own choosing regardless of where they are located.
- **I have started my project and realized I need to change my plan. Do I need to ask for approval before I do that?**
 - **No**, not necessarily. We expect, with all projects, that budgets are subject to change. As long as the expense is an 'eligible' one, there is no need to request approval. If, however, you want to purchase hardware, then yes, you will need to request prior approval.
- **What if I cannot spend all of the grant funds by the agreement deadline?**
 - You must inform the OBIAA office of any issues with keeping to your Digital Transformation Plan timelines and budget by emailing your Grant Coordinator ASAP.
- **If I am a small business located in an area that is not zoned commercial, would I still qualify?**
 - **Yes**, small businesses located within a non-commercially zoned area (i.e., industrial, agricultural, etc.) may qualify, but some restrictions do apply. The business must be clearly open to the general public i.e., is a consumer-facing business and can be accessed by consumers or provides in-person services and/or product sales to consumers. Supporting documentation for eligible businesses would include a tax bill or lease/rental agreement, and pictures of the **exterior AND interior** of the brick-and-mortar location. The exterior photo must display the business's signage and the interior photo must clearly show the dedicated space where commercial transactions take place with consumers.
- **What if I am a wholesaler or a manufacturer but also sell locally to the public?**
 - If you are a wholesaler or a manufacturer that sells to the public, you must have a dedicated commercial space where members of the general public i.e., consumers, can walk in and purchase products or services. An interior photo must include the dedicated space considered to be commercial.



DTG 2022 Program Guidelines and FAQs

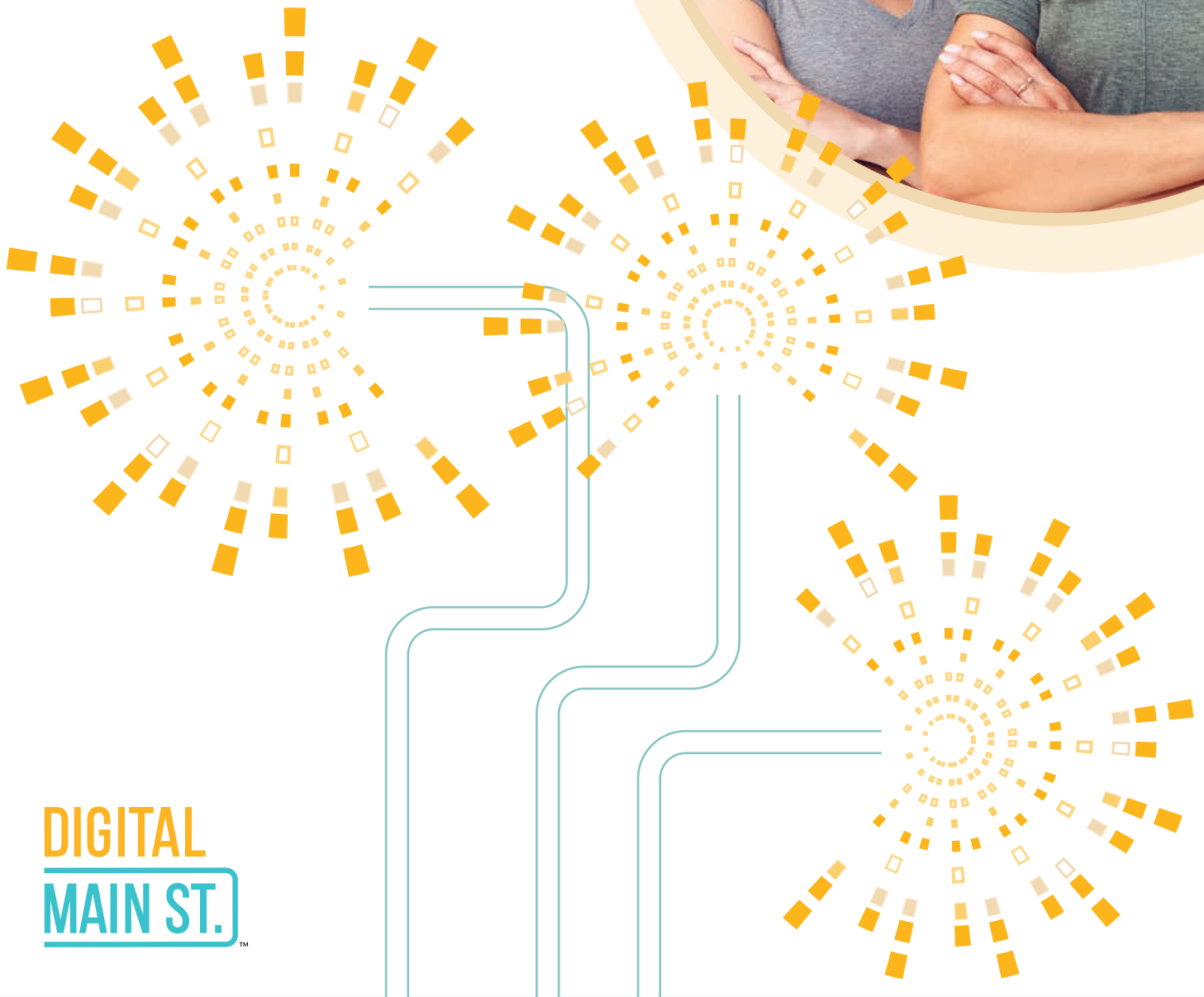
Continued

Other Questions *Continued*

- **What if I am a distributor or sell my products online, but also sell locally to the public?**
 - If you are a distributor or online merchant who sells locally to the public, your website must indicate a brick-and-mortar location where the general public is able to visit to purchase the product or service onsite. An interior photo indicating the dedicated commercial space must also be included with the application.
- **What does it mean that businesses with multiple locations may only apply for one grant?**
 - If your business is part of a chain i.e., you have your own incorporation but share a common name and are listed on a common website that indicates your location is one of many locations, then only one location or the head office location can apply for the grant.
- **I applied previously but was denied due to location. Can I re-apply?**
 - **Yes**, you won't need to complete the Digital Assessment, but you will need to complete the pre-qualification quiz, the online training, and submit your application which includes your Digital Transformation Plan. Login to your DMS account to proceed with the application process.
- **What if I apply using my trade name but my Articles of Incorporation and/or my business number have a different name?**
 - You must provide documentation that ties both names together i.e., Master Business License, banking document, utility bill.
- **I would like to spend the grant funds on marketing. Would print ads be an eligible expense?**
 - **No**, print advertising in magazines and newspapers, printed menus, table cards, business cards are NOT eligible expenses. Even if you are referencing your website, Facebook page, Instagram or #followme, it is not considered an eligible 'digital' expense.
- **I would like to spend the grant funds on a month-to-month software subscription and/or month-to-month social media advertising. How much should I budget?**
 - If you can pay for year or more in advance, you can budget for the full cost of that software subscription. For all other month-to-month costs, you can include up to six (6) months worth of the subscription or advertising cost in your budget.
- **If I have questions, who do I speak to, DMS or OBIAA?**
 - OBIAA is responsible for the Ontario Grants Program and each applicant is assigned a Grant Coordinator. You can reach out to them or send your questions to grants@obiaa.com.

Ready for Change

Stay Connected.
Stay resilient.



DIGITAL
MAIN ST.



For more information and to apply, visit www.digitalmainstreet.ca/ontariogrants

Wingham & Area Health Professionals Recruitment Committee

Date: March 14, 2022

Room: WebEx, WDH Boardroom



Attendance (✓ = Present)

Members	
x	Jan McKague Weishar
x	Verna Steffler
x	Lillian Abbott
x	Anita van Hittersum
	Mike McDonagh
	Sharen Zinn
	Wayne Forster

Members	
x	Brenda Deyell
x	Dorothy Kelly
	Karl Ellis
x	Mary Atkinson
x	Nicole Jutzi
x	Peg Lockridge
	Jenny Hogervorst

Members	
x	Nancy Michie
	Hugh Clugston
x	Dale Gilchrist
x	Rhonda Scheeringa
Recorder	
x	Krista Marston

Flags: Q – quality-related R – contains recommendation/advice 3 – 3rd party information P – personal information

Agenda Topic and Decision Points	Action / Responsible	Flags
1. Call to Order		
Verna called the meeting to order at 09:00.		
2. Minutes of the Previous Minutes		
Motion by Dorothy Kelly to adopt the minutes of December 13, 2021. Seconded by Peg Lockridge. <u>Carried</u>		
3. Business Arising		
<p>3.1 Teeswater Clinic update – Plans are being drawn up, fundraising is underway, website is up and running.</p> <p>3.2 Recruitment Committee Framework – Jan McKague –The Recruitment Committee Framework was circulated with changes made from the last meeting. The physician group was approached and does not wish to have a representative on the committee. If they have a concern, they will bring it forward. Motion by Lillian Abbott to accept the Recruitment Committee Framework as presented. Seconded by Brenda Deyell. Carried</p> <p>3.3 Other Business Arising –Community engagement - recruitment activities on the foundation website could be improved, this has not been done yet -Dr Mousa is currently living in a house owned by the hospital. They are actively looking for a house to purchase but haven't been able to find anything yet. It was suggested that in the future, there be a specific time laid out that the house can be used rent free, and after that time, the tenant will pay rent</p>		

Agenda Topic and Decision Points	Action / Responsible	Flags
4. New Business		
-none		
5. Recruitment Officer Report		
<p>Physician Recruitment Update – The moving incentive for up to \$10,000 has not been paid to Dr Mousa yet.</p> <p>-We expect a transition to retirement for one of your physicians with 1300 patients, within two years and another retirement in approximately four years with 1600 patients. We will possibly need to recruit 4 new physicians to serve these patients</p> <p>-We are currently looking to recruitment a radiologist to assist with Dr. Erenberg’s workload. A group of radiologists has been found to provide onsite and remote readings for both sites.</p> <p>ER in Wingham – Wingham has been approved for EDLP (Emergency Department Locum Program). They have a pool of ER physicians that help to fill vacant shifts.</p> <p>-With the addition of Dr. Mousa, five of our local physicians provide ER coverage.</p> <p>-We have two new leads on ER physicians for Wingham. Dr. Kargbo will be returning for regular ER shifts. Dr. Fadojutimi is a new ER locum who will be picking up some regular shifts</p> <p>Recruiting Events - Jan presented at a virtual Western resident retreat in January that was fairly well attended.</p> <p>-The 2022 event schedules have not yet been released.</p> <p>Medical Learners – We currently have no residents. Dr. Henderson and Dr. Vander Klippe are interested in hosting learners. The other physicians are willing to help.</p> <p>-Western does a community spotlight in their newsletter. Jan is planning to submit an article on each of our communities.</p> <p>-Discovery week is planned for the last week in May</p> <p>-There are some local students currently in residency. Jacob McGavin, Alex Raynard, Nicole Connors</p> <p>-We are hoping to have a Rural interest group of 2nd year med students come for “Doc Talk”. 30-40 students come for an evening to tour our facilities, have dinner and mingle with the medical staff.</p> <p>Listowel –We are recruiting for a GP anesthetist.</p> <p>-The Listowel clinic is expanding.</p> <p>-Listowel ER is relying heavily on EDLP. 25-30% of their monthly shifts are unfilled for the next 5 months.</p>		
6. Financial Report		
<p>-Nancy presented the 2021 yearend report as circulated.</p> <p>-Nancy presented the 2022 budget as circulated.</p> <p>Motion by Dorothy Kelly to adopt the 2022 Budget as presented. Seconded by Peg Lockridge. Carried</p> <p>A copy of the budget will be sent to the municipalities.</p>		
7. NHFHT Update		
<p>-Mary – This is Mary’s last meeting with this committee before her retirement. She thanked Jan and the committee for the great work that has happened, supporting recruitment in the community.</p> <p>-The FHT is putting together a committee of staff and board members, to come up with a new name. They will be working</p>		

Agenda Topic and Decision Points	Action / Responsible	Flags
<p>with the same group that did the Strategic planning. If anyone has a name suggestion, forward it to Mary.</p> <p>-Pandemic update – we are seeing lower hospitalizations but case counts remain high. The FHT has seen high positive cases in staff. We will continue to mask. N95 masks need to be fitted every 2 years and we have staff trained to do this fitting.</p> <p>–The board is working through finding a replacement for Mary. They are in the process of doing 2nd interviews.</p> <p>-The FHT is looking at building a business case for an additional NP to support the physicians across the sites. This will be submitted with the annual operating plan.</p>		
8. LWHA Report		
<p>-an announcement will be happening soon to determine if Wingham will be getting MRI equipment.</p> <p>-Wingham physicians have identified a real need for a CT scanner as well</p> <p>-for an MRI machine, the hospital is responsible for finding a location and the cost of operating is funded provincially. For a CT machine, it is not funded by the province at all. A CT is very important from a recruitment perspective for ER physicians. When patients have to be transferred out for a CT, a nurse has to be taken from somewhere to go with them.</p>		
9. Date of Next Meeting		
June 8 th , 2022 at 9:00 am. Joint meeting		
10. Adjournment		
Meeting adjourned at 10:20am by Verna.		

Listowel and Wingham Recruitment Funding Comparisons

Wingham Recruitment

*Based on 2021 actuals

Income

North Huron 38%	\$	24,624.00
Huron Kinloss 16%	\$	10,368.00
South Bruce 11%	\$	7,128.00
Morris Turnberry 8%	\$	5,184.00
ACW 1%	\$	648.00
LWHA In Kind (locum housing)	\$	8,700.00
WDH Hospital Foundation	\$	10,000.00

2021 Total Income **\$ 66,652.00**

2021 Expenses **\$ 64,800.00**

Deficit/Surplus **\$ 1,852.00**

*Wages/Benefits are equal between sites

*WDH has 2 locum houses supported in-kind by LWHA

*FHT contribution will be split between communities in 2022

Listowel Recruitment

*Based on 2021 actuals

Income

North Perth	\$	10,000.00
FHT	\$	6,000.00
LWHA In Kind (locum housing)	\$	15,200.00
LMH Hospital Foundation	\$	20,000.00

2021 Total Income **\$ 51,200.00**

2021 Expenses **\$ 65,245.00**

Deficit/Surplus **\$ (14,045.00)**

*Wages/Benefits are equal between sites

*LMH has 3 locum houses supported in-kind by LWHA

*Listowel has a fund reserve that has been supporting deficit and must be addressed for future

SAUGEEN VALLEY CONSERVATION AUTHORITY

CONSERVATION THROUGH COOPERATION

MINUTES

Meeting:	Authority Meeting
Date:	Thursday, July 21, 2022, 1:00 p.m.
Location:	Electronic
Chair:	Barbara Dobreen
Members present:	Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart
Members absent:	Maureen Couture, Steve McCabe
Others present:	Jennifer Stephens, General Manager / Secretary-Treasurer Donna Lacey, Manager, Forestry and Lands Elise MacLeod, Manager, Water Resources Erik Downing, Manager, Environmental Planning and Regulations Laura Molson, Manager, Corporate Services Ashley Richards, Communications Coordinator Karleigh Porter, Finance Clerk Janice Hagan, Executive Assistant / Recording Secretary

Chair Maureen Couture was not in attendance; therefore, Vice-Chair Barbara Dobreen assumed the role of Chair. She called the meeting to order at 1:00 p.m.

1. Land Acknowledgement:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and is grateful to have the opportunity to meet in this territory.

2. Adoption of agenda

Directors requested that item 10d, Heritage River Status be moved to follow Item 5, Delegation, Designation of Saugeen Rivers as Heritage Rivers.

Motion #G22-60

Moved by Diana Rae

Seconded by Tom Hutchinson

THAT the agenda be adopted as amended.

CARRIED

3. Declaration of pecuniary interest

No persons declared a pecuniary interest relative to any item on the agenda.

4. Approval of Authority meeting Minutes – May 19, 2022

Motion #G22-61

Moved by Cheryl Grace

Seconded by Sue Paterson

THAT the minutes of the Authority meeting held on May 19, 2022, be approved as circulated.

CARRIED

5. Delegation – Designation of Saugeen rivers as Heritage Rivers

Jack Serre informed the Board that he wishes to pursue a Heritage River designation for the five Saugeen Rivers. He is requesting that SVCA provide a letter of support for this initiative. Heritage River status could mean increased collaboration between local interest groups with the common interest in maintaining the natural, economical, recreational, and cultural values of the rivers.

6. Heritage River status

Elise MacLeod discussed the Heritage River status and gave a brief overview of the benefits of having the designation, including the strengthening of community relations. The goal of receiving the status is to recognize the natural, cultural, recreational, and economic heritage of a river system. She explained that the first step in the nomination process is to have support from the community. The Directors requested further information on the guidelines, benefits, and possible impacts to the citizens, community groups, and municipalities. After discussion, the following motion carried:

Motion #G22-62

Moved by Mark Davis

Seconded by Don Murray

THAT the letter of support for the Heritage River Status for the Saugeen Rivers be deferred, and further

THAT staff prepare a further report outlining the pros and cons of the Heritage River Status.

CARRIED

7. New Staff Introductions

The following new staff were introduced:

- Karleigh Porter, Finance Clerk
- Ashley Richards, Communications Coordinator

- Elise MacLeod, Manager, Water Resources

8. Matters Arising from the Minutes

a. Furnace quotation

Donna Lacey summarized the submitted report and noted that the replacement of the two furnaces and air conditioning units are necessary as they are in disrepair, and staff working conditions are not acceptable.

Motion #G22-63

Moved by Christine Robinson

Seconded by Diana Rae

THAT staff be authorized to proceed with the purchase of two new furnaces and air conditioning units in an amount not to exceed \$24,000.

CARRIED

9. General Manager's Update

Jennifer Stephens provided a review of the General Manager's report including the submission of the 1st progress report to the Province on the implementation of discussions relative to the Inventory of Programs and Services. She also clarified the scope of the ongoing social media campaign that is intended to draw attention to the partnership between SVCA and NWMO in conducting surface water and hydrology monitoring activities. This social media campaign seeks to inform the public of the value of the partnership, such as having improved monitoring information to augment our knowledge of the Saugeen watershed. There was no discussion.

10. Consent Agenda

Motion #G22-64

Moved by Tom Hutchinson

Seconded by Paul Allen

THAT the reports, Minutes, and information contained in the Consent Agenda, [Items 9a-i], along with their respective recommended motions be accepted as presented.

CARRIED

11. New Business

a. Client Service and Streamlining Initiative

Erik Downing reviewed the Client Service and Streamlining initiative report, which outlines a program created by Conservation Ontario to improve and streamline processes in Environmental Planning and Regulations. The report recommended that SVCA participate. He explained the required components of the program and updated the Members on SVCA's progress. There was no discussion.

Motion #G22-65

Moved by Christine Robinson

Seconded by Cheryl Grace

THAT Saugeen Valley Conservation Authority endorse a commitment to participate in the Client Service and Streamlining Initiative beginning October 1, 2022.

CARRIED

b. Provincial Offences Officer Class designation

Erik Downing reported that certain Environmental Planning and Regulations, and Forestry and Lands staff have completed the necessary requirements for a Provincial Offences Officer designation. He indicated that it is required that the Board must permit specific staff, not just positions, to execute this role. It was noted that the Forestry and Lands staff would be engaging in an enforcement campaign to ticket those park visitors not adhering to Section 29 of the *Conservation Authorities Act*. Prior to initiating the campaign, a Press Release was issued, and a social media campaign has been ongoing to educate the public before enforcement commences.

Motion #G22-66

Moved by Dave Myette

Seconded by Dan Gieruszak

THAT SVCA Manager, Environmental Planning and Regulations (Erik Downing), Regulations Coordinator (Matthew Armstrong) and Regulations Officers (Darren Kenny, Madeline McFadden, Alyssa Gowing) be designated as Provincial Offences Officers for the purpose of enforcing Section 28 of the *Conservation Authorities Act*.

AND FURTHER THAT SVCA Manager, Forestry and Lands (Donna Lacey), Forestry Technician (Aaron Swayze), Field Operations Coordinator (Richard Rowbotham), Field Operations Assistant (Anthony Quipp), Park Superintendents (Elijah Wilson, T. Lee Watson), and Assistant Park Superintendents (R. Jim Leask, Peyton Koebel), be designated as Provincial Offences Officers for the purpose of enforcing Section 29 of the *Conservation Authorities Act*.

CARRIED

c. Inspection of Flood and Erosion Control Projects RFP Award

Elise MacLeod stated that staff recommend D.M. Wills Associates Limited be awarded the contract to inspect SVCA Flood and Erosion Control structures.

Motion #G22-67

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT D.M. Wills Associates Limited be engaged to complete the 2022 inspection of all SVCA Flood and Erosion Control projects at a cost of \$33,820.00 plus HST;

AND FURTHER THAT these funds be drawn from the Working Capital Reserve.

CARRIED

d. Campground fees

Donna Lacey explained the recommended fee increases associated with the SVCA campgrounds. There was no discussion.

Motion #G22-68

Moved by Cheryl Grace

Seconded by Diana Rae

THAT camping and associated rates be increased as proposed for the 2023 camping season.

CARRIED

e. Strategic Plan Update

Jennifer Stephens gave an update on the status of the Strategic Plan development. She noted that the response to the municipal engagement survey has been disappointing in that only 5 Directors and 2 senior level municipal staff have participated. Over 100 members of the public participated in the community engagement survey and the majority of permanent staff participated in the internal staff survey. The deadline for some surveys will be extended to allow for more time to provide feedback. Survey links will be recirculated. The Directors noted that the survey appeared to be extensive, and some municipal staff have been amalgamating their response.

f. Vaccination Policy

Dr. Ian Arra, Medical Officer of Health for Grey Bruce no longer recommends that all workplaces have vaccination policies.

Motion #G22-69

Moved by Don Murray

Seconded by Bill Stewart

THAT the Saugeen Valley Conservation Authority revoke the Vaccination Policy as proposed.

CARRIED

g. Land Acknowledgement

Ashley Richards presented the report and recommended changes to the Land Acknowledgement. The Directors discussed the complicated pronunciations and requested that a guide be included with the words be written out phonetically with the Land Acknowledgement.

Motion #G22-70

Moved by Christine Robinson

Seconded by Dave Myette

THAT the Saugeen Valley Conservation Authority use the updated land acknowledgement statement as proposed.

CARRIED

h. Fundraising strategy

Ashley Richards discussed the proposed Fundraising strategy and told the Members that staff are focused on a sustainable fundraising strategy that is not reactive, but one with a planned approach. There was no discussion.

Motion #G22-71

Moved by Diana Rae

Seconded by Paul Allen

THAT the Saugeen Valley Conservation Authority approve the Fundraising Strategy as proposed.

CARRIED

12. Closed Session

Motion #G22-72

Moved by Cheryl Grace

Seconded by Sue Paterson

THAT the Authority move to Closed Session, In Camera, to discuss a proposed or pending acquisition of land by the Authority; and further

THAT Jennifer Stephens, Donna Lacey, Laura Molson, and Janice Hagan remain in the meeting.

CARRIED

Chair Dobreen reported that quorum was lost during the Closed Session and declared the meeting adjourned at 4:23 p.m.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary

Good News

Schools Welcome Students Back for the 2022/2023 School Year!

Communications Manager Chera Longston acknowledged the warm and supportive welcome that school staff provided to our returning students. Schools posted a wide variety of smiling faces on social media as they returned to our buildings. We are so happy to have you back!



LearningHub Team Receives Prestigious Award



Superintendent Cheri Carter was proud to announce that on September 8, the Premiers of Canada announced the winners of the 18th annual Council of the Federation Literacy Award. Offered in every province and territory, the award celebrates “exceptional achievement, innovative practice and excellence in literacy”.

One of the recipients: the Ontario e-Channel Team, which has been developing and delivering Literacy and Basic Skills services for people in Ontario who rely on distance learning. e-Channel specializes in supporting Indigenous, deaf, and francophone clients and has helped thousands of learners gain the literacy skills needed to achieve their education and career goals. During the COVID-19 pandemic, e-Channel was able to support in-person literacy providers by sharing their resources and expertise, so they could quickly and successfully pivot to online service delivery for their own clients. e-Channel consists of a network of six not-for-profit organizations dedicated to the advancement of literacy skills, including our very own [LearningHUB program](#) of the [Centres for Employment & Learning \(CEL\)](#).

The LearningHUB includes 30 CEL staff members and is led by Site Coordinator Nancy Lazenby and Principal of Adult and Continuing Education Kendra Brohman. Last year, the eChannel supported over 2,800 clients across the province in online literacy training.

We are very proud of the LearningHUB Team!

Full details can be found on [Canada's Premiers website](#).

Indigenous Feast Brings Families Together

Trustee Lynette Geddes was pleased to share that on Sunday, August 28, the board hosted an “End of Summer Feast” in Brodhagen, West Perth for students across the Avon Maitland board. The intention of the event was to celebrate our students and families who self-identify as Indigenous and to raise awareness of and to the hundreds of Indigenous students and families who are part of the communities of Huron and Perth. Over 200 students and families enjoyed a meal prepared by local Indigenous caterer Howling Moon, listened to various speakers and joined in songs. It also introduced students and families to the AMDSB Indigenous Student Support Advisor, Alicia Park. Alicia will be connecting with these students throughout the year in our schools.

Stratford Beacon Herald Article: [End of Summer Feast strengthens Indigenous community across Avon Maitland District School Board](#)



Partnership with Stratford Festival to Bring the Play "1939" to AMDSB Students

Superintendent Kate Creery was pleased to report that a new partnership with the Stratford Festival enabled a number of tickets for the new play by Jani Lauzon and Kaitlyn Riordan. The amazing production is described as follows:

Anticipating a visit by King George VI, an English teacher at a fictional Residential School in Northern Ontario enlists her students in a production of *All's Well That Ends Well*. But her rigid ideas of how Shakespeare should be performed are challenged as her Indigenous students start finding parallels between themselves and the characters in the play – and, far from letting themselves be defined by colonial expectations, set out to make Shakespeare's bitter-sweet comedy defiantly their own.

This was a wonderful opportunity for students taking Grade 11 English (ENG3U/C/E) to view the play as part of their studies while in the company of fellow AMDSB administrators, educators and managers from a variety of departments! Additionally, local Indigenous elders, along with Indigenous Education Lead Monique Pregent and Director Lisa Walsh, were in attendance on September 7.

Thanks so much to Daviorn Snipes from the Stratford Festival for helping us to organize this special offer and to Jenn Cronsberry, Katie Snell, Monique Pregent and Jason Burt for all of their help, all summer long, in organizing this event!

Booster Camp a Success for Grade 8 Students Over the Summer

Superintendent Kate Creery reported that Avon Maitland educators collaborated to provide a Booster Camp experience for Grade 8 students from across the district during the week of August 22 under the leadership of principal Amy Crummer. The goal of the camp was to support students with a smooth transition into high school, and reduce their stress and anxiety about their upcoming school year (as well as boost their confidence in numeracy and literacy). The full-day camp was facilitated at Mitchell District High School where students had an opportunity to further develop their literacy and numeracy skills, make new friends and talk about the transition to secondary school. Sixty two students were led by AMDSB staff in engaging, fun, and collaborative learning activities.

Feedback from parents, students and educators was overwhelmingly positive, with requests to run the program and expand upon it next year. Parents specifically commented on the resource that staff created for student participants to take with them for their first month of high school. Students have shared that the camp allowed them the opportunity to connect with peers and develop new friendships that they otherwise wouldn't have had the chance to make. They also shared their increased confidence to enter high school. Educators reported that the camp allowed them to further refine their practice through small group instruction and that they benefited from the opportunity to work with other educators from different

panels across the district. In addition, parents and students have asked to facilitate the camp if it runs next year. The week was capped off by a full camp field trip to Canada's Wonderland.

Stratford Intermediate School Hosts Tour for Trustees

Last night's meeting was hosted at Stratford Intermediate School. Trustee Herb Klassen thanked staff for the tour of the school's newly renovated areas and remarked on the amazing improvements!



Chair Update

Chair Nancy Rothwell reviewed changes to upcoming meeting dates (all are posted on the [Board Meeting page](#)). She also described the upcoming orientation process that is being planned for newly elected Trustees who will be in place after the Municipal Election on October 24. She went on to report a very engaging and successful System Leader's Day which brought together the senior team, principals, vice principals, managers, and trustees. Special guest speaker Chris D'Souza kicked off the day with an inspiring talk that challenged the group's thinking about anti-oppression work that is happening in our board. Chair Rothwell also described the poster boards that were set up for participants which asked a variety of thought-provoking questions and enabled great discussion. She thanked the senior team for their work on organizing such a successful day!

Senior Staff Updates

Student Transportation and Construction

Superintendent Cheri Carter gave a report from the Huron Perth Student Transportation Services. She reported that the start of the school year has gone relatively smoothly with respect to student bussing. She did put a call out for anyone interested in full-time, part-time or supply bus driving. All bus operators are currently recruiting. In addition, she reported that a training session focused on autism was hosted for over 170 bus drivers. She also provided a construction update and reviewed the numerous projects that began over the summer.

Future Board Meetings

Meetings that include Regular Sessions will be hosted in person at the Education in Seaforth (62 Chalk St. N.) with the option for connecting online. Members of the public are welcome to attend the Regular Board sessions (in person or online). Meeting details (including online meeting links and agenda packages) are posted on the [Board Meeting page](#).

- Tuesday, September 27, 2022: Committee of the Whole, Closed Session at 4:30 p.m. and Regular Board Meeting at 6:00 p.m.
- Tuesday, October 18, 2022: Committee of the Whole, Open Session
- Tuesday, October 25, 2022: Committee of the Whole, Closed Session at 4:30 p.m. and Regular Board Meeting at 6:00 p.m.

Future Meetings/Events with Trustee Representation

- Special Education Advisory Committee – September 14, 2022 at 4:00 p.m.
- Indigenous Education Advisory Committee – September 19, 2022 at 5:30 p.m.
- Audit Committee – September 21, 2022 at 5:00 p.m.
- Equity Steering Committee – September 22, 2022 at 9:30 a.m.
- Supervised Alternative Learning – September 26, 2022 at 8:30 a.m.
- Environment Committee – September 29, 2022 at 1:00 p.m.
- Joint Health and Safety Committee – September 29, 2022 at 1:30 p.m.
- Accessibility for Ontarians with Disabilities Act – October 19, 2022 at 4:00 p.m.



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

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

TAKE NOTICE that the Committee of Adjustment for the Municipality of Morris-Turnberry will hold a public meeting on: **Tuesday, October 4, 2022 at 7:30 p.m.** to consider a proposed minor variance under Section 45 of the Planning Act (RSO 1990), as described below.

APPLICANT: Frank & Doris Sanders

LOCATION OF PROPERTY: Concession 7, North 1/2 Lot 6, Morris (Cranbrook Road)

PURPOSE OF APPLICATION: The purpose of this application is to reduce the required Minimum Distance Separation (MDS) setback to allow for the construction of a new house.

The application proposes to reduce the MDS setback of 724 m to 530 m to the neighbouring barn to the east of the subject property

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

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

Section 4.6, to reduce the required MDS setback for the construction of a house

- 1. 724m to 530m to the barn on the property to the east of the proposed location of the house.*

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

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

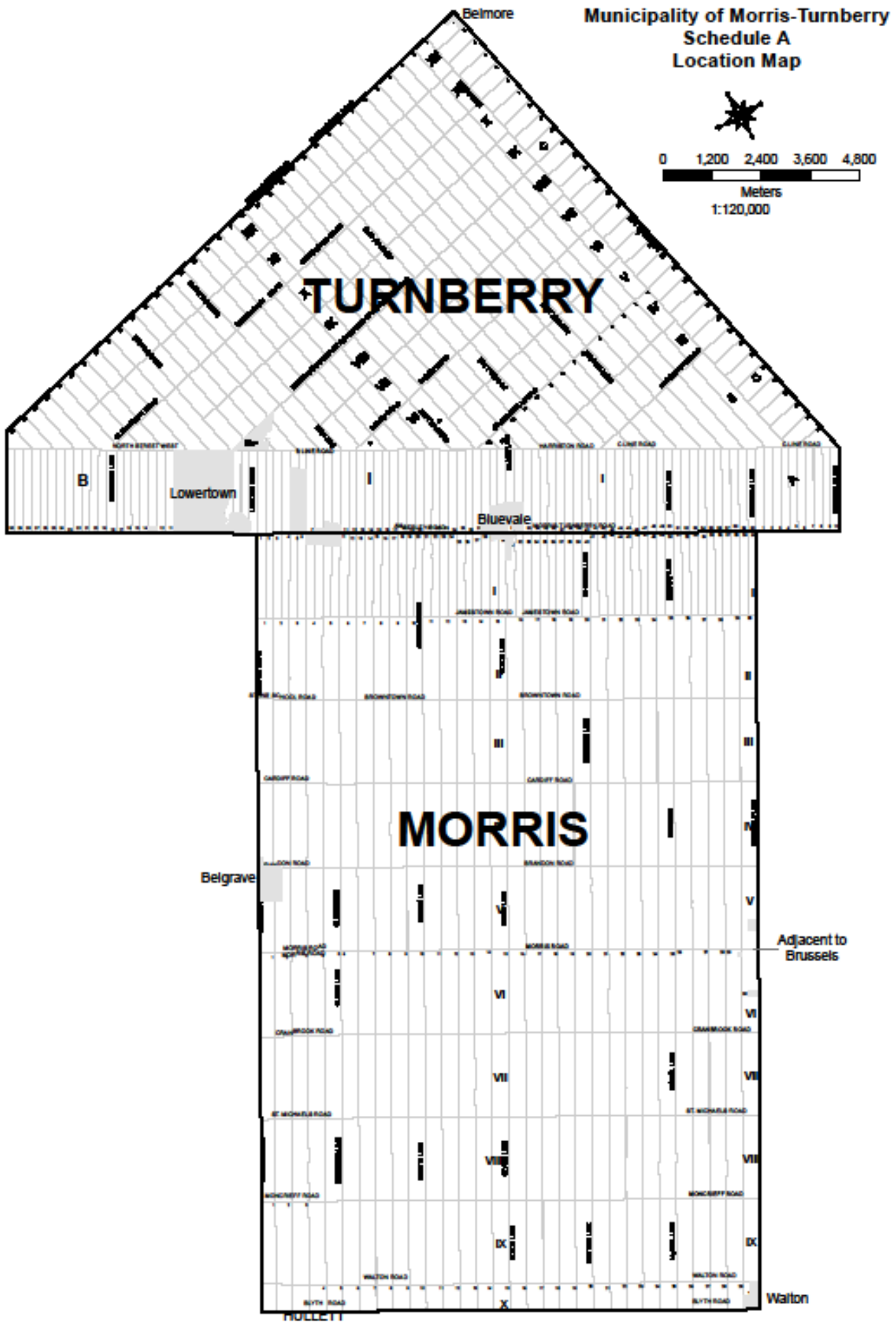
NOTICE OF DECISION: If you wish to be notified of the decision of the Committee of Adjustment regarding this application, you must submit a written request to the Committee of Adjustment. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal hearing in the event of the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

ADDITIONAL INFORMATION relating to the proposed minor variance is available for inspection on the Municipal Website at www.morristurnberry.ca

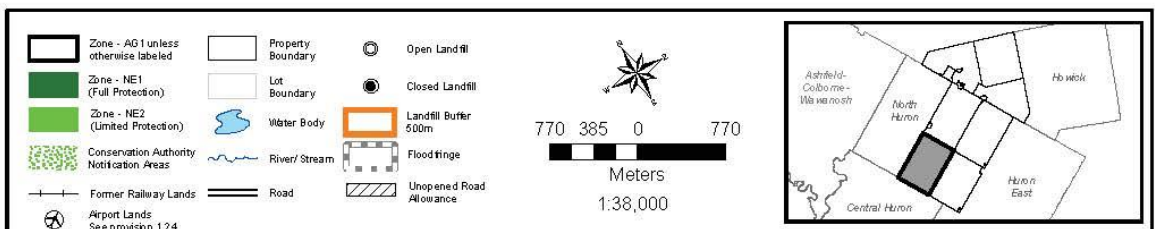
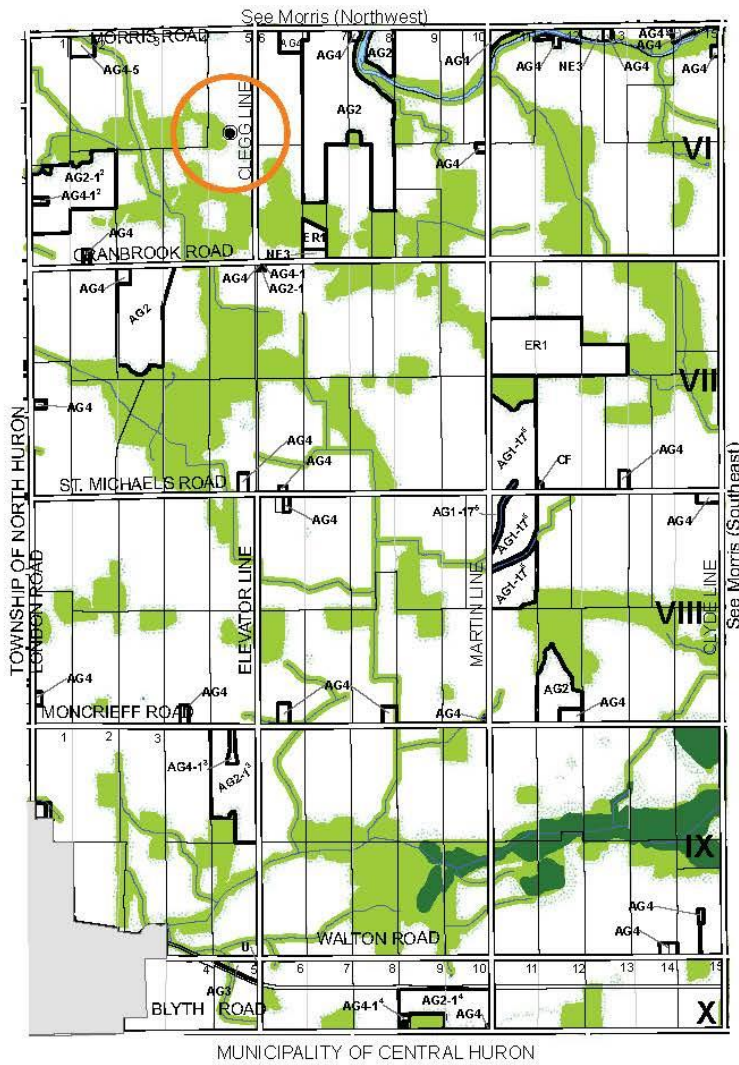
DATED AT THE MUNICIPALITY OF MORRIS-TURNBERRY this 12th day of September, 2022.

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





<p style="text-align: center;">Amendments</p> <p>1 Amended by By-Jaw 01-2016 2 Amendment condition of consent file B46-2016 3 Amendment condition of consent file B40-2017 4 Amended by By-Jaw 86-2019 5 Amended by By-Jaw 41-2021</p>	<p>Municipality of Morris-Turnberry Schedule A</p> <p>Key Map - Morris (Southwest)</p>
<p>REVISION DATE <u>September 29, 2021</u></p>	





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

TAKE NOTICE that Council of the Municipality of Morris-Turnberry will hold a public meeting on **Tuesday October 4, 2022 at 7:30 p.m.** to consider a proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990, as amended.

BE ADVISED that the Council of the Corporation of the Municipality of Morris-Turnberry considered this application to be complete on August 12, 2022.

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

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

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

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

ADDITIONAL INFORMATION relating to the proposed temporary use by-law is available for inspection at www.morristurnberry.ca, or please call 519-887-6137 for additional methods to review the materials.

Dated at the Municipality of Morris-Turnberry this 9th day of September, 2022.

Handwritten signature of Kim Johnston in black ink.

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

Handwritten signature of Trevor Hallam in black ink.

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

PURPOSE AND EFFECT

The purpose of the proposed zoning by-law amendment is to amend the zoning on two proposed lots from Severance Application C79-2022 - 353 Turnberry Street (Plan 410 Lots 149 to 151 Pt; Lane and RP 22R6317 Part 1) in the Municipality of Morris-Turnberry. The proposed zoning on the lot described as “Severed 2” on the map below would be rezoned from Village Residential – Low Density (VR1) to Village Residential – Medium Density (VR2) to allow for a four unit residential building. The proposed zoning on the lot described as “Retained 1” would be rezoned from Residential – Low Density (VR1) to Village Industrial (VM1) to allow for a commercial storage warehouse building. The subject property is approximately 1.73 acres with “Severed 2” being 0.70 acres and “Retained 1” being 0.33 acres.



**THE CORPORATION OF THE
MUNICIPALITY OF MORRIS-TURNBERRY
BY-LAW - 2022**

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

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

1. This by-law shall apply to 353 Turnberry Street (Plan 410 Lots 149 to 151 Pt; Lane and RP 22R6317 Part 1) in the Municipality of Morris-Turnberry and is comprised of Schedules 1-4.
2. By-law 45-2014 is hereby amended by changing the zoning from VR1 (Village Residential – Low Density) to VR2 (Village Residential – Medium Density) for the parcel referred to as “Severed 2”. The zone symbol of the lands identified as ‘zone change to VR2’ are shown on the attached Schedule 4.
3. By-law 45-2014 is hereby amended by changing the zoning from VR1 (Village Residential – Low Density) to VM1 (Village Industrial) for the parcel referred to as “Retained 1”. The zone symbol of the lands identified as ‘zone change to VM1’ are shown on the attached Schedule 4.
4. Key Map – Lowertown, By-law 45-2014 is hereby amended as shown on the attached Schedule 3 of this by-law.
5. All other provisions of By-law 45-2014 shall apply.
6. This by-law shall come into force pursuant to Section 34(21) of the Planning Act, RSO 1990, as amended.

READ A FIRST TIME ON THE	th DAY OF	, 2022.
READ A SECOND TIME ON THE	th DAY OF	, 2022.
READ A THIRD TIME AND PASSED THIS	th DAY OF	, 2022.

Jamie Heffer, Mayor

Trevor Hallam, CAO/Clerk

SCHEDULE 1
CORPORATION OF THE MUNICIPALITY OF
MORRIS-TURNBERRY
BY-LAW No. - 2022

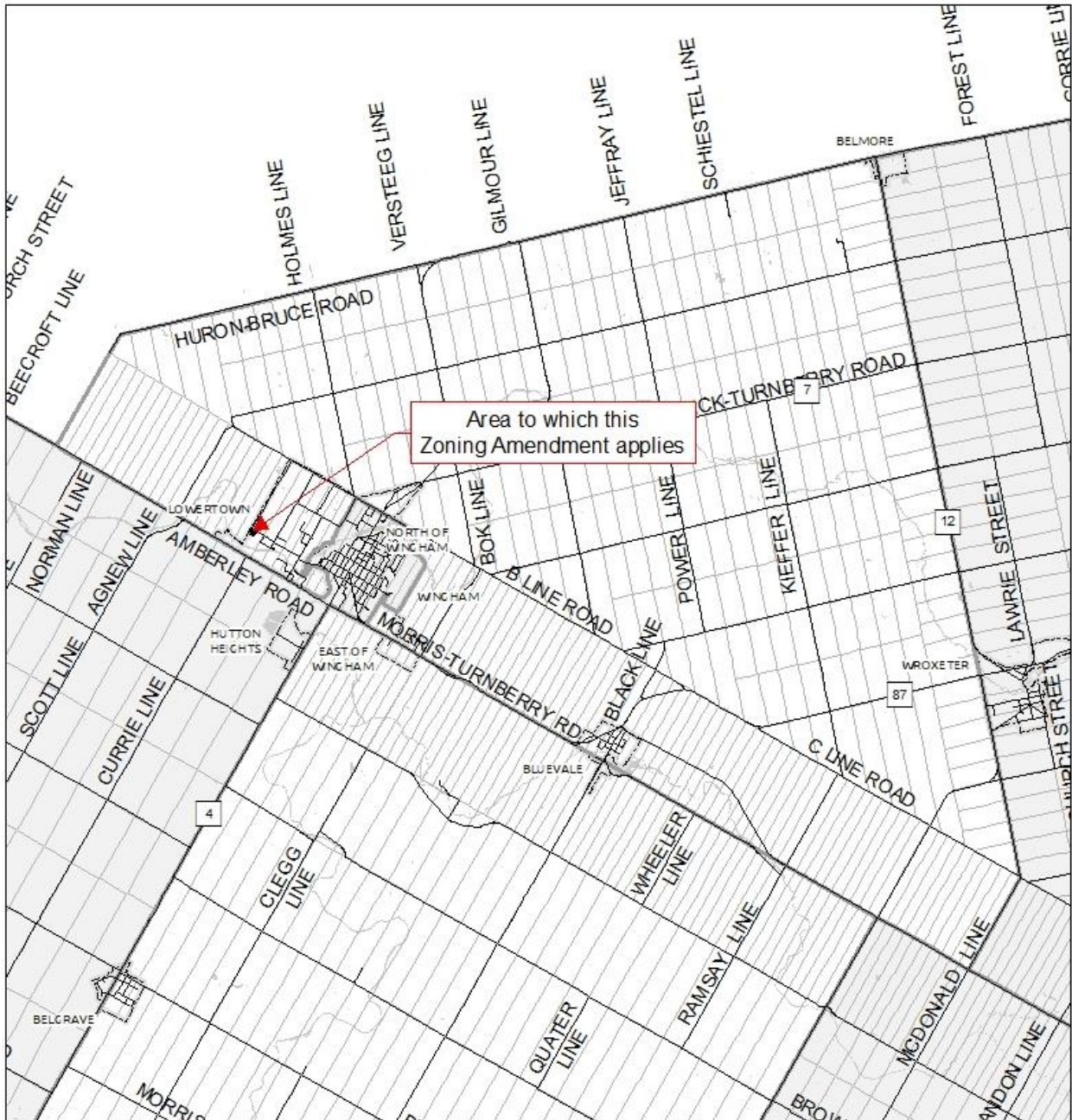
By-law No - 2022 has the following purpose and effect:

1. The purpose of the proposed zoning by-law amendment is to amend the zoning on two proposed lots from Severance Application C79-2022 - 353 Turnberry Street (Plan 410 Lots 149 to 151 Pt; Lane and RP 22R6317 Part 1) in the Municipality of Morris-Turnberry. The proposed zoning on the lot described as “Severed 2” on the map below would be rezoned from Village Residential – Low Density (VR1) to Village Residential – Medium Density (VR2) to allow for a four unit residential building. The proposed zoning on the lot described as “Retained 1” would be rezoned from Residential – Low Density (VR1) to Village Industrial (VM1) to allow for a commercial storage warehouse building. The subject property is approximately 1.73 acres with “Severed 2” being 0.70 acres and “Retained 1” being 0.33 acres.
2. This by-law amends the Municipality of Morris-Turnberry Zoning By-law 45-2014. All other zone provisions apply.
3. The location map and key map showing the location to which this by-law applies are found on the following pages and are entitled Schedule 2, Schedule 3 and Schedule 4.

SCHEDULE 3
THE CORPORATION OF THE
MUNICIPALITY OF MORRIS-TURNBERRY
BY-LAW No. – 2022

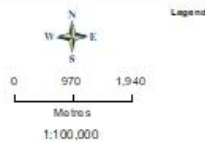
Municipality of Morris-Turnberry
 Location Map

Turnberry Ward



Produced by the County of Huron GIS Services with data supplied under License by Members of the Ontario Geospatial Data Exchange, MVCA, ABCA, SVCA, UTRCA and MINR&F. Orthoimagery flown in 2020. This map is illustrative only. Do not rely on it as a precise indicator of routes, feature locations, nor as a guide to navigation. Copyright © Queen's Printer 2022.

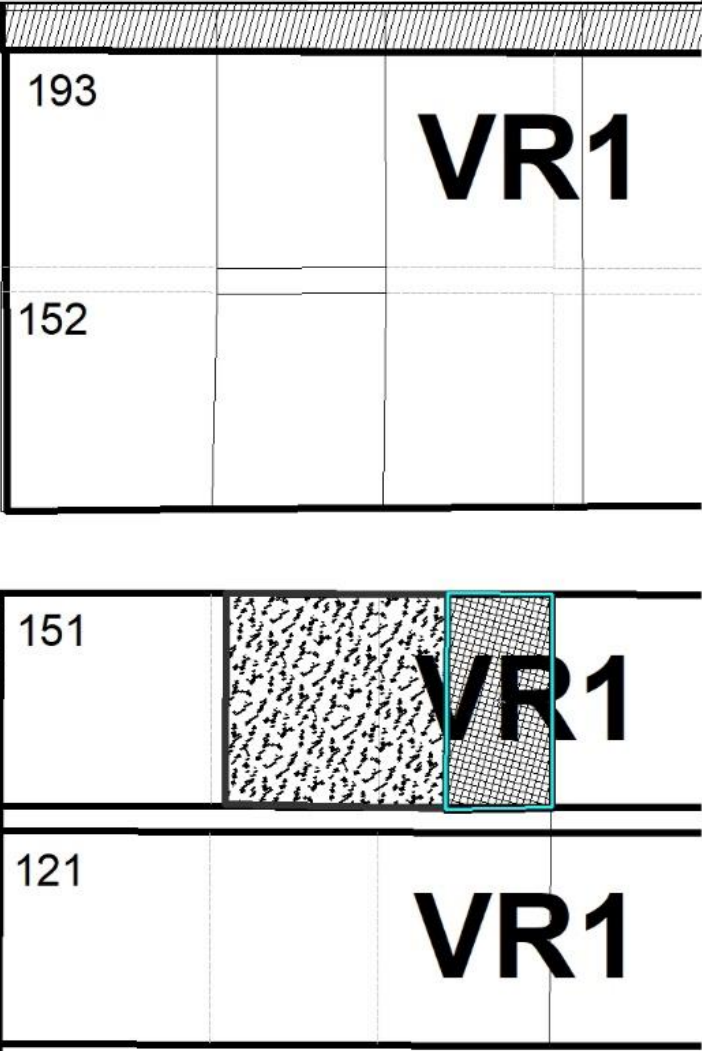
Last Modified 9/13/2022



SCHEDULE 4
THE CORPORATION OF THE
MUNICIPALITY OF MORRIS-TURNBERRY
BY-LAW No. – 2022

<p style="text-align: center;">Amendments</p> <p>1 Amended by By-law 71-2016 2 Amended by By-law 20-2016 3 Amended by By-law 106-2017 4 Amended by By-law 66-2019 5 Amended by By-law 94-2019 6 Amended by By-law 11-2021 7 Amended by By-law 34-2021 8 Amended by By-law 35-2021 9 Amended by By-law 38-2021</p>	<p>Municipality of Morris-Turnberry Schedule A</p> <p>Key Map - Lowertown</p>
<p>REVISION DATE <u>September 13, 2022</u></p>	

WEST STREET



- Zone change from VR1 (Village Residential - Low Density) to VM1 (Village Industrial)
- Zone change from VR1 (Village Residential - Low Density) to VR2 (Village Residential - Medium Density)

<p> Zone - AS1 unless otherwise labeled</p> <p> Zone - NE1 (Full Protection)</p> <p> Zone - NE2 (Limited Protection)</p> <p> Conservation Authority Notification Areas</p> <p> Former Railway Lands</p> <p> Airport Lands See provision 1.24</p>	<p> Property Boundary</p> <p> Lot Boundary</p> <p> Water Body</p> <p> River/Stream</p> <p> Road</p>	<p> Open Landfill</p> <p> Closed Landfill</p> <p> Landfill Buffer 50m</p> <p> Roofings</p> <p> Unopened Road Allowance</p>	<p style="text-align: center;"> 1:928 </p>
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TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

September 2, 2022

Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West
Guelph, ON N1G 2Y1

Re: Ontario Wildlife Damage Compensation Program

Dear Minister,

Please be advised that at the August 23rd meeting, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considered and adopted the following resolution.

Moved by Roger Watt
Seconded by Jennifer Miltenburg

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program;

AND FURTHER THAT this resolution be circulated to the Association of Municipalities of Ontario and all Ontario Municipalities for their consideration and support.

Carried

I also enclose the letter and resolution that brought the issue to Council's agenda. If you require any clarification or further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Florence Witherspoon', is written over a white background.

Florence Witherspoon
Municipal Clerk

The Corporation of the
MUNICIPALITY OF TWEED

255 Metcalf St., Postal Bag 729
Tweed, ON K0K 3J0
Tel.: (613) 478-2535
Fax: (613) 478-6457



Email: info@tweed.ca
Website: www.tweed.ca
facebook.com/tweedontario

July 4, 2022

Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West
Guelph, ON N1G 4Y2

Dear Minister:

Re: Ontario Wildlife Damage Compensation Program

We are writing to you today on behalf of our municipality regarding the administration fees related to wildlife damage claims. This program is necessary to protect our farm producers from the devastating losses incurred when they lose livestock to predators.

At the June 28, 2022 Regular Council Meeting the attached Resolution was passed by Council.

Our Council's concern is the administration fee paid to municipalities to administer the program on the Ministry's behalf which was recently increased from \$30.00 per claim to \$50.00 per claim.

We have recently contracted for a new Livestock Investigator resulting in the following costs directly related to wildlife claims:

Hourly Rate: \$25.00/hour
Mileage Rate: .50/km

On the most recent invoice for this service there were three wildlife claims with costs as follows:

1. April 28, 2022 – 3 hours + mileage = \$95.00
2. May 5, 2022 – 2.5 hours + mileage = \$75.00
3. May 8, 2022 – 3.5 hours + mileage = \$120.00

There is also time spent by municipal staff in preparing the wildlife claims for submission and monitoring the claims for payment to the livestock owner.

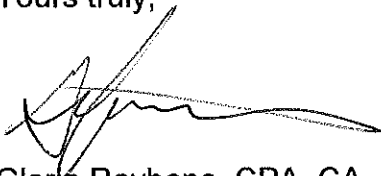
This results in a loss on each wildlife claim for our taxpayers to bear to be able to provide this necessary service to our farm producers.

Ministry of Agriculture, Food and Rural Affairs
Page 2
July 4, 2022

We respectfully request that the Ministry consider increasing the administration fee on wildlife claims to help offset the increasing costs associated with Livestock Investigation.

We look forward to hearing from you about this matter at your earliest convenience.

Yours truly,

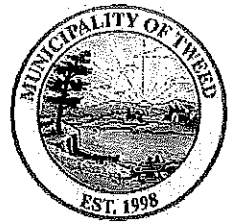
A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long horizontal flourish extending to the right.

Gloria Raybone, CPA, CA
CAO/Treasurer

Encl.

cc. Association of Municipalities of Ontario
Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No.

442.

Title:

Ministry of Agriculture, Food and Rural Affairs

Date:

Tuesday, June 28, 2022

Moved by

Brian Treanor

Seconded by

Jacob Palmateer

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Tweed request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to

Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND FURTHER, that this Resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

Carried

Mayor

J. Albert

**Outstanding Action Items
Open Session**

September 20

Meeting Date	Action Item	Action By	Current Status	Last Action Date	Next Step
November 10, 2021	Zoning/OP Housing Friendly Amendments	CAO/Planning	Feedback from staff review, agency circulation and open house being incorporated.	Open House held September 13	-Anticipated Public Meeting and by-law consideration October 18.
June 21, 2022	FCM Asset Management Grant	CAO	Confirmation received that application has met eligibility criteria and is proceeding to second phase of review.		Report back to council on result when available.
July 19, 2022	Blyth Creek Municipal Drain Outstanding Balance	CAO/Drainage Superintendent	Response received from R.J. Burnside, under staff review.		Report back to Council when update is available.



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 39-2022

Being a by-law to deem registered plans not to be registered.

WHEREAS Section 50(4) of the Planning Act, R.S.O. 1990, as amended, authorizes a municipality to designate any plan of subdivision or part thereof that has been registered for eight years or more as not being a plan of subdivision for subdivision control purposes;

AND WHEREAS it is deemed expedient, in order to adequately control the development of land in the municipality, that a by-law be enacted pursuant to the said Section 50(4);

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

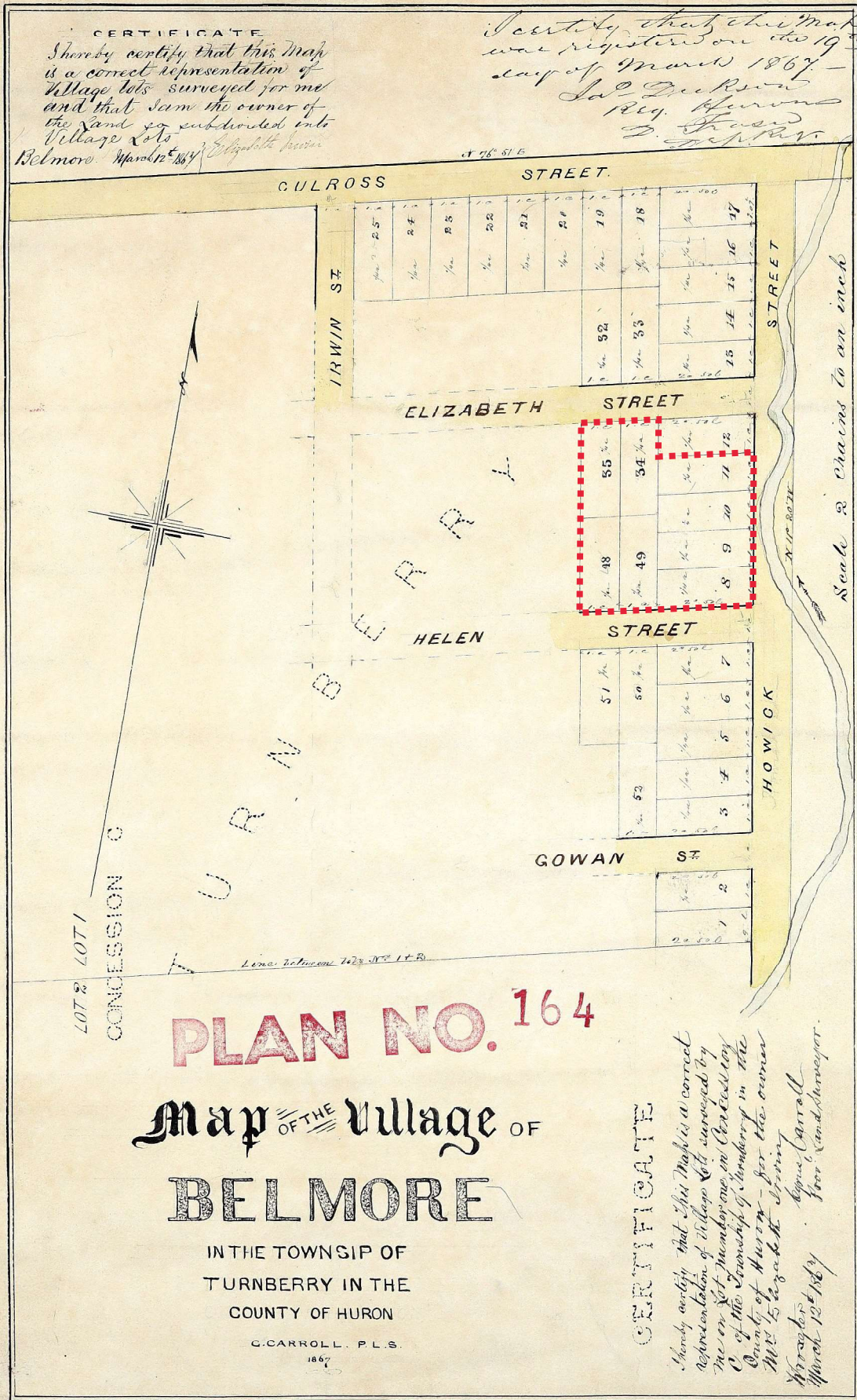
1. That the plans of subdivision or parts of subdivision described as follows are hereby designated to be plans of subdivision or parts thereof, which shall be deemed not to be registered plans of subdivision for the purpose of Subsection 3 of Section 50 of the Planning Act.
2. That the area is identified on the drawing attached as Schedule, 'A' which forms part of this by-law.
3. That the area is comprised of Lots 8, 9, 10, 11, 34, 35, 48 and 48, Plan 164, Municipality of Morris-Turnberry.
4. That this by-law will come into full force and effect upon its registration in the proper land registry office.

Read a FIRST and SECOND time this 20th day of September 2022

Read a THIRD time and FINALLY PASSED this 20th day of September 2022

Mayor, Jamie Heffer

Clerk, Trevor Hallam





CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 40-2022

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 September 20, 2022.

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 September 20th, 2022, 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 20th day of September 2022, 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 20th day of September 2022

Read a THIRD time and FINALLY PASSED this 20th day of September 2022

Mayor, Jamie Heffer

Clerk, Trevor Hallam